

Procedure A:**Staff Receiving an Incarcerated Person with an Orthopedic or Prosthetic Appliance will:**

- Thoroughly search the appliance, with the assistance of medical staff if necessary.
- If the staff member believes that the appliance is not a threat to the security of the facility or an immediate risk to the safety of any person, the incarcerated person will be allowed to keep the appliance.
- If the staff member feels the appliance is a threat to the security of the facility or an immediate risk to the safety any person, the staff member will seize the appliance and notify the shift supervisor.

The Shift Supervisor will:

- Talk to the incarcerated person, talk to the staff member, inspect the appliance, and gather any other information necessary. The shift supervisor will decide if the incarcerated person will be allowed to keep the appliance.
- If the incarcerated person is allowed to keep the appliance, have the appliance returned to the incarcerated person.
- If the shift supervisor determines that the incarcerated person will not be allowed to keep the appliance, the shift supervisor will ensure that a physician evaluates the incarcerated person within 24 hours.
- Notify the facility manager.
- Ensure the appliance is stored appropriately with the incarcerated person's property.

The Examining Physician will:

- Evaluate the incarcerated person's need for the appliance.
- Advise the facility manager of the results of the examination.

The Facility Manager will:

- Decide if the incarcerated person will be allowed to keep the appliance.

- If the incarcerated person is allowed to keep the appliance, the facility manager will order the shift supervisor to have the appliance returned to the incarcerated person.
- If the facility manager decides not to allow the incarcerated person to have the appliance, the facility manager will notify the physician and the incarcerated person of the decision. The facility manager will ensure that the incarcerated person is provided with a copy of the Request for Return of an Orthopedic or Prosthetic Appliance (Attachment A).
 - Once the incarcerated person has signed the request form, the facility manager will complete the form and ensure that it is promptly filed with the superior court.