

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

HOSPITAL WATCH

Authority:

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Purpose:

To ensure proper supervision, safety and security when in custody youth are admitted to the hospital.

Definitions:

Hospital Admittance: The formal acceptance by a hospital or other inpatient psychiatric or healthcare facility of a patient who is to be provided with room, board, and continuous nursing service in an area of the hospital or facility where patients generally reside at least overnight.

Hospital Watch File: A confidential file for probation staff containing a copy of the Juvenile History Sheet, a visitation list and any other paperwork or procedure needed that remains in the possession of staff at all times.

Responsibilities:

- I. Probation Corrections Officer (PCO):
 - A. Assemble a Hospital Watch File and/or check out electronic media for documentation.
 - B. Follow the Offsite Transport of Detained Youth Procedure.
 - C. Ensure the HT battery is fully charged and take an extra battery prior to departure.
 - D. Provide the following information to the Watch Commander (WC) and JDAC Central Control upon arrival at the hospital:
 1. Location of the youth (floor, room number).
 2. Room telephone number or nearest telephone number.
 3. Update location in the event of a change.
 - E. Accompany the youth and remain in direct visual supervision at all times, except when the staff's presence would directly impede the medical treatment of the youth.
 1. In such a circumstance, staff shall stay at the nearest distance from the youth that can be arranged with hospital personnel in order to provide the highest level of supervision possible.
 - F. Document the youth's behavior, security concerns, visitors, changes in status or events and any other pertinent information and include this information in the end of shift summary.
 - G. Provide the Hospital Watch File/electronic media to the relieving staff and include a verbal briefing of the youth's status, behavior and security concerns.
 - H. Contact the WC to advise a change of status and any known medical treatments or accommodations that may be required when the youth is released from the hospital.
 - I. Notify the WC and JDAC Central Control when the hospital is planning to discharge the youth and prior to returning the youth to the facility.
 - J. Search the youth upon return to the facility.
 - K. Provide the Hospital Watch File/electronic media and all medical records to the WC upon return to the JDAC.

II. Probation Transportation Officer (PTO):

- A. Follow the Offsite Transport of Detained Youth Procedure.
- B. Provide the following information to the Watch Commander (WC) and JDAC Central Control upon arrival at the hospital:
 1. Location of the youth (floor, room number)
 2. Room telephone number or nearest telephone number.
 3. Update location in the event of a change.
- C. When the youth is admitted to the hospital, contact the WC for PCO relief staff.
- D. Accompany the youth at all times and remain in direct visual supervision except when the staff's presence would directly impede the medical treatment of the youth.
 1. In such a circumstance, staff shall stay at the nearest distance from the youth that can be arranged with hospital personnel in order to provide the highest level of supervision possible.
- E. Document the youth's behavior, security concerns, visitors and any other pertinent information as necessary.
- F. Provide any medical records or other information to the relieving staff and include a verbal briefing of the youth's status, behavior and security concerns.
- G. Notify the WC and JDAC Central Control when returning the youth to the facility.
- H. Provide all medical records upon return to the WC.

III. Probation Transportation Supervisor:

- A. Ensure PTOs follow the Offsite Transport of Detained Youth Procedure.
- B. Coordinate with the WC regarding the transportation of youth to and from the hospital.

IV. Watch Commander (WC)/Treatment Facility Supervisor (TFS):

- A. Ensure adequate staff are assigned to the Hospital Watch assignment.
- B. Notify the PTS/PTOs of pending transportation needs to and from the hospital.
- C. Ensure the Compliance Officer is notified of any accommodations required by the youth.
- D. Forward the youth's hospital documentation/medical records to Medical Services.

V. Nursing Supervisor/Designee:

- A. Document communication regarding the youth's hospitalization in the health record and update the nurse's logbook.
- B. Review hospital documentation and medical records immediately upon receipt from the WC.

VI. Correctional Nurse I/II:

- A. Contact the hospital daily for updates regarding the youth's medical condition as directed by the Nursing Supervisor.
- B. Document communication regarding the youth's hospitalization in the health record and update the nurse's logbook.
- C. Initiate discharge orders and schedule the youth for the next MD clinic. May contact on-call physician/provider for clarification or additional orders.

Guidelines:

- A. Visitors will be allowed during established hospital visiting hours, unless there is a threat which can be articulated regarding safety or security of the youth, staff or facility.
 1. Visitors who do not appear on the visitation list shall be denied visitation unless approved by the court, the WC or the youth's Probation Officer. Refer to the Visitation in JDACs and TFs Procedure.
 2. Visitations should be consistent with hospital visiting rules.

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3. The number of visitors present in the youth's room should not exceed the number of officers present without WC and hospital approval.
- B. While at the hospital, youth are considered a High Security Risk and are not permitted to call anyone other than their Probation Officer or attorney.
 1. All calls must be authorized by the WC.
 2. Staff shall dial the telephone number and confirm the correct person is called.
- C. Staff are not authorized to restrain youth in a hospital unless it is to prevent escape or injury to self or others.
 1. Medical restraints are ordered on necessity as determined by medical staff.
 2. If restraints are utilized, it is appropriate to suspend FAST evaluation requirements.
- D. There shall be a minimum of two (2) staff assigned to the Hospital Watch assignment.
 1. In some cases, the assignment of additional staff may be required as determined by the WC.
 2. Staff will coordinate with each other regarding breaks and meal periods.
- E. Youth shall be transported in county vehicles unless transportation in an ambulance is required.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

References:

Procedure:

Death of a Youth While Detained in a Juvenile Detention and Assessment Center and/or Treatment Facility

Offsite Transport of Detained Youth

Required JDAC Notifications of a Youth's Emergency Transportation/Hospital Admittance (Non-Death)

Use of Physical Restraints in the JDACs and TFs

Visitation in Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs)

Issued by:

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Michelle Scray Brown, Chief Probation Officer

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