

**GENERAL ORDER**  
FAIRFAX COUNTY POLICE DEPARTMENT



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SUBJECT: HOSPITAL GUARD DETAILS	NUMBER:	602.3
CANCELS ORDER DATED: 7-1-99	DATE:	7-1-10

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I. PURPOSE

This order establishes policies and procedures for officers assigned to guard details at hospital facilities. Conflicts regarding the application shall be resolved in a manner which provides the greatest level of security for the officer and hospital staff without contradicting legal or judicial authority.

II. POLICY

It is the policy of this directive to address situations in which the person(s) being guarded are:

- a. Being detained under a court order mandating a police guard; or
- b. Are under arrest for violation of State, County or other applicable law.

Additional procedures applicable to mental disturbance cases are described in General Order 603.3.

III. OPERATIONAL PROCEDURES

A. Background Information File

An informational file shall be established for each patient under police guard. Responsibility for establishing this file shall rest with the officer who initially assumes responsibility for the prisoner at the hospital. The following information shall be contained in this file:

- 1. Copy of any preliminary investigation directly related to the detention.
- 2. Any Department case records or other information which would provide relevant background information on the subject.
- 3. Information regarding the prisoner's health (especially communicable illnesses or mental condition) which is known to the Department.

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4. Copies of all legal documents (warrants, detention orders, committal forms, etc.) which provide legal authority to detain the subject.
5. If a preliminary investigation has not been conducted, the first officer assigned to the guard detail shall prepare an I/LEADS Incident Report which details the facts surrounding the detention and any available background on the prisoner.
6. The background file shall contain a Hospital Guard Duty Log, PD Form 192. This log sheet shall be used by all hospital guards to note the following:
  - a. Time assignment was assumed.
  - b. Patient's condition.
  - c. Significant incidents during guard period.
  - d. Time relieved from the assignment.
7. When the need for a guard assignment no longer exists, the basis for discontinuing the assignment shall be noted on the log sheet. The entire background file shall be forwarded to the commander of the local district station from which the guard assignment originated. In the absence of exigent circumstances, the file may be forwarded via County courier as soon as possible following termination of the assignment.
8. The disposition of all arrest and court documents shall be dictated by existing regulations and laws. Copies of these documents shall be made and included in the background file.

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## B. Supervisory Responsibilities

The day shift supervisor shall review the Department background file of any patient being guarded at a medical facility within their respective district. The supervisor shall, on a daily basis, verify the legal authority and necessity for the guard detail to be continued. The supervisor shall ensure that all necessary information is contained within the file and that appropriate measures to ensure the security of the prisoner, and the safety of the officer and hospital personnel have been taken. The supervisor shall include the fact of their daily review in the log sheet. Further, the supervisor shall ensure that any necessary orders or changes to previously issued orders are entered on the log sheet.

## C. Standing Orders

Personnel assigned to guard details shall comply with the following standing orders, unless specifically modified or exempted by supervisory or command authority. Any exception to these orders shall be made in writing on the individual log sheet and signed by the issuing authority.

1. All criminal prisoners shall be restrained with either a single set of handcuffs or properly applied "four-point" restraints. The restraints may be removed to permit specific medical treatment. If the prisoner has shown any aggressiveness, either before or during the period they were taken into custody, a minimum of two officers shall be present when a restraining device is removed. Deviations from this order may only occur in the event of a medical emergency requiring immediate treatment. In that event, the guarding officer shall make an effort to obtain assistance from hospital security personnel.
2. If an officer is guarding a mental patient and for reasons of personal safety feels that physical restraints are necessary for the patient, due to the individual's conduct, the officer should contact the Administrative Nursing Supervisor. The Administrative Nursing Supervisor should be requested to observe the patient's actions or conduct and to ensure that the appropriate physician is contacted, if restraints are required. Nothing in this section shall preclude officers from restraining individuals without prior approval in an emergency situation.

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3. Regardless of whether a patient is being restrained, officers guarding prisoners shall accompany hospital staff whenever medical treatment is administered. Particular attention should be given to procedures involving potential weapons (i.e., scissors, syringes, etc.).
4. When a new guard assumes responsibility for the detail, a careful search of the patient, bed and all areas within the patient's reach shall be conducted for potential weapons. This search should be performed in the presence of a hospital staff member, if possible. In the event an opposite sex search is necessary, a staff member, of the same sex as the patient, shall be present. The fact that this search was conducted shall be noted on the log sheet.
5. Prior to service of a meal, all utensils, with the exception of a spoon, shall be removed from the prisoner's tray. The spoon shall be accounted for by the guard at the time that the meal tray is removed from the room.
6. Prisoners shall not be permitted visitors without supervisory approval, and only one visitor shall be admitted at a time. If visitors are permitted by supervisory and medical authority, all such visitors shall be searched. If a search is not consented to by the visitor, they shall be denied contact with the prisoner. Full identification shall be obtained on all visitors. Identification information shall be noted on the log sheet.
7. Prisoners shall be permitted reasonable telephone calls, generally not to exceed three per shift. All telephone calls shall be logged. The officer shall remain present during all telephone calls, with the exception of telephone calls between the prisoner and their attorney of record.
8. It shall be the responsibility of the officer to immediately notify their supervisor or command officer whenever a hospital guard detail is terminated.

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IV. ACCREDITATION STANDARDS REFERENCE

- VLEPSC
- OPR.
- 08.02
- 08.03
- 08.04
- 08.05
- 08.06
- 09.01

This general order becomes effective July 1, 2010 and rescinds all previous rules and regulations pertaining to the subject.

ISSUED BY:

APPROVED BY:

Handwritten signature of M.M. Walsh in cursive script.

Chief of Police

Handwritten signature of A. King in cursive script.

County Executive