

Corrections Division	
Chief Deputy Kevin Burton	
Procedural Order	

To: All WCSO Staff

From: Dr. Kay Haw

CC:

Date: 13-January-2012

Re: Inmate Medication from Outside Sources

#12-01

Effective 01-February-2012, **the Weber County Sheriff's Office will not accept medications from an outside source, to include an inmate or an inmate's family.**

Rationale

The unknown integrity of medications and the potential opportunity to bring medications into the Weber County Correctional Facility that have been altered, tainted, or substituted with medications other than those prescribed creates a need to preserve the purity and pedigree of medications administered in our facility. This can only be accomplished through obtaining and administering medications only through our contract pharmacy and/or another approved pharmaceutical business operation.

Procedure

- 1) Any medication that is in the possession of an inmate who is booked into the WCCF will be documented by the arresting/transporting officer and WCCF booking officer on the Property Inventory Sheet, including the quantity and brief description of the medication. Medical staff will then be contacted to collect the medication(s) as soon as possible.
- 2) Once the medications are received by the medical unit staff, two medical staff members will document the medication(s) received on a Personal Medication Receipt form, to include the quantity, color, and form of medication. Both staff will sign the form to validate quantity received.
- 3) Medications received and verified will then be stored in the designated locked cabinet in the pharmacy area.
- 4) Upon the inmate's release, the inmate will make arrangements with a Medical Unit clerk to retrieve his/her medications. The inmate's signature will be required for return of said medications.

- 5) If the medications are not retrieved within thirty days after the inmate is released, the medications will be disposed of, consistent with current policy.
- 6) If the inmate is currently taking medications that are consistent with our facility formulary, medication orders may be processed as usual and administered as ordered once reviewed and approved by the WCCF medical provider.
- 7) If the inmate is currently taking medications that are not on our facility formulary, the medication being requested will need to be reviewed by our medical director for approval. If it is determined that the non-formulary medication is medically necessary and should be continued, the WCCF will submit this approval to the WCCF contract pharmacy. The inmate and/or legally responsible individual must then contact the contract pharmacy and make arrangements to have those medications provided by our pharmacy. It will be the sole responsibility of the inmate and/or legally responsible person to make payment arrangements directly with the contract pharmacy prior to the medications being delivered to and administered at our facility; otherwise, our medical director will review and order as indicated for appropriate clinical formulary management.

WEBER COUNTY CORRECTIONAL FACILITY
Medical Unit
Personal Medications Receipt

Inmate Name _____ Inmate Number _____

Date Received from Booking _____

Description of medication(s) received:

Quantity	Description	Medical Staff Signature	Medical Staff Signature

Returned to Inmate:

Inmate Signature _____ Date _____

Date Destroyed _____