

## **Appendix "A"**

### **HOSPITAL ESCORT REST PERIOD POLICY**

#### **Single Staffed Hospital Escort**

On a single staffed hospital escort, the rest period will be discussed with the Officer in Charge (the "OIC") in advance of the staff attending the hospital for the escort. By agreement, the rest periods can be taken either before or after the escort. If an agreement cannot be reached, a staff member will be sent to the hospital to relieve the officer so the officer can take his/her rest period.

#### **Double Staffed Hospital Escort**

On a double staffed hospital escort, the rest period will be discussed between the supervisor and OIC in advance of the staff attending the hospital for the escort. The rest periods can be taken either before or after the escort.

Whenever possible, a staff member will be sent to the hospital to relieve the officers so they can take their rest periods.

With written OIC approval, the officers can take their rest periods separately during the course of the escort. It is permissible to have one officer attending to the inmate while the other officer is taking his/her rest period with prior OIC approval.

#### **Admission to Hospital**

The OIC will determine relief procedures for rest periods on a daily basis when an inmate is admitted to hospital whether on a single or double staff escort.