

# PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION - HOSPITAL OPERATIONS  
ADMINISTRATIVE DIRECTIVE NO. 734  
(Replaces A.D. No. 734 dated 5/11/06)

Effective Date: April 16, 2007

## SUBJECT: TRANSPORTATION OF INDIVIDUALS

### I. PURPOSE

To provide a process to arrange an Individual's transportation.

### II. AUTHORITY

Department of Mental Health (DMH) Special Order No. 241.03.

### III. POLICY

- A. It is the policy of the hospital to attend to the medical and psychiatric needs of Individuals during transportation, as well as the safety of Individuals and employees, and to maintain secure custody of the Individual.
- B. A completed release form "Recommended Continuing Care Plan" (RCCP) and copies of any applicable court orders must be forwarded to the Department of Police Services (DPS) prior to any Individual being removed from the facility. DPS will arrange for an Individual's transport by the Department of Corrections and Rehabilitation (CDCR) Transportation Unit.

### IV. METHOD

#### A. Custody Trips:

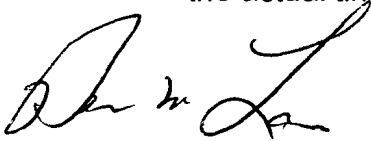
- 1. During normal working hours (Monday through Friday, 0730 to 1630 hours) all custody transports are coordinated through DPS with the CDCR Transportation Unit.
  - a. Two CDCR staff will accompany each custodial transport.
  - b. The CDCR staff are responsible for the trip, including the security and safety of the Individual.
  - c. All transporting vehicles will have copies of related Administrative Directives and the CDCR Transportation Post Orders.
- 2. Each Individual shall be evaluated by the treatment team to determine if special psychiatric/medical needs exist requiring nursing staff escorts.

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- a. The Program Director shall authorize the nursing staff escorting Individuals to court or hearings. It is inappropriate for subpoenaed staff witnesses to be the escorts.
  - b. All staff assigned to custodial trips will be current in Preventive Management of Assaultive Behavior (PMAB), Cardiopulmonary Resuscitation (CPR), First Aid, and Defensive Driving training.
  - c. Nursing staff will be instructed by CDCR staff in the use of the radio and other safety equipment.
  - d. When nursing staff is assigned to accompany an Individual due to medical or psychiatric need, the outside appointment coordinator will notify the DPS in advance; that information will be relayed to the CDCR Transportation Unit.
3. All Individuals will be transported in metal restraints, including but not limited to handcuffs, waist chains and ankle cuffs. Other forms of mechanical restraint may be used depending on the physical limitations of the Individual. Any exceptions must be authorized by the CDCR Transportation Sergeant and the DPS Watch Commander.
  4. All appointments, including court, medical, funerals and discharges should be scheduled so the specific time for the appointment is not known to any Individual. Details of any trip or discharge should not be disclosed to the Individual by any hospital staff. Any exceptions must be approved by Program Management in consultation with the Individual's treatment team.
  5. All Individuals will leave the hospital and return to the hospital through the Admissions Suite except in an emergency. Exceptions will be authorized by the DPS Watch Commander.
    - a. Individuals will be issued clean state clothing.
    - b. Personal clothing may be brought with the Individual for use in court if approved by the Program Director and the Chief of Police. Personal clothing will not be worn in route to and from court.
    - c. Upon return, all Individuals will be thoroughly searched.
- B. Notification of Release from DMH and Coalinga State Hospital Custody and Control Procedures:
1. When all arrangements have been completed and orders received, the legal section of the Health Information Management Department will notify the appropriate department as to the type of release.
    - a. Admission Suite

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- b. Trust Office and Patients' Accounts
  - c. Individual's unit
  - d. Pharmacy
  - e. Program Director
  - f. Standards Compliance Utilization Review Unit
  - g. Mail Center (Other state hospital transfers only)
  - h. Nutrition Service (Discharges only)
  - i. Chief Physician/Surgeon's Office (Other state hospital transfers only)
  - j. Transportation (Other state hospital transfers only)
  - k. Library
2. The Unit Supervisor assures that all items on the Discharge Checklist are completed according to time lines. This checklist must be in the hands of the Program Director at the time of discharge.
  3. The Admissions Suite Officer will notify the DPS Communications Center of the actual time the Individual was turned over to CDCR Transportation Unit.



**BEN MCLAIN**  
Executive Director (Acting)

Cross Reference(s):

A.D. No. 346 Medical Care of Coalinga State Hospital Individuals in Community Facilities