

INSTRUCTIONS FOR INMATE APPOINTMENTS

AMARILLO CAMPUS

1. The majority of inmates that utilize TTUHSC, Amarillo campus are transported from TDCJ (Neal and Clements units in Amarillo) and the Potter and Randall County Sheriffs' Departments.
2. Agencies will call TTUHSC Security (806-679-4392) ahead of time to advise of their expected arrival time.
3. All clinics making appointments for inmates will advise TTUHSC Amarillo Security (phone number 806-679-4392) of time and date of such appointment.
4. Agencies will park in the loading/unloading zone of the south parking area of the School of Medicine / School of Allied Health building.
5. TTUHSC Security will meet all inmates and transporting officers at the south entrance of the SOM/SOAH building and escort the parties to the service elevator. Doors separating the main lobby of the building with the hall access to the service elevator will remain shut until the inmate and officer/s are secured in an exam room. All inmates will be taken directly to a patient room using non-public areas.
6. TTUHSC Security personnel will stay with inmates and officer/s until the door is closed. At the end of the appointment, either the PSS or Office Manager will call TTUHSC Security and wait for Security to be escorted back to the South parking lot using the same route as before.
7. At no time will inmates be brought through the front door of the main entrance of the SOM/SOAH building.
8. Any violations of this policy shall be reported on the Inmate Management Plan Policy Violation form (Attachment 6.06D) and routed to the Director of Clinical Administration at (806) 354-5555 (ext. 240) Room B-900.