

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE: AES ADMISSIONS AND DISCHARGES**

**Q-200**

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<b>EFFECTIVE:</b>	<b>REVIEWED:</b>	<b>REVISED:</b>	<b>UPDATED:</b>
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**APPROVED BY:** Detentions Bureau Chief Deputy Tyson Davis

**REFERENCE:** DBPPM Q-100

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### **POLICY**

All inmates admitted to the AES center will be scheduled by the Department of State Hospitals Patient Management Unit (PMU). The AES will only accept new admissions Monday through Thursdays, until 1600 hours, excluding holidays.

Discharge of inmates from the AES will be determined by WellPath staff and coordinated by the AES Sergeant and classification deputies.

### **DIRECTIVE #1**

Inmates shall not be admitted to the AES Center until they have been medically cleared. Inmates being accepted from other counties must be medically cleared by WellPath medical staff prior to acceptance. If an inmate from another county is not able to be cleared on site, the transporting officers from the committing county shall transport the inmate to a community hospital facility for treatment and medical clearance.

### **DIRECTIVE #2**

After being medically cleared, dressed out and issued a new wristband, inmates will be escorted to H-pod for psychiatrist and nursing interviews.

After interviews are completed, inmates will be housed in H-pod Unit 1 for a minimum of 3 to 7 days pending additional mental health evaluations and determination of treatment path.

AES deputies will notify a classification deputy of all housing assignments and any housing adjustments for each inmate.

**Procedure A: Admittance of Kern County inmates**

All Kern County inmates being transferred to the AES will be scheduled by the AES program deputies.

**On the scheduled day of admittance, the court deputy will:**

- Ensure the inmate has been moved to a holding cell;
- Ensure the following items are present:
  - Medical transfer paperwork;
  - Red clothing bag;
  - File and personal property.
- Notify AES deputies that the inmate is ready for transfer.

**Note –** Inmate clothing (red bag), file and property for AES inmates shall be kept at the Pre-Trial facility. File, clothing and property do not need to be pulled for inmates housed at Pre-Trial being admitted to AES.

**AES program deputies will:**

- Respond to the appropriate facility;
- Verify and gather all above listed items;
- Escort the inmate to Pre-Trial, H-Pod;
- Provide the inmate with appropriate clothing and wristband;
- Assign housing and notify classification;
- Notify WellPath Staff of the new arrival;
- Escort the inmate to the H-Pod Infirmary for medical interview;
- Escort the inmate to the interview room for psychiatric interview.

**Procedure B: Admittance of out of county inmates**

The AES will accept inmates from other counties who have been scheduled through the PMU. The originating county will be notified of the scheduled date of admittance and transport their inmates to the Lerdo Pre-Trial Facility receiving area.

Upon arrival at the Pre-Trial Facility, AES program deputies will be notified to respond to receiving to process the new arrival.

**AES program deputies will:**

- Respond to receiving;
- Conduct a pat-down search of the inmate;
- Remove all items from pockets and seize all personal property;
- Verify any money and or checks generated from other county jails;
- Stand by while the inmate is medically cleared by WellPath staff.

**DIRECTIVE #B1** - The transporting officers are to stand by until it is determined that the inmate has been medically cleared and does not need emergency medical attention.

If emergency medical attention is required, the transporting officers will be notified that the inmate will not be accepted and must be taken to a local emergency room or hospital for treatment and medical clearance.

Once the inmate has been medically cleared and detainer/paperwork has been verified. AES program deputies will take custody of inmate and release transporting deputies.

**Upon acceptance, AES program deputies will:**

Escort the inmate to the Max-Med facility for the booking process, including:

- CJIS booking;
- Booking photographs;
- Printing of station cards;
- Hazard screening;
- Fingerprinting;
- Dress out in jail clothing;
- Place inmate personal clothing in red bag and entered into CJIS (IMMNTPRO);
- Clothing and file will be stored at the Pre-Trial Facility.

**After booking has been completed, the AES deputies will:**

- Escort the inmate to the AES center (H-pod) to complete the intake process;
- Assign housing and notify classification;
- Notify WellPath Staff of the new arrival;
- Escort the inmate to the H-Pod Infirmary for medical interview;
- Escort the inmate to the interview room for psychiatric interview.