

D. C. DEPARTMENT OF CORRECTIONS
Office of the Director
Washington, D. C. 20001

DO 6014.6A
25 August 1987
CLU

DEPARTMENT ORDER NUMBER 6014.6A

Subject: Psychiatric Evaluation and Hospitalization of Department Residents

1. Purpose. To establish procedures for referring and processing recommendations for psychiatric evaluation and hospitalization of residents.

2. Directive(s) Affected or Referenced.

a. Directive Affected. This Order supersedes Department Order Number 6014.6, subject as above, dated 21 May 1976.

b. References. None.

3. Policy. It is the policy of the Department to refer or transfer residents with psychiatric disabilities to the Forensic Psychiatry Office (FPO) or St. Elizabeths Hospital as expeditiously as possible for evaluation and treatment.

4. Authority. Title 24 D.C. Code Section 106, 301, 302; Superior Court of D.C. Mental Health Rules 9(J); Matthews v. Hardy U.S. App., D.C. (1969).

5. Delegation of Authority. Assistant Directors, Institutional Services I and II are delegated authority to authenticate Mental Health petitions on behalf of the Director.

6. Procedures. All residents who have been convicted of crimes of violence will be referred to FPO for an evaluation prior to their parole hearings.

a. Hospitalizing Sentenced Residents Who Are Mentally Ill.

(1) Whenever a member of the staff observes a resident displaying abnormal behavior which is thought to require hospitalization in a psychiatric facility, an incident report, outlining the resident's behavior, will be prepared immediately. This report will be forwarded through the chain-of-command to the Administrator and copies will be forwarded directly to the respective Classification and Parole Officer and the Chiefs of Medical and Medical Services.

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(2) If the physician and psychologist conclude that the resident's condition is not medically related, same must be reported in writing to the respective Classification and Parole Officer and it will be the responsibility of the Classification and Parole Officer to make the referral through the Administrator to the Forensic Psychiatry Officer (FPO). The request to the FPO for a psychiatric evaluation must include the following documents:

(a) One or more incident reports documenting the resident's abnormal behavior, indicating a danger to himself, others and/or substantial disruption of prison routine.

(b) A statement from the physician indicating that the abnormal behavior does not appear to be related to a medical problem.

(c) A psychological evaluation.

(d) An initial classification study (if available).

(e) A current progress report and information regarding previous Forensic Psychiatry Office referrals and confinements at St. Elizabeths Hospital or other mental institutions.

(f) A presentence report (if available).

(g) Related disciplinary report(s) (if available).

(3) The facts in the attached incident reports must substantiate the requesting Classification and Parole Officer's opinion that the resident may be mentally ill and, therefore, is likely to injure himself or others, or cause a disruption of prison routine.

(4) The Classification and Parole Officer shall forward the Request for Psychiatric Evaluation through the Administrator to the Assistant Director for Institutional Services I or II, as appropriate, who will forward the request to FPO. The Assistant Director for Institutional Services I or II will retain a copy of the request pending receipt from the FPO of an evaluation summary or a certificate identifying the resident as a candidate for hospitalization at St. Elizabeths Hospital.

(5) Upon receipt of a certificate from FPO identifying the resident as a candidate for hospitalization at St. Elizabeths

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Hospital, the Assistant Director for Institutional Services I or II will prepare and sign a petition to the Court. This petition and all back-up material must be hand-delivered to the District of Columbia Corporation Counsel, Special Litigation Section, 451 Indiana Avenue, N.W., Room 300, within 24 hours of receipt of the certificate for filing in Court. Copies of the petition and back-up materials will also be forwarded to the Administrator of the resident's institution, the Assistant Director for Medical Services and St. Elizabeths Hospital.

(6) Corporation Counsel forwards to the Assistant Director for Institutional Services I or II, as appropriate, a copy of the Court Order setting a hearing date, and after the hearing date, a copy of the Court Order if the subject is being committed to St. Elizabeths Hospital. The resident will be transported by District of Columbia Department of Corrections personnel to St. Elizabeths Hospital.

c. Hospitalizing Unsentenced Residents Who Are Mentally Ill.

(1) Procedures for hospitalizing unsentenced residents who are mentally ill are the same as for sentenced residents except that the Assistant Director for Medical Services will refer the unsentenced resident to the Forensic Psychiatry Office for an evaluation within 24 hours. If the psychiatrist issues a certificate identifying the resident as a candidate for St. Elizabeths Hospital, he will be transferred to St. Elizabeths Hospital within 48 hours. All the available back-up material will be collated by the Classification and Parole Officer, forwarded through the Administrator of the District of Columbia Detention Facility and delivered to the Chief Deputy Clerk of the District of Columbia Superior Court. If the Judge orders the resident be committed to St. Elizabeths Hospital, the resident will then be transferred in accordance with Title 24 D.C. Code Section 301 by the United States Marshals Service.

(2) Where the unsentenced resident has a case(s) pending in the United States District Court, copies of the package of back-up material will be forwarded to the Judge, the United States Attorney and the Defense Attorney. The original report will be delivered to the Chief Clerk of the Court. If the Judge orders the resident to St. Elizabeths Hospital, the resident will be transferred pursuant to Title 24 D.C. Code Section 301.

d. Return of Residents from St. Elizabeths Hospital.

(1) At the time a resident is to be returned to the District of Columbia Department of Corrections, St. Elizabeths

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Hospital forwards written notification to the United States Attorney's Office, the United States Marshals Office, the Director of the Department of Corrections, the Chief Medical Officer for the D.C. Detention Facility, the Clerk of the Court, and the Defense Attorney. Correspondence forwarded to the Clerk of the Court initiates the process for movement of the patient to the D.C. Detention Facility. The United States Marshals Office returns the unsentenced patient to the D.C. Detention Facility after it receives the "call up order" from the Clerk of the Court. District of Columbia Department of Corrections' personnel will transport sentenced residents from St. Elizabeths Hospital to the D.C. Detention Facility.

(2) All returnees from St. Elizabeths Hospital will be processed into the D.C. Detention Facility through the Medical Unit.

(3) The D.C. Detention Facility Medical Unit will maintain a continuous record of all transfers to St. Elizabeths Hospital. The medical record will indicate date transferred, date returned, and treatment, if any, recommended by St. Elizabeths Hospital. All medical information from St. Elizabeths Hospital will be filed in the resident's Medical Record jacket.

(4) Upon receipt of St. Elizabeths Hospital summary report, the Administrator will forward it to the Record Office to be placed in the resident's Medical Record Jacket.

e. Emergency Procedures for Sentenced Residents. Under Rule 9(J) of the District of Columbia Superior Court Mental Health Rule, a sentenced resident may be transferred to St. Elizabeths Hospital on an emergency basis. The Assistant Director for Institutional Services I or II, as appropriate, arranges for a psychiatric evaluation by Forensic Psychiatry Office and if the psychiatrist certifies that the resident is in immediate need of treatment, the resident is then transported by Departmental Officers to St. Elizabeths Hospital immediately. After the transfer is effected, a petition prepared by the Assistant Director for Institutional Services I or II, as appropriate, together with the psychiatrist's certificate shall be hand-delivered to the Corporation Counsel, Special Litigation Section not more than 24 hours after the transfer has taken place for filing in Court. In such cases, the Judge will normally set a hearing date within seven days thereafter.

Hallen H. Williams
HALLEM H. WILLIAMS, Jr.
Director

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DISTRIBUTION:

"A"
Chief Judge, Superior Court (210 - 4th St., N.W.)
D.C. City Administrator (City Hall)
D.C. Corporation Counsel (City Hall)
D.C. Corporation Counsel, Special Litigation Section
451 Indiana Avenue, N.W., Room 300
D.C. Correctional Litigation Section,
1923 Vermont Avenue, N.W.
D.C. Council Judiciary Committee (City Hall)
D.C. Criminal Code Project (City Hall)
Administrator, St. Elizabeths Hospital (2)
Teamsters Local 1714 (Bladensburg Road, N.E.)
Commissioner, Commission on Mental Health
(1825 Connecticut Ave., N.W.)