

ABSENTIA BOOKINGS AND PRISONER SECURITY

This order describes officers' duties and responsibilities when transporting and admitting an arrestee at San Francisco General Hospital, in absentia, into the San Francisco County Jail.

I. POLICY

A. **RESPONSIBILITIES:** An officer transporting an arrestee to San Francisco General Hospital (SFGH) is responsible for the arrestee until that arrestee is:

1. Booked into a District Station or the County Jail, or,
2. When all of the following conditions have taken place:
 - a. The arrestee is admitted by the "physician-in-charge".
 - b. A Field Arrest Card is completed (prisoner housing card) and any relevant prisoner property (including clothing and money) are delivered to County Jail #9.
 - c. The arrestee is booked at the SFGH Jail Ward and the officer is formally relieved by a deputy sheriff.

B. CUSTODY

1. The Sheriff's Department does not accept custody of prisoners who are in the Emergency Room, or in the Surgery or Recovery Wards of SFGH.

C. **MISDEMEANOR PRISONERS.** If a prisoner cannot be cited in accordance with DGO 5.06, the provisions of this order shall be followed.

D. **PRISONER CONTROL AND RESTRAINTS.** Officers shall take reasonable steps to insure that prisoners are under control and that the attending staff is protected from potential prisoner violence. Handcuffs or other restraints may be used when a prisoner exhibits a propensity for violence or escape. The use of restraints shall be determined by the prisoner's demeanor and/or action.

E. SECURITY POLICY

1. **TREATMENT ROOMS:**
 - a. Officers should station themselves outside the treatment room unless requested to remain with the prisoner by the attending medical staff.

- b. For less extensive treatment, officers shall decide after consultation with the attending medical staff, whether it is reasonable to accompany prisoners into the treatment rooms, or to station themselves outside.
 - c. Officers shall take reasonable steps to maintain visual contact with prisoners. If the treatment room has more than one exit door, an officer shall be positioned at each exit to prevent escape.
- 2. X-RAY ROOMS. Officers shall accompany prisoners to and from the X-ray room and take reasonable steps to position themselves in such a manner so as to maintain visual contact. If the X-ray room has more than one exit door an officer shall be positioned at each exit door to prevent escape.
 - 3. OPERATING ROOMS. If the prisoner has not been admitted to the hospital prior to surgery, officers should attempt to have the prisoner admitted and obtain the Sheriff's assistance. In the case of emergency surgery before admission to the hospital, officers shall position themselves outside the operating room, making sure that each exit door is guarded.
 - 4. VISITORS. Visitors shall not be allowed in any treatment area or allowed to interact with prisoners:
- F. PSYCHIATRIC DETENTIONS. See DGO 6.14, Psychological Evaluation of Adults and DGO 7.02, Psychological Evaluation of Juveniles.

II. PROCEDURES

A. ABSENTIA BOOKING/DUTIES OF OFFICERS

- 1. ADULTS. If the physician-in-charge decides to admit your arrestee, follow these procedures:
 - a. Ensure that a Field Arrest Card (prisoner housing card) is completed and delivered to County Jail #9 (CJ#9). If the prisoner has personal property, have the property delivered to CJ #9 along with the Field Arrest Card.
 - b. After the Field Arrest Card and any prisoner property is delivered to CJ #9, call Ward 7D (medical) or Ward 7L (psychiatric) to confirm that the "absentia booking" has been completed. If so, take your prisoner to the ward and you will be formally relieved.
 - c. If your prisoner is admitted to a ward other than Ward 7D or 7L, notify the Watch Commander at Ward 7D so that a deputy sheriff can be sent to relieve you.

2. JUVENILES. If your prisoner is a juvenile being admitted to the hospital, follow these procedures:
 - a. Contact the person in charge at the Youth Guidance Center to determine whether the juvenile should be booked. If cause for booking exists, YGC will immediately send a counselor to the hospital to relieve you.
 - b. Complete an Admission Form. After being relieved by the counselor, take the completed form to YGC and leave it with the person in charge.
3. ADMISSIONS OUTSIDE OF SFGH. If your prisoner is admitted into a medical facility other than SFGH, notify the Sheriff's Department and follow the procedures for absentia bookings outlined in this order.

References

DGO 6.14, Psychological Evaluation of Adults
DGO 7.02, Psychological Evaluation of Juveniles
DGO 7.01, Juvenile Policies and Procedures
DM 12- Booking and Detention