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| <p style="text-align: center;"><b>ALAMEDA COUNTY<br/>SHERIFF'S OFFICE</b></p> <p style="text-align: center;"><b>DETENTION AND<br/>CORRECTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURE</b></p> | <b>NUMBER:</b> 13.01                                                                                                                        | <b>PAGES:</b> 1 of 4 |
|                                                                                                                                                                                                                      | <b>RELATED ORDERS:</b><br>ACA 4-ALDF-4C-02, 4C-07, 4C-28, 4C-39, 4C-40, 4D-02, 4D-04, 4D-05, 4D-08, 4D-16, 4D-19, 6A-09<br>MJS 1208, 1208.5 |                      |
|                                                                                                                                                                                                                      | <b>ISSUED DATE:</b> July 1, 1989                                                                                                            |                      |
|                                                                                                                                                                                                                      | <b>REVISION DATE:</b> <i>October 30, 2020</i>                                                                                               |                      |
| <b>CHAPTER:</b> Medical and Health Care Services                                                                                                                                                                     | <b>SUBJECT:</b> Medical and Behavioral Health Care                                                                                          |                      |

- I. **PURPOSE:** To establish policy for providing community standards of health care for all inmates.
- II. **POLICY:** The Sheriff's Office will maintain contractual agreements with medical and behavioral health care professionals to provide all inmates with health care that meets community standards and complies with all federal, state, and local regulations. All health care services will be pursuant to written standards or direct orders, by personnel authorized by law. Nurse practitioners and physicians' assistants may practice within the limits of applicable laws and regulations. Proper management of pharmaceuticals will be followed. All correctional and other staff are trained to respond to health-related situations within four minutes. The contracted inmate healthcare provider will establish the training program in cooperation with the facility Commanding Officer. All medical, psychiatric, and dental matters involving medical judgment are the sole province of the responsible physician and dentist. State and federal license, certification or registration requirements, and restrictions apply to personnel who provide health care services to inmates.
- III. **PROCEDURE:**
- A. All health care services, including medical, dental, and behavioral health services, will be delivered under the control of the contracted medical health provider and the Adult Forensic Behavioral Health (AFBH), in compliance with contractual agreements.
  - B. All inmate initiated medical visits will be free of charge.
  - C. **INMATE HEALTH CARE REQUESTS:**
    - 1. Inmates will use a sick call request slip (Inmate Request for Health care: 455-001), to access the medical health care system.
    - 2. All copies of the sick call request slip will be forwarded to the sick call box, or medical personnel. The third copy will be sent back to the inmate at the conclusion of the medical visit.
  - D. After the inmate is seen by the health care provider, the provider will complete the sick call request slip, give the inmate the last copy, forward the original to the inmate's medical file and send the second copy to the Accounting Office.

- E. Medical, dental, and behavioral health matters involving clinical judgments are the sole province of the responsible physician, dentist, psychiatrist, or qualified psychologist respectively.
- F. Security regulations applicable to all facility personnel will apply to all health care personnel.
- G. Contract medical providers and AFBH administrators will meet with the facility Commanding Officer or designee at least quarterly, and submit quarterly reports on the health care delivery system and annual statistical reports.
- H. Contract medical providers and AFBH will maintain up-to-date written policies, procedures, and programs, which are reviewed at least annually, in cooperation with the Criminal Justice Medical Committee and revised if necessary. Each document must bear the date of the most recent review or revision and the signature of the reviewer.
- I. The facility Commanding Officer will ensure that adequate space, equipment, supplies, and materials are provided for health care delivered in each facility, in compliance with contractual agreements and through discussion with the contract medical providers and AFBH.
- J. Contract medical providers and AFBH will systematically determine health care personnel requirements in order to provide all inmates access to health care staff and services.
- K. Contract medical providers and AFBH will ensure their personnel are in compliance with all appropriate state and federal licensure, certification, or registration requirements and restrictions. The duties and responsibilities of their personnel will be governed by written job descriptions, approved jointly by the contract medical providers, AFBH and the facility Commanding Officer. Verification of current credentials and job descriptions will be maintained on file in the facility.
- L. Contract medical providers and AFBH will develop a training program, in cooperation with the facility Commanding Officer, to provide instruction to the Sheriff's Office sworn and civilian staff in the following areas:
  - 1. The ability to respond to health-related situations within four minutes.
  - 2. Recognition of signs, symptoms, and knowledge of action required in potential emergency situations.
  - 3. Methods of obtaining assistance.
  - 4. Recognition of signs and symptoms of mental illness, intellectual disability, emotional disturbance, and chemical dependency.
  - 5. Procedures for patient transfers to appropriate medical facilities or health care providers.
- M. Classification will consult with the contract medical provider and/or AFBH staff prior to taking action on housing assignments, program assignments, disciplinary action, or transfers in and out of the facility for inmates who are diagnosed as having a psychiatric illness.
- N. The contract medical provider and AFBH will develop policy and procedure for proper

management of pharmaceuticals, which addresses the following subjects:

1. A formulary specifically developed for the facility.
  2. Prescription practices which require that:
    - a. Psychotropic medications are prescribed only when clinically indicated as one facet of a program of therapy.
    - b. "Stop order" time periods are required for all medications.
    - c. The prescribing provider re-evaluates a prescription prior to its renewal.
    - d. Procedures for medication receipt, storage, dispensing and administration or distribution.
    - e. Maximum-security storage and periodic inventory of all controlled substances, syringes and needles.
    - f. Dispensing medicine in conformance with appropriate federal and state law.
    - g. Administration of medication that is carried out by persons properly trained as mandated by state law and under the supervision of the health authority and facility administrator or his or her designee.
    - h. Accountability for administering or distributing medications in a timely manner, according to physician orders.
  3. The Detention and Corrections Administrative Captain and the contract medical provider will review and approve non-prescription medications offered through commissary annually.
- O. The contract medical provider and AFBH will ensure that persons administering medications do so under the direct supervision of the responsible physician and have received training appropriate to their assignment. They are accountable for administering medications according to orders and recording the administration of medications in a manner, and on a form, approved by the responsible physician.
- P. Treatment by health care personnel other than a physician, dentist, psychologist, optometrist, podiatrist, or other independent provider, is performed pursuant to written standing or direct orders by personnel authorized by law to give such orders. Nurse practitioners and physicians' assistants may practice within the limits of applicable laws and regulations.
- Q. Health care staff will visit inmates in segregation three times a week, unless medical attention is needed more frequently.
- R. Inmates who are incarcerated for prolonged periods of time shall receive an age appropriate and risk factor-based health maintenance visit within the inmate's second anniversary of confinement. The specific components of the examinations shall be determined by medical staff based upon the age, gender and health of the inmate. Thereafter, the inmate shall receive health examinations

minimally, on an annual basis. All of the exams will be free of charge to the inmate.