

OFFICE OF THE SHERIFF CONSOLIDATED CITY OF JACKSONVILLE, FLORIDA		OPERATIONAL ORDER	
DEPARTMENT OF CORRECTIONS		OP 10.12.4	
RESCINDS:	OP 10.12.3	EFFECTIVE DATE:	12/25/2009
SUBJECT:	CONTRACT SECURITY GUARD PLACEMENT AND POLICE HOLD		
ACCREDITATION STANDARDS:			

The purpose of this order is to establish policy and procedure for Department of Corrections officers in the use of contract security guards and police hold. This order supports the Sheriff's Office core value "Community Focused."

This order consists of the following numbered articles:

- I. Discussion
- II. Procedure

I. Discussion

- A. Contract security guards will be placed on all inmates being treated at medical treatment facilities when the inmate or arrestee is charged with criminal charges. Any special instructions regarding Keep Separate From (KSF), etc. will be addressed by the arresting officer with the contract security guard.
- B. A "Police Hold" will be placed on inmates being treated at a medical treatment facility when approved by the on-duty Watch Lieutenant, the Security Lieutenant, or the Consolidated Transportation Sergeant.
- C. The Jails Division Watch Administrative Sergeant or the Prisons Division (MCC and CTC) Intake Sergeant will notify the contract security guard service of any Department of Corrections inmate placed on police hold.

II. Procedure

- A. A Prisons Division (MCC and CTC) Watch Lieutenant or designee will contact the Jails Division Watch Lieutenant's office to request a contract security guard for inmates transported to a medical treatment facility that are not placed on a police hold.
- B. Police officers will contact the Jails Division Watch Lieutenant's office to request a contract security guard for inmates transported to a medical treatment facility.
- C. Inmates being transported to a medical treatment facility from any Department of Corrections facility by Department of Corrections transportation officers and left on police hold will be transported in a red jumpsuit unless the inmate is taken to the hospital from an outside location (outside work crew). Upon arrival at the medical treatment facility, the inmate will be dressed out in a hospital gown and the restraints will be removed.

- D. The transporting officer will return the restraints and red jumpsuit to the appropriate Department of Corrections facility. When the transporting officer returns to the medical treatment facility to pick up the inmate, he must take a red jumpsuit and restraints so the inmate can be properly dressed before transporting **him** back to the facility.
- E. The Jails Division Watch Administrative Sergeant will:
1. Maintain the **Daily Hospital Security Guard Activity Report (P-1696)**;
 2. Contact the contracted security guard agency via pager to request a contract security guard;
 3. Attach a copy of the inmate's electronic **Arrest and Booking Report** when received, to the Daily Hospital Security Guard Activity Report; and
 4. Close out on December 31, at midnight the Daily Hospital Security Guard Activity Report and start a new log for the new year. The old logs will be bound together in a secure fashion, properly labeled and forwarded to the clerical area for archival storage.
- F. In the event a contract security guard fails to report to the medical treatment facility within one hour of being requested, the corrections officer or police officer at the medical treatment facility will:
1. Notify the Jails Division Watch **Lieutenant** that the contract security guard has not arrived at the medical treatment facility; and
 2. Retain custody of the inmate until relieved by the contract security guard or the inmate/prisoner has received medical treatment.
- G. Upon receipt of the electronic Arrest and Booking Report for any inmate placed on "Police Hold" or Contract Security Guard, the intake control officer will immediately deliver the original and one copy of the electronic Arrest and Booking Report to the Jails Division Watch Administrative Sergeant.
- H. The Hospital Liaison Officer will make frequent security inspections of the Contract Security Guards and maintain records of contract security guard usage (per inmate) for billing purposes.
- I. The **Consolidated Transportation** Sergeant will maintain a current log of hours utilized by the contract security guard service.


JOHN H. RUTHERFORD
Sheriff

INDEXED AS:	Contract security guard placement
Police hold	
REFERENCE(S):	None

