

**COUNTY OF MONROE  
OFFICE OF THE SHERIFF  
ROCHESTER, NEW YORK**

<b>General Order JAIL BUREAU</b>	<b>Date of Issue June 8, 2021</b>	<b>Effective Date June 8, 2021</b>	<b>No. 016-21</b>
<b>Subject: General Order  Over-the-Counter Medications</b>		<b>Distribution  Jail Bureau Personnel</b>	<b>Amends</b>
<b>REFERENCE:</b>			<b>Rescinds 016-11</b>

**Purpose:** To establish procedures for eligible inmates to purchase and retain in their possession over-the-counter (OTC) medications through the Jail commissary according to the guidelines established by the New York State Commission of Corrections (NYSCOC).

**Policy:** The Monroe County Sheriff's Office (MCSO) will institute a system through the contracted inmate commissary for selling limited quantities of specified over-the-counter medications.

**Definitions:** Eligible Inmates - Inmates with more than one dollar in their commissary account who present no known behavioral/mental health/medical conditions that dictate against the personal use or possession of over-the-counter medications.

Ineligible Inmates - Inmates in special housing or with behavioral/mental health/medical conditions, whether housed in the Medical cellblock or not, deemed by Medical or Mental Health provider to present a risk when provided access to medication with limited supervision. This ineligibility status will be communicated to commissary by utilizing the Over the Counter Medication Restriction Form submitted by Jail supervisory staff or medical. The status will also be flagged in the computer so that the inmate will be unable to purchase over the counter medications.

Over the Counter Medications – Any non-prescription medication for common ailments, which are readily available to the public for purchase.

Indigent Inmates - Inmates with less than one dollar in their commissary account for two weeks or longer.

**I. Over the Counter Medications Available through Commissary**

A. The inmate commissary will provide for sale to eligible inmates the following non-prescription medications in the quantities specified:

- 1. Ibuprofen 200 mg. - 2 per package.
- 2. Aspirin 500mg 2 per package.
- 3. Antacid tablets 420mg 2 per package.
- 4. Multivitamins – 100 count.
- 5. Hydrocortisone Cream – 15g tube 0.5%, limit two per weekly purchase.
- 6. Antifungal Cream - limit one tube per weekly purchase.

Additional items may be offered for sale in the future, at the Sheriff's direction and approval by the NYSCOC.

- B. If an inmate has a medical condition that requires the use of vitamins or any other medication specified above, the Contract Medical Provider Physician will supply it.
- C. The OTC medications belonging to inmates placed in administrative or punitive segregation (SHU and/or corridor cells) may be confiscated, at the direction of the Contract Medical Provider, and stored in the Inmate Property Storage Area until the inmate's release from segregation or custody.

## II. Ordering Process

- A. During classification or at any time thereafter, the Contract Medical Provider will determine if an inmate presents a behavioral/mental health/medical risk for the personal possession/use of OTC medications. Nursing staff will forward the names of these inmates, via MB-003 Special Report to the Medical Supervisor on a daily basis. Medical staff will explain to the inmate why he/she may not order OTC medications through commissary.
- \* B. The Medical Supervisor or his/her designee will forward the Special Report to commissary, of any inmate ineligible for OTC purchases. A copy of the Special Report will be placed in the inmates' health record. Commissary will flag the inmate as ineligible in their computer system.
- \* C. The Hearing Sergeant will notify commissary, of inmates whose privilege to order OTC medications has been revoked as a result of a disciplinary action (i.e. hoarding medication).
- D. All inmates will be considered eligible to purchase OTC medications unless deemed ineligible by the Contract Medical Provider and/or as a result of a disciplinary sanction.
- E. Eligible inmates may order OTC medications through commissary on a weekly basis, at the same time they place their general commissary order.

## III. Indigent Inmates and Exceptions

- A. All inmates not requiring sick call who request OTC medications from nursing staff will be informed of the process for purchasing these medications through commissary.
- B. Should an inmate ask for a medication for a specific medical condition, the duty nurse must evaluate the inmate's symptoms, and if necessary or indicated, the inmate will be scheduled for sick call.
- C. Floor staff will ensure that a duty nurse has seen the indigent inmate prior to giving the inmate a commissary order sheet and filling out an Indigent Inmate form and that only the OTC medication that is required for his/her condition is ordered. The indigent inmate form will be attached to the commissary order sheet and forwarded to the Contract Commissary Provider for processing.
- D. Before processing any OTC medication order to an indigent inmate, the Contracted Commissary Provider will verify that the inmate is, in fact, without funds and that his/her name appears on the daily commissary report listing indigent inmates.

## IV. Violations

- A. Inmates are not permitted to carry OTC medications outside of their housing area.
- B. Inmates will not purchase for or provide any inmate with an OTC medication they have obtained for themselves through commissary.

- C. Inmates may not have in their possession more than the authorized amount of OTC medications allowed on a weekly basis. Inmates must keep any unused portion of medications in the package or container that was provided at purchase.
- D. Any of the above violations may be subject to disciplinary action and sanctions that include, but are not limited to, restriction of the inmate's privilege to order OTC medications through commissary. Medications that are confiscated as a result of violations will be placed in the inmate's property for storage until his/her release from custody.

**V. Quality Control**

- A. Medical staff will document in the inmate's health chart any counseling relating to use/abuse of OTCs. When necessary, the Contract Medical Provider will restrict specific purchases, until the Jail Physician has evaluated the inmate.
- B. Random searches will be conducted of all housing areas by staff to ensure inmate compliance with this order.

By Order of the Sheriff,



Todd K. Baxter