Correctional Staffing Guidelines

As a personalized health care staffing company that shares a passion for healthcare, we demonstrate a spirit and culture that is wrapped around our core values of **Integrity, Candor, Accountability, Respect** and **Excellence** in everything we do.

- **I CARE** is the way we approach our profession every day.
- **I CARE** is the way we approach every single job order.
- **I CARE** is the way we approach every single health care professional.
- **I CARE** makes us just a little bit different from our competitors.

We are committed to quality care for those within the Correctional Facility community, as well as the safety of our employees while working there.

Supplemental Health Care is a proven leader in staffing Correctional Facilities across the country. We are committed to providing consistent, reliable coverage with compliant and motivated health care professionals.

To assist with the orientation process, please review the following pages that outline policies and procedures specific to correctional facilities. The facility you are assigned to may have additional policies and procedures related to specific health and safety issues. In addition, you may be required to attend facility specific inservices and educational meetings to review policies, procedures, and health and safety issues.

If you ever have any questions regarding your temporary position, please call your SHC representative. These are some guidelines established to provide you with basic information to have a successful temporary position.
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(Please refer to your Supplemental Health Care Orientation Handbook for additional details regarding the items listed below)

1. You must always exercise discretion and professionalism in all contact with inmates.
2. Do not engage in personal conversation with inmates. All conversations are to be related to clinical issues only. Never tell the inmate your full name.
3. Do not perform any personal services or favors for an inmate (i.e. telephone calls, cards, etc.)
4. It is a felony for anyone to assist with any inmate escape.
5. Do not discuss interdepartmental or interpersonal issues in front of an inmate.
6. Do not leave any inmate in the medical department unattended.
7. Do not leave doors unlocked or propped open.
8. Do not inform inmates of date or time for any outside appointment. If the inmate becomes aware of appointment date or time, the appointment must be changed.
9. All persons entering on prison grounds are subject and consent to the search of your person, property and vehicle at any time.
10. Many articles commonly used outside of a correctional setting are considered contraband within this setting. Do not give or take ANYTHING from an inmate other than medical or correctional related information/materials.
11. Maintain an awareness of inmate orderlies. These inmates can become very familiar with staff and department procedures. They are still inmates and the above-mentioned precautions must be followed at all times.
12. Meals/lunch or dinner may be brought to work in plastic containers or may be purchased in the employee cafeteria.
13. For dress code policy, please see employee handbook. We ask that you abide by this dress code and dress professionally at all times. You will be advised as to your specific dress code for your facility during the new hire orientation. Also note that no hoop earrings are to be worn or expensive jewelry along with no visible tattoos.
14. For your personal safety and safety of your peers the following items are NOT allowed: glass (including mirrors), firearms, sharps, lighters/BIC lighters, matches, cell phones, personal beepers, maps, newspapers, and bandage scissors. Individual institutions may have identified additional items. Check with security if you have questions about any other questionable items.
15. Leave all personal items locked in your vehicle.
16. No smoking inside the building, please locate the designated smoking areas for breaks.
17. Always have your employee ID Badge with you upon checking into the facility, as well as your professional license, and CPR card.
18. Upon termination or completion of assignment, all state issued properties must be returned immediately (i.e. state ID's, keys, pagers, panic alarms, etc.)
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Things to be aware of regarding inmate behavior:

Inmates may attempt to manipulate staff or the system. All staff must be aware of this potential and respond appropriately. If you are unsure of the intent of an inmate's behavior, utilize the supervisor or other staff for validation. Inmates, especially those in confinement, may exhibit inappropriate behaviors. This should be referred to Mental Health for follow-up.

Any suicidal gestures or threat must be treated seriously. This must be documented and immediately reported to the appropriate person.

Security is available 24 hours a day.

Security staff is responsible for physically restraining an inmate. If a problem arises, call for assistance.

If you receive any correspondence from an inmate, regardless of content, immediately notify your supervisor and security.

When an inmate does not report for a scheduled appointment in the medical department, security must be notified.

Security is the primary directive of the Department of Corrections. Therefore, the medical staff should be acutely aware and report any situation that appears suspect of an inmate violating any security inmate rules.

By signing below I acknowledge that I have received/ read the Correctional Staffing Guidelines and information and have had the opportunity to have my questions answered to my satisfaction.

Employee Printed Name:___________________________________________________________

Employee Signature:_________________________________ Date:___________

SHC Representative’s Signature:_________________________________ Date:___________