KATHLEEN KENNEDY TOWNSEND LT. GOVERNOR STUART O. SIMMS SECRETARY



LAMONT FLANAGAN COMMISSIONER

BENJAMIN F. BROWN DEPUTY COMMISSIONER

STATE OF MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

DIVISION OF PRETRIAL DETENTION AND SERVICES 400 East Madison Street Baltimore, Maryland 21202

CHANGE NOTICE

PDSD # 130-123

Date:

2-28-01

Title:

Release Medication

Effective Date: November 13, 2001

- Replace Appendixes A and B, pages 3/4 with the attached revision.
 NOTE: The fax number to the MDC Dispensary (page 3) was updated; all other information remains unchanged.
- 2. Ensure this update has been made to all copies of PDSD # 130-123 in your possession. List this change in your copy of the PDSD Table of Contents published 7-31-01.
- 3. Inform all appropriate staff of this change.

LaMont W. Flanagan, Commissioner

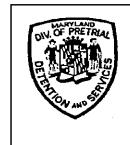
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DPDS # 259-94

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STATE OF MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES DIVISION OF PRETRIAL DETENTION AND SERVICES



PROGRAM:	Medical & Dental Services	
PDSD:	130-123	
TITLE:	Release Medication	
ISSUED:	February 28, 2001	
APPROVED:	LaMont W. Flanagan	COMMISSIONER

I. References:

MCCS .02J

DCD 130-100, Section 186

II. Applicable to:

The Division of Pretrial Detention and Services

III. Purpose:

To establish written procedures for the quick identification and appropriate processing of those inmates who require a supply of prescription medication upon release from a DPDS facility.

IV. Definition:

Release- When used in this directive, refers only to the processing of inmates who are physically present in DPDS. It does not include inmates who are

released at court.

V. Policy:

It is the policy of DPDS that an appropriate supply of

prescribed watch-take medication will be provided to

inmates upon release.

VI. Procedures:

- A. Central Records staff will fax notification of pending releases to medical staff designated by the Contractor. (Appendix A)
- B. The Dispensary LPN will:
 - 1. Review Daily Release Logs (Appendix B) per the Contractor's P&P;
 - 2. Indicate "Meds" or "No Meds" beside each name to identify those inmates who require a supply of prescribed medication;
 - 3. Immediately fax the reviewed logs to the appropriate Release Office:
 - 4. Gather, bag and label the appropriate supply of medication for pick-up by the inmate at the Dispensary window;

- 5. If prepared medication has not been picked-up by the inmate prior to the closing of the Dispensary window, take the bag to the appropriate clinic for pick-up by the inmate.
- C. The Release Supervisor or designee, upon receipt of a Release Log from the Medical Contractor will:
 - 1. Identify any pending releases with a notation of "Meds".

NOTE: The release process should not be delayed to wait for a status report from medical.

- Between the hours of 0800 and 2050, instruct escort officers to take such inmates to the appropriate Dispensary window for medication pick-up <u>prior</u> to escort to the Release area. After 2050 hours, direct the escort officers to the appropriate clinic to allow the inmate to pickup medication;
- 3. Contact the Dispensary LPN, when necessary, to clarify notations on a Release Log;
- 4. Contact the Dispensary LPN or a Clinic LPN, when necessary, to locate an inmate's medication supply.
- 5. Maintain on file a copy of all Release Logs, faxed by the Medical Contractor, for a period of 30 days.

VII. Attachments:

Appendix A - Faxing Instructions for Central Records

Appendix B - Daily Release Log

VIII. Revisions:

None

Distribution:

В

EFFECTIVE FEBRUARY 28, 2001

CENTRAL RECORDS STAFF SHALL <u>FAX</u> RELEASE LOGS AS FOLLOWS:

JI RELEASE LOG TO:

FAX NUMBER

PHONE NUMBER

MDC DISPENSARY

(410) 209-4266

(410) 209-4080

WDC DISPENSARY

(410) 539-2513

(410) 209-4219

JUST PRIOR TO THE RELEASE PACKET SCHEDULED PICK-UP

MONDAY - FRIDAY, EXCLUDING HOLIDAYS				SATURDAY, SUNDAY & HOLIDAYS				
9:00 a.m.	Noon	2:00 p.m.	4:00 p.m.	9:00 a.m.	Noon			
6:0	0 p.m.	8:00 p.m. 9:	00 p.m.	2:00 p.m.	4:00 p.m.			
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CBIF RELEASE LOG TO:

FAX NUMBER

PHONE NUMBER

CBIF DISPENSARY

(410) 539-7176

(410) 545-8146

IMMEDIATELY PRIOR TO THE TRANSPORT OF RELEASE PACKETS TO THE RELEASE AREA.

(THE ACCUMULATION OF 6 RELEASES TRIGGERS A TRANSPORT; LOGS MAY CONTAIN 6, OR FEWER, RELEASES.)

CENTRAL RECORDS OFFICE DAILY RELEASE LOG FROM JAIL INDUSTRIES BUILDING

DATE: SHIFT		·								
	NAME	I.D. #	LOC	TIME REC IN REL AREA	TIME REL PROC	TYPE REL	DET	RECORDS STAFFERS INIT.	TIME REL J.I.B.	J.I.B. OFFICER INIT.
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EFFECTIVE November 13, 2001

CENTRAL RECORDS STAFF SHALL <u>FAX</u> RELEASE LOGS AS FOLLOWS:

JI RELEASE LOG TO:

FAX NUMBER

PHONE NUMBER

MDC DISPENSARY

(410) 576-0872

(410) 209-4080

WDC DISPENSARY

(410) 539-2513

(410) 209-4219

JUST PRIOR TO THE RELEASE PACKET SCHEDULED PICK-UP

MONDAY - FRIDAY, EXCLUDING HOLIDAYS				SATURDAY, SUNDAY & HOLIDAYS				
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6:00	0 p.m.	8:00 p.m.	9:00 p.m.	2:00 p.m.	4:00 p.m.			

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DATE:									
DATE:SHIFT:									
NAME	I.D.#	LOC	TIME REC IN REL AREA	TIME REL PROC	TYPE REL	DET	RECORDS STAFFERS INIT.	TIME REL J.I.B.	J.I.B. OFFICER INT.
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