



# Charleston County Sheriff's Office Policy and Procedures Manual

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**Sheriff Carl Ritchie**

## 9-27 Hospital Duty

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-2A-09; 2B-02; 03; 12; 4C-06, 4C-08; 4D-19; 4D-21; 4D-34  
CALEA Standards Reference:  
NCCHC Standards Reference:  
SCLEA Standards Reference:  
SC Minimum Standards:

*This policy dated 1/28/2025 replaces prior policies cited above and supersedes all previously issued directives.*

I. Purpose:

To provide guidelines that govern the monitoring of Sheriff Al Cannon Detention Center (SACDC) inmates housed in hospital facilities.

II. Policy:

It is the policy of the Charleston County Sheriff's Office to provide safety and security during an inmate's hospitalization.

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, and
2. civilian, non-sworn employee.

B. *Employee*: When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

A. Deputies assigned to hospital duty:

1. Are responsible for the safety, security, and control of any inmate receiving medical treatment while at or confined to a medical facility.
2. Will provide safety and security for all medical services personnel that come in contact with the inmate at the designated medical facility.
3. Are prohibited from providing medical care or treatment to any inmate.
4. Will make every attempt to maintain a low profile and avoid public contact.
5. Will monitor inmates on a continual basis. At least one assigned

deputy will remain in the room with the inmate at all times, unless prevented by medical procedure or risk of exposure. In these instances, the assigned deputy will notify the Housing Lieutenant. The deputy will be stationed outside the door of the inmate's room and will maintain a clear line of sight to the inmate.

(Ref: 4-ALDF-4D-34)

6. Will ensure inmates receive no visitors or phone calls. Any exception must be authorized by the Detention Director or designee. In the event an unauthorized person arrives to visit an inmate, deputies will prohibit contact and notify hospital security and Central Control, who will immediately notify the Housing Lieutenant.
- B. The Housing Lieutenant will notify Central Control when medical staff requests an inmate to be transported to a medical facility. Information will include the inmate's name, booking number, medical facility, room number and deputies assigned.
  - C. If a prisoner is admitted to a medical facility prior to being booked into the facility, the arresting law enforcement agency will be responsible for the safety and security of the prisoner until the prisoner is physically booked into the SACDC.
  - D. Assignment:
    1. At the beginning of each hospital security assignment, the Housing Lieutenant will select agency qualified weapons certified deputies for assignment to hospital duty. At least one female deputy will be assigned if the inmate is female, when available. Assignment of personnel will consider both privacy and security concerns. Any weapons certified trainee still assigned to a Field Training Instructor will not be assigned to hospital duty until they have boarded.

(Ref: 5-ALDF-4D-19)
    2. Deputies assigned to hospital duty will be familiar and comply with directives concerning the supervision of inmates. The deputies will contact the Housing Lieutenant for resolution of any conflict between directives and circumstances arising from hospital duty.
    3. When there are several inmates at a single hospital, the extent of injury and classification will determine if one or two deputies are assigned to each inmate. When several rooms are staffed with a single deputy, an additional deputy will be assigned to assure that necessary relief is provided.

4. Assigned personnel are expected to remain vigilant and provide necessary support, regardless of the number of personnel assigned. Personnel will request through the Housing Lieutenant additional support if they are unable to fulfill their assigned duties.
5. Deputies assigned to hospital duty will adhere to strict radio protocol. Using the assigned post numbers, deputies will transmit to Central Control when they are enroute to and arrive at the hospital.
6. Deputies assigned to hospital duty will relieve each other for breaks. Central Control will be notified when a deputy takes a break and when the deputy returns.
7. Central Control will conduct a radio check with the deputies on hospital duty at the beginning of each shift. If radios and cellular phones are not permitted, deputies will be responsible for telephoning into Central Control once every hour. If Central Control does not hear from the deputies within the hour, they will notify the Housing Lieutenant to ensure the deputies are safe and secure. If for any reason the inmate is being moved, the deputies will notify Central Control as soon as possible. The results of the radio/telephone check will be placed in Central Control's daily log.

E. Equipment:

1. Staff who are not permanently issued the below listed items will report to Central Control for issuance of:
  - a. Weapon
  - b. Taser Energy Weapon 10 (TEW), i.e., Taser
  - c. Duty belt
  - d. Weapon holster
  - e. Magazine pouch
  - f. TEW holster
  - g. Ten (10) TEW cartridges
  - h. TEW battery pack

- i. Soft body armor
- j. Radio charger
- k. One spare radio battery
- l. Hospital duty logbook
- m. All necessary restraints

NOTE: If necessary, other tools will be available to provide safety and security of the inmate, hospital personnel, and the community.

- 2. Only after a detention deputy is dressed out in required gear with an agency authorized weapon, will three fully loaded magazines be issued. Only detention deputies will handle SACDC weapons and ammunition. (Ref: 5-ALDF-2B-12)
- 3. Detention deputies will holster their weapon and proceed to the Vehicle Sally Port clearing barrel before loading the weapon. Deputies must use the clearing barrel to load and unload weapons.
- 4. Only agency issued equipment is authorized; no personal gear will be worn. (Ref: 5-ALDF-2B-12)
- 5. A hospital duty logbook is issued for recording shift pass down, daily activities, emergency situations and any unusual incidents that occur during the shift. The hospital duty logbook is not a substitute for necessary supervisor notification. (Ref: 4-ALDF-2A-09)
- 6. Before concluding the shift, deputies will return all items issued for hospital duty to Central Control. Hospital duty equipment will not be retained by detention deputies for subsequent shifts.

**F. Inmates Transported via Emergency Medical Services (EMS):**

- 1. EMS personnel responding to the SACDC will be provided ready access into the facility through the transport corridor and will be escorted to the inmate's location. (Ref: 5-ALDF-4C-06, 08)
- 2. The inmate will be appropriately restrained prior to movement from the facility. A detention deputy will remain with EMS.
- 3. Both detention deputies will ride in the ambulance with the inmate.

One up front when possible, and the other in the back with the inmate. The detention deputy in the back will sit with their weapon facing away from the inmate.

4. Once the inmate is secured in a room, the detention deputies will call Central Control and give them the room number and a phone number where they can be reached.

G. Inmate Restraint and Control:

1. Inmates will remain in restraints at medical facilities unless it becomes necessary to remove or modify them in order to facilitate medical treatment. One end of the leg iron will be attached to the inmate and the other end to the inmate's hospital bed, chair, or medical table to prevent escape and unnecessary movement. Inmates moved by wheelchair or other apparatus will be shackled while being transported. (Ref: 5-ALDF-4D-21)
2. One deputy will apply restraints while the second deputy positions themselves in such a manner as to assist as needed while ensuring deputy safety. The security of weapons will be maintained.
3. Ambulatory inmates who must be removed from their rooms will be restrained with leg irons. Additionally, handcuffs will be utilized unless medically prohibited or if it poses a hazard to the inmate's ability to safely move.
4. All restraints will be used humanely and never as punishment. Restraining devices should be examined periodically to ensure they are not so tight as to restrict the flow of blood. No restraints of any type will be used that would obstruct an airway or breathing. (Ref: 5-ALDF-2B-02)
5. Restraints on inmates having surgery will only be removed at the direction of the anesthesiologist who has verified that the inmate is in an unconscious state. The restraints will be reapplied as soon as the inmate is moved to recovery or regains consciousness, whichever occurs first. Deputies will remain in the designated waiting room for completion of the procedure.
6. Pregnant females who are taken to the hospital for the purpose of delivering a baby will not be restrained while in active labor. Pregnant females who are being transported for medical appointments will be handcuffed in the front only and leg irons will not be used. The

hospital will provide guidance and direction when restraints are required. Deputies will follow hospital rules and regulations as long as no rule or regulation violates state law or agency policy.

(Ref: 5-ALDF-2B-03)

7. The Housing Lieutenant may authorize additional restraints for cases that present potentially greater escape or management risks. Any supervisor authorizing the use of additional restraints will complete an *Incident Report* with "Justify Extra Restraints" (JER) listed as type of incident. The report will be submitted to the Command Duty Officer through the chain-of-command and forwarded to the Detention Director.
8. Inmates will not be permitted to leave their room, except for further medical treatment or evaluation. The inmate will be escorted at all times. Deputies will position themselves so that they can react quickly. One deputy will position themselves at the door entrance to the room. The other deputy will position themselves on the opposite side of the room near any windows. This is to prevent the inmate from exiting the room, further preventing an escape attempt.
9. If an inmate is approved to take a shower by hospital staff, the inmate's legs will be secured in leg irons to prevent an escape attempt.
10. Hospitalized inmates will not receive special privileges. For security reasons, deputies will control all electronic devices that have direct access to the television to include remote controls and keyboards. In addition, inmate's receiving a food tray must receive plastic eating utensils.
11. Deputies will not restrict an inmate's access to the emergency call button.

H. Inmate's Return to the SACDC:

1. When an inmate is scheduled for release from the hospital, the deputies will:
  - a. have all discharge papers in their possession and submit to the medical department upon return to the Detention Center;
  - b. notify the Housing Lieutenant;
  - c. search the inmate prior to transport from the hospital.

2. Upon arrival to SACDC, the deputies will first secure their weapons in the weapon lock boxes located in the vehicle sally port. Inmates will be checked-in and searched upon entrance into the facility. They will then be escorted to medical with all release documentation, including medications, prescriptions, and any follow-up information to be placed into the inmate's medical file. The deputies will then return to the sally port to retrieve their weapons from the lock box.
  3. Upon the completion of hospital duty, detention deputies will proceed to the vehicle sally port, un-holster their weapons, and clear them in the clearing barrel. The detention deputy will then enter the secured area of the facility and return the cleared weapons and ammunition to Central Control.
  4. Deputies assigned to hospital duty who are relieved due to the inmate release from the hospital, will immediately return to the facility and report to the Housing Lieutenant.
- I. Hospital Bond Hearing Procedures:
1. The inmate must be in a conscious state in order to receive a bond hearing.
  2. The Bond Hearing Deputies will notify their supervisor and the bond hearing clerks, that there is an inmate who needs a bond hearing.
  3. The Bond Hearing Clerks will notify the judge of the inmate needing the bond hearing.
  4. The inmate will be scheduled for a bond hearing at the first available time when the inmate is in a conscious state.
  5. Transportation will be provided upon request of the judge for a hospital bond hearing.
- J. Inmates who receive a release while in the hospital:
1. Releasing will notify the Releasing and/or Processing Sergeant of the pending release.
  2. The Releasing and/or Processing Sergeant will inform the Housing Lieutenant. The Housing Lieutenant will ensure the camera is operable, and a means of transportation to the hospital is available for the Identification Technician.



3. The Identification Technician will retrieve the ink kit from Identification, inmate's clothing from Dress Out and the camera from the Housing Lieutenant and proceed to the hospital.
4. The Identification Technician will retrieve the inmate's fingerprints and take a photograph from the front and the side. It is the responsibility of the Identification Technician to ensure that the fingerprint cards are properly filled out.
5. Upon the completion of the prints and photographs, the Identification Technician will return to the facility and ensure the camera is turned over to Security and Administration Services (SAS) personnel to download the pictures into the Jail Management System (JMS), and to make certain releasing processes the release information in the JMS.