

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

DATE:	January 14, 2021
NUMBER:	M.39.V
SUBJECT:	Disabled Inmates

PROCEDURE

I. ASSIGNMENT

- A. During the Pre-Intake medical screening, the Vista Detention Facility (VDF) Health Staff will note in the Jail Information Management System (JIMS) when an inmate has a medical condition necessitating assignment of a lower bunk or a restriction to the lower tier of the module. The JIMS entry will be noted in the Medical Instructions drop-down as "LOWER BUNK" and/or "LOWER BUNK AND TIER."
- B. The Jail Population Management Unit (JPMU) Deputies will review the recommendation from the VDF Health Staff and will make a "LOWER BUNK" and/or "LOWER BUNK AND LOWER TIER" notation on the appropriate inmate's face card.
- C. The housing deputy will be responsible for assigning these inmates to lower bunks and/or to the lower tier of the module.
- D. The identification of an individual with a disability generally will occur during the receiving screening process. Each inmate identified as having a disability must be reasonably accomodated through some means. VDF health staff will evaluate and determine if an inmate qualifies as "disabled."
- E. Arrestees in need of a wheelchair will be handled according to Detention Services Bureau Policy and Procedure section M.9.

II. REPORTS

- A. Inmates in need of a lower bunk/tier will be handled according to Detention Services Bureau Policy and Procedure I.22. The housing deputy will make all attempts to resolve any discrepancies prior to the end of shift.
- B. In the event an inmate refuses their lower bunk/lower tier designation, staff will explain to the inmate the importance of the lower bunk/tier designation.

III. ADA GRIEVANCE PROCUDRE

- A. Grievances will be handled according to Detention Services Bureau Policy and Procedure section N.1.