



San Diego County Sheriff

Training Bulletin

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Incarcerated Persons ADA Accommodation Information

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination.

This training bulletin directs sworn and professional staff, who interact with incarcerated persons housed in SDSA detention facilities, to access information that will assist staff in identifying and providing reasonable accommodations to incarcerated persons with disabilities. It is everyone's responsibility to ensure that incarcerated persons with disabilities receive reasonable accommodations, as applicable.


Responsibility of Staff who Interact with Incarcerated Persons:

At the beginning of each shift, staff assigned to each housing unit will review the ADA Information Report included in the JIMS Web *Floor Count (Updated)* report, for the housing areas in which they are assigned to work or conduct business.

Accessing "ADA Info" in the *Floor Count (Updated)* report:

- 1) In JIMS, go to IMS > Reports and select JIMS Web. This will open the JIMS Web Application Reports webpage. In the Classifications section, select the *Floor Count (Updated)* report:

Floor Count	On-Demand
Floor Count (Updated)	On-Demand




- 2) This will open a SQL Server Reporting Services page. Select the appropriate information for the housing area you are assigned to work or conduct business. To only view the "ADA Info", excluding the floor count sheets, select "Yes" for ADA Info Only? Click the View Report button to query the report server:

Select Tier View Report


ADA Info Only? (excludes floor sheets) View Report

View Report




The information in this training bulletin was provided by the ADA Unit. If you have any information or expertise in a specific area and would like to write a training bulletin, please contact the ADA Unit at [REDACTED]

3) The floor count sheet "ADA Info" will show information on each incarcerated person in the selected housing area with needed accommodation(s). Pertinent information for an accommodation will be notated in the "Notes" column on the same line as the identified Medical Instruction:

 SAN DIEGO COUNTY SHERIFF'S DEPARTMENT - FLOOR COUNT SHEET		
Facility: SDCJ (San Diego Central Jail) - Area: [REDACTED] - HU: [REDACTED] - TIER: LOWER, UPPER		
Deputy Name: _____ ARJIS: _____ Date: _____ Time: _____		
ADA-Related Indicators (Individuals may have additional Hazards, Special Conditions, Alerts or Medical Instructions)		
Housing Unit: 8C		Notes
[REDACTED]	[REDACTED]	[REDACTED]
MEDINSTR	ADA MOBILITY	
MEDINSTR	ADA MEDICAL	
MEDINSTR	INCONTINENCE PAD	
MEDINSTR	MEDICAL SHOES	
MEDINSTR	WHEELCHAIR	continuous- is non-ambulatory

Understanding ADA-Related Medical Instructions and Notes:

When reviewing the "MEDINSTR" in the floor count sheet, you will see both general and specific identifiers. In order to restrict specific diagnoses from being notated, general areas of impact may be noted.

The following are examples of each of the five general ADA Medical Instructions and a reasonable accommodation that could be listed with the instruction:

- "ADA COGNITIVE LEARN" – Speak slowly with simple instructions.
- "ADA HEARING" – Hearing Aid.
- "ADA MEDICAL" – Seizures – No additional accommodations needed.
- "ADA MOBILITY" – Cane.
- "ADA VISION" – Provide written materials in large text.

In some cases, ADA-Related Medical Instructions will also be listed to alert staff of conditions or accommodations for safety concerns. For example:

MEDINSTR	ADA MEDICAL	Diabetes. No additional accommodation needed
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The above medical instruction (with notes) indicates that the incarcerated person has diabetes. This information is provided to alert staff about the medical condition that may require medical assistance if symptoms are observed during a safety or security check. In the notes, "no additional accommodations needed" reinforces that these instructions are for staff knowledge only.

In the example below, the medical instructions indicate the incarcerated person has a general ADA medical accommodation that requires the person to utilize a splint. The notes section notifies staff the person requires the use of an orthopedic splint with an ace wrap on the left wrist.



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	MEDINSTR	ADA MEDICAL	
	MEDINSTR	SPLINT	Ortho-Splint Left wrist with ace wrap d/t Fracture

It is important to recognize that there are many different types of disabilities and needed accommodations. Every person will have medical instructions that are specific and unique to their disability and required accommodation. The medical instruction notes will specify how to provide an accommodation, if necessary.

Examples of ADA Accommodation Information:

Example #1: This example lists the medical instructions for an incarcerated person with three general ADA medical instructions:

MEDINSTR	ADA COGNITIVE LEARN	
MEDINSTR	ADA HEARING	
MEDINSTR	ADA MEDICAL	
MEDINSTR	NEEDS HELP READING	
MEDINSTR	BRACE	Truss
MEDINSTR	HARD OF HEARING	Speak loudly

By reviewing the above, staff can identify the incarcerated person: 1) has an ADA cognitive or learning accommodation and requires assistance reading; 2) has an ADA hearing accommodation and can hear if you accommodate them by speaking loudly; 3) has a general ADA medical accommodation and is issued a brace, specifically a truss.

Example #2: The example below identifies the incarcerated person is deaf. The note provides specific instructions on the incarcerated person's preferred method of communication. The note informs staff to use American Sign Language (ASL) when communicating with the incarcerated person. The note also informs staff, the incarcerated person can also read lips if you speak slowly. When a preferred method of communication is identified, that form of communication(s) shall be used when interacting with the incarcerated person during all medical and mental health encounters, booking, classification proceedings, structured programming (e.g., classes or religious services), investigative processes, and disciplinary proceedings. If the preferred method of communication is unavailable or inoperable, an equally effective reasonable accommodation shall be provided.

	MEDINSTR	DEAF	Prefers ASL, can read lips if speak slow
	MEDINSTR	ADA HEARING	

Example #3: In the example below a general ADA mobility accommodation is indicated and two specific medical instructions indicate that the incarcerated person requires medical shoes and a walker. The notes next to "WALKER" show it is the incarcerated person's personally owned walker with four wheels:



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MEDINSTR	ADA MOBILITY	
MEDINSTR	MEDICAL SHOES	
MEDINSTR	WALKER	

4 wheels walker- pt's own

Providing ADA Accommodations:

Remember, it is everyone's responsibility to ensure that persons with disabilities who require accommodations receive accommodations that enable them to participate in the programs and services they are qualified or entitled to participate in.

For questions or concerns, please contact the ADA Unit at [REDACTED]



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