

DATE:	MAY 13, 2022
NUMBER:	N.3
SUBJECT:	INCARCERATED PERSON 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 incarcerated person requests.

POLICY

All incarcerated person requests will be routed to the appropriate Detention Services Bureau personnel for timely review and response.

PROCEDURE

I. INCARCERATED PERSON REQUEST FORMS

Incarcerated person request forms may include any of the following forms:

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

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

II. INCARCERATED PERSON REQUEST PROCESSING

Incarcerated person 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 incarcerated person fund balance, release date, court date, in facility scheduled appointments, etc.).

III. INCARCERATED PERSON REQUEST ROUTING

Incarcerated person 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 (e.g., Medical Services Division, Incarcerated Person Processing Division, Reentry Services Division, etc.).

IV. INCARCERATED PERSON REQUEST FINAL DISPOSITION

Whenever any final disposition is made, the incarcerated person is to be notified of that disposition by returning the request form to them 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.