

INSTRUCTIONS FOR INMATE APPOINTMENTS

ODESSA CAMPUS

1. The majority of inmates brought to the Odessa campus are from Ector County. There are times when Midland County and some smaller surrounding counties will bring inmates for treatment.
2. The Texas Tech Security Department will call Ector County jail each Monday morning to get a list of inmates for the week. The other agencies should normally call the TTUHSC Security Department ahead of time to advise regarding appointments and expected arrival date and time.
3. All facilities should be encouraged to make appointments in advance with the clinics. If drop-in appointments become a problem or create an unsafe environment for the staff or other patients, this should be reported on the Inmate Management Plan Policy Violation form (Attachment B).
4. If the appointment is with **Family Medicine or OB/Gyn**, TTUHSC Security Officer will meet the inmates and accompanying agency officers at the parking space reserved for law enforcement vehicles at the east end of the parking area behind the Administration Building and brought in through the doors on the west side of the Clinic building. **Family Medicine** is on the first floor and the stairs on that end should be used to assess **OB/Gyn** on the second floor.
5. If the appointment is with **Internal Medicine or Surgery**, the TTUHSC Security Officer will meet the agency at the east end of the Clinic parking lot. They enter through the back door and up the stairs to the second floor.
6. At no time should the Inmate be brought through the front door of the Clinic unless the elevators must be used due to mobility issues. This should be arranged in cooperation with the TTUHSC Security Department and done in such a way to minimize contact with the general patient population.