## APPLICABLE STANDARDS, CODES AND DECISIONS

Ohio State Minimum Jail Standards 5120:1-8-09 (F, HJ,M,X,Z)

2008 Operations Manual ICE Performance Based National Detention Standards (PBNDS)

## REFERENCE

- Refusal of Medical Treatment Form
- Request Form (KITE)
- Inmate Meal Log
- GCSO Policy #909 Mental Health & Suicide Precautions

## PURPOSE

To provide inmates with the opportunity for appropriate health care evaluation by a qualified health care provider with the frequency and duration of sick call being sufficient to meet the health care needs of the inmate population. To provide inmates with confidential access to request medical care on a daily basis.
DEFINITIONS

ICE: Immigrations and Customs Enforcement

FOD: Immigrations and Customs Enforcement Field Operations Director

Request Form: (Also known as a KITE) A written request for non-emergency medical, dental, and/or mental health services filled out by the inmate and responded to by qualified health care personnel.

Triage: Sorting and classifying of the inmate health requests (KITES) to determine priority of need and the proper place for the health care to be rendered.

Sick Call: Evaluation and treatment of an inmate in the clinical setting of the jail medical office by a qualified health care professional according to priority of the request.

POLICY

It is the policy of the Geauga County Sheriff's Office to provide confidential sick call by a qualified health care professional (Doctor and/or RN) for incarcerated inmates a minimum of three times a week.

PROCEDURAL GUIDELINES

A. REPORTING MEDICAL COMPLAINTS:

1. Inmates will be afforded the opportunity to report medical and mental health complaints to the Jail Physician directly or through other health trained personnel on a daily basis.

2. An inmate requesting non-emergency health services will be given a request form (KITE) by the Corrections Officer at that post.
   a. The Officer will instruct the inmate to write down what the concern, question, and/or requests are.
   b. The inmate will deliver the completed form to the medical request mailbox located in the housing unit area
   c. Health service requests will be picked up by the medical staff every work day for review by qualified health care personnel.
   d. Any inmate in need of emergency health services is to notify an officer immediately
B. SCHEDULING:

1. Sick call will be conducted at least three (3) times per week by a qualified health care professional (LPN, RN) under supervision of the jail physician.

2. The qualified health care professionals will review all medical and mental health request forms. Evaluation and treatment will be provided as deemed necessary.
   a. The inmate will be scheduled to see a qualified health care professional (Jail Physician or Nurse) at sick call in a timely manner in accordance with the inmate’s medical complaints or symptoms observed by the medical staff or reported by the corrections officers.
   b. Mental Health requests will be referred to Ravenwood Mental Health Services. (See GCSO Policy 909)

3. The qualified health care professional will notify the appropriate Corrections Officer which inmates will be seen in sick call and arrangements will be made for those inmates scheduled to be escorted to and from the medical office by an Officer.

C. DOCUMENTATION:

1. Inmate sick call requests and health assessment will be part of the inmate’s medical chart along with any treatment or medication ordered by the Jail Physician.

2. The inmate’s medical chart is only accessed by qualified health care personnel and will be kept in a secured area located in the Medical Office. Care will be taken to protect the confidentiality of the inmate’s health problems from the initial stage of requesting services to assessment and treatment.

3. The jail shall maintain a method of recording entries in the medical record in the format of the record approved by the jail physician.
   a. The Jail Physician will designate which personnel are allowed to access confidential health records.
   b. Staff may be advised of an inmate’s health/mental health status only to preserve the health and safety of the inmate, other inmates and/or the jail staff and in accordance with state and federal laws.

4. Doctor’s orders for medication will be faxed or called in to the contracted pharmacy.
5. Treatments recommended for medical purposes (special diet, x-rays, blood draws, etc.) will be arranged as deemed necessary by the Jail Physician.

6. Inmate medical records will include accurate records of patient-perceived medical problems, examinations, diagnosis and treatment recommendations by the Jail Physician and other pertinent medical information received from other facilities and/or health care professionals to ensure continuity of care.

7. Transfer of medical/mental health information or records to external care providers will be done with proper release of information forms signed by the inmate.

8. Medical records are retained in the medical office for six years and can be reactivated within six years of last booking date.

D. CONSIDERATIONS:

1. All inmates, regardless of housing assignment, will have access to regularly scheduled sick call.

2. Inmates unable to read and/or write will receive assistance from the correctional staff for completing an inmate request form (KITE).

3. Inmates have the right to refuse suggested treatments from the health care personnel.
   a. The inmate will be informed of the possible consequences that could arise from the decision to refuse.
   b. After receiving the information the inmate will sign a ‘Refusal of Medical Treatment’ form which will be signed by two Geauga County Sheriff's Office employee witnesses.
   c. If the inmate refuses to sign the form it will be noted and witnessed by one qualified health care professional and two Corrections Officers.

E. HUNGER STRIKES

1. An inmate who refuses to eat for over 72 hours and/or an inmate that communicates his/her intent to begin a hunger strike will be referred to the medical staff to be seen in sick call.

2. The medical staff or health trained Corrections Officer will initiate the following steps to include but not limited to:
   a. Medical Observation
   b. Inmate Meal Log
   c. Initial weight check and assessment
d. Daily weight check and vital sign check

e. Assessment by medical staff to monitor health status as directed by the Jail Physician

3. If the inmate refuses a medical assessment and/or treatment regarding a hunger strike he/she will be informed of the possible consequences that could arise from the decision to refuse

a. Emergency medical treatment as directed by the Jail Physician

b. Referral to Mental Health when indicated

4. After receiving the information the inmate will sign a ‘Refusal of Medical Treatment’ form which will be signed by two Geauga County Sheriff's Office employee witnesses.

5. If the inmate refuses to sign the form it will be noted and witnessed by one qualified health care professional and two Corrections Officers.

The inmate will be offered three meals a day and have access to fluids in medical observation with proper documentation of what the inmate eats or drinks on the Meal Log.

6. All Commissary items will be removed from the inmate/detainee's possession and placed into his/her property bag

7. If the inmate on a hunger strike is an ICE detainee, ICE will be notified as soon as possible in accordance with their standards.

8. Only the Jail Physician may order that a detainee be released from hunger strike evaluation and treatment after the detainee stops the hunger strike. That order shall be documented in the detainee's medical record.

F. PROSECUTOR’S APPROVAL

1. The Sick Call and Confidential Medical Records was approved by Geauga County Assistant Prosecutor Bridey Matheney on October 22, 2014.

2. The Sick Call and Confidential Medical Records Policy was approved by Geauga County Assistant Prosecutor Bridey Matheney on October 26, 2015.

3. The Sick Call and Confidential Medical Records Policy was approved by Geauga County Assistant Prosecutor Bridey Matheney on October 20, 2016.

4. The Sick Call and Confidential Medical Records was approved by Geauga County Assistant Prosecutor Bridey Matheney on October 18, 2017.

5. The Sick Call and Confidential Medical Records was approved by Geauga County Assistant Prosecutor Susan Wieland on October 17, 2018.

6. The Sick Call and Confidential Medical Records was approved by Geauga County Assistant Prosecutor Susan Wieland on April 1, 2019.