5-03/105.00 Acceptance of Prescription / Corrective Eyeglasses

Per Custody Division Policy 5-06/010.05, “Allowable Inmate Property - Male Inmates” and 5-06/010.10, “Allowable Inmate Property - Female Inmates,” Inmates are authorized to have one pair of prescription eyeglasses in their possession.

Custody facilities shall accept all approved prescription / corrective eyeglasses, as described in the Correctional Health Services (CHS), Medical/Mental Health Procedures Manual, received during visiting hours or in the U.S. Mail. Once the eyeglasses are accepted by the facility, they shall be delivered to the inmate in a timely manner.

If eyeglasses are brought to a facility within the same complex (i.e., Men’s Central Jail / Twin Towers complex), then the facility shall direct the person to deliver the eyeglasses to the appropriate housing facility. Personnel shall NOT direct the person to deliver the eyeglasses from one complex to another (i.e., from Men’s Central Jail to North County Correctional Facility).

Each facility Unit Commander shall be responsible for maintaining written unit orders that address the acceptance of prescription / corrective eyeglasses according to the standards set in the Custody Division Policy, and the Correctional Health Services (CHS), Medical/Mental Health Procedures Manual. Eyeglasses are inmate property items and appropriate acceptance and delivery documentation is required unless the inmate is present upon acceptance.

If the inmate is not housed at the receiving facility, the eyeglasses shall be packaged, labeled to reflect new housing location, and placed in the receiving facilities medical clinic or nursing office outgoing mail. A completed Inmate Personal Property Inventory sheet shall be attached to the packaging containing the prescription / corrective eyeglasses.

Access to Care Bureau will be responsible for the transportation of prescription / corrective eyeglasses to and from the various jail complexes. Once the eyeglasses are transported to the appropriate facility, CHS personnel shall ensure that the eyeglasses are delivered to Inmate Services sergeant.