

San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures

DATE:	JUNE 17, 2016
NUMBER:	N.3
SUBJECT:	INMATE REQUEST FORMS
RELATED SECTIONS:	M.15 , M.17 , N.1 , N.5 , N.7 , O.3 , S.1 , T.7 , T.9

PURPOSE

To establish uniform procedures for the expeditious resolution of inmate requests.

POLICY

All inmate requests will be routed to the appropriate detentions personnel for timely review and response.

PROCEDURE

I. INMATE REQUEST FORMS

Inmate request forms may take any of the below forms:

- A. Inmate request (J-21 form)
- B. Sick, dental, and mental health services request (J-212 form ENG)
- C. Check cashing request (J-48 form)
- D. Inmate request for court appearance (J-70 form)
- E. Inmate legal research request
- F. Incoming/outgoing property request (J-53/J-54 forms)
- G. Bail bondsman request
- H. Inmate worker applications (J-114A form)
- I. Inmate welfare request
- J. Commissary stores order slip
- K. Letters to watch commander or facility commander
- L. Inmate grievance (J-22 form)
- M. Request for chaplain or correctional counselor

N. Other forms used at specific facilities due to special circumstances

II. INMATE REQUEST PROCESSING

Inmate request forms will be processed in an efficient and expeditious manner. The housing deputy may provide final disposition of various requests without further processing (such as inmate fund balance, release date, court date, in facility scheduled appointments, etc.).

III. INMATE REQUEST ROUTING

Inmate request forms shall be routed out of the housing area for actions only when the housing deputy is unable, or is not authorized, to provide the final disposition. The forms will be routed to the party responsible for effecting a final disposition of the request (such as Medical Services Division, Inmate Processing Division, Reentry Services Division, etc.).

IV. INMATE REQUEST FINAL DISPOSITION

Whenever any final disposition is made, the inmate is to be notified of that disposition by returning the request form to him/her with appropriate responses noted in the remarks section. The staff member providing the final disposition will legibly initial and ARJIS the form in the appropriate section.