

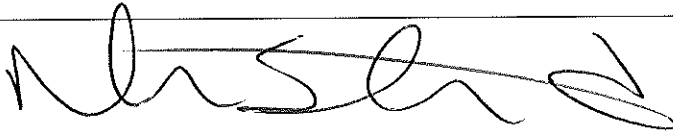
OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

SECTION 8: Safety, Security, Emergency Management **POLICY: 8.008**

SUBJECT: Transportation of Court-Committed Patients



APPROVED: NENA STRICKLAND
INTERIM SUPERINTENDENT

DATE: APRIL 15, 2010

I. POLICY

- A. All requests for transportation of court-committed patients shall be directed to the Communications Center or Oregon State Hospital (OSH)-Portland transportation staff. The Communications Center or OSH-Portland transportation staff shall schedule the transportation at the earliest possible time, giving full consideration to the patient's safety and comfort. The Communications Center or OSH-Portland transportation staff shall log in the time of the call and the date requested.
- B. The Superintendent or his/her designee may authorize other transportation of patients as conditions warrant. Communications Center or OSH-Portland transportation staff shall be notified of all transportation requests, even if they are not involved.

II. PROCEDURES

- A. Obtain the name of the agency and individual requesting transportation for patient.
- B. Request the name and location of patient, special needs, and physical condition (suicidal, etc.) and any other information necessary to determine the proper method to transport the individual.
- C. Determine the type of vehicle required for safe transportation and make arrangements for its use.
- D. Schedule the trip and inform the requesting agency of estimated time of arrival of staff from the hospital.
- E. Notify the receiving OSH unit of estimated time of arrival at the hospital.

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III. REFERENCES

ORS 426.150, 426.320, and 426.330.
Communications Center Procedure Manual.

Replaces Oregon State Hospital Policy and Procedure 8.008, *Transportation of Court Committed Patients*, dated 12/21/2004.