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| Montgomery County Jail Procedural Instructions | Effective Date: 06-23-2021 |
| Subject: 3-5 Day Follow Up Mental Health Screening | **Chapter: 32.100.41 DRAFT POLICY** |
| Date Last Reviewed: 06-23-2021 | **Approved: Lieutenant Eric E. Foree** |

**PURPOSE**

This Policy and Procedure establishes follow-up mental health screening guidelines for detainees after initial incarceration.

**32.100.41 Mental Health Screening Log Book (3-5 Days)**

1. Located in Central Booking, the Mental Health Screening Log Book is a log which contains the following:
2. Mental Health Screening Instructions
3. Screening Log Spreadsheet containing the following information:
* Date Booked – Date detainee booked into the facility
* Screen By Date – Date detainee needs to have screening completed by
* Detainee Name – Name of detainee who was processed into the facility
* Date Screened – Date detainee had mental health screening completed
* Screened By – Staff who conducted the screening
* Supervisor Review – Supervisor who reviewed the log, screening form and insured screening was submitted to medical and, if applicable, mental health staff.
* Emailed to Laura – Did the screening form meet the criteria and was the form submitted to Laura Heitmann, LCSW, mental health professional.

 c. Blank Mental Health Screening, Spreadsheet Log Forms and copies of screened forms

**32.100.42 Initial Health Assessment Follow-Up**

1. When a detainee is processed (booked) into the facility part of the booking process is to complete the standard overall medical screening of a detainee.
2. Upon completing the booking process detention staff will then enter the recently processed detainee’s name and processed date into the Mental Health Screening Log Book
3. On duty Detention Officer’s will check the Mental Health Screening Log daily upon reporting for their shift in order to verify if a detainee is due for the follow-up screening.
4. Detainees who may have been released from the facility prior to their screening date while have such release noted on the spreadsheet log.
5. Those detainees in custody in the time frame of **3-5 days**, as set by mental health officials, will have the screening conducted unless, the Medical Department has placed said detainee on **Withdraw Protocol**. If the detainee is currently withdrawing from alcohol or illicit drugs, the detainee will not receive the follow-up screening until the completion of the Withdraw Protocol, which is typically **5-10 days**. NOTE: Generally, screenings are conducted by the on-duty Shift Lead or Corporal. However, if a supervisor is unavailable or the situation dictates, any detention officer may perform the screening.
6. Upon complete of the screening, if the detainee answers in the negative, yielding a score of zero (0) a copy will be made and placed in the Mental Health Screening Log Book and the original will turned over to the jails medical staff. NOTE: In the case medical staff is not on duty the screening form may be placed on the nurse’s desk for their review and filing when next on duty.
7. Should the screening result in an identifiable scoring (Low-High) the procedure in section #6 is followed with the additional step of emailing a copy of the screening form/results along with the detainees back-up card which contains a detainee’s pedigree information to the jails mental health liaison, identified as Laura Heitmann, LCSW-Arthur Center. Email address: lheitmann@arthurcenter.com
8. Emails to Laura Heitmann need to be printed and attached to the screening copy that is placed into the Mental Health Screening Log Book as well as an email copy attached to the jail nurses original screening form and placed on the nurse’s desk for their review. NOTE: Any email response from Laura also needs to be attached to the original and copies in the Log Book.
9. Any detainee scoring High-Risk needs to be placed on medical observation immediately and the protocols regarding medical observation to include suicide watch, if applicable, are to be initiated. When notifying Laura of a High Risk via email ensure you title the email “HIGH RISK” as well as note it in the body of the email the detainee is scoring high risk and what immediate action you took for the detainee’s safety.
10. The **5-10 days** screening is used for those detainees who have completed the withdraw protocol or those individual’s that may have previously scored low on the **3-5** **day** screening but, the detainee has made concerning comments to staff or staff have noted the detainee’s behaviors in the housing unit are not consistent with experienced normal actions which prompts staff to conduct another screening.
11. Any detainee currently incarcerated, regardless of how long ago they had their original mental health screening starts to make odd or concerning comments/statements or their actions are odd or not normal based on your past professional time and experience with the detainee maybe requested to take another mental health screening. In the event staff conduct another screening staff are to note the action in the detainee’s medical events section of ITI/Omnego, attach the medical event report as well as the completed screening form, following the above procedures in section #6, placing the completed screening on the medical nurse’s desk. If the screening yields a score forward that screening and your medical events report to Laura Heitman via email as explained in section #7.

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