

TLF - Medical Housing- Module O

7016.1 SUPERVISION

- (a) Treatment and care for inmates with health care needs will be provided in the Medical Module by trained medical personnel. Deputies will provide the security necessary to ensure the protection of staff and inmates. The housing design of the module allows for the full range of inmate services to be brought to the inmate in the module. All civilian access to the Medical Module and Medical Administration Offices will be controlled and supervised by the Module O Guard Station Deputy.

7016.2 MODULE/STAFFING RESPONSIBILITIES

- [REDACTED]
- [REDACTED]
- (c) The prowler Deputies will be responsible for picking up/dropping off paperwork at the First Floor Guard Station as necessary throughout their shift. The prowler Deputies will perform safety checks pursuant to OCSD Policy Manual (Lexipol) Section 902 – Inmate Safety Checks. All checks will be logged in the module log. The CSA will ensure the completeness of the log.
- (d) Supervision of the employees in the module will be the responsibility of the Module Sergeant.
- (e) Security and medical responsibilities in the module are specifically spelled out in the Memorandum of Understanding effective January 26, 2012 between the Sheriff-Coroner Department and the Health Care Agency and includes the following:
 - 1. Matters of judgment regarding health care services will be the sole province of the Correctional Health Services (CHS) staff.
 - 2. OCSD staff will retain control over and set policies for maintaining security within the jail premises. This shall include the identification of proper housing for inmates.
 - 3. OCSD staff will provide security for those inmates confined in the medical areas in order to ensure the safety of the inmates and all staff.
 - 4. OCSD will maintain necessary communications with CHS staff in order to be aware of the general health condition of inmates.
- (f) CHS staff will not open cell or sector doors; this is a security function and a Deputy will accompany the nurse anytime a door needs opening.
- (g) CHS staff must notify OCSD staff before sending any inmate off compound.

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- (h) CHS staff will notify OCSD staff of any housing change requests. OCSD staff will then coordinate the change with Classification staff.
- (i) Module O Staff will keep a separate daily activity log for all Americans with Disabilities Act (ADA) inmates. It is the duty of staff members working in Module O (Deputy, SSO, CSA) to keep the activity logs updated at all times. The Shift Sergeant will review and sign the tracking logs once per shift. ADA inmate activity will also be logged in the guard station 24-hour log.

7016.3 RECEIVING INMATES

- (a) The Medical Module in the Theo Lacy Facility houses male inmates only. If a female requires medical housing, she will be transferred to the Women's Jail Medical Ward.
- (b) Housing assignments in Module O will be determined primarily by Correctional Health Services (CHS), in collaboration with Classification and Population Management Unit (PMU) staff. CHS will document an inmate's accommodations and/or restrictions on a "Medical and ADA Notification Form" [REDACTED] and submit it to Classification. Once received, Classification staff will update the inmate's housing location in JMS and notify the appropriate staff to move the inmate. Staff responsible for moving the inmate will write the housing assignment on the inmate's module card. Upon the inmate's arrival, Module O staff will check the inmate's module card to identify the assigned housing location, as well as any special protocols regarding the inmate's housing placement or movement. These special protocols (if required) will be located on a J-119 form attached to the module card. The module card will then be placed into the module book.

7016.4 COURT PREPARATION

- (a) The medical staff will notify Inmate Records of any inmate that is too ill to go to court. The Module Deputy will notify the Court Deputy.
- (b) For more information about court preparation procedures, refer to CCOM Section 7000.4 - Court Preparation.

7016.5 MEALS

- (a) Special diets and the serving sequence will be verified before the CSA leaves for the kitchen. (Special diets will be approved by the Medical Staff prior to informing the kitchen to prepare them).
- (b) For more information about meal procedures, refer to CCOM Section 7000.6 - Inmate Meals.

7016.6 INMATE SICK CALL AND MEDICATION ADMINISTRATION

- (a) Inmates housed in the Medical Module will be seen regularly by the medical staff. The Prowler Deputy will accompany the medical staff on rounds or anytime a cell door needs to be opened. Inmates needing to see the nurse between rounds can talk to the Deputy station via the intercom in their cell.

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(b) New Bookings

1. The processing and property record of each inmate will be checked by the Module Deputy to ensure those stamped "Medical Attention" have been seen by the Medical Staff. The Medical Staff will sign the processing form of those inmates they have seen. If the processing form is stamped and has not been signed off by the Medical Staff the inmate will be directed, at once, to the Medical Staff assigned to Module O. The Medical Staff will examine the inmate in the medical examination area prior to assigning the inmate to a cell.
- (c) Inmates in the housing unit requesting routine medical attention will be required to submit an Inmate Medical Message Slip directed to the nurse. The message slip should be placed inside the box located in the indoor recreation area of the module. The medical clerk will prepare a roster of inmates to be seen in the Module Examination Room during sick call. The nurse will call for the inmates during sick call hours.
- (d) Except for emergency situations, inmates other than those on the scheduled sick call list will not be sent to the exam room; they must first submit an Inmate Medical Message Slip to the nurse so they can be placed on scheduled sick call.
- (e) It will be the responsibility of the nurse to give prompt attention to all medical requests made by an inmate through the Inmate Medical Message Slip. The medical staff will retain each message slip as a permanent record.
- (f) Obviously ill or injured inmates in the housing areas will be brought to the attention of the medical staff immediately. If the illness or injury appears to be of an emergency nature, the inmate may be removed from the housing unit prior to the arrival of the nurse.
- (g) When an inmate cannot or should not be moved due to an injury or illness, the nurse will be called to the inmate's location. Escort Deputies will assist in moving the inmate to either the Medical Module Examination Room or Triage Area for transport to the hospital.
- (h) Nothing in this section relieves a Deputy, or other employee, of the responsibility to provide for the health and safety of an inmate. If at any time an inmate expresses the need for medical attention, the medical staff will be informed immediately. However, when dealing with inmates that are known to be contagious, it is reasonable for a Deputy to protect his health by donning protective items and/or clothing (i.e., NIOSH mask, latex gloves, gown, etc.).
- (i) Periodically throughout the day, medical staff will deliver medication packets to inmates in the module who have been approved to receive it. The medical staff member will personally hand the medication to the correct inmate and witness their swallowing it. The date and time the medication was given will be recorded by the medical staff in the inmate's file.

7016.7 NEGATIVE AIRFLOW CELLS

(a) General

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1. Module "O" has four (4) cells designed for Negative Airflow. These cells are designed for atmospheric isolation of inmates that have contagious diseases, which can be transmitted through the transfer of airborne pathogens.
2. Whenever an inmate is not in atmospheric isolation, the inmate will wear a surgical mask.
3. Negative airflow cells are used to continuously confine inmates who have an airborne disease, such as tuberculosis, until the inmate is determined to be non-infectious by the Correctional Health Services (CHS) staff.
4. Inmates in negative airflow cells will be the security responsibility of the Module "O" Deputy.
5. No staff member will enter any negative airflow cell that has been occupied by an inmate that is infected with an airborne disease within one (1) hour after it is vacated without a NIOSH-approved mask and protective gloves.

(b) Placement

1. No inmate will be housed in a negative airflow cell with medical restrictions without a written order [REDACTED] from a medical doctor or qualified medical professional.
2. Negative pressure rooms are to be used by CHS when no direct admission beds are available at local medical facilities.
3. CHS will not place the following inmates in a negative pressure room; instead, these inmates will remain in a single cell while awaiting direct admission to a local medical facility:
 - i. Inmates housed in acute mental health housing and placed under observation.
 - ii. Female inmates
 - iii. Any inmate when all negative pressure rooms are occupied.

(c) Emergency Procedures

1. No staff member will enter any negative airflow cell without a NIOSH-approved mask and protective gloves.
2. In no circumstances will personnel enter a negative airflow cell occupied by a contagious inmate until it is determined to be safe to do so unless wearing personal protective attire (i.e., NIOSH respirator)
3. In the event of a medical response (i.e., injury, performing CPR, etc.), and because of the nature of the inmate's illness, the CHS staff will administer any such care.
4. In no circumstance should a contagious inmate who is combative or uncooperative be allowed the opportunity to exit his cell, nor should the door be opened for staff to enter and confront him.

(d) Security

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1. Policies and procedures regarding security concerns or security risks will be followed while the inmate is confined to a negative airflow cell. For example, High Security inmates will still be chained and leg-ironed in the event they are removed from their cell.

(e) Cleaning Procedures

1. An inmate housed in a negative airflow cell is responsible for maintaining and cleaning his cell.
2. Separate cleaning equipment and a hospital approved germicidal disinfectant will be used to clean atmospheric isolation cells.
3. Upon release of an inmate from an isolation cell, the cell will be cleaned by inmate workers under the supervision of the CSA using the following procedures:
 - i. The cell must be vacant for a period of no less than one (1) hour prior to entering the cell to clean.
 - ii. Inmate workers and the CSA should wear gloves and may wear a mask.
 - iii. Any blood, stool, urine, vomit, sputum, and/or other bodily fluids will have undiluted household bleach poured over it and wiped up before proceeding with routine cleaning. It is important that all beach residue is removed prior to cleaning with the germicidal solution.
 - iv. The bed area and mattress will be wiped down with a cloth dampened with germicidal solution.
 - v. The toilet and sink will be cleaned using disinfectant solution or other hospital approved germicidal disinfectant.
 - vi. The floor will be mopped using a disinfectant solution, starting at the far corner and moving out of the cell, mopping in "S" strokes.
 - vii. Any blood, stool, urine, vomit, sputum, and/or other bodily fluids observed on the walls will be wiped off using bleach, then a disinfectant solution.
 - viii. After exiting the isolation cell, the inmate worker and CSA will remove his gloves and mask and deposit them into an infectious waste container. The worker and CSA will then wash their hands using disinfectant soap.
 - ix. All cleaning materials must be disinfected and the mop water changed prior to cleaning any other isolation cell.
 - x. The nurse will check each cell after it is cleaned to certify that it is ready for occupancy.
 - xi. The Module Deputy will log the name of the nurse and the date and time the cell was inspected and approved for occupancy.

(f) Inmate Housing and Movement

1. An infectious inmate will wear a surgical mask whenever he is outside of the atmospheric isolation cell.

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2. Whenever a Deputy is escorting or transporting an inmate who is suspected to be contagious or known to be contagious the Deputy will wear a NIOSH mask and latex gloves.
3. In no instance will safety and security be jeopardized due to the inmate's medical condition.
4. No inmate will be housed in an atmospheric isolation cell that is not operating properly.
 - i. In the event that the airflow system fails, the Module Deputy should refer to the TB Cell Operations Manual. Copies are located in the Module "O" guard station, Main Control, and the Watch Commanders office.
 - ii. If the airflow system fails and cannot be restarted, the medical staff should be notified immediately and alternative measures taken to quarantine the inmate.
5. In the event that the atmospheric isolation cells are not being utilized by contagious inmates, the cells may be used as overflow to house non-infected inmates as deemed necessary by Division Commander.
 - i. Under no circumstances will a non-infected inmate be housed in a cell that shares a common anteroom with a contagious inmate.