J-4800  **POLICY:**

The Transportation Section shall be responsible for the timely execution of Orders of Protective Custody and Physician’s Emergency Certificates as authorized by law and in accordance with established policy and procedure.

J-4801  **DISCUSSION:**

The facility recognizes its duty to serve the citizens of the Parish of Lafayette through the performance of duties required by state statute and additional contributions to society in the spirit of public service. However, the facility’s primary duty is to serve society by safely housing offenders and providing for their safety and well-being. The Transportation Supervisor shall be responsible for receiving and acting upon all transportation orders, prioritizing those in need of immediate action.

J-4802  **DEFINITIONS:**

A. **Order of Protective Custody (OPC):**
An order signed by any parish coroner or judge of a court of competent jurisdiction requiring a person to be taken into protective custody and transported to a treatment facility of the office of the coroner for immediate examination.

B. Physician’s Emergency Certificate (PEC):

A certificate signed by a physician or psychologist after an actual examination of a person alleged to be mentally ill or suffering from substance abuse who is determined to be in need of immediate care and treatment in a treatment facility because the person is determined to be a danger to self, a danger to others and/or gravely disabled constituting legal authority to transport to a treatment facility.

J-4803 RULES:

All Orders of Protective Custody and Physician’s Emergency Certificates shall be routed to the Transportation Supervisor. In the absence of the Transportation Supervisor, such documents shall be directly routed to the Patrol Supervisor.

J-4804 PROCEDURES:

A. Order of Protective Custody:

1. Before executing an Order of Protective Custody the transportation staff member shall have in his/her possession a written order in the name of the State of Louisiana.

2. The staff member shall ensure that the order contains the following:

   a. Signature by a district Judge or parish Coroner;
   
   b. The date and hour of issuance;
   
   c. The municipality or parish where issued;
   
   d. The name of the person to be taken into custody, or if his/her name is not known, a designation of the person by any name or description by which he/she can be identified with reasonable certainty;
   
   e. The name of the community mental health center, public or private general hospital, public or private mental hospital,
Coroner’s Office, or detoxification center where the person is to be transported.

3. The Order of Protective Custody shall be effective for seventy-two (72) hours from issuance and shall be delivered to the Coroner or director of the treatment facility by the transporting staff member.

4. The date and hour that the person is taken into protective custody shall be written on the order by the staff member executing the order.

5. Without delay, and in no event more than twelve (12) hours after being taken into protective custody, the person shall be delivered to a treatment facility or the Office of the Coroner or he/she shall be released.

6. Once the subject is delivered to the treatment facility, the staff member’s responsibility terminates. The safety and security obligations associated with the patient are then transferred to the treatment facility.

7. Transportation of patients out of the parish with an Order of Protective Custody shall be prohibited.

8. If an Order of Protective Custody is issued for an offender, such order shall remain in full force and effect for seventy-two (72) hours from issuance.

9. If the offender posts bond or is otherwise eligible for release from the facility within the seventy-two (72) hour period, intake/booking staff shall contact the Transportation Supervisor and arrange for transportation of the individual. Transportation staff shall transport the individual to the specified treatment facility within twelve (12) hours of the offender signing his/her release paperwork. If the individual is not transported within the twelve (12) hour period, he/she shall be released from custody.

10. All Orders of Protective Custody for offenders shall be reported to the Transportation Section and on-duty supervisor upon being received.

11. The supervisor shall ensure that the Order of Protective Custody is logged on the Shift Briefing Sheet. Intake/Booking staff shall ensure that the Order of Protective Custody is logged on the Intake Briefing Sheet. At a minimum, the following information shall be recorded on the briefing sheet:
a. Name of the offender;

b. Date/time the order was issued.

12. Once the order has been executed or has expired, such shall be removed from both briefing sheets.

B. Physician’s Emergency Certificate:

1. Before executing a Physician’s Emergency Certificate, the transportation staff member shall have possession of the certificate.

2. The staff member shall ensure that the certificate contains the following:

   a. Signature of the physician or psychologist;

   b. The date and hour of issuance;

   c. The name of the person to be taken into custody;

   d. The name of the community mental health center, public or private general hospital, public or private mental hospital, Coroner’s Office, or detoxification center where the person is to be transported.

3. The certificate shall be effective for seventy-two (72) hours from issuance and shall be delivered to the director of the treatment facility by the transporting staff member.

4. Once the subject is delivered to the treatment facility under the emergency certificate, the staff member’s responsibility terminates. The safety and security obligations associated with the patient are then transferred to the treatment facility.

C. Physician Emergency Certificate hospital transfers:

1. In keeping with the desire to promote public service, the Transportation Section shall provide transfers from one hospital to another as a courtesy.

2. Hospital transfers shall be deemed a non-emergency service and shall be conducted between the hours of 8:00am – 4:00pm Monday through Friday upon availability of transportation staff. Hospital transfers shall not be conducted on weekend or holidays.
3. The following criteria shall be met for each hospital transfer:
   
a. The patient shall be a Lafayette Parish resident. Residents of Community Correctional Centers and homeless shelters shall be denied;

   b. The hospital shall be located within a one-hundred (100) mile radius of Lafayette Parish, with the only exception being transfers of a juvenile to treatment facilities in Mandeville and New Orleans;

   c. A female staff member shall be available for the duration of the transport when transporting a female patient;

   d. Physician Emergency Certificates shall be filled out completely with physical address. Post Office boxes shall not be acceptable.

D. Staff safety:

   1. When executing Orders of Protective Custody and Physician’s Emergency Certificates, staff shall adhere to all established guidelines for transporting offenders. (#124; #161; #162; #304; A-3600; J-2500; J-2600)