

CENTRAL STATE HOSPITAL
PROCEDURE

SUBJECT: **UTILIZATION OF MIDDLE GEORGIA CORRECTIONAL COMPLEX
INMATES**

ANNUAL REVIEW MONTH: June

RESPONSIBLE FOR REVIEW: Chief Operations Officer (COO)

LAST REVISION DATE: June 2008

This procedure provides methods of establishing the need for Middle Georgia Correctional Complex inmates, and for the supervision and care of inmates while on work assignments.

Participants: Chief Executive Officer
Service Chief/
Department Head/
Office Director
Supervisor of Inmates
Employees Having Contact with
Inmates
Police Captain

**Chief Executive
Officer**

Evaluate requests for inmates by:

- a. determining that work assignments are necessary and not within Central State Hospital's (CSH) capability.
- b. assuring inmates are to be used in accordance with established guidelines, including the necessary level of supervision.
- c. providing all reports or data required by correctional complex as to type of work performed, hours of work involved and problem areas that arise.

**Service Chief/Department
Head/Office Director**

1. Submit requests to the Chief

Executive Officer.

2. Indicate in the request the number of inmates desired, type of work to be performed, hours of work, name and title of supervisor, type of security to be provided and the means of transporting inmates.

SUPERVISION OF INMATES

Supervisor of Inmates

1. Upon receiving inmate or inmate detail:
 - a. complete initial orientation and training in work area and work assignment prior to allowing inmate or inmate detail to perform tasks.
 - b. document orientation and training of each inmate by using internal service, department, or office form.
 - c. maintain copy of internal document in the workplace and forward a copy to the warden of the prison of each inmate.
 - d. complete periodic retraining to ensure that appropriate skills are maintained and documented.
2. Take head count each hour to reduce the lead escape time in the event inmate should leave the work area. (This is not required if a correctional complex officer is assigned to work detail.)
3. Insure that inmates do not come in contact with the following:
 - a. firearms, ammunition, scissors, knives (except in the performance of assigned supervised duties), and other objects that may result in harm to themselves or others.
 - b. alcoholic beverages, drugs, etc.
 - c. telephones or other communication devices.

- d. maps of any type.
 - e. change of clothes.
 - f. keys (vehicle or others).
 - g. clients, except under close supervision, and only under conditions which have the written approval of the Chief Executive Officer.
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EMPLOYEES HAVING CONTACT WITH INMATES

Employees

1. Attend mandatory training on supervising inmates sponsored by the Georgia Department of Corrections training department if primary job responsibilities include working closely with and/or supervising inmates.
 2. Refrain from engaging in any of the following activities with inmates:
 - a. personal or business dealings;
 - b. purchases, exchanges, or money transactions;
 - c. delivery or passing of letters or messages to anyone, except in the line of duty;
 - d. accepting or giving of gifts.
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ESCAPES

Supervisor of Inmates

1. In the event of an escape, immediately notify State Hospital Police Department with the following information:
 - a. time inmate was last seen or accounted for;
 - b. location of work detail;
 - c. description of inmate to include estimated height, weight, age and race;
 - d. if known, direction taken by the escapee; and
 - e. any other information considered of value in making an apprehension.
2. Assemble work detail and return inmates to the correctional facili-

ty.

Police Captain

1. Notify appropriate Correctional Complex Security Office of inmate(s) escape.
2. Initiate standard operating procedure for the notification of an escape and apprehension of an escapee. Refer to CSH Policy 5.22, Notification of Escapes from Middle Georgia Correctional Complex.

INMATE INJURY ON WORK DETAIL

Supervisor of Inmates

1. Render first aid to injured inmate and if injury is serious call for an ambulance.
2. Notify inmate's unit watch supervisor who will determine whether inmate is to be returned to his unit or taken to a hospital.
3. If determined inmate has to go to a hospital, inmate's unit watch supervisor must provide officer to accompany inmate in ambulance.

TRANSPORTATION OF INMATES

Supervisor of Inmates

Transport inmates in a state vehicle, as required. (Inmates are not to be transported in any personal vehicle.)

Approved:

This procedure has been approved by the CEO and CMO in July 2008.