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| ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE | NUMBER: 13.12 | PAGES: 1 of 1 |
| | RELATED ORDERS: ACA 4-ALDF-4C-27 MJS 1029(a)(7), 1206,1219 | |
| | ISSUED DATE: July 1, 1989 | |
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| | REVISION DATE: October 23, 2014 | |
| CHAPTER: Medical and Health Care Services | SUBJECT: Mental Health Referral Form | |

- I. **PURPOSE:** To set forth policy and procedure governing the process by which inmates suspected of having a mental disorder are referred for psychiatric services.

- II. **POLICY:** Persons in the custody of the Sheriff's Office can suffer from mental disorders that may lead to them seriously injuring themselves or committing suicide. Therefore, it shall be the policy of the Detention and Corrections Division to ensure that all inmates receive appropriate care for their mental disorders to ensure their safety. Inmates suspected of having a mental disorder should be promptly referred for psychiatric services. It is the responsibility of staff who suspect a mental disorder, to complete and submit the Mental Health Referral Form.

- III. **PROCEDURE:**
 - A. **MENTAL HEALTH REFERRAL FORM:**
 1. When a deputy comes into contact with an inmate they suspect is suffering from a mental disorder, contracted medical staff or CJMH will be contacted to examine the inmate.
 2. In completing the form, deputies will include comments about the behavior displayed by the inmate, which resulted in submission of the form. Comments will be of a professional nature and will be placed in the appropriate section on the form.
 3. A nurse or physician must immediately be notified of the inmate's behavior. The deputy completing the referral form will place the name of the medical person contacted, the time of the contact, and action taken, on the referral form. The appropriate shift sergeant will also be notified and will sign and date the form.
 4. The Mental Health Referral Form will be given to medical staff. Copies of the form will be attached to all reports generated in conjunction with the incident. A Mental Health Referral Form is not needed when a Use of Safety Cell report is written.
 5. Blank Mental Health Referral Forms will be maintained in the report writing room at the Glenn E. Dyer Detention Facility. Forms at the Santa Rita Jail, will be maintained by a supervisor, and will be available in the muster rooms.