

NEBRASKA COUNTY JAIL POLICIES & PROCEDURES

TITLE: INMATE TRANSFER INFORMATION FORM

NO: B-400

DATE: January 15, 2007

POLICY

The NEBRASKA County Jail shall complete an Inmate Transfer Information Form on all inmates who are transferred to the custody of another detention or corrections facility, or to a medical or mental health facility, to ensure that critical physical health, mental health, and behavior information is provided to the accepting agency.

PROCEDURES

- A. Required Completion. If an inmate is being transferred to the custody of another detention or corrections facility, or to a medical or mental health facility, and is not expected to return within eight (8) hours, if at all, an Inmate Transfer Information Form is to be completed.
- B. Transport Preparation. The releasing jail officer shall assure that the Inmate Transfer Information Form is completed before the inmate is released from the facility for transfer. Staff shall also assure that, if available, three days worth of medications and any necessary medical equipment in the inmate's possession are transported with the inmate.
 1. Form Preparation.
 - a. The form shall be completed as thoroughly as possible.
 - b. The form shall be completed by releasing staff in conjunction with facility medical, mental health, and classification staff.
 - c. Any pertinent information that is not included on the form may be attached to the form prior to transport.
 - d. The releasing staff who prepares the form must sign the form verifying the accuracy of the information and include a contact number where the accepting agency may further inquire about information provided.
 - e. All information provided must be documented in the inmate's classification, medical, or booking records.
 - f. All information should be provided in an objective manner, minus supposition.
 - g. When the Inmate Transfer Information Form has been completed it shall be placed in a sealed envelope pending transport. On the envelope in plain view shall be written the name of the inmate, and the term 'Inmate Transfer Information Form'.
 2. Medication and Equipment Preparation.
 - a. Staff shall assure that, if available, three days worth of medications are prepared for transport with the inmate.
 - b. All medications shall be transported in well marked, appropriate containers.
 - c. Staff shall transport all medications or equipment in a safe and secure manner.
- C. Form Transport. The Inmate Transfer Information Form shall be transported, along with the inmate, to the accepting facility.
 1. During transport the Inmate Transfer Information Form shall remain with the inmate transport documents and in the possession of the transporting officer.
 2. Upon arrival at the accepting agency the transporting officer shall assure that the intake officer of the receiving agency is provided with the Inmate Transfer Information Form.

- D. Acceptance of Inmates. When an inmate is transported into the facility from another detention or corrections facility, or is returned to the facility from a medical or mental health facility, intake staff shall determine if an Inmate Transfer Information Form has been provided by the transferring facility.
1. If no information has been provided the staff member shall proceed with intake screening.
 2. If an Inmate Transfer Information Form or other written information regarding the inmate's physical health, mental health, or behavior is provided, the intake staff member shall review the documents and make a determination as to whether there are any issues that need immediate attention.
 3. If there are issues which require immediate attention the intake staff member shall notify their supervisor and any medical, mental health, or classification staff who need to know the provided information.
 4. The intake staff member will then proceed with intake screening assuring that the provided documentation is secured and provided to the appropriate staff.
 5. At no time shall the Inmate Transfer Information Form be utilized as a source of information in place of an intake screening. The information provided on the Inmate Transfer Information Form shall serve as a supplement to the information gathered during a complete intake screening.
- E. Retrieval of Inmates from the Diagnostic and Evaluation Center (D&E). If an inmate is to be retrieved from the Diagnostic and Evaluation Center, the Center shall be notified by jail staff 24 hours prior to arriving to pick up the inmate. This will allow D&E staff to prepare three days worth of medications and an Inmate Transfer Information Form for the inmate being transferred out of D&E.
- F. Form Retention. A copy of the Inmate Transfer Information Form, completed for transport or received at intake, shall be retained in the inmate's medical records.