

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 9.04	<b>PAGES:</b> 1 of 4
	<b>RELATED ORDERS:</b> ACA 4-ALDF-2A-34, 2A-53, 2A-56, 2A-57, 2A-60, 2A-61, 2A-62, 2A-63, 2A-64, 6B-07, 4C-34 MJS 1217, 1219 P&P 3.28, 10.02, 10.05, 13.03, 17.01, 17.04, 18.08	
	<b>ISSUED DATE:</b> July 1, 1989	
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<b>CHAPTER:</b> Special Management Inmates	<b>SUBJECT:</b> Mentally Disordered Inmates	

- I. **PURPOSE:** To identify all mentally disordered inmates and have them evaluated by *mental health* or medical health services.
  
- II. **POLICY:** Inmates who have mental/emotional disorders or psychotropic problems identified at receiving, screening, or after admission, must be followed up by *mental health* or medical staff. Inmates who display suicidal tendencies or emotional disorders that are a threat to other inmates and/or staff shall require prompt attention by *mental health* or medical staff.
  
- III. **PROCEDURE:** When a mentally disordered inmate is identified, he/she shall be immediately segregated from the rest of the inmate population, if needed.
  - A. AN OBSERVATION LOG WILL BE INITIATED FOR:
    1. Bizarre behavior
    2. Suicidal tendencies (refer to Minimum Jail Standards 1219)
    3. Psychotropic medication or medical observation required pursuant to Minimum Jail Standards (MJS) 1217
  
  - B. *Mental health* or medical staff will be notified and perform an immediate initial evaluation. Based on the results of the evaluation by *mental health* and/or medical *staff* will:
    1. Arrange for immediate or follow-up treatment, if needed
    2. *Mental health* will recommend continuing or discontinuing the Observation Log for mental health related issues
    3. Medical staff will recommend continuing or discontinuing the Observation Log for medical related issues

4. Recommend level of housing and/or housing in a special management housing unit
- C. Classification will be notified and will arrange appropriate housing and security needs. Mentally disordered inmates or inmates who remain on observation logs for suicidal tendencies, bizarre behavior, psychotropic medication, or medical observation will be housed in special management or maximum housing units, or in the Out-Patient Housing Unit, based on circumstances.
- D. Psychiatric problems may complicate work assignments or disciplinary management. Maximum cooperation between custody personnel and health care providers is essential so both groups are aware of movements and decisions regarding mentally disordered inmates.
- E. **MENTALLY DISORDERED HOUSING:**
1. Admissions of all inmates to the pods will be based on the following factors:
    - a. Classification will base placement into a pod with other inmates that have like criminal sophistication. Minimum (dark green), Medium and Maximum (dark green and white stripes).
    - b. Special medical or psychiatric problems or needs
  2. The general rights, privileges and activities of inmates in the Behavioral Health housing units will not be restricted more than is necessary to ensure the safety and security of the staff, other inmates, and/or the facility. Denial of any right, privilege, and/or activity is to be documented and forwarded to the Commanding Officer, via appropriate channels.
  3. Inmates shall receive at least one hour of exercise per day outside their cells, five days per week, unless security or safety considerations dictate otherwise. A written record/log of each inmate will be kept noting their participation, or lack of it.
  4. The log will also be used to record all visits by officials who inspect the units or counsel inmates, unusual behavior, and releases.
- F. **SUPERVISION:** In addition to direct supervision by the unit deputy, each inmate in a Behavioral Health housing unit, shall be seen by the Lieutenant/Watch Commander or appropriate shift supervisor each day, pursuant to Policy and Procedure 10.02, "Lieutenant/Watch Commander-Post Order" and 10.05, "Housing Unit Deputy-Post Order," members of program staff upon request and when deemed appropriate to facility security and control, and a qualified health care official three (3) times a week unless medical attention is needed more frequently.

- G. **MOVEMENT:** Care must be taken when moving mentally disordered inmates so they are not mixed with general population inmates.
- H. **PERSONAL HYGIENE:** Mentally disordered inmates shall have the same opportunity to maintain an acceptable level of personal hygiene as inmates in the general population, e.g., toilet tissue, wash basics, toothbrush, eye glasses, etc. Exceptions are permitted only when found necessary by the area supervisor and exceptions shall be justified in writing and recorded in the housing unit log.
1. Each inmate shall have the opportunity to shave and shower at least three times per week, during pod time, unless these procedures present an undue security hazard.
  2. Each inmate shall receive laundry, hair care services, and issue/exchange of regular jail clothing, bedding and linen on the same basis as inmates in the general population.
- I. **MEDICATION:** Inmates in Behavioral Health housing units will be provided medication by medical staff as prescribed, pursuant to Policy and Procedure 13.03, "Sick, Dental and Pill Call." Each segregated inmates shall be seen at least three times per week by the medical staff.
- J. **ACCESS TO LEGAL AND READING MATERIAL:**
1. Mentally disordered inmates shall have access to both personal legal materials and available legal reference materials, pursuant to Policy and Procedure 18.08, "Library Services."
  2. Mentally disordered inmates should be provided a sufficient quantity of reading materials and have the opportunity to borrow reading materials from the facility library, pursuant to Policy and Procedure 18.08, "Library Services."
- K. **CORRESPONDENCE AND VISITS:** Correspondence privileges shall be continued in Behavioral Health housing units unless compelling reasons exist to the contrary.
1. Mentally disordered inmates can write and receive letters on the same basis as inmates in the general population, pursuant to Policy and Procedure 17.01, "Inmate Correspondence and Mail Regulations."
  2. Mentally disordered inmates shall have the opportunity for visitation unless there are substantial reasons for withholding such visits. Every effort shall be made to notify approved visitors in advance of any restrictions on visiting.
- L. **TELEPHONE ACCESS:** Mentally disordered inmates will have access to telephones on a daily basis during their regularly scheduled pod time, pursuant to Policy and Procedure 17.04, "Inmate Telephones."

M. PROGRAMS AND SERVICES: Mentally disordered inmates will continue to have access to programs and services including, but not limited to, educational services, commissary services, library services, social services, counseling services, religious guidance, and recreational programs. There shall be no major differences from those offered the general population, as long as access to these programs does not pose a threat to the health, safety, danger to life, or security of the staff or facility.