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|  Hennepin Hennepin County | Department of Community Corrections & Rehabilitation Adult Corrections Facility Procedures | Number: 04-15 Effective: January 10, 1985 Revision: October 28, 2021 Review: December 2021 | No. of Pages: 4 |
| | Chapter 04: Security & Control | Subject: Medical Center Security Watch Procedures | |

PURPOSE To provide guidelines for establishing and documenting a 24-hour security watch for an ACF resident who is admitted to a hospital.

AUTHORITY MN Administrative Rule

APPLICABILITY Correctional Staff, Contracted Medical Services Staff

REFERENCES [MN Administrative Rule 2911.3700 Emergencies and Unusual Occurrences](#)
 DOCCR Administration Policy and Procedures on Restraining Pregnant Residents
[MN Statute 241.88 Restraining an Incarcerated Pregnant Women](#)
[ACF Medical Detainer](#)
[Security Watch Transport Bag Contents](#)
[Medical Inpatient Log](#)

- PROCEDURES**
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- A. Documentation and Notification**

Duty Officer or Designee Complete the Medical Center Detainer, retain the original, and provide two copies to the transport officer or assigned security watch.

- Transport Officer or Security Watch
1. Keep a copy of the Medical Detainer with the resident's file and provide one to the HCMC Security Office.
 2. Provide the following information to the Duty Officer or Designee and HCMC Security when the resident is admitted:
 - Name of resident;
 - Hospital admission date and time;
 - Hospital station, room, and bed numbers;
 - Telephone numbers (room and hospital station); and
 - Offense and ACF projected release date

- B. Security Watch Equipment**
1. Locate a Security Watch Transport bag in the Men's Section Intake Unit or Women's Section CCP and verify its contents before

leaving the ACF.

Incident report, Offense report, Medical Watch time record, Medical Inpatient Log, ACF Accident/Injury report, ACF Detainer, SOP's for Transporting residents, Medical Security Watch, Institutional Vehicles. Cuffs, waist chain, leg irons, flex cuffs. Extra radio battery and charger, phone charger, spare cuff key.

Note: Follow the link in the References section of this SOP for a list of documents and equipment required in the bag. Ensure that items missing are placed in the bag before departing the ACF.

2. Bring the Security Watch Transport Bag to HCMC for the Security Watch Officer.

C. Security Watch Instructions

Security Watch

1. Ensure that the resident wears only hospital-issued clothing. Do not allow the resident to have in their possession or access to any civilian or institutional clothing while on inpatient status. Institutional clothing may be worn if requested by hospital staff.
2. Begin a legibly written log of activities associated with the resident's hospitalization as soon he or she is admitted.
3. Notify the HCMC Security Office that a security watch from the ACF has been established. Phone (612) 873-3232.
4. Log the date and time (0001 to 2400 hrs.) of resident's movements and unusual occurrences (i.e. meals, visits to other clinics, money brought in, visits, phone calls, etc.)

5. Ensure that the resident is always secured in leg irons when in his or her room (i.e. shackled to the bed or wheelchair or wearing leg irons when walking to restroom). If leg irons cannot be worn (for example casts on both ankles), handcuffs will always be worn.

Note: Be aware that the resident's health and well-being takes precedence over security. Unless approved by the Superintendent or designee, no restraints will be used on a woman who is known to be pregnant, is in labor, or has given birth within the preceding three days.

6. Remove restraints when they interfere with a medical procedure, the delivery of medical care, or the resident's ability to shower or bathe.

Note: Remove restraints as ordered by physician. However, the officer is not relieved of responsibility for security during an emergency.

Restraints will not be used in the Inpatient Psychiatry Unit except when the patient leaves the unit. Patients will always be restrained while not in the Psychiatry Unit unless they meet one of the exceptions above, including exceptions for residents who are pregnant, in labor, or have given birth within the past three days.

7. Consult with the Duty Officer when in doubt about using restraints.
8. Authorize and log all the resident's phone calls per ACF policy.
9. Notify the Duty Officer of the appropriate section if the resident is moved from one room to another. Men's Section (612) 596-0003; Women's Section (612) 596-0150; Hospital Security (612) 873-3232. Provide the new unit, station and room number.

10. End the log when the resident is discharged and give the completed log to the Duty Officer or Designee.

D. Residents who Are Pregnant, in Labor, or Have Recently Given Birth

1. No restraints will be used on a resident known to be pregnant unless:
 - a. An individualized determination is made by the Duty Supervisor that restraints are reasonably necessary for the safety and security of the resident, staff, other residents, or the public; and
 - b. The Superintendent or designee approves the use of restraints.

If restraints are determined to be necessary, they shall be the least restrictive available and the most reasonable under the circumstances. Staff shall not restrain a pregnant resident through waist chains, restraints that cross or touch the resident's abdomen, or handcuffs behind the resident's back. If wrist restraints are used, they must be applied such that the resident can protect herself in the event of a forward fall.

2. No restraints will be used on a resident who is in labor or has given birth in the past three days unless:
 - a. There is a substantial flight risk or some other extraordinary medical or security circumstance that dictates restraints be used to ensure the safety and security of the resident, staff, other residents, or the public; and
 - b. An individualized determination has been made by the Duty Supervisor that restraints are necessary to prevent escape or injury; and
 - c. There is no objection from the treating medical provider; and
 - d. The restraints used are the least restrictive type and are used in the least restrictive manner; and
 - e. The Superintendent or designee approves the use of restraints.
3. For residents who are pregnant, in labor, or have given birth in the past three days, considerations for restraint use include:
 - a. History of escape, failure to return, or failure to appear
 - b. History of assaultive behavior
 - c. Active felony warrant or body only warrant

E. Escape

Security Watch

1. Use all reasonable means available to apprehend a resident who attempts to escape from custody.
2. Contact the following immediately or as soon as practical if a resident escapes or attempts to escape from custody:
 - HCMC Security (612) 873-3232.

- Men’s Section Duty Officer or Designee (612) 596-0003.
 - Women’s Section Supervisor or Designee (612) 596-0150.
 - Hennepin County Dispatch Center 911.
3. Complete a detailed and thorough written report about the escape incident and submit it to the Duty Officer or Designee and the Security Supervisor of HCMC as soon as practical.
- Duty Officer or Designee
4. Notify the appropriate agency if a resident escapes while under ACF watch (i.e. Hennepin County Sheriff’s Office, Federal Bureau of Prisons, ICE, US Marshall, etc.)
 5. Instruct Correctional Officers to thoroughly search the escapee’s cell or room and personal property to gain pertinent information that may lead to his or her apprehension.
 6. Share any pertinent information with the Sheriff’s Office investigator and assisting agencies.
 7. Instruct the Correctional Officers, and other staff as required, to provide written reports about the escape.
- Correctional Officer
- Inventory all personal property belonging to the escapee. Label the property and secure it in the resident’s clothing storage area.

F. Hostage Situation

Security Watch Notify the following by whatever means available if a resident takes a hostage while attempting to escape:

- HCMC Security (612) 873-3232.
- Men’s Section Duty Officer or Designee (612) 596-0003.
- Women’s Section Supervisor or Designee (612) 596-0150.
- Hennepin County Dispatch Center 911.

Duty Officer or Designee 1. Notify the ACF Superintendent, Program Manager, or Corrections Institutional Supervisor of the situation, if instructed to do so.

Note: If the Security Watch is taken hostage, the Hennepin County Sheriff’s Office will be given authority to take charge of the situation and will remain in charge until relieved by the ACF Superintendent or designee. If taken hostage, the Security Watch should attempt to remain at HCMC, if possible.

G. Follow-up Actions and Reports

Duty Officer or Designee Review all reports submitted and provide the Program Manager and CIS with a comprehensive written summary of staff involved and all information received about the escape or hostage situation.

Your written summary will include the:

- a. Cause of escape;
- b. Approximate number of people involved. (Identify leaders and describe their participation.);
- c. Corrective actions taken to alleviate situation and/or conditions of escape;
- d. Consequences of course of action;
- e. Damage assessment;

- f. Injury report; and
- g. Other pertinent information.

[Policy for these procedures](#)

Approval:



Sean Chapman, Division Manager
Adult Corrections Facility

11/29/2021

Date



Karen Kuglar, Area Director
Department of Community Corrections and Rehabilitation

11/29/2021

Date