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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

1. 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.

A handwritten signature in black ink, enclosed in a hand-drawn oval. The signature appears to be "LaMont W. Flanagan".



LaMont W. Flanagan, Commissioner

Distribution: B

DPDS # 259-94



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.

2. Between the hours of 0800 and 2050, instruct escort officers to take such inmates to the appropriate Dispensary window for medication pick-up prior to escort to the Release area. After 2050 hours, direct the escort officers to the appropriate clinic to allow the inmate to pick-up 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: B

EFFECTIVE FEBRUARY 28, 2001

CENTRAL RECORDS STAFF SHALL FAX RELEASE LOGS AS FOLLOWS:

JI RELEASE LOG TO:

	<u>FAX NUMBER</u>	<u>PHONE NUMBER</u>
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
6:00 p.m.	8:00 p.m.	9:00 p.m.		2:00 p.m.	4:00 p.m.

CBIF RELEASE LOG TO:

	<u>FAX NUMBER</u>	<u>PHONE NUMBER</u>
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.

TOTAL MALE RELEASED _____ TOTAL FEMALE RELEASED _____ (Females released shall be written in RED INK)
TOTAL RELEASED C-SHIFT _____

SUPERVISOR/LEAD SIGNATURE
Page _____ of _____

EFFECTIVE November 13, 2001

CENTRAL RECORDS STAFF SHALL FAX RELEASE LOGS AS FOLLOWS:

JI RELEASE LOG TO:					
		<u>FAX NUMBER</u>		<u>PHONE NUMBER</u>	
MDC DISPENSARY		(410) 576-0872		(410) 209-4080	
WDC DISPENSARY		(410) 539-2513		(410) 209-4219	
<i>JUST PRIOR TO THE RELEASE PACKET SCHEDULED PICK-UP</i>					
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
6:00 p.m.	8:00 p.m.	9:00 p.m.		2:00 p.m.	4:00 p.m.

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CENTRAL RECORDS OFFICE
DAILY RELEASE LOG FROM JAIL INDUSTRIES BUILDING

DATE: _____

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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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SUPERVISOR/LEAD SIGNATURE
Page _____ of _____