

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Records

Bureau Policy: 17.101.00 Medical Records Procedures

Facility Policy: (34)17.101.00 Medical Records Procedures

A patient's record, except for mental health histories/information, may be disclosed with the patient's written authorization to any person so designated. A completed Authorization for Release and/or Disclosure of Medical Information form shall be required prior to disclosure. The signed release form shall be given to the medical records clerk for processing.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.200.05 Sick Call Policy

Facility Policy: (34)17.200.05 Sick Call Policy

Nurse sick call shall be held on a daily basis in each housing unit. Nurse sick call shall be logged in the Housing Unit Log Book. Inmates seeking medical attention for non-life-threatening medical conditions shall submit a Health Services Request form on the Automated Request Slip (ARS). Inmates will be placed on an appointment list to see a registered nurse.

Deputies shall not send "walk - in" inmates to sick call unless the illness or injury is of an emergency nature. Inmates who become ill and are not emergency cases shall be referred to submit a Health Services Request form to be scheduled for the next available sick call.

If an illness or injury needs immediate attention, the deputy is to first contact the nurse and advise of the need for treatment. The nurse shall then authorize the deputy to bring the inmate to the nurse's station or the nurse may respond to the area where the inmate is located.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.220.00 Facility Medical Doctor

Facility Policy: (34)17.220.00 Facility Medical Doctor

A qualified healthcare professional shall schedule appointments to see a facility medical doctor. Generally, appointments are scheduled Monday through Friday.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.230.00 Facility Psychiatrist

Facility Policy: (34)17.230.00 Facility Psychiatrist

A qualified mental health professional shall schedule appointments to see a facility psychiatrist.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.240.00 Facility Psychologist

Facility Policy: (34)17.240.00 Facility Psychologist

A qualified mental health professional shall schedule all appointments to see a facility psychologist.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Sick Call Schedule

Bureau Policy: 17.250.00 Facility Dentist

Facility Policy: (34)17.250.00 Facility Dentist

A qualified healthcare professional shall schedule appointments to see a facility dentist.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.320.00 Sick Call/Medication Delivery

Facility Policy: (34)17.320.00 Sick Call Medication Delivery

It shall be the responsibility of the housing unit staff to ensure inmates are locked down on their bunks or secured in their cells with the televisions turned off when medication is distributed.

The housing unit SCS shall give notice to the inmates that medication distribution will begin and advise the inmates to lock it down. Inmates who are to receive medication shall be advised to line up fully dressed with their inmate ID card, and a cup of water (if necessary). The housing unit deputy shall escort the medication nurse as he/she distributes medication.

Medication delivery shall be documented in the Housing Unit Log Book.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.330.00 Hospital Referral

Facility Policy: (34)17.330.00 Hospital Referral

Sick or injured inmates shall be examined by a qualified healthcare professional. If the examination indicates it is necessary to have the subject treated at the hospital, the qualified healthcare professional shall complete a referral form. The referral form shall accompany the inmate to the hospital.

It shall be the duty of the charge nurse to coordinate transportation with the core rover deputy for all inmates being referred to the hospital.



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.330.10 Transport of Inmates to and From the Hospital

Facility Policy: (34)17.330.10 Transport of Inmates to and From the Hospital

The transporting deputy shall carry the hospital referral in a sealed envelope and provide it to hospital or ambulatory staff.

Upon return from the hospital, the transporting deputy shall escort the inmate to the Infirmary along with all hospital paperwork and any additional items.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.330.25 Procedures for Transferring and Returning Inmates to Arrowhead  
Regional Medical Center

Facility Policy: (34)17.330.25 Procedures for Transferring and Returning Inmates to Arrowhead  
Regional Medical Center

Once an inmate has been admitted and issued a room number at the Arrowhead Regional Medical Center or any other hospital, the core rover deputy shall update the inmate's housing location in JIMSNet. The core rover shall notate in the comments section: the room number and general reason for admittance (such as: complaint of chest pain).

Once an inmate has returned to West Valley Detention Center, the core rover deputy shall update his/her housing location in JIMSNet.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.340.00 Inmates Admitted to and Released from Patton State Hospital

Facility Policy: (34)17.340.00 Inmates Admitted to and Released from Patton State Hospital

### **Admitted to Patton State Hospital**

Inmates admitted to Patton State Hospital are given credit for all accrued good and work time up to the date of admission. The inmate's outdate is adjusted accordingly without any further credit for good and work time, thereby establishing a full-time adjusted outdate which is the length of time the hold shall be requested at Patton State Hospital. The inmate shall be given a credit for straight time only while at Patton State Hospital. If the subject is released from Patton State Hospital prior to the expiration of his/her full-time outdate, the inmate shall be returned to a SBCSD detention center to serve the remainder of their sentence. The inmate may earn credit for good and work time upon his/her return.

Any inmate who is sent to Patton State Hospital or any state hospital shall be released in the computer by the duty officer. Depending on the circumstances, should the inmate return to the West Valley Detention Center to complete his/her pretrial commitment, he/she shall be booked in under the previous booking number so long as there has been no lapse in the inmate's incarceration.

When an inmate is first admitted to Patton State Hospital, his money and personal property shall be forwarded to the property clerk at Patton State Hospital and a receipt shall be obtained and filed in the jacket.

### **Released from Patton State Hospital**

If the inmate is returned to the jail at a later date, his money and property shall be returned with him and routinely processed.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.360.00 Court Orders

Facility Policy: 17.360.00 Court Orders

Court orders received regarding medical treatment of inmates shall be forwarded to the Health Services division.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.370.00 Specific Medical Problems

Facility Policy: (34)17.370.00 Specific Medical Problems

Inmates who have specific medical problems that require special treatment, shall be seen by a qualified healthcare professional who shall determine the appropriate course of action and/or treatment.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.370.20 Special Diets

Facility Policy: (34)17.370.20 Special Medical Diets

Any special medical diet requirement shall be initiated by a qualified healthcare professional. A copy of the paperwork shall be forwarded to Culinary and a second copy shall be placed in the inmate's medical record.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.380.25 Procedure for Accepting and Exchanging Prescription Eyeglasses

Facility Policy: (34)17.380.25 Procedure for Accepting and Exchanging Prescription Eyeglasses

Inmates may have prescription eyeglasses placed or exchanged on their property.

Eyeglasses, previously in the inmate's possession which have been damaged, may be exchanged on a one for one basis. Prescription contact lenses and contact wash may also be placed on the inmate's property. Contacts and contact solution must be new and sealed in their original containers.

Visitors shall check in at the Visiting Lobby window and be given a pass to the Property Room window at the direction of the sheriff's custody specialist (SCS) assigned to the Property Room.

The SCS accepting the glasses shall enter the information in the computer system, record any existing damage to the eyeglasses and place the glasses in the inmate's property. The SCS shall contact the corresponding housing unit staff to notify receipt of the inmate's glasses and arrange a time the glasses will be retrieved and delivered to the inmate. The Property Room SCS shall provide the deputy with a receipt for the inmate to sign. The housing unit deputy will make delivery/exchange of the glasses with the inmate at the housing unit. The inmate shall sign the receipt. The signed form shall be forwarded to the Bridge for filing in the inmate's jacket.

If an exchange occurs, the housing unit deputy will return the old glasses to the Property Room SCS, who will place the old glasses in the inmate's property bin. Glasses shall be inspected for contraband and proper working order by a deputy prior to being released to the inmate.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.390.05 Medical Clinic Security

Facility Policy: (34)17.390.05 Medical Clinic Security

It shall be the duty of the deputy assigned to the Medical Clinic to maintain security. The deputy shall work with qualified healthcare professionals and housing unit staff to coordinate the scheduling and treatment of special classification inmates.

Inmates in the Medical Clinic for treatment shall adhere to all facility rules. Inmates shall not communicate in the waiting area of the Medical Clinic or possess any items other than their inmate ID card on their person. Inmates who do not adhere to the rules shall be subject to disciplinary actions as approved per policy.



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Medical Procedures

Bureau Policy: 17.390.05 Medical Clinic Security

Facility Policy: (34)17.390.10 Nurse Stations

Each housing unit has a nurse's station. The deputy(s) assigned to the housing unit are responsible to make sure the nurse's station is secure and unoccupied when qualified healthcare professionals are not present.

The nurse's station shall be used by healthcare staff only. All other staff are not to utilize or stay in the room unless healthcare staff.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: 8/2011

Bureau Policy Section: Methadone Usage

Bureau Policy: 17.510.00 Administration of Methadone

Facility Policy: (34)17.510.00 Administration of Methadone

Any methadone clinic employee or employee of a contract delivery service shall be cleared at a "Level 5" security clearance level. Once cleared, persons making methadone deliveries shall administer the methadone using the following procedure:

- The sheriff's custody assistant (SCA) assigned to the Visiting Lobby, shall verify the identity, clinic paperwork, and security clearance of the person delivering the methadone, and if all criteria is met, shall direct them to the Visiting Lobby deputy for physical clearance.
- The Visiting Lobby SCA shall coordinate with the lobby deputy and Master Control and communicate with them, the individual they will be screening is here to administer methadone.
- While the individual is being screened by the lobby deputy, he/she shall call the inmate's housing unit and direct them to send the inmate to the Officer Interview room.
- The Visiting Lobby SCA shall call Male Intake and direct a deputy to meet the individual at Master Control to be escorted to the Officer Interview room.
- Master control shall obtain the necessary information pertinent to Facility Visitor's Log (ASU # 080801), hold the visitor's identification and issue the individual an "escort" pass.
- Master control shall only allow the person to enter the secured area of the facility with the escort of a deputy.
- The Male Intake deputy shall escort the individual to the Officer Interview room, where he shall remain present and witness the administering of the methadone to the inmate. The deputy shall have the inmate returned to his/her housing unit, then escort the individual back to Master Control where he/she shall leave the facility through the Visiting Lobby.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: 08/2011

Bureau Policy Section: Communicable Diseases/Bloodborne Exposure

Bureau Policy: 17.650.00 Court Ordered AIDS Testing

Facility Policy: (34)17.650.00 Court Ordered AIDS Testing

Penal Code Section 1202.6 mandates AIDS testing upon conviction for certain offenses relating to prostitution. The court will order such testing to be completed by the San Bernardino County Department of Public Health. When such an order is made, the court routes a copy of the order to the facility housing the inmate. The Public Health Department will contact the Corrections Bureau Health Services Division to arrange for the specimen collection (Bureau Policy 17/650).

When a copy of the court order arrives at the West Valley Detention Center, the following procedure shall be followed:

- The copy of the court order shall be routed to the Infirmary, where a copy shall be retained until the blood draw has been completed by the Department of Public Health.
- An employee of the Department of Public Health shall administer the ordered draw, after entering the secured portion of the facility with an escort after checking in at Master Control.
- Medical personnel in the Infirmary shall coordinate and witness the blood draw of the inmate, and return the inmate to his/her Housing Unit upon completion.
- The Department of Public Health employee shall take the blood sample with him/her and be escorted to Master Control to exit the facility.

The results of the blood test will be reported from the Department of Public Health directly to the ordering court.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Pregnant Inmates

Bureau Policy: 17.850.00 Pregnant Inmate Housing

Facility Policy: (34)17.850.00 Pregnant Inmate Housing

A qualified healthcare professional shall advise the Centralized Classification Unit (CCU) when a female inmate is pregnant. Notification shall be done using the Housing Assignment form printed from the Electronic Health Record or the Special Housing/Medical Recommendation form (ASU #060401). The qualified healthcare professional shall determine, the need for a pregnant inmate to be housed in sheltered housing.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Medications

Bureau Policy: 17.960.00 Medication Disbursement

Facility Policy: (34)17.960.00 Medication Disbursement

Facility Procedure Manual does not differ from Bureau Policy.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Court Ordered Doctor Visits

Bureau Policy: 17.1020.00 In Custody Psychiatric Exams

Facility Policy: (34)17.1020.00 In Custody Psychiatric Exams

When a court appointed Mental Health Examiner (MHE) has a valid court order and needs to evaluate an inmate he has three options:

Option 1: (Official Visiting Booth) Generally, court appointed MHE's shall conduct visits in official visiting booths, or other secure locations within the facility where the examiner and the inmate are separated by a barrier. The court appointed MHE shall enter the facility through the Visiting Lobby. The MHE shall present his credentials and minute/court order to the Visiting Lobby staff. The Visiting Lobby deputy shall collect a CDL and issue the MHE an official visitor's key for the unit the inmate is housed in.

The Visiting Lobby deputy shall then advise Master Control an MHE is enroute. The MHE will check in at Master Control. The sheriff's custody specialist (SCS) assigned to Master Control, shall collect the official visitor's key. A member of Health Services staff shall respond to Master Control and escort the MHE to the Medical Clinic to review the charts (if chart review is needed). After the MHE reviews the medical charts, a member of Health Services staff shall escort the MHE back to Master Control, the MHE will proceed to the unit to conduct the evaluation. Once the evaluation is completed, the MHE shall turn in the official visitor's key and check out of the facility with the Visiting Lobby deputy.

Option 2: When the MHE requests to have a contact evaluation, the MHE shall sign the Assumption of Risk and Release of Liability form (ASU#141212) before any visit is authorized. The liability forms shall be kept on file in the administrative sergeant's office. Once approved the MHE, shall contact the administrative sergeant or his designee and arrange for the evaluation to take place. The contact visit shall take place in the Unit 15 "Vista Room", located upstairs in the general-purpose room (G room) of Unit 15. The MHE shall be placed inside the Vista Room along with the inmate and the door secured. A deputy shall supervise the visit from a position which allows him to observe the interaction between the MHE and the inmate without over hearing private medical information. The MHE and inmate shall not be left unsupervised. Only one MHE shall be scheduled to use the room at a time. Once the evaluation is completed the deputy assigned to supervise the visit shall escort the MHE to the Visiting Lobby.

Option 3: The MHE may use one of the secure official visiting booths located upstairs in Unit 15. The inmate shall be placed inside the official visiting booth. The MHE shall sit on the outside of the booth. The MHE may use the adjustable table and chair from the nurse's office as needed. The tray door will be left open for the MHE and inmate to communicate through. The MHE may pass items to the inmate to be manipulated as needed. Immediate supervision by a deputy is not necessary.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Court Ordered Doctor Visits

Bureau Policy: 17.1020.05 Court Ordered Psychiatric Evaluation of Inmate's Medical File

Facility Policy: (34)17.1020.05 Court Ordered Psychiatric Evaluation of Inmate's Medical File

Court ordered psychotherapists with a need to review an inmate's medical file shall make arrangements with the Medical Clinic.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section PC290/296 Compliance

Bureau Policy: 17.1500.03 Notification

Facility Policy: (34)17.1500.03 Notification

Facility Procedure Manual does not differ from Bureau Policy.



## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: PC290/296 Compliance

Bureau Policy: 17.1525.00 Out of Custody Probationers

Facility Policy: (34)17.1525.00 Out of Custody Probationers

Out-of-custody probationers shall not be accepted at the West Valley Detention Center for the sole purpose of having DNA samples taken without written consent from the facility commander.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: PC290/PC296 Compliance

Bureau Policy: 17.1530.00 Court Return Officer's Responsibilities

Facility Policy: (34)17.1530.00 Court Return Officer's Responsibilities

The court return officer shall notify the core rover deputy of inmates who need to provide DNA samples.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: PC 290/PC296 Compliance

Bureau Policy: 17.1535.00 Duty Officer

Facility Policy: (34)17.1535.00 Duty Officer Responsibilities

Duty officers shall ensure all samples are completed and computer updates are made prior to sending a jacket to releases.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL  
GLOSSARY OF TERMS

Adjusted out date (AOD)	Date an inmate is set to be released
Administrative Support Unit (ASU)	Division responsible for Detentions Bureau policies, compliance and bureau training
Automated Request Slips (ARS)	Electronic inmate request submitted on the housing unit kiosk
Biometric Identification System (IBIS)	Single fingerprint comparison to AFIS database for rapid identification
Board of State and Community Corrections (BSCC)	California regulatory agency which establishes minimum standards and conducts biennial inspections for local adult and juvenile detention facilities
Civil Commitment	Civil confinement ordered by the court
Civil Commitment (6600)	Civil confinement of a previously convicted sexually violent offender, who is likely to engage in a sexually violent criminal behavior
Core rover	Deputy who facilitates day to day operations at the direction of the floor sergeants
Correctional Mental Health Services (CMHS)	Providing comprehensive assessment and treatment for correctional patients with mental health issues. The clinical goal of individual maximum level of wellness
Corrections Force Investigation Team (CFIT)	Investigation team tasked with reviewing all use of force incidents to ensure compliance with policy and is properly documented
Count	Physical accounting of all inmates in custody at a specific facility
Destroyed clothing	Intentional destruction of clothing and bedding. Inmates may be placed on discipline and/or subjected to prosecution for PC594(b)(2)(A) or another appropriate penal code section
Electronic Health Record (EHR)	Systematized collection of inmate health information in a digital format
Emergency Operations Plan (EOP)	Facility emergency procedures
Grievance	A complaint regarding conditions of confinement
Human Machine Interface (HMI)	Computer program used for door control, intercom, and utilities

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL  
GLOSSARY OF TERMS

In Propria Persona (Pro-Per)	An inmate who appears before court without a legal representative or lawyer
Jail Based Competency Treatment (JBCT)	Sheriff's and department of state hospital have established a jail-based competency treatment program for the assessment and treatment of correctional patients that have been identified through court process to be incompetent to stand trial
Jail Discipline Report (JDR)	Inmate discipline with specific report number used for tracking
Jail Ward	Wing of ARMC for inmates in custody of the sheriff's department who require hospitalization
Chrono	Recommendation form for special accommodation
Parole	Inmates who served a sentence in state prison may be released under the supervision of state parole agents
Post Release Community Supervision (PRCS)	Inmates who served a prison sentence in county jail may be released under the supervision of the probation department
Prison Rape Elimination Act (PREA)	Federal law that addresses prevention, detection, and response to sexual abuse in detention facilities
Sallyport	The area between two (or more) interlocking doors serving as an ingress and egress path to each other
Sheriff's Transitional Assistance Re-Entry Team (START)	Release assistance for inmates not on parole or probation who need veteran's programs, homeless assistance, substance abuse, GED or educational programs, job training, or vital document paperwork
Watch commander	Shift lieutenant