

5-01/011.00 Release of Inmates with Additional Needs or Mobility Impairment

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the release of inmates with “additional needs” or “mobility impairments” at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to the release area, custody line, or the Additional Needs Desk.

ORDER:

IRC personnel shall adhere to the following procedures when releasing an inmate identified by Correctional Health Services (CHS) personnel to have additional needs and/or a mobility impairment.

IRC personnel shall assist inmates believed to have additional needs and/or mobility impairments, or have been identified by CHS personnel as such, during the inmates' release from custody.

Inmates classified as “additional needs” by CHS personnel include those who may suffer from dementia, Alzheimer’s disease, vision or hearing impairments, mobility impairment, or any other condition that without proper consultation with the inmate’s family member, social support structure, or referral to a qualified program, may lead to a harmful situation post released.

When an inmate with additional needs is due for release, the housing unit shall notify the Additional Needs Desk at IRC Records at [REDACTED TEXT], for assistance in releasing the inmate.

The housing unit shall escort the inmate to the release area.

IRC personnel assigned to the release area shall document the release of all inmates with additional needs by making an entry in the electronic Uniform Daily Activity Log (e-UDAL). The entry shall include the inmate's name, booking number, and if applicable, the mobility device utilized upon release from custody.

The Additional Needs Desk shall coordinate with CHS personnel to release the inmate to the appropriate party. Personnel assigned to the release area shall work with the Additional Needs Desk and follow any arrangements made by Additional Needs Desk personnel.

Inmates classified as "additional needs" due to mobility impairments include those dependent on a cane, crutch, prosthetic, walker, or wheelchair to be ambulatory. When an inmate with a mobility impairment arrives at the release area, release personnel shall contact the property room to ensure any personal mobility device belonging to the inmate is returned to them prior to their release from custody. If the inmate does not possess a personal mobility device in their stored property, but is ambulatory with the assistance of a crutch or walker, the crutch or walker issued in custody shall be released with the inmate at no charge to the inmates.

If an inmate due for release requires a wheelchair, but does not possess one in their stored property, release area personnel shall attempt to contact a family member or friend of the inmate to deliver a personally owned mobility assistance device, or to assist the inmate to their place of residence. Release area personnel shall escort the inmate to the friend or family member upon their arrival. If attempts to contact an inmate's family or friend are unsuccessful, release area personnel shall notify the Additional Needs Desk.

Additional Needs Desk personnel, or in their absence the watch deputy or head clerk, shall call the arresting agency and/or the emergency contact as indicated on the inmate's booking slip to attempt to locate the inmate's personal wheelchair. It is the responsibility of the arresting agency or the inmate's friend or family member to bring the wheelchair to IRC. If the wheelchair cannot be located and the inmate is homeless or is unable to secure transportation to their residence, release area personnel shall contact a representative of the Community Transition Unit (CTU) at [REDACTED TEXT] CTU personnel shall attempt to arrange for transportation and/or placement of the inmate. If CTU personnel are not available or are unable to find placement for the inmate, release area personnel shall contact the Adult Protective Services 24-hour hotline at (877) 477-3646.

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Inmates with additional needs shall be expedited through the release process to adhere to release timelines and avoid over-detention.

Any questions may be directed to the Additional Needs Desk at [REDACTED TEXT].

For further information, please contact the Custody Division American's with Disabilities Act (ADA) Coordinator at [REDACTED TEXT]
