

DATE:	APRIL 21, 2023
NUMBER:	M.15
SUBJECT:	SICK CALL
RELATED SECTIONS:	CCR TITLE 15, SECS. 1211, 1214, PC 4011.2; Prison Rape Elimination Act of 2003 (PREA)

PURPOSE

To provide a system of adequate response to health care requests.

POLICY

Incarcerated persons shall have access to appropriate medical and mental health services on a daily basis. Sick call procedures are explained by health staff to each newly arrested incarcerated person at the time of receiving screening.

PROCEDURE

- I. Sick Call Request (J-212) forms are available to all incarcerated persons on a daily basis in their housing units.
 - A. Sick call requests are deposited by the incarcerated person into the secure medical mailbox provided in the housing unit. Facility health staff is responsible for collecting the sick call requests from the housing units each night after hard count.
 - B. Incarcerated persons in need of urgent medical attention shall be immediately referred to health staff.
 - C. Facility health staff shall triage the sick call requests and schedule with providers for treatment as indicated.
 - D. Completed sick call requests shall be scanned into the incarcerated person's health record.
- II. Sworn staff shall retrieve the printed copies of the sick call list for each housing unit prior to sick call.
 - A. The housing deputy shall retain one copy. The second copy shall be returned to the dispensary with the disposition (i.e., give a reason) of all incarcerated person's on the list that WILL NOT attend sick call (i.e., "in court," "refused," "visit," "out-of-facility clinic").
 - B. Incarcerated persons shall go directly to the dispensary holding area for sick call; in accordance with the movement procedures outlined in Detention Services Bureau Policies and Procedures I.51. Facility green sheets shall be developed to outline escorting procedures (if required) for incarcerated persons attending sick call.

- C. A deputy shall be present in the dispensary or designated area to provide security when incarcerated persons are being evaluated and/or treated by facility health staff or contract providers.
 - D. Upon completion of sick call, the deputy shall escort the incarcerated persons back to their respective housing units.
 - E. If the incarcerated person chooses to not appear for sick call, facility health staff shall have the incarcerated person sign a Refusal to Accept Medical Treatment/Care (J-223) form, documenting their reason for refusing medical treatment. This refusal will be obtained in person by facility health staff. This allows an opportunity to visually assess the incarcerated person is not in need of the sick call appointment and validity of the refusal. Health staff should also provide counseling to the incarcerated person about the importance of attending sick call appointments.
 - 1. In the event the incarcerated person refuses to sign the J-223 form, facility health staff, shall sign the form documenting the reason for the refusal.
 - 2. Every effort should be made to obtain a second witness to sign the form; however, if a second facility health staff member is not present to witness the refusal, a sworn staff member may sign the second witness line.
- III. Incarcerated persons shall not be charged a fee for any service, equipment or supplies related to medical care provided while in custody.