

12.610 PRISONERS: GUARDING HOSPITALIZED

Reference:

Procedure 12.600 – Prisoners: Securing, Handling and Transporting

Procedure 12.900 – Processing Juvenile Offenders

Policy:

The officer assigned to guard a hospitalized prisoner will immediately notify the investigating unit of any voluntary statements made by the prisoner pertaining to any criminal activity or offense. Specifically, the officer should be alert for accounts or descriptions of the offense for which the prisoner is currently under investigation.

Information:

In instances where a hospital other than University Hospital is used for guarding prisoners, the arresting unit will contact Criminal Investigation Section for instructions.

Procedure:

- A. A supervisor from the arresting unit will decide whether or not to place a police guard on a hospitalized prisoner. Supervisors should normally limit decisions to guard prisoners to felony arrests and base the decision upon the prisoner's physical condition.
 1. The supervisor who initiates the police guard at University Hospital will notify the Patrol Bureau Commander in writing and the district in which the arrest was made by telephone.
 2. A supervisor from the arresting district will notify Criminal Investigation Section (CIS) and a District Four supervisor. The supervisor from the arresting district is responsible for scheduling the initial guard detail as set out below.
 - a. The district in which the arrest occurred is responsible for the guard for the remainder of the current shift and the next full shift. The detail will then rotate among the five police districts on successive shifts. CIS will notify other districts of their detail times.

Example: A prisoner requiring a guard is arrested in District Two. District Two will provide the guard for the remainder of the current shift and the next full shift. District Three will then assume responsibility for the next successive shift, followed by District Four, Five, and One in that order. Repeat the cycle until the guard detail is over.

- 1) Starting times for the guard detail are 0700, 1500, and 2300 hours. Guarding officers will report to the guard detail in the uniform of the day with all related equipment. The guarding officer will monitor Talk Group 4.
 - a) Officers responding to University Hospital may park in Lot #27 (Highland Avenue Garage), located on Highland Avenue at Goodman Street. Enter the lot from Highland Avenue.
 - 1] This lot is available 24 hours a day. The Police Department will pay the fee.
 - 2] Officers will identify themselves to the lot attendant and explain the reason for parking.
 - 3] To maintain adequate records for billing purposes, officers will sign their name, badge number, and district of assignment on the parking ticket. The lot attendant will keep the ticket when the officer leaves.
 - 4] Lot attendant hours are 7:00 A.M. - 9:00 P.M. Officers leaving when the attendant is off-duty must have a University Hospital officer meet them at the lot. The officer will operate the gate to allow the guarding officer to leave.
- 2) If guarding a prisoner becomes a problem because of a personnel shortage, a supervisor will contact the Patrol Bureau Commander or his designee, during duty hours. At other times contact the Night Chief or the designated Duty Officer.

B. District Four Supervisor Responsibilities

1. Respond to University Hospital with leg irons, Form 661, Visitors Registration, and Form 662, Prisoner Phone Log. These items are assigned to District Four for exclusive use at University Hospital.
2. Accompany the initial guarding officer and examine the location where the prisoner is lodged. Give standard and special instructions to the officer on a Form 311, Supplementary Offense Report, to provide consistency between the shifts.
 - a. The guarding officer will pass these instructions on to the next officer assigned to guard duty.
3. Notify University Hospital Police at the start and again at the end of the guard detail.
4. Monitor the activities of personnel detailed to guard duty and provide for meals and other relief as required.

C. Leg Irons

1. The guarding officer will keep the prisoner in leg irons except when removal is necessary for medical treatment.
 - a. Always secure one ankle to the bed frame.
 - 1) Attach the leg irons in a manner which give a degree of comfort to the prisoner, while still maintaining security.
 - 2) Keep leg irons double locked.
 - b. Whenever the prisoner needs to use the bathroom, place the leg iron attached to the bed frame onto the prisoner's other ankle.
 - 1) For safety reasons, attach the leg irons from the rear of the prisoner.
 - 2) Check the bathroom to ensure nothing is inside that the prisoner could use as a weapon or potential escape device.

D. Transporting Prisoners Within The Hospital

1. Guarding officers will remain alert and keep the prisoner in view at all times. Notify a District Four supervisor at once if official hospital activities (moving the prisoner to X-ray, etc.) endanger the security of the prisoner.
 - a. Before moving the prisoner throughout the hospital, the officer will notify University Hospital Police of the prisoner's destination within the hospital.

E. Prisoner Visitation

1. Admit only the spouse, parents, attorney, or clergy member of the prisoner for contact visitation. The district or unit initiating the police guard will approve visitation before any visit. A District Four supervisor may approve additional visitors if a guarded prisoner is near death. Limit these additional visitors to members of the prisoner's immediate family only.
 - a. Permit only one visitor at any one time.
 - b. Visits must conform to visiting hours set by the hospital.
 - c. Require each visitor to read and sign the Form 661. The officer will verify the information and initial the Form 661. Refuse admission if the visitor fails to comply.
 - d. The guarding officer will phone the information on the Form 661 to CIS before ending his tour of duty.
 - e. The guarding officer will watch visitors while with the prisoner to protect against the exchange of weapons or contraband.
 - 1) Prisoners may receive reading material only.
2. Prisoners may make one supervised telephone call per day of reasonable duration (not to exceed thirty minutes) unless security needs dictate the suspension of phone calls.
 - a. Prisoners are not allowed to have cellular phones.
 - b. Complete Form 662 each time a call is made. Log all telephone calls by date, time, person called, and phone number. Contact the floor charge nurse to get a telephone. The guarding officer will place the call for the prisoner. Permit only local calls.

F. Prisoner Release

1. Whenever a guarded prisoner is released from the hospital, it is the immediate responsibility of the on-duty police guard to notify District Four and CIS. A District Four supervisor will respond and ensure all equipment is returned to District Four special inventory. CIS will immediately notify the districts the detail is over.
 - a. The responding District Four supervisor will send all copies of the Form 661 and Form 662 to CIS.
2. The guarding officer is responsible for delivering the prisoner to the Hamilton County Justice Center or the Hamilton County Juvenile Court Youth Center. A District Four unit will meet the guard detail at the hospital and transport the officer and prisoner to the jail.