

Section 2: Reception and Release
Subject: Preliminary Health (Receiving) Screen
Minimum Standard: 5120:1-8-09(C)
Revised: 07/2009, 12/2011, 09/2014, 09/2015

Authorized: _____ **Effective Date:** _____
Sheriff Paul A. Sigsworth

POLICY

Health trained personnel, in accordance with protocols established by the health authority, shall perform a written medical, dental, and mental health Preliminary Health (Receiving) Screen on each inmate upon arrival at the Erie County Jail as soon as possible, and prior to being placed in general population. The corrections officer conducting the preliminary health evaluation will use the Medical Screen in the Jail Management System. The Preliminary Health (Receiving) Screen questions are to be asked by health-trained personnel assigned to perform duties in the jail and questions will be answered by the inmate. Trainers deemed as qualified by the agency may provide instruction to all jail staff members in first responder aid, CPR/AED, blood and air borne pathogens, diabetes and communicable disease. This training will include the Preliminary Health (Receiving) Screen and signs that may indicate physical or mental distress. Prior to implementation, this policy will be submitted for review and approval by the jail physician, who shall note his approval in writing at the end of this policy, in accordance with Section 5120:1-8-09 of the Standard for Jails in Ohio (SJO).

1. The booking officer will inquire as to the inmate's medical history by asking the following (but not limited to) questions:
 - a. Current and past illness and health problems
 - b. Current and past dental problems
 - c. Current and past mental health problems
 - d. Allergies
 - e. Current medications for medical and mental health
 - f. Hospitalization for medical or mental health purposes
 - g. Special health needs
 - h. Serious infection or communicable illness
 - i. Use of alcohol and drugs including types, amounts, and frequency used, date or time of last use and history of any problems after ceasing use, i.e. withdrawal symptoms
 - j. Suicidal risk assessment
 - k. Possibility of pregnancy
 - l. Other health problems as designated by the health authority

2. The booking officer will make the following (but not limited to) observations:
 - a. Behavior including state of consciousness, mental health status, appearance, conduct, tremors and sweating
 - b. Body deformities and ease of movement
 - c. Condition of skin, including trauma markings, bruises, lesions, jaundice, rashes, infestations and needle marks or other indications of drug abuse.

3. The booking officer will note the medical disposition of the inmate
 - a. General Population
 - b. General Population with prompt referral to appropriate health or mental health services

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- c. Referral for emergency treatment
- d. Medical observation/isolation
- e. Mental health observations
- f. Documentation of date, time, and signature and title of person completing screening.

PROCEDURE

1. During the booking process the booking officer will complete the Preliminary Health (Receiving) Screen using the medical screen in the Jail Management System.
 - a. Using the Booking Officer Observations section of the Preliminary Health (Receiving) Screen the booking officer will make note of any medical and/or mental health issues they observe with the inmate
 - b. Using the Inmate Questionnaire section they will ask the listed medical and mental health questions to the inmate.
 - c. Using the Suicide Prevention Observations and Questionnaire section, the booking officer will ask the listed questions and make note of any observations related to suicide with the inmate.
 - d. At the end of the Preliminary Health (Receiving) Screen the booking officer will mark the Disposition/Referral of the inmate based on what was learned of the inmate.
2. If the inmate answers yes to any suicidal, drug withdrawal, or other serious medical or mental issues the booking officer will advise the shift supervisor and/or medical staff to decide if special housing is required.
3. If the inmate is unable to, or refuses to answer any questions they will be placed into a holding cell until the Preliminary Health (Receiving) Screen is completed.
 - a. The booking officer will make a note on the Preliminary Health (Receiving) Screen as to the reason for the form not being completed, and they along with another officer will sign the form.
4. The completed form will be placed in the medical box in Main Control.
 - a. The inmate along with the officer completing the Preliminary Health (Receiving) Screen will sign and date the form.
 - b. A photo of the inmate will be attached to the form.
 - c. Any medical paperwork will be attached to the form.

Approved: _____ Date: _____

Erie County Jail Physician