



**To:** Susan K. Blich, Senior Deputy Monterey County Counsel  
Michael W. Bien, Plaintiffs' Counsel, Rosen Bien Galvan & Grunfeld.  
Benjamin Rice, General Counsel, Correctional Medical Group Companies  
Peter G. Bertling, Correctional Medical Group Companies  
Eric Balaban, Senior Staff Counsel, ACLU National Prison Project

**From:** Tim Gilbert, ICC, CASp  
Principal, MIG

**Date:** February 2, 2017

**Re:** ADA Compliance Monitoring Report #1, Monterey County Jail Class Action –  
Hernandez v. County of Monterey, No. 05:13-2354 PSG

## **Introduction**

On February 24, 2017 Monitor Tim Gilbert, CASp and associate Ashley Tomerlin, I.C.C., conducted a disability access monitoring site visit at the Monterey County Jail in Salinas, California.

### Site Visit Attendees:

Bejaminn Rice, CFMG, General Counsel Medical Provider  
Christina Kaupp, CFMG Program Manager  
Jasper Defranco, Sheriff's Sergeant, Compliance Sergeant  
Jim Bass, Captain Monterey County Sheriff's Office  
John Thornburg, Commander, Monterey County Sheriff's Office  
Jon Mingau, Chief Deputy, Monterey County Sheriff's Office  
Michael Philippi, Deputy County Counsel  
Van Swearingen, RBGG, Plaintiff's Council

## **Format of this Monitoring Report**

This report is organized around elements listed as required components of the Settlement Agreement and Implementation Plan related to disabled access and accommodations for persons with disabilities. Prior the January site visit, the monitors delivered to the County a request for information about and physical access to the jail environment and practices listed in the Implementation Plan. For this report, the information requested has been organized into two categories, physical access and programmatic access.

## Physical Access Items:

1. Physical access to Dorms A, B and Q.
2. Locations of all programs and activities offered at the jail.
3. Q-pod and E-dorm exercise yards and path of travel from housing, and the downstairs area of V-pod.
4. Treatment room/exam table

## Programmatic Access Items:

5. A record of training for custody staff on the use of TracNet and Medical Treatment Orders.
6. Vests used by inmates with hearing impairments during their incarceration.
7. Medical treatment orders identifying accommodations needed by inmates with disabilities.
8. Ombudsman Program responsible for assisting inmates with vision, learning or other information processing disabilities.
9. Monterey County Jails grievance process.
10. Monthly log and audit report of the Compliance Sergeant's audit of two inmates who require some form of accommodation for their disability.
11. Quarterly report of the Jail Operations Commander documenting their audit findings.
12. Tracking and documentation reports of the County Jail's Program Director regarding accommodations that have been offered for participation in programs and activities.
13. Monthly audits by the Compliance Sergeant of the above reports. and the quarterly reports by the Support services Commander.

Additional information recorded during site visit

## Summary

## Physical Access Items

### 1. Physical access to Dorms A, B and Q

#### A-Pod (Men's)

Facilities: fixed table, telephones, toilet, lavatory, shower

- Telephone – stool removed (1 of 4); volume control provided (2 of 4) but not at telephone modified for wheelchair approach.
- Tables- four tables have removed seats for forward approach.
- Showers – no fixed shower seat, chairs available by request from infirmary. Two showers provide grab bars.
  - Shower A – water controls at 39-1/2" and 54-1/2" *above finished floor (AFF)*. Shower heads at compliant heights 48" and 73-1/2". Grab bars are 42" and 24" long at 34" AFF. Open shower, not in a compartment.
  - Shower B –water controls at 36" and 48" AFF. Grab bar is diagonal, (not compliant).
- Lavatory – 28-3/4" knee space, 33-3/4" to lip. An additional measurement for the clearance to the apron is still required to confirm complete compliance.
- Toilet – 18" centerline to side wall. Compliant rear grab bar is 36" long at 33" AFF, non-compliant side grab bar is 50-1/2" from rear wall at 34" AFF (must be 54" from rear wall).



1. Telephone with compliant reach range



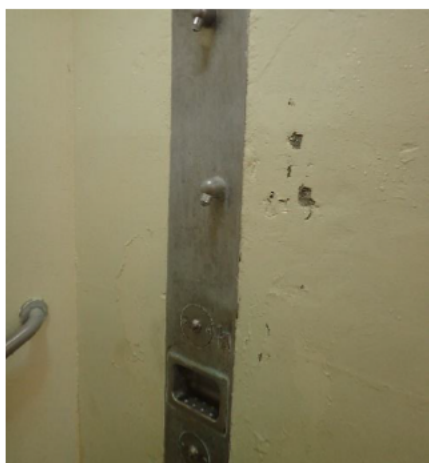
2. Volume control provided



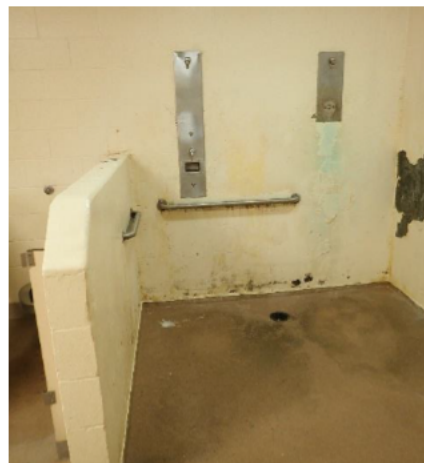
3. Wheelchair accessible table



4. Shower B with non-compliant grab bar



5. Shower B water control is too high



6. Shower A with compliant horizontal grab bars



7. Lavatory with accessible dimensions

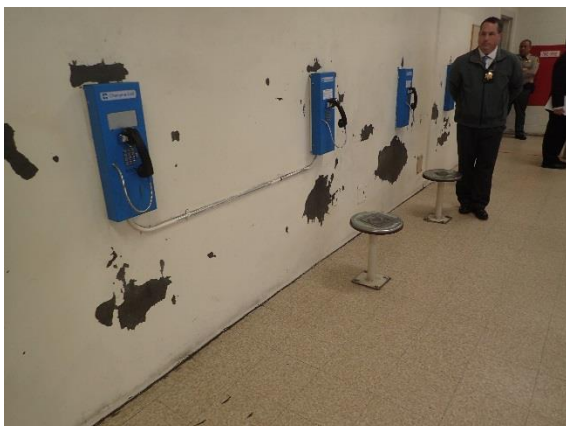


8. Water closet with compliant 18" between centerline and wall

### B-Pod (Men's)

Facilities Observed: fixed tables, telephones, water closet (toilet fixture), lavatory, and shower

- Telephone – stool removed (1 of 4); volume control at a compliant height (47-1/4")
- Table – table has (28-1/2") compliant knee space and height 30" to top, stool removed for forward approach at tables
- Shower – shower chairs available by request from infirmary, water controls at compliant 36" and 48" heights, soap at 40", shower heads at 59" and 72" (one must be at 48" max). A fixed shower head is acceptable as an exception when a flexible spray hose is not practical, however the fixed shower head must be 48" maximum above the floor. Diagonal side grab bar ranges from 30" to 49", and is located 1-5/8" off wall. Diagonal grab bars are not compliant with California or Federal access regulations (ADA Section 609, California 11B 609)). The wide part of the built-in shower seat is located at front of compartment. The wide part of the shower seat must be located at the rear of the compartment.
- Toilet – Side Grab Bar – 51" from rear (must be 54"), centerline of toilet fixture compliant, accessible toilet not operable – covered in plastic.
- Lavatory – 29" Knee space



9. Telephone within allowable reach ranges



10. Volume control provided





11. Table with compliant knee space



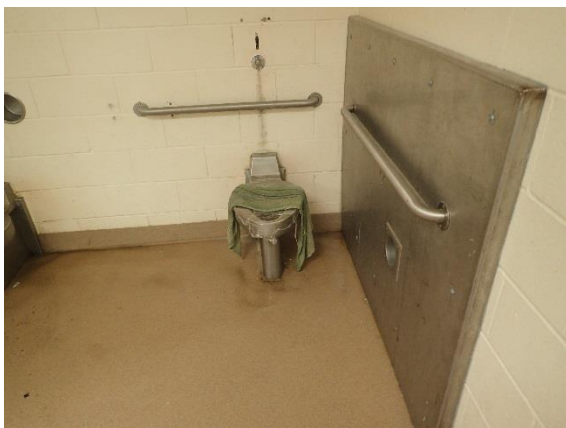
12. Non-compliant shower seat with wide section at front of compartment



13. Shower with non-compliant grab bar



14. Shower head at non-compliant height



15. Water closet currently not in working order



16. Compliant lavatory heights

## Q-Pod (Women's)

Facilities Observed: fixed table, telephones, toilet, lavatory, shower

- Telephones – no stool (1 of 2). Other phone has volume control.
- Shower – curtain bar is 79" (AFF 80" min). Water controls are at 38" and 53" AFF. Shower heads at 47" and 72" AFF. Side grab bar is 24" long at 33" AFF. Rear grab bar is 42" long at 33" AFF. Concrete patch to address slope into shower (see picture). Sloped entry into shower transition. Completed 1/2017. Rubber threshold.
- Toilet and compartment – Fixture centerline is compliant at 18" to side partition.
- Reflecting surface of mirror is 40" AFF.
- Lavatory – 29" compliant high knee space and 33-3/4" height of lavatory top.
- Fixed table – removed seat to provide compliant 29-3/4" high knee space and 33-3/4" to top of table.



17. Accessible telephone



18. Compliant wheelchair seating



19. Accessible water closet and grab bars



20. Compliant shower controls and grab bars



21. Flexible water dam at shower threshold

**2. The location of all programs and activities offered at the jail and physical access to those locations by the monitors.**

**Men's Program Areas Observed during the Site Visit:**

- Dorm Chapel – Program room. Moveable furniture and sufficient turning space provided.
- Attorney Visitor Room – Table provides compliant 29" knee space and 30-3/4" to top. Moveable chairs. No surveillance in Attorney Visitor Room. Used for one-on-one visits with attorneys or clergy.
- Visitor Rooms (3)– 1 of 9 booths are accessible and compliant per room including a lower table with 28" high and 19-1/2" deep knee space and 32" to table height. Moveable chairs allow wheelchair access when needed. The telephone is within allowable reach ranges. When there is demand for more than 3 accessible visitor booths, administration addresses this by adjusting the visitation schedule to accommodate additional needs.
- 'Rotunda' (Men's Programs) – moveable furniture in all rooms used for programs including the library. Tables provide 27" min. height knee clearance and do not exceed 34" to work surface.
- G-Wing – Classrooms have moveable furniture although an accessible desk for use by a person using wheelchair was not observed.



22. Non-denominational chapel



23. Attorney visiting room with compliant table





24. Visiting room with compliant table and phone



25. Men's program room with no accessible table for wheelchair user



26. Program area in Rotunda



27. Library with compliant tables in Rotunda

### Women's Program Area –

- Sink does not have knee space, however, the sink not considered part of any program.
- Attorney Visitor Room (Women's) - Fixed table has a non-compliant 24-1/2" high knee space (27" min. required). Moveable chairs allow for wheelchair use.
- Visitor Room (Women's) - No physical alterations have been made. There is no accessible booth. Staff states that visiting is accommodated through scheduling time in one of the men's visitor rooms.



28. Non-compliant table in attorney visiting room



29. No accessible visiting booth in Women's visiting





30. Sink is not used for Women's programs

### 3. Access to the Q-pod and E-dorm exercise yards and path of travel from housing, and the downstairs area of V-pod.

#### E-Pod (Men's)

Exercise for men who can't access second floor exercise yard due to disability. Yard is also used by isolation inmates and general population. Elements in yard include a picnic table, telephones (2), toilet, lavatory, and call button in yard.

- Telephone – top of push buttons is at 42"
- Toilet – no grab bars. WC seat @ 19-3/4"
- Lavatory – 35-1/2" (34" max)
- Call button – 49-3/4" AFF (1995 approximate year of construction, code allowed 54" max at time of construction, current code calls for 48" max.)
- Table - compliant knee/toe space provided.



31. Telephones outside of exercise yard



32. Table outside of yard



33. Toilet and lavatory in exercise yard



34. Call button is at above reach range, however was compliant when constructed.

#### A) Q-Pod Yard (Women's Exercise)

- Fixed table is not designed for forward approach.
- Path to yard – 48" on swing side of inner door. Latch side approach.
- Ramp to door is up to 10.8% for 18".



35. Picnic table in yard



36. Non-compliant ramp at Women's exercise yard

#### 4. Treatment Room Exam Table.

Adjustable from 19" to 38-1/2" AFF. The 19" height allows for transfer to and from a wheelchair. Exam table was in working order at time of evaluation.

Model: Ritter 222 by Midmark.



37. Examination table

## Ritter 222 & 223

### S P E C I F I C A T I O N S



*The Ritter 222 & 223 Exam Assistant® drawer system provides an area to store basic pelvic and examination supplies at your fingertips. Its unique fold-down front can also turn into a work shelf for exam assistance, designed to make the exam easier and more efficient for you.*

#### Ritter 223 Barrier-Free® Power Examination Table

##### Features

*With unprecedented low and high positioning heights, the Ritter 222 has a gas spring assisted back section with an easy access backrest mechanism while the Ritter 223 has a power back system. Both have built-in pillows, hideaway stirrups that lock in one of four lateral positions, foot extension shelves to expand the table length, paper roll holders hidden under the headrest, storage for four 21" x 3.5" diameter paper rolls, polystyrene treatment pans, foot control, Exam Assistant®, and leveling feet.*

##### Specifications

Length with footrest extended:  
Soft touch upholstery:  
74" (188 cm)  
Seamless upholstery:  
76" (193 cm)  
Height:  
Minimum 18" (45.7 cm)  
Maximum 37" (94.0 cm)  
Patient weight capacity:  
400 lb (181.4 kg)  
Paper roll holder (hidden):  
Holds 21" x 3.5" paper rolls (53.3 cm x 8.9 cm)  
Electrical receptacle  
(115 VAC, 5 Amps Max.)  
Duplex, hospital grade,  
electrical receptacle on  
left side  
Pelvic tilt (7 degrees)  
Drawer heater (35 watt)  
Stirrups are standard

##### Options

Seamless upholstery top  
28.5" W x 59.5" L  
(72.4 cm x 151.1 cm)  
Soft touch upholstery top  
28.5" W x 56.25" L  
(72.4 cm x 142.9 cm)  
Flat upholstery:  
Stitched, without pillow  
28.5" W x 56.25" L  
(72.4 cm x 142.9 cm)

##### Accessories

Rear storage pod (includes  
removable divider)  
17.8" x 7.0" x 9.8" high  
(45.2 x 17.8 x 24.8 cm high)  
Patient support rails  
Adjustable arm system (right  
and left side arms included)  
Knee crutches - articulating  
and fixed  
Urology pan  
Stainless steel pan  
Assist Handles  
Hand Control (223 only)  
PC Work Surface  
Supply Assistant Storage Unit  
Ritter 253 LED Exam Light

##### Electrical - Ritter 222

115 VAC, 50/60 Hz, 11 Amps  
(with heater & receptacle -016)  
230 VAC, 50/60 Hz, 2.75 Amps  
(basic unit -017, excludes  
receptacle)

##### Electrical - Ritter 223

115 VAC, 50/60 Hz, 12.5 Amps  
(with heater & receptacle -016)

##### Safety Standards

UL 60601-1  
CAN/CSA No. 601.1-M90

##### Ritter Upholstery Colors:

Navy-231  
Dusty Blue-233  
Moss-230  
Clay-234  
Pebble Grey-216  
Shadow-232  
Perfect Plum-229  
Black-312

##### CARB 93120.2 Phase 2 Compliant

##### Midmark is an ISO 13485 and ISO 9001 Certified Company.

For more information  
or a demonstration, contact  
your Midmark Dealer or Midmark  
Corporation, Versailles, Ohio.  
Call: 1-800-MIDMARK  
Fax: 1-800-365-8631  
midmark.com

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Products subject to improvement changes without notice.  
Litho in U.S.A. 007-0344-00 Rev. K1 (9/15)



## **Programmatic Access Items**

### **5. A record of training for custody staff on the use of TracNet and Medical Treatment Orders.**

Every detainee entering the jail is seen by a Registered Nurse during booking/intake. TracNet is part of the jails management system. Anyone identified as having a disability is be noted. TracNet records can be revised and edited at any time if a new disability occurs or is identified after booking and during custody.

No record of TracNet training was received, although during the site visit jail staff attested to knowledge of its operation. The monitor will conduct an interview with staff and review TracNet during the next Monitoring visit.

### **6. Access to vests used by inmates with hearing impairments during their incarceration.**

Vests for individuals with visual, hearing, and mobility impairments are available in the RN Exam Room at intake.



38. Vests available for hearing, vision, and mobility impaired inmates

### **7. Medical treatment orders identifying accommodations needed by inmates with disabilities.**

See attached forms provided by County. The form was received during the site visit. The monitor will conduct and interview with medical staff during the next monitoring visit.

### **8. Identification and access to the Ombudsman responsible for assisting inmates with vision, learning or other information processing disabilities.**

Ombudsman Position – currently held for 2-1/2 years by a female. Responds to Grievance Procedure, Requests, and is the liaison between family of inmate and jail. The monitor will conduct and interview with the Ombudsman during the next monitoring visit

### **9. Monterey County Jails grievance process.**

See attached form provided by County. The monitor will conduct and interview with jail supervisory staff and inmates who have engaged in the grievance process regarding disability during the next monitoring visit

**10. Monthly log and audit report of the Compliance Sergeant's audit of two inmates who require some form of accommodation for their disability.**

See attached monthly audit report.

**11. The quarterly report of the Jail Operations Commander documenting their audit findings.**

Quarterly report will be provided by the County but has not been produced at the time of the site visit.

**12. The tracking and documentation reports of the County Jail's Program Director regarding accommodations that have been offered for participation in programs and activities.**

Tracking report – only one occurrence in the last 3 months.

ASL Requests- Fall 2015 was the last request though there is an ongoing contract.

Blind- one inmate (unsure of stay) – general practice is to describe pills for medicine circulation.

**13. The monthly audits by the Compliance Sergeant of the above reports. and the quarterly reports by the Support services Commander.**

Process and report still evolving. Hardcopy of sample report provided.

## **Additional Information**

Special Accommodations List: ordered by doctor after evaluation, items are provided.

Prosthetics – may keep braces and prosthetics. If considered a danger, doctor will identify an alternative. Case-by-case basis.

Isolation cells are in intake.

Telephone equipment is in the process of being updated jail wide- all phones will have volume control upon completion.

Program – tablets coming soon to electronically file grievances.

## **Summary**

Prior the site visit the County provided the monitor with a list of current *In-Custody Special Conditions*. This list contains accommodations provided to inmates and covers a wide range of disabilities and accommodations. The report contains approximately 41 entries for female inmates and 193 entries for male inmates.

Interaction and discussion with Jail personnel attending the site visit indicates that those staff are aware of and actively engaged in the operation of the Implementation Plan and are actively accommodating inmates with disabilities.

There are observable indications of recent physical environment improvements including the modification of tables, telephones and restrooms in the housing units, visiting rooms. Some work identified in the Implementation Plan has not been accomplished including:

- Compliant shower controls and grab bars
- Visiting room tables in attorney and visitors in the Women's area
- Accessible tables in program area where desk/chair seating is provided

Compliant knee and toe clearances were observed at lavatories in A-Pod, B-Pod, and Q-Pod. An additional measurement for the clearance to the apron is still required to confirm complete compliance for the lavatory in A-Pod.

Attachments:

1. Audit Reports
2. Inmate Grievance Form
3. Inmate Grievance Process and Procedure
4. Inmate Request Form
5. Intake Triage Assessment
6. Medical Intake Questionnaire
7. Medical Treatment Order for Inmate Housing
8. Pre-Classification Intake Screening Questionnaire
9. In-Custody Special Conditions as of 1-23-2017



# INTEROFFICE MEMO

County of Monterey  
Office of the Sheriff



Steve Bernal  
Sheriff-Coroner

PHONE 831-755-3868

DATE: 10/10/2016

FROM: Sergeant [REDACTED]

TO: Commander [REDACTED]

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**SUBJECT** ADA Program Access Audit

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Greetings Commander's

This memo is in regards to the ADA Program Access Audit for the period of September 1<sup>st</sup> through September 30<sup>th</sup> 2016.

According to the Federal Court Mandate: *The County Jail's Program Director will be responsible for tracking and documenting those inmates requiring accommodations have been offered participation in all programs and activities normally available to inmates in the County Jail. The Compliance Sergeant will audit these reports on a monthly basis and a support services Commander will audit these reports on a quarterly basis.*

According to our Programs Manager, the only person we had in custody needing special program accommodations was inmate [REDACTED]

I spoke with our Programs Manager [REDACTED] regarding [REDACTED] and he informed me that he provided her with an assistive listening device to accommodate her needs.

Respectfully,

[REDACTED]

# INTEROFFICE MEMO

County of Monterey  
Office of the Sheriff



Steve Bernal  
Sheriff-Coroner

PHONE 831-755-3868

DATE: 11/08/2016

FROM: Sergeant [REDACTED]

TO: Commander [REDACTED]

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**SUBJECT ADA Program Access Audit**

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Greetings Commander's

This memo is in regards to the ADA Program Access Audit for the period of October 1<sup>st</sup> through October 31<sup>st</sup> 2016.

According to the Federal Court Mandate: *The County Jail's Program Director will be responsible for tracking and documenting those inmates requiring accommodations have been offered participation in all programs and activities normally available to inmates in the County Jail. The Compliance Sergeant will audit these reports on a monthly basis and a support services Commander will audit these reports on a quarterly basis.*

According to our Programs Manager, and according to our jail management system, no one was identified as requiring special accommodations during this rating period.

Respectfully,

[REDACTED]

# INTEROFFICE MEMO

County of Monterey  
Office of the Sheriff



Steve Bernal  
Sheriff-Coroner

PHONE 831-755-3868

DATE: 12/05/2016

FROM: Sergeant [REDACTED]

TO: Commander [REDACTED]

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**SUBJECT ADA Program Access Audit**

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Greetings Commander's

This memo is in regards to the ADA Program Access Audit for the period of November 1<sup>st</sup> through November 30<sup>th</sup> 2016.

According to the Federal Court Mandate: *The County Jail's Program Director will be responsible for tracking and documenting those inmates requiring accommodations have been offered participation in all programs and activities normally available to inmates in the County Jail. The Compliance Sergeant will audit these reports on a monthly basis and a support services Commander will audit these reports on a quarterly basis.*

According to our Programs Manager, and according to our jail management system, no one was identified as requiring special accommodations during this rating period.

Respectfully,

[REDACTED]



# INTEROFFICE MEMO

County of Monterey  
Office of the Sheriff



Steve Bernal  
Sheriff-Coroner

PHONE 831-755-3868

DATE: 01/03/2017

FROM: Sergeant [REDACTED]

TO: Commander [REDACTED]

---

**SUBJECT ADA Program Access Audit**

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Greetings Commander's

This memo is in regards to the ADA Program Access Audit for the period of December 1<sup>st</sup> through December 31<sup>st</sup> 2016.

According to the Federal Court Mandate: *The County Jail's Program Director will be responsible for tracking and documenting those inmates requiring accommodations have been offered participation in all programs and activities normally available to inmates in the County Jail. The Compliance Sergeant will audit these reports on a monthly basis and a support services Commander will audit these reports on a quarterly basis.*

According to our Programs Manager, and according to our jail management system, no one was identified as requiring special accommodations during this rating period.

Respectfully,

[REDACTED]

**MONTEREY COUNTY SHERIFF'S OFFICE**  
**INMATE GRIEVANCE FORM**  
**FORMA DE AGRAVIO DE LA OFICINA DEL SHERIFF'S DEL CONDADO DE MONTEREY**

*Inmates may also file complaints with the County Equal Opportunity Office.*

NAME/NOMBRE: \_\_\_\_\_

HOUSING UNIT/DORMITORIO: \_\_\_\_\_

**BOOKING # / # DE PRESO:** \_\_\_\_\_

**Complaint / Queja:**

**INMATES SIGNATURE / FIRMA DE PRESO:**

DATE / FECHA:

**FINDINGS / RECOMMENDATIONS / RESULTADOS / RECOMENDACIONES:**

**W/C'SIGNATURE / FIRMA DE COMMANDANTE:**

DATE / FECHA:

**GRIEVANCE RESOLVED / AGRIVO RESUELTO:** ☐

UNRESOLVED / SIN RESOLVER: ☐

☐ FORWARD TO / REMITIDO AGRAVIO:

REVIEWED AND DISPOSITION / REVICION Y DISPOSICION:

**FACILITY COMMANDER / COMANDANTE:**

DATE / FECHA:

**CUSTODY CAPTAIN / CAPITAN:**

DATE / FECHA:

- F. Requests from the public to block or unblock phone numbers shall be referred to the on-duty Sergeant or the Classification Unit.

*1114.10 Inmate Grievance Procedure*

- A. It is the policy of the Monterey County Sheriff's Office Custody Operations Bureau that the inmate grievance process shall be utilized in order to provide an expedient and appropriate resolution to a complaint at the lowest possible level, and also allow for appeal to the next level of review.
  - 1. An inmate may appeal and have resolved grievances relating to any conditions of confinement, included but not limited to: medical care; classification actions; disciplinary actions; program participation; telephone, mail and visiting procedures; and food, clothing and bedding.
  - 2. Grievances that allege staff misconduct shall not be directly responded to by the grievied employee. The employee's supervisor shall investigate the complaint and respond to the inmate.
    - a. The supervisor's investigation may include receiving memorandums from the involved employee and witnesses.
    - b. Copies of employee memorandums shall be attached to the Commander and Captain's copies of the grievance. Copies of the employee memorandum shall NOT be given to the inmate.
  - 3. If the Supervisor reviewing the grievance believes there is serious misconduct by an employee, the grievance shall be forwarded via Chain of Command to the Bureau Chief. The Chief will decide whether to investigate the incident within the Bureau or send it to Internal Affairs for investigation.
  - 4. An inmate may request and receive a citizen's complaint form upon request. All grievances and citizen complaints shall be reviewed and appropriately investigated.
- B. *Grievance Process*
  - 1. Inmates may register a grievance by submitting an Inmate Grievance Form. Grievances regarding policy may be filed at any time. Other grievances must be filed within ten (10) days from the date of the incident relating to the grievance.
    - a. Responses to the grievance will be to the author of the grievance.
    - b. Anonymous or "group" grievances without an author will not receive a response.
    - c. Grievances shall be responded to in writing.
  - 2. Deputies shall provide inmates with an Inmate Grievance Form upon request. One blank grievance form is provided in the Inmate Information Handbook.
    - a. Grievances shall be handled at the lowest level possible.
    - b. The Deputy requested to provide the Grievance Form shall determine if the inmate's grievance can be resolved at that time by taking the appropriate action.



If the grievance cannot be resolved by the Deputy, the inmate shall be provided an Inmate Grievance Form.

- c. The inmate shall sign and date the completed grievance form and personally hand the form to the Housing Deputy or Sergeant, or place it on the pod door for pickup.
  - d. Deputies receiving a grievance shall place it in the on-duty Sergeant's mailbox at the earliest convenience.
- 3. The Sergeant responsible for the housing unit shall log the grievance on the Grievance Log. The Sergeant shall review and assign investigation of the grievance to the appropriate level or team for resolution. The investigating Deputy shall make a recommendation on whether the grievance is resolved or unresolved.
  - a. If the grievance is resolved, an explanation of the resolution shall be provided.
  - b. If the grievance is unresolved, the steps taken to resolve the grievance shall be documented on the grievance and forwarded to the next level for resolution.
  - c. Resolved grievances shall be forwarded to the responsible Team Sergeant who shall review and sign them before distributing copies.
- 4. A written reply to the grievance shall be given to the grieving inmate within ten (10) calendar days of the original complaint.
- 5. If the grievance has not been resolved within ten (10) calendar days, the Team Commander having jurisdiction over the grievance shall be responsible to investigate and determine the reason why the grievance has not been completed in a timely manner and shall ensure its completion.
- C. An inmate may file a complaint with the County's Equal Opportunity Office, the California Department of Fair Employment & Housing, and/or the U.S. Equal Employment Opportunity Commission. County ordinance prohibits any retaliation for filing a discrimination complaint with the EEO, DFEH and /or EEOC Offices.
- D. The original grievance shall be placed in the inmate's file. A copy shall be given to the inmate, the Team Commander and the Facility Captain.
- E. If the grievance is the result of an act or omission by a contract agency (i.e. medical or commissary) or a discrimination/sexual harassment complaint, the Commander or his designee shall coordinate the investigation with the involved parties.
- F. Grievances shall be processed according to policy. Failure to respond to a grievance or destroying a grievance is an act of negligence of duty and subject to disciplinary action.
- G. If an inmate is dissatisfied with the grievance resolution, he may submit a written appeal to the next highest level. The appeal shall be directed to the appropriate person in the Chain of Command. The final appeal is the Chief Deputy of the Custody Operations Bureau.
- H. This policy does not preclude the right of any inmate to communicate confidentially with a Commander, Captain, Chief Deputy of the Custody Operations Bureau or the Sheriff.

- I. *Grievance System Abuse.* The facility may control the submission of an excessive number of grievances. Inmates who file excessive, unfounded or frivolous grievances may have their right to file further grievances limited to one grievance per week.
  1. Replies to grievances determined to be unfounded or frivolous shall show documentation stating why it was so determined.
  2. Due to health and safety issues associated with medical grievances, inmates who file repetitive medical grievances claiming "absent medical concern" shall continue to be considered, despite their repetitious nature. They may, however be limited to one grievance per week.
  3. Inmates may not grieve the decision on a previous grievance regarding the same matter once all levels of resolution have been exhausted.
- J. A copy of any grievance involving complaints of discrimination or harassment shall be forwarded to the Team Commander. This copy shall not include any findings/recommendations or reviews and dispositions. The Captain or the Chief will make the determination as to whether a grievance will be forwarded to the EOO. The Team Commander or the Captain will complete the redacting and copying of the grievance. The grievance will then be forwarded to the County's Equal Opportunity Office. The original copy of the grievance shall be investigated and responded to in the same manner as other grievances.



# Monterey County Jail

## Inmate Request Form

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Classification         | <input type="checkbox"/> Out Date Request | <input type="checkbox"/> Clergy Request | <input type="checkbox"/> Food Service/Commissary |
| <input type="checkbox"/> Legal Research (L.R.A) | <input type="checkbox"/> Mail Room        | <input type="checkbox"/> Library        |  |
| <input type="checkbox"/> Programs               | <input type="checkbox"/> Laundry          | <input type="checkbox"/> Court Date     | <input type="checkbox"/> Other _____             |

**(Check only ONE request per form)**

TO: \_\_\_\_\_ Date: \_\_\_\_\_ Housing Unit: \_\_\_\_\_  
(Name and Title of Staff Member)

From Inmate: \_\_\_\_\_ Booking NO: \_\_\_\_\_  
(Please Print Legible)

SUBJECT: (Briefly state your question or concern and the solution you are requesting. Continue on back, if necessary.)

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(Do not write below this line)



(Staff Member Receiving Request, PLEASE PRINT NAME) \_\_\_\_\_ (Date) \_\_\_\_\_ (Time) \_\_\_\_\_

**Forwarded to:**

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Classification | <input type="checkbox"/> CCS/Staff for Out Date Request | <input type="checkbox"/> Jail Chaplain | <input type="checkbox"/> Food Service/Commissary |
| <input type="checkbox"/> Law Library    | <input type="checkbox"/> Mail Room                      | <input type="checkbox"/> Laundry       | <input type="checkbox"/> Programs                |
|   |   | <input type="checkbox"/> Other _____   |  |

**Action taken:**

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Completed by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

## INTAKE TRIAGE ASSESSMENT

Date:	Time:	Name:			
Previous Jail Record: <input type="checkbox"/> No <input type="checkbox"/> Yes		AKA:			
When & Where:		DOB:		BKG#:	

<b>CURRENT COMPLAINTS / MEDICAL HISTORY</b>	Allergies:				

<b>MEDICATIONS</b>	Under MD care: <input type="checkbox"/> No <input type="checkbox"/> Yes MD Name: _____ Pharmacy: _____				
	Tel & Address: _____ <input type="checkbox"/> Medication verified: _____				
	<u>Medication Name&amp;Dosage</u>	<u>Last Use</u>	<u>MD Name</u>	<u>Pharmacy</u>	<u>Current Rx</u>

<b>CURRENT STATUS</b>	Cooperative: <input type="checkbox"/> No <input type="checkbox"/> Yes LOC: A/O x _____ Pain scale (1 - 10): _____ Other: _____				
	B/P: _____ P: _____ T: _____ R: _____ Pulse O <sub>2</sub> (if indicated): _____ VS Deferred: <input type="checkbox"/> Reason: _____				
	Gait: <input type="checkbox"/> Steady <input type="checkbox"/> Unstable Assist. Device: <input type="checkbox"/> No <input type="checkbox"/> Yes What: _____ Pupils: <input type="checkbox"/> Equal Size _____ <input type="checkbox"/> Reactive				
	Speech: <input type="checkbox"/> Clear <input type="checkbox"/> Slurred Skin: <input type="checkbox"/> Warm & Dry <input type="checkbox"/> Diaphoretic Chest Pain: <input type="checkbox"/> No <input type="checkbox"/> Yes SOB: <input type="checkbox"/> No <input type="checkbox"/> Yes				
	HA: <input type="checkbox"/> No <input type="checkbox"/> Yes Vertigo: <input type="checkbox"/> No <input type="checkbox"/> Yes Blurred Vision: <input type="checkbox"/> No <input type="checkbox"/> Yes Recent Head Injury: <input type="checkbox"/> No <input type="checkbox"/> Yes				
	<input type="checkbox"/> Signs of Trauma What: _____				
	Where: _____				

<b>SUBSTANCE USE / ABUSE</b>	UI (drugs/alcohol): <input type="checkbox"/> No <input type="checkbox"/> Yes Other: _____				
	Alcohol: <input type="checkbox"/> Denies <input type="checkbox"/> Yes Type: _____				
	Freq: _____ Amt: _____ Last Use: _____				
	<input type="checkbox"/> Hx W/D Type: _____ Last Experienced: _____				
	Drugs: <input type="checkbox"/> Denies <input type="checkbox"/> Yes Type: _____				
	<input type="checkbox"/> PO <input type="checkbox"/> IV <input type="checkbox"/> IN <input type="checkbox"/> Other _____ Freq: _____ Amt: _____ Last Use: _____				
	<input type="checkbox"/> Hx W/D Type: _____ Last Experienced: _____				

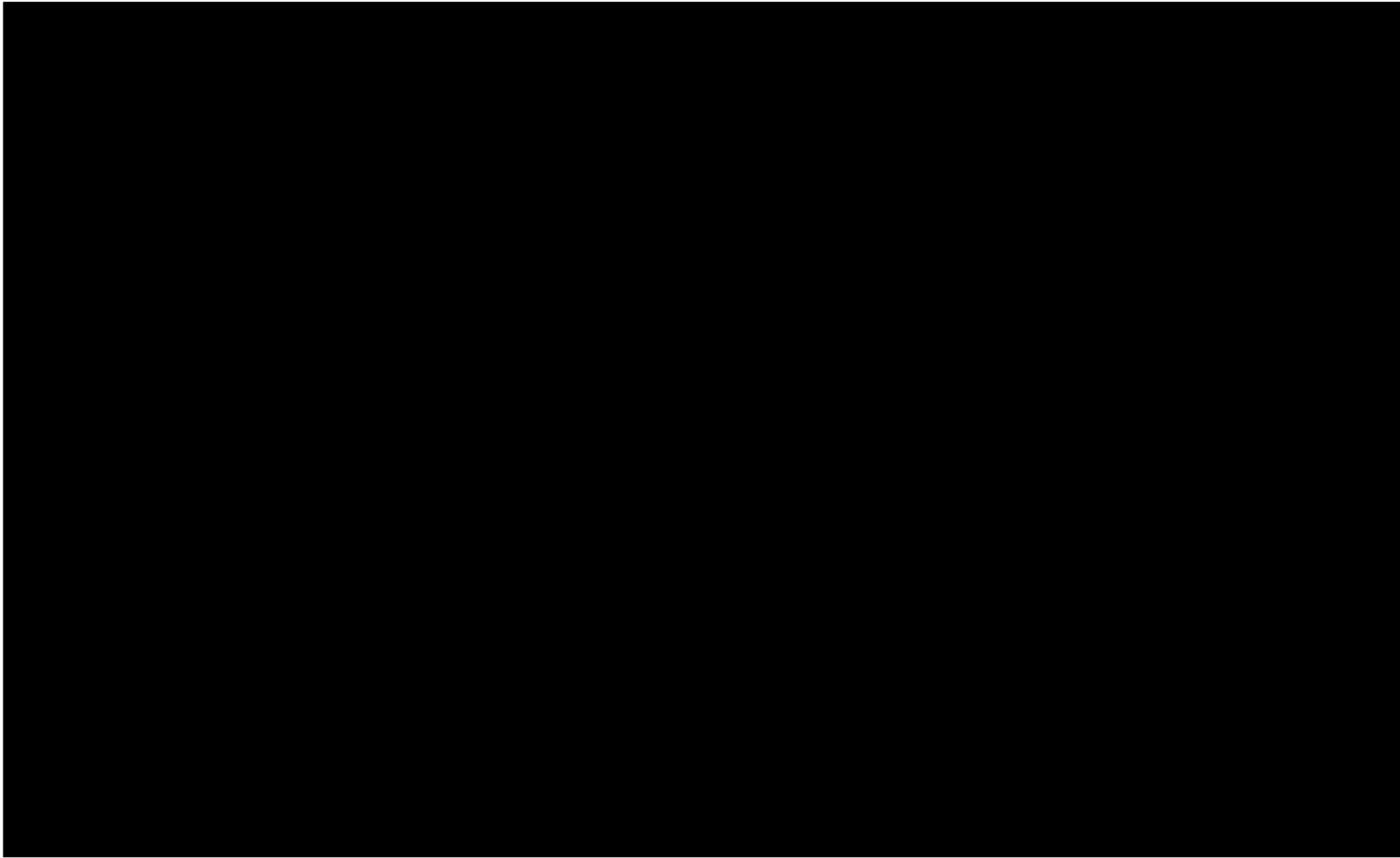
  

Comments:				

☐ ETOH W/D Protocol(see Doctor Order)    ☐ Opiate Protocol (see Doctor Order)





**MEDICAL TREATMENT ORDER  
FOR INMATE HOUSING**

Location \_\_\_\_\_

Name \_\_\_\_\_ DOB: \_\_\_\_\_ Booking # \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

☐ Seizure cond.    ☐ Back problem

☐ Other: \_\_\_\_\_

☐ No weight room    ☐ No roof    ☐ Lower level    ☐ Lower bunk

☐ Extra towel    ☐ Extra mattress    ☐ Ace bandage    ☐ Extra blanket

☐ Extra other: \_\_\_\_\_

Tennis shoe size \_\_\_\_\_

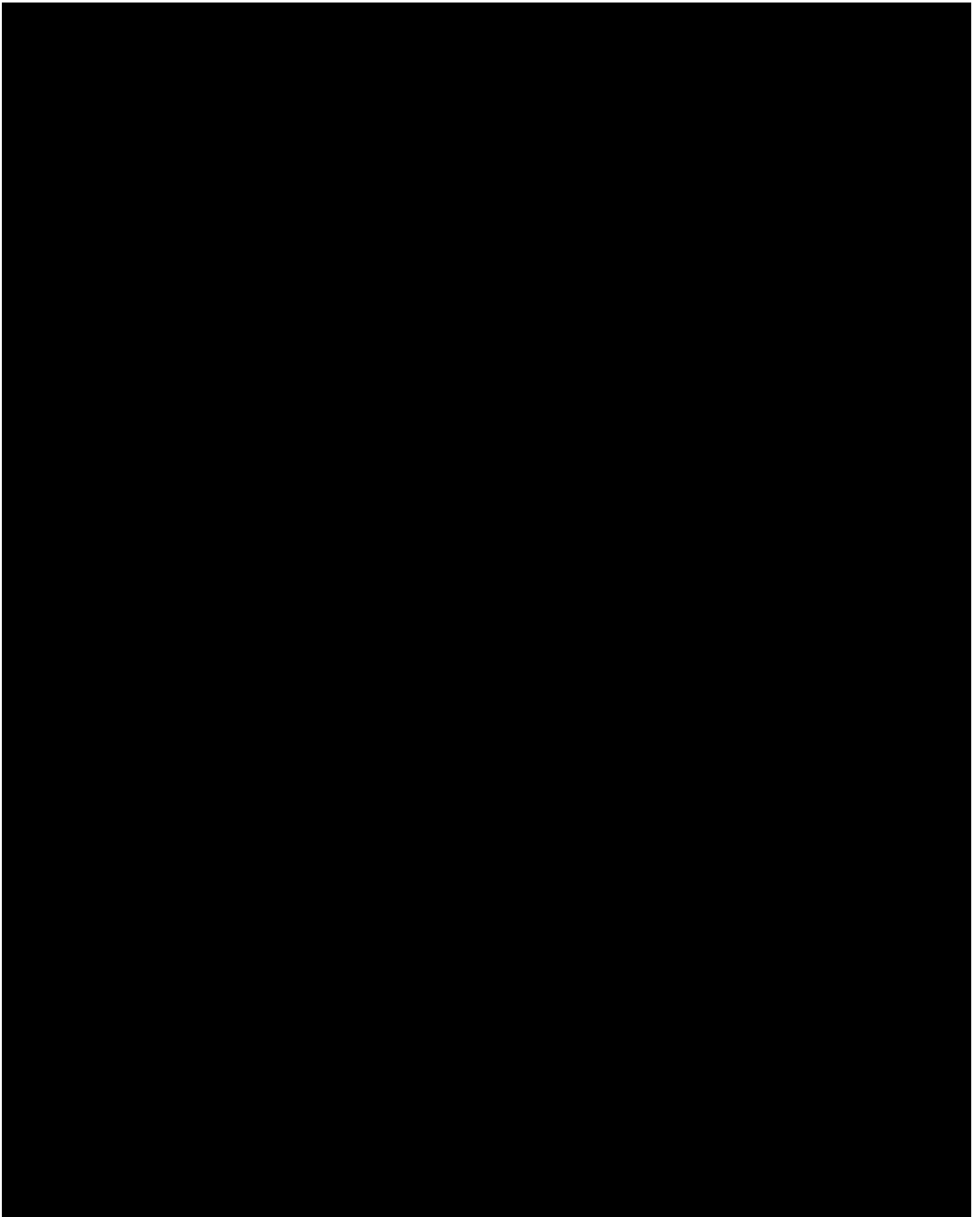
Other: \_\_\_\_\_

Medical Provider: \_\_\_\_\_

Nurse: \_\_\_\_\_

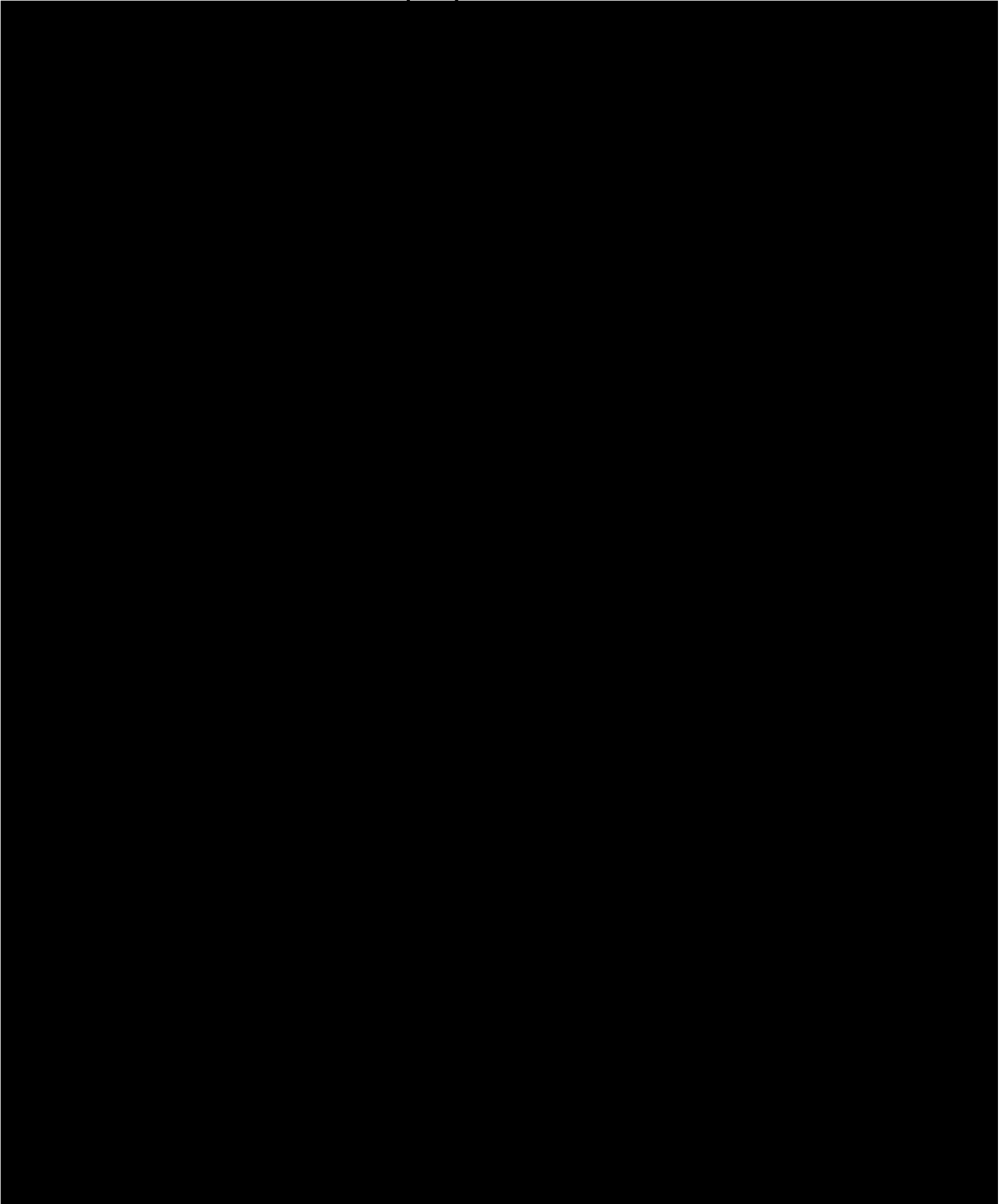


In Custody Special Conditions

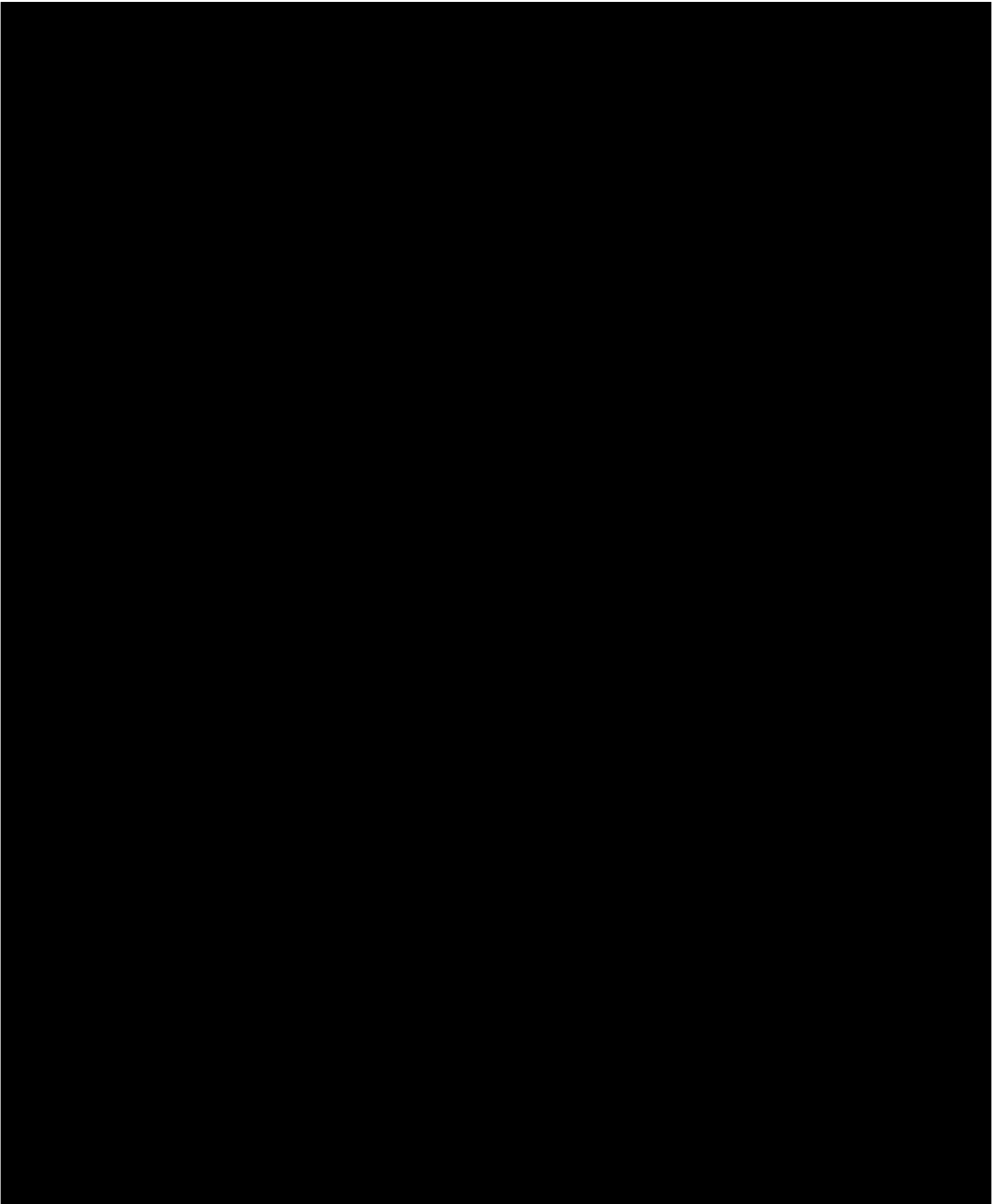




## In Custody Special Conditions



## In Custody Special Conditions



## In Custody Special Conditions

Country	Year	Value
Algeria	2006	1.00
Algeria	2007	1.00
Algeria	2008	1.00
Algeria	2009	1.00
Algeria	2010	1.00
Algeria	2011	1.00
Algeria	2012	1.00
Algeria	2013	1.00
Algeria	2014	1.00
Algeria	2015	1.00
Algeria	2016	1.00
Algeria	2017	1.00
Algeria	2018	1.00
Algeria	2019	1.00
Algeria	2020	1.00
Algeria	2021	1.00
Algeria	2022	1.00
Algeria	2023	1.00
Algeria	2024	1.00
Algeria	2025	1.00
Algeria	2026	1.00
Algeria	2027	1.00
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Algeria	2131	1.00
Algeria	2132	1.00
Algeria	2133	1.00
Algeria	2134	1.00
Algeria	2135	1.00
Algeria	2136	1

## In Custody Special Conditions

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]