

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ORDER 05-12

(Medical Alert protocols for adults in custody)

WHEREAS, by a memorandum of understanding signed on January 11, 2005, the Chief Judge of the Superior Court and the United States Marshal for the Superior Court commissioned a study to evaluate the Court's use of medical information and responses to medical emergencies; and,

WHEREAS, the study was designed to evaluate and suggest improvements in the communication of medical information among the Court, Marshals and Department of Corrections regarding persons in custody, to evaluate and suggest improvements for responses to medical situations arising during court proceedings or in the Court's cellblock, and to evaluate and suggest improvements in the methods for bringing medical concerns to the Court's attention; and,

WHEREAS, Karen Schneider, Esquire (former Special Master, U.S. District Court) was retained by the Superior Court and the United States Marshals Service to conduct the study by conducting interviews and reviewing documents at the Superior Court, the United States Marshals Service and the District of Columbia Department of Corrections, and to prepare a report and recommendations; and,

WHEREAS, Ms. Schneider completed the report and submitted it on August 8, 2005, and included among its recommendations suggestions for revision of the Court's medical alert form and the procedures for its use;

NOW THEREFORE, IT IS HEREBY,

ORDERED, that the Court adopt, effective immediately, a new medical alert form found in Attachment I of the study and attached hereto, for use in all criminal proceedings (but not juvenile or other family proceedings) and implemented according to the following protocols.

1. All medical alerts issued by the Court or submitted in open court shall be signed by a judge or magistrate judge to indicate that he or she is aware that the medical alert has been submitted.
2. For each medical alert issued, a clerk shall make a jacket entry confirming that a medical alert has been issued in a case.

3. The Quality Assurance Branch of the Criminal Division shall fax copies of all medical alerts to the D.C. Jail Medical Office at a fax number supplied by that office.
4. All medical information intended to assist the provision of medical care by those responsible for adults in custody shall be written on the medical alert form and not on any other court documents; and,
5. For all adults in custody seen by them, the Superior Court Medical Staff shall use the new medical alert form to communicate any resulting medical information and shall transmit the form to the Quality Assurance Branch for processing.

SO ORDERED.

BY THE COURT

September 15, 2005

/s/
Rufus G. King, III
Chief Judge

Copies:

Judges
Magistrate Judges
Executive Officer of the Court
Clerk of the Court
Division Directors
Chief, Defender Services Branch
District of Columbia Department of Corrections
Pretrial Services Agency
Court Services and Offender Supervision Agency
U.S. Attorney's Office
Public Defender Service
Superior Court Trial Lawyers Association
District of Columbia Association of Criminal Defense Lawyers
District of Columbia Bar
Daily Washington Law Reporter
Library

MEDICAL or MENTAL HEALTH ALERT

(This is not a court order)

Defendant's Name

Case

#

DCDC # _____ PDID# _____ DOB _____

1. **Medical Condition (including psychiatric):**

2. **Medication (dosage/frequency if known):**

3. **Special Needs:**

wheelchair _____

urinary catheter _____

other _____

4. **Primary/Treating Physician (if known)** _____

Telephone No. _____

5. **Information furnished by:** _____
please print

Defense Attorney Defendant Court Observation Other

6. **Required Signatures:**

Defendant's Signature

Attorney's Signature

Judicial Officer

Date

Received by: _____
(Deputy U.S. Marshal)

Date: _____

1 – Court 2 – USMS/DOC 3 – Defense Counsel

A copy of this form should be faxed by the Court to the DOC Medical Unit at 673-8010 ASAP