



**DEPARTMENT OF CORRECTIONS
MONTANA WOMEN'S PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MWP 4.5.23a	Subject: HOSPITAL PROCEDURES
Reference: DOC Policy No. 4.5.23, 4.5.20,	Page 1 of 4
Effective Date: February 1, 2001	Revision Date(s): 05-11-2006, 05-13-2013
Signature: /s/ Deputy Warden Robert Paul	

I. PURPOSE

The Montana Women's Prison (MWP) Operational Procedure establishes guidelines to ensure that inmates are given access to medical care while maintaining the safety and security of the inmate and the general public.

II. DEFINITIONS

Inmate - Any individual (juvenile or adult) in the custody or under the supervision of the Department of Corrections or its contracted service providers.

III. PROCEDURES

Security Responsibilities

- A. Security coverage will be provided by the Montana Women's Prison or by the Yellowstone County Sheriff's Office for all inmates' admitted to a hospital. (Y.C.S.O. 256-2927 or call 256-2929 and ask for shift supervisor).
- B. Normally one (1) officer per shift will be assigned to the offender. The hospital may request an additional officer if deemed necessary for the security of the other patients and staff. The on-duty Lieutenant will make the final determination if a second officer is needed
- C. The shift Lieutenant will notify the Sheriff's Office when a Maximum custody inmate is admitted to the hospital. Every effort will be made with the hospital to place the inmate in a secure setting. Other than when a medical procedure requires leg irons to be removed, Maximum custody inmates will wear leg irons while admitted to the hospital.

Hospital Transports

- A. The Control Officer or Shift Lieutenant will notify Hospital Security when an offender is being transported to the hospital for any reason, by calling 855-6191 for St. Vincent's or 657-4769 for Billings Clinic

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- B. The transporting officer/officers will take the hospital log, appropriate restraints, restraint keys, and a radio or state cell phone, and paperwork provided by the medical department. The relieving officer will bring any needed additional items.
- C. The hospital will determine in what room to place the inmate. When possible, try not to be alone in the room with the inmate. Position yourself at or outside the door so that you can observe the inmate. In the event there is a second exit from the room, position yourself so that you can see the inmate and the second exit and ensure the main door stays open.
- D. Upon return from a ER or a hospital stay, inmates will go to be evaluated for the following:
 - 1. Medical needs to know the inmate has returned to MWP
 - 2. A medical assessment needs to be done to make sure they can go back to population
 - 3. The inmate needs to be told any instructions given to them from the hospital
 - 4. We need to know what the inmate was told or thinks they were told by the hospital
 - 5. HSR's given if necessary
- E. After 2200 and before 0600, Medical will call the inmate down for a nurse visit. This does not include when an inmate goes out to a medical appointment, only ER visits or a hospital stay overnight.

Hospital Officers

- A. Will be present whenever hospital personnel are with the inmate, unless requested to leave during medical procedures. **However, officers should remain within listening distance.**
- B. Will maintain supervision of the inmate at all times. Do not visit with hospital staff or other patients. **If needed, Hospital Security may provide a relief for short breaks.** MWP staff following the MWP Phone Procedures may utilize the hospital phones.
- C. Officers are direct representatives of the Montana Women's Prison, and are expected to maintain a professional appearance and demeanor at all times.
- D. The hospital officer will check the inmate's food tray before and after every meal to ensure that contraband is not being introduced or being kept by the

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offender.

- E. Officers will be served meals with the inmates in accordance with the hospital procedure. The cost of the meals will be charged to MWP.
- F. The initial transporting officer will be responsible for ordering meals for the first day. Afterwards, the Day Shift officers are responsible for ordering all meals. Night Shift officers will order their own meal if they arrive on-site prior to 1900 hours.
- G. Inmates will not be allowed the following while in the hospital:
 - a. Telephone calls, incoming or outgoing, unless approved by MWP Command personnel.
 - b. Personal visits unless approved by MWP Command personnel.
 - c. Any tobacco products. **NOTE: Staff will not take tobacco products into the hospital while on-duty with an Inmate.**
 - d. Correspondence of any type unless it has been processed by MWP.
- H. Hospital officers will maintain a written log of routine occurrences, as well as significant incidents, and is not to be read by the inmate. The following are examples of log entries:
 - a. Date and time you reported for shift.
 - b. All MWP staff members will sign in with their name when assuming the Post and sign out with their name when relieved. (i.e. CO Smith relieving CO Brown – CO Brown relieved by CO Smith)
 - c. Medical staff entering & leaving the room, including their names if possible.
 - d. Time of meals and what the inmate was served.
 - e. **Hourly security checks called into MWP.** To be logged in Red Ink.
 - f. Significant events affecting safety/security reported to MWP. To be logged in Red Ink.
 - g. All entries, except security checks and significant events, will be neatly printed and in Black ink.
- I. Hospital officers will ensure MAX custody inmates remain in leg restraints during their stay unless otherwise directed by the attending physician due to treatment needs.
- J. All non-medical requests from the inmate will go through the officer. (i.e. extra blankets, food or drinks). The Officer will determine if it is necessary, to enable the hospital staff to properly care for other patients, and to prevent harassment or manipulation by the inmate.
- K. Refer any questions you may have to the on-duty Lieutenant. MWP has final

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say over non-medical issues concerning the offender.

Hospital Staff

- A. If the attending Physician determines the inmate inmate's condition requires she be transferred to another facility the hospital is authorized to make the necessary arrangements and to authorize transport of the inmate after notifying MWP. MWP will arrange for Security at the destination.
- B. Hospital staff will not give out any patient information including room number. All requests for information will be referred to MWP
- C. Non-Security hospital staff are not responsible for security functions with the exception of notifying MWP of security problems if the Officer is unable to do so.

AT NO TIME WILL OFFICERS HOLD OR ASSIST IN THE FEEDING OF A BABY. Contact medical staff if the offender needs assistance.

Other than uniform and equipment required to stand the post, officers will be allowed one book, (reading, crossword, word search, newspaper, etc.).

Facility health care providers and correctional staff will provide offender emergency health care or transport in accordance with *DOC Policy 4.5.20, Emergency Medical Services*.

IV. CLOSING

Questions concerning this policy shall be directed to the Shift Lieutenant or the Deputy Warden of Security.

V. ATTACHMENTS

None