

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**HEALTH SERVICES OPERATIONAL MANUAL**

Title 15, Section 1409, NCCHC

**Authority:**

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**Purpose:**

To ensure policies and procedures regarding medical and mental health care are written and available to staff in the Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities.

**Responsibilities:**

- I. Chief Medical Officer
  - A. Review procedures specific to medical and mental health care at least annually and revise as necessary in collaboration with the Health Service Manager.
  
- II. Health Service Manager and Juvenile Justice Program Manager
  - A. Develop procedures specific to medical and mental health care with the collaboration, cooperation and approval of the following:
    1. Chief Medical Officer
    2. Chief Probation Officer
    3. FAST Clinic Medical Director
  
- III. Supervising Correctional Nurse I/II
  - A. Assist with the development of all health related procedures.
  - B. Ensure that all medical staff is in compliance with procedures.
  - C. Be responsible for updating and maintaining the procedure manuals.
  
- IV. Correctional Nurse I/II, Licensed Vocational Nurse I/II, Clinical Assistant, Office Assistant III/FAST
  - A. Follow all procedures as outlined.

**Guidelines:**

- A. A hard copy of the Health Services Operational Manual shall be available in the medical clinic areas.
- B. All policies and procedures included in the Health Services Operational Manual shall be available for all other detention staff to view.
- C. All department policies, procedures and temporary department orders shall be followed.
- D. Other policies such as those for custody staff, food service workers and contracted entities shall not conflict with the probation healthcare policies.

**Inspections:**

Refer to the Policy and Procedure Inspection Matrix

Internal

The Health Service Manager shall inspect this procedure by review of logs, incident reports, safety reviews and other safe guards conducted in the normal course of business on a weekly, monthly and yearly basis.

**Foundation:**

Minimum Standards for Juvenile Facilities, Title 15, Section 1409  
Standards for Health Services in Juvenile Detention and Confinement Facilities, National  
Commissions on Correctional Healthcare (NCCHC)

**Replaces:**

Medical Services Operational Manual procedure

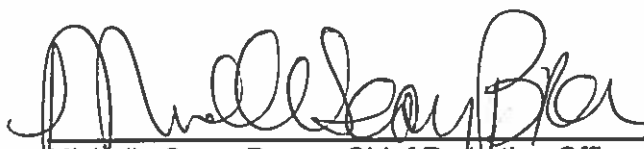
**References:**

Standardized Procedures for Registered Nurses

NCCHC

Y-A-05 Policies and Procedures

Issued by:

  
Michelle Scray Brown, Chief Probation Officer

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