

CFA REGION III ADMINISTRATION OPERATING PROCEDURE	EFFECTIVE DATE	12/22/2006	NUMBER	OP-CFA3-04.05.112
	SUPERCEDES NEW			
	AUTHORITY PD-04.05.112, Managing Disruptive Prisoners; USDC-ES Case#: 4:92-cv-110, Hadix v. Johnson			
	ACA STANDARDS 4-4190; 4-419			
SUBJECT	Managing Prisoners In Need Of Mechanical Restraints, in Hadix Facilities			PAGE 1 OF 4

APPLICATION: Southern Michigan Correctional Facility (JMF)
Parnall Correctional Facility (SMT)
Charles Egeler Reception & Guidance Center (RGC)

OBJECTIVE: To establish the proper procedure for handling a prisoner, when staff have determined that his in-cell behavior warrants the use of mechanical restraints.

AUDITING: The CFA 3 Regional Administrative Assistant has responsibility for ensuring that this procedure is complete and accurate. This responsibility includes: 1) ensuring that the procedure complies with all applicable Department administrative rules, policies, DOMs and procedures; 2) reviewing the procedure at the time of annual review; 3) submitting draft revisions when the procedure needs updating; and, 4) auditing staff compliance.

**FORMS/
RETENTION:** None

**RELATED
POLICIES/
PROCEDURES:** PD-04.05.110, Use of Force (EXEMPT)
PD-04.05.112, Managing Disruptive Prisoners (EXEMPT)
PD-05.01.140, Prisoner Placement and Transfer

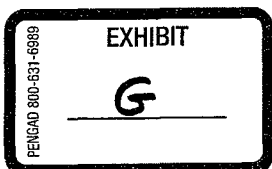
- DEFINITIONS:**
- A. Mechanical Restraints - Any device or instrument utilized to limit, restrict, or hold patients under control, which inhibits freedom of physical movement. Mechanical restraints include leather or metal restraints applied to wrist(s), ankle(s), waist, chest or head.
 - B. Medical Service Provider (MSP) - Any credentialed Physician, Physician Assistant, or Nurse Practitioner approved to practice in the Duane Waters Health Center.

INFORMATION: The use of in-cell mechanical restraints is prohibited at the Southern Michigan, Charles E. Egeler, and Parnall Correctional Facilities.

If mechanical restraints are necessary to prevent a prisoner who is in a cell from causing significant damage to state property and/or from self-injury, staff should take immediate steps to ensure the physical safety of the prisoner. If mechanical restraints are required, he must be physically removed from the cell following application of restraints, pending transfer to Duane L. Waters Health Center (DWH).

Staff may utilize the proper application of mechanical restraints outside of a prisoner's cell to control or secure a situation, or to prevent the prisoner from harming himself or others. The prisoner may not be placed in a cell, however, while remaining in restraints.

This operating procedure is intended to outline what steps staff will take when a prisoner's in-cell behavior reaches a point where mechanical restraints are deemed necessary in order to safely manage the prisoner.



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PROCEDURE:

WHO

DOES WHAT

Determination of Need

Shift Commander (RGC/JMF/SMT) 1. Determines that a prisoner's in-cell behavior can not be safely managed or controlled without the utilization of mechanical restraints.

Custody Staff 2. Takes immediate steps to ensure the prisoner's physical safety, while immediately facilitating a timely transfer to DWH.

Shift Commander (RGC/JMF/SMT) 3. Contacts their On-Site or On-Call Duty Administrator immediately, to obtain authorization to move the prisoner to the Duane L. Waters Health Center (DWH) for evaluation.

If Approved by On-Site or On-Call Duty Administrator

Shift Commander (JMF/SMT) 4. Notifies the RGC-Main Control Center of the impending move.

Shift Commander (RGC) 5. Notifies DWH Building Control that they will be receiving the prisoner, as soon as he can be secured for transport.

Building Control (DWH) 6. Notifies the DWH House Supervisor and Emergency Room of the incoming transport.

(OR)

If Not Approved by On-Site or On-Call Duty Administrator

Shift Commander (RGC/JMF/SMT) 7. Follows the instructions for managing the prisoner from their On-Site or On-Call Duty Administrator.

8. Reassesses the situation as needed, and contacts their On-Site or On-Call Duty Administrator for further direction.

Documentation for Movement

Shift Commander (Sending Facility) 9. Prepares the documentation necessary for transporting the prisoner to DWH.

10. Ensures that the prisoner's cell is secured immediately upon his removal from the cell, and that his property is inventoried, packed-up and secured for storage as soon as possible thereafter, in accordance with the facility's operating procedures. This includes logging the pack-up disposition in the housing unit log book.

Arrangement of Transport - JMF/RGC

Building Control/ House Supervisor (DWH) 11. Notifies the DWH Emergency Room to dispatch the mini-ambulance to the prisoner's facility and housing unit for transport.

(OR)

Shift Commander (JMF/RGC) 12. Arranges to transport the prisoner directly to DWH south gate.

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PROCEDURE: (Cont'd)

WHO DOES WHAT

Arrangement of Transport - SMT

Building Control/
House Supervisor
(DWH)

13. Notifies the DWH Emergency Room to dispatch the state ambulance to the prisoner's facility and housing unit for transport.

(OR)

Shift Commander
(SMT)

14. Arranges to transport the prisoner directly to DWH east gate.

Evaluation of Need for Restraints at DWH

DWH Staff
(at DWH)

15. Evaluates the prisoner for the initiation or application of restraints, according to OP-DWH-03.04.100 Y - Medical Use of Physical Restraints - Inpatient.

Release from Restraints - Return to Facility

Medical Service
Provider (MSP)

16. Determines that the prisoner can be safely managed at his originating facility, without restraints.

DWH Staff

17. Arranges for the prisoner's discharge, as directed by the MSP.

(OR)

MSP/Mental Health
Service Provider

18. Identifies the prisoner's need for alternate placement and arranges for admission.

During Weekdays & Normal Business Hours

RGC/DWH Staff

19. Informs the Sending Facility Transfer Coordinator that the prisoner will be transferred.

Transfer Coordinator
(Sending Facility)

20. Discusses the need for alternate placement with Classification Division staff, in Central Office CFA.

DWH Staff
(at DWH)

21. Retains the prisoner at DWH until the necessary alternate placements plans are made and the prisoner can be transferred, or as directed by the MSP.

During Weekends or After Normal Business Hours

RGC/DWH Staff

22. Informs the Sending Facility Shift Commander that the prisoner will be transferred.

Shift Commander &
On-Site/On-Duty
Administrator
(Sending Facility)

23. Contacts the Shift Commander & On-Site/On-Duty Administrator at a receiving facility, and arranges for the prisoner's transportation and transfer.

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APPROVED BY: Signature on File.. 12/19/2006
Barbara Bock, Regional Prison Administrator Date

Signature on File.. 12/19/2006
Duncan Howard, Regional Health Administrator Date

PREPARED BY: R Cole Bouck, Administrative Assistant, CFA Region III Administration