



Incarcerated Persons Request

Reference Sheriff's Policy and Procedure section N.3 Incarcerated Individual Request Form

Incarcerated Persons Request Forms are available for incarcerated individuals in order to request different items or services. All incarcerated persons request forms are routed to the appropriate detentions personnel for timely review and response.

Incarcerated Persons Request Forms which are handled by the Detentions Processing Division are:

- Incarcerated Persons Request (form J-22R)
- Check Cashing Request (J-48)
- Incarcerated Persons Request for Court Appearance (Form J-70) - To be forwarded to Sheriff's Warrants Office. MS O-41.
- Incoming/Outgoing Property Request (Forms J-53/J-54)
- Incarcerated Persons Grievance (Form J-22G)
- Other forms used at specific facilities due to special circumstances

Incarcerated Persons Request Forms are routed to the individual responsible for giving a final disposition of the request by the Housing Deputy. In some instances, the Housing Deputy may provide final disposition of the request without further processing. The Request Forms are routed out of the housing area for actions only when the Housing Deputy is unable or is not authorized to provide the final disposition. All incarcerated persons requests are signed with the Deputy's name and ARJIS number.

When a final disposition is made, the incarcerated individual is notified of the disposition by returning the request form to them with appropriate responses noted in the remarks section.

The Incarcerated Persons Request Forms is routed by the Housing Deputy as indicated below unless individual facility procedures dictate differently.

1. Control/Booking
 - a. Money Balances
 - b. Release Dates
 - c. Court Dates and Times
 - d. Information on charges, releases, bail and holds
 - e. Incarcerated individual request for court appearance
2. Stock Clerk or designated person

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- a. Incoming/outgoing property slips
- b. Requests regarding clothing or other personal property

Incarcerated persons request forms are processed in an efficient and expeditious manner. Personnel are not to intentionally delay or fail to process such forms with the intent to punish, harm or harass any incarcerated individual or other person.

INCARCERATED INDIVIDUAL GRIEVANCES

If an incarcerated individual has an issue to grieve, they will request an Incarcerated Persons Grievance (Form J-22) from the housing deputy. They may also use any other writing material. The incarcerated individual will fill the form out and deliver it back to the housing deputy or other employees at any time. The deputy or other employee who initially receives a grievance will sign their name and ARJIS number on the grievance form along with the date and time.

If the grievance is regarding professional staff, it is forwarded immediately to the Processing Sergeant. The Sergeant forwards the grievance to the on-duty Detention Processing Supervisor (DPS) for action. All related actions and responses are documented in JIMS.

The DPS will make the determination to handle as a grievance or investigate as a complaint against an employee. If it is determined to be a valid grievance the DPS will make a JIMS entry, and the name(s) of individual employee(s) will be omitted. If it is handled as a complaint against staff, the corresponding box on the form is checked and the complaint is handled appropriately, without an entry in JIMS.

After a grievance is resolved, it is closed out of JIMS. The individual resolving the grievance completes the Grievance Detail section in the Pending Grievance Report in JIMS WEB by entering the following:

- Their name as the "Action Officer"
- The "Action Date" of the resolution
- The "Action Taken" that resolved the grievance

NOTE: Unless each field is filled with the appropriate information, JIMS will not remove the grievance from the pending grievance queue.

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