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SHERIFF

ISSUE: 21-03

TRAINING BULLETIN

DATE: January 22, 2021

Correctional Behavioral Health Referral

Staff members are required by DBPPM C-250 "Mentally Disordered/Developmentally Disabled Inmates" to make a referral to Correctional Behavioral Health (CBH) when an inmate appears to be suffering from a mental disorder or developmental disability. Staff will make a phone call or leave a voicemail for CBH; in **addition**, staff will make documentation of the referral in a Jail Management System (JMS) incident report.

CBH Referral via telephone call or voice message:

- Staff will call CBH staff to make a referral and document the name of the CBH member they spoke with in the JMS Incident. If staff is unable to contact CBH directly, they are to call the main number for CBH (661-391-3190) regardless of the facility to which they are assigned. Leave a detailed voicemail identifying the inmate, booking number, and the reason for the referral. The method of referral will be documented in a CJIS incident.

CBH Referral CJIS incident:

- Anytime an inmate exhibits behavior that warrants a CBH referral, it will be documented in a JMS incident under the code **4016 – Correctional Mental Health Referral**, along with any other appropriate codes in relation to the incident. In the narrative, deputies should include detailed information of the inmate's behavior as reason for the referral.

CBH Referral when receiving inmates from an outside agency:

- When receiving an inmate from an outside agency staff shall review any incoming paperwork. If there are any references to history of mental health treatment or suicidality the receiving officer shall complete a CBH referral, and document it in a JMS Incident.

I have read and understand Training Bulletin 21-03 Correctional Behavioral Health Referral dated January 24, 2021.

Signature: _____ Date: _____

Printed Name: _____ CAD ID #: _____

IMPORTANT

Please [SIGN IN](#) to acknowledge your reading of

Training Bulletin 21-03 Correctional Behavioral Health Referral