

**SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT**



**HEALTH SERVICES DIVISION STAFFING PLAN  
CORRECTIONAL MENTAL HEALTH SERVICES**

**March 9, 2021**

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## **1. Background and Staffing Plan Development**

Since 2016, Correctional Mental Health Services (CMHS) has provided services to the San Bernardino County Sheriff's Department Detention and Corrections Bureau. Services included: mental health and substance abuse assessment and treatment, crisis intervention, psychoeducational groups and activities, psychiatric medication and stabilization, and other services to alleviate symptoms and help patients attain adequate functioning. The primary objective of the program is to maintain adequate, high quality, and timely access to mental healthcare.

The following staffing plan was recently developed by the Correctional Mental Health Services (CMHS) team to identify additional staff needed to adequately and effectively provide mental healthcare services as clinically indicated to the inmate patient population. The staffing plan is based on the current needs of the inmate population and on data retrieved from the monthly Data Matrix. The delivery of services is based on the premise of having appropriate access to patients. San Bernardino County recently implemented the use of PC2603, Involuntary Psychotropic Medications per Court Order. CMHS is hopeful that the provided medication will help stabilize this population and reduce the frequency of mental health crisis.

As of March 2021, there have been no changes to the staffing plan. Due to the impact of Covid-19, CMHS has not had the opportunity to deploy staff and programming at the full capacity. The effectiveness of the current staffing plan will not be fully realized until all groups and programming are fully running.

Health Services Division  
 Correctional Mental Health Services  
 Staffing by Position

POSITION	FILLED BY	#STAFF/ WEEK	SHIFT	CURRENT BUDGETED	*REQUIRED ADDITIONAL STAFFING
ADMINISTRATION					
Clinical Director	Clinical Director	1	5/8's	1	0
Chief Psychiatrist	Chief Psychiatrist	1	5/8's	1	0
Clinical Services Supervisor	Clinical Services Supervisor	1	5/8's	1	0
Mental Health RN Supervisor	Mental Health RN Supervisor	1	5/8's	0	1
Clinical Team Leader	Clinical Team Leader	3	5/8's	0	3
Administrative Assistant	Administrative Assistant	2	5/8's	1	1
			Total	4	5

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West Valley Detention Center  
Rated Capacity 3,315/Average Daily Population (ADP) 2,985  
Staffing by Position

POSITION	FILLED BY	#STAFF/ WEEK	SHIFT	CURRENT BUDGETED	*REQUIRED ADDITIONAL STAFFING
Social Worker	Social Worker	2	5/8's	2	.23
			Subtotal	2	.23
Clinical Therapist Unit 1 SMIL	Clinical Therapist	8.73	4/10's	4	4.73
Clinical Therapist Unit 15 SMIL	Clinical Therapist	8.73	4/10's	4	4.73
Clinical Therapist Unit 9 SMI	Clinical Therapist	3.50	4/10's	1	2.50
Clinical Therapist Unit 14 SMI	Clinical Therapist	5.18	4/10's	3	2.18
Clinical Therapist Sick Call and Appointments	Clinical Therapist	13.07	4/10's	3	10.07
Clinical Therapist Intake and Suicide Watch	Clinical Therapist	5	4/10's	2	3
			Subtotal	17	27.21
Mental Health RN Unit 1	MHRN	5	12	2	3
Mental Health RN Unit 15	MHRN	5	12	2	3
Mental Health RN Intake	MHRN	5	12	3	2
Injections/Sick Calls Mental Health RN	MHRN	4	12	2	2
			Subtotal	9	10
Psychiatrist	Psychiatrist	8.53	5/8's	7.75	.78
Psychiatric Nurse Practitioner	Psychiatric Nurse Practitioner	5.82	4/10's	1	4.82
			Subtotal	8.75	5.60

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			Total	36.75	43.04
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Central Detention Center  
 Rated Capacity 921/Average Daily Population (ADP) 829  
 Staffing by Position

POSITION	FILLED BY	#STAFF/ WEEK	SHIFT	CURRENT BUDGETED	*REQUIRED ADDITIONAL STAFFING
Clinical Therapist	Clinical Therapist	2	4/10's	1	1
Psychiatrist	Psychiatrist	1	5/8's	0	1
			Total	1	2

**Glen Helen Rehabilitation Center**  
**Rated Capacity 1,260/Average Daily Population (ADP) 1,068**  
**Staffing by Position**

POSITION	FILLED BY	#STAFF/ WEEK	SHIFT	CURRENT BUDGETED	*REQUIRED ADDITIONAL STAFFING
Clinical Therapist	Clinical Therapist	2	4/10's	1	1
Psychiatrist	Psychiatrist	1	5/8's	0	1
			<b>Total</b>	<b>1</b>	<b>2</b>

High Desert Detention Center  
 Rated Capacity 1,438/Average Daily Population (ADP) 1,263  
 Staffing by Position

POSITION	FILLED BY	#STAFF/ WEEK	SHIFT	CURRENT BUDGETED	*REQUIRED ADDITIONAL STAFFING
Clinical Therapist	Clinical Therapist	2	4/10's	1	1
Mental Health RN Intake	MHRN	5	12	0	5
Psychiatrist	Psychiatrist	1	5/8's	0	1
Psychiatric Nurse Practitioner	Psychiatric Nurse Practitioner	1	4/10's	0	1
			<b>Total</b>	<b>1</b>	<b>8</b>



SUMMARY OF ADDITIONAL STAFF NEEDED  
 SEPARATED BY POSITION

POSITION	FILLED BY	SHIFT	CURRENT BUDGETED	*REQUIRED ADDITIONAL STAFFING
Clinical Director	Clinical Director	5/8's	1	0
Chief Psychiatrist	Chief Psychiatrist	5/8's	1	0
Clinical Services Supervisor	Clinical Services Supervisor	5/8's	1	0
Mental Health RN Supervisor	Mental Health RN Supervisor	5/8's	0	1
Clinical Team Leader	Clinical Therapist	5/8's	0	3
Clinical Therapist	Clinical Therapist	4/10's	20	30.21
Psychiatrist	Psychiatrist	5/8's	7.75	3.78
Psychiatric Nurse Practitioner	Psychiatric Nurse Practitioner	4/10's	1	5.82
Mental Health RN	Mental Health RN	12	9	15
Discharge Planner	Discharge Planner	5/8's	2	.23
Administrative Assistant	Administrative Assistant	5/8's	1	1
		<b>Total</b>	<b>43.75</b>	<b>60.04</b>

- Refer to Attachment #1 for FTE Calculations
- Refer to Attachment #2 for October 2019 Data Matrix
- Refer to Attachment #3 for Health Services Division- Correctional Mental Health Services Hiring Plan
- Refer to Attachment #4 for Health Services Division-Correctional Mental Health Services Staffing Allocation

### **3. Job Descriptions**

Job descriptions for each identified position are provided. The job description for each classification is job specific and outlines the specific scope of work the individuals will be completing. All positions to be filled are full-time positions.

**Health Services Division**

**Correctional Mental Health Services**

**Administration**

**Clinical Director**

**Number needed: 1**

Function: Clinical Director oversees all aspects of the program. Monitors quality assurance and attends all meetings pertinent to the program.

**Chief Psychiatric Officer**

**Number needed: 1**

Function: The responsible Physician who has the final authority regarding clinical patient issues and oversees, schedules, and manages the Psychiatrists and Psychiatric Nurse Practitioners.

**Clinical Services Supervisor**

**Number needed: 1**

Function: Responsible for Clinical Therapist training and supervision. Performs quality assurance checks in the form of chart audits. Monitors quality assurance and attends all meetings pertinent to the program.

**Mental Health Registered Nurse (MHRN) Supervisor**

**Number needed: 1**

Function: Supervises and coordinates training throughout Correctional Mental Health Services. Implements training courses, certifications, and orientation processes for Correctional Mental Health Services Registered Nursing staff.

**Clinical Team Leader**

**Number needed: 3**

Function: Clinical team leaders will be strategically dispersed over teams of clinicians to ensure timely and appropriate mental healthcare is provided to inmate patients. Each SMIL unit will have a team leader for quality assurance, assistance, and efficiency.

**Administrative Assistant**

**Number needed: 2**

Function: Designated to ensure the Correctional Mental Health Services maintains a coordinated system for healthcare delivery. Schedules for all levels of mental healthcare and ensures quality, accessible, and timely health services for inmate patients.

**West Valley Detention Center (WVDC)**

**Social Worker SMI & SMIL Units**

**Social Worker**

**Number needed: 2.23**

Function: Conducts discharge assessments with all SMI & SMIL patients. Develops discharge plans and contacts necessary referrals as clinically appropriate. Collaborates with Clinical Therapists and Psychiatrists to ensure continuity of care for the patients.

**Clinical Therapist Unit 1 (SMIL)**

**Clinical Therapist**

**Number needed: 8.73**

Function: Conducts therapeutic groups as well as co-facilitates with multiple disciplines. Conducts Mental Health Evaluations, Mental Health Screenings, Mental Health Treatment Plans, Sick Calls, weekly therapy sessions, Suicide watch admissions, suicide watch discharges, 24-hour post admission suicide assessments, 24 hour follow up post discharge from suicide watch, 7 day follow up post discharge from suicide watch, 28 day follow up post discharge from suicide watch, and case management, etc.

**Clinical Therapist Unit 15 (SMIL)**

**Clinical Therapist**

**Number needed: 8.73**

Function: Conducts therapeutic groups as well as co-facilitates with multiple disciplines. Conducts Mental Health Evaluations, Mental Health Screenings, Mental Health Treatment Plans, Sick Calls, weekly therapy sessions, Suicide watch admissions, suicide watch discharges, 24-hour post admission suicide assessments, 24 hour follow up post discharge from suicide watch, 7 day follow up post discharge from suicide watch, 28 day follow up post discharge from suicide watch, and case management, etc.

**Clinical Therapist Unit 9 (SMI)**

**Clinical Therapist**

**Number needed: 3.50**

Function: Conducts therapeutic groups as well as co-facilitates with multiple disciplines. Conducts Mental Health Evaluations, Mental Health Screenings, Mental Health Treatment Plans, Sick Calls, weekly therapy sessions, Suicide watch admissions, suicide watch discharges, 24-hour post admission suicide assessments, 24 hour follow up post discharge from suicide watch, 7 day follow up post discharge from suicide watch, 28 day follow up post discharge from suicide watch, and case management, etc.

**Clinical Therapist Unit 14 (SMI)**

**Clinical Therapist**

**Number needed: 5.18**

Function: Conducts therapeutic groups as well as co-facilitates with multiple disciplines. Conducts Mental Health Evaluations, Mental Health Screenings, Mental Health Treatment Plans, Sick Calls, weekly therapy sessions, Suicide watch admissions, suicide watch discharges, 24-hour post admission suicide assessments, 24 hour follow up post discharge from suicide watch, 7 day follow up post discharge from suicide watch, 28 day follow up post discharge from suicide watch, and case management, etc.

**Clinical Therapist Sick Call and Appointments**

**Clinical Therapist**

**Number needed: 13.07**

Function: Conducts therapeutic groups as well as co-facilitates with multiple disciplines. Conducts Mental Health Evaluations, Mental Health Screenings, Mental Health Treatment Plans, Sick Calls, weekly therapy sessions, Suicide watch admissions, suicide watch discharges, 24-hour post admission suicide assessments, 24 hour follow up post discharge from suicide watch, 7 day follow up post discharge from suicide watch, 28 day follow up post discharge from suicide watch, and case management, etc.

**Clinical Therapist Intake and Suicide Watch**

**Clinical Therapist**

**Number needed: 5**

Function: Conducts therapeutic groups as well as co-facilitates with multiple disciplines. Conducts Mental Health Evaluations, Mental Health Screenings, Mental Health Treatment Plans, Sick Calls, weekly therapy sessions, Suicide watch admissions, suicide watch discharges, 24-hour post admission suicide assessments, 24 hour follow up post discharge from suicide watch, 7 day follow up post discharge from suicide watch, 28 day follow up post discharge from suicide watch, and case management, etc.

**Mental Health Registered Nurse Unit 15**

**Mental Health Registered Nurse (MHRN)**

**Number needed: 5**

Function: Provides routine, urgent and emergent mental healthcare within licensure, training and clinical responsibility to correctional patients within the designated WVDC Unit 15 Specialty Housing Unit, consisting of high acuity SMIL patients. Collaborates with all healthcare providers to ensure continuity, timeliness, and appropriateness of care to inmate patients. Documents

pertinent individual patient healthcare information clearly and accurately. Reports reactions to treatments and consults with providers regarding individual patient's conditions as clinically indicated. Provides thorough wellness/cell checks on each inmate daily to promote cleanliness, rapport building to assist with medication management, and to ensure the inmate patients are void of decompensation or refers to higher level of care as necessary.

**Mental Health Registered Nurse Unit 1**

**Mental Health Registered Nurse (MHRN)**

**Number needed: 5**

**Function:** Provides routine, urgent and emergent mental healthcare within licensure, training and clinical responsibility to correctional patients within the designated WVDC Unit 15 Specialty Housing Unit, consisting of high acuity SMIL patients. Collaborates with all healthcare providers to ensure continuity, timeliness, and appropriateness of care to inmate patients. Documents pertinent individual patient healthcare information clearly and accurately. Reports reactions to treatments and consults with providers regarding individual patient's conditions as clinically indicated. Provides thorough wellness/cell checks on each inmate daily to promote cleanliness, rapport building to assist with medication management, and to ensure the inmate patients are void of decompensation or refers to higher level of care as necessary.

**Mental Health Registered Nurse Intake**

**Mental Health Registered Nurse (MHRN)**

**Number needed: 5**

**Function:** Provides routine, urgent and emergent mental healthcare within licensure, training and clinical responsibility to correctional patients within WVDC intake area. Collaborates with all healthcare providers to ensure continuity, timeliness, and appropriateness of care to inmate patients. Documents pertinent individual patient healthcare information clearly and accurately. Reports reactions to treatments and consults with providers regarding individual patient's conditions as clinically indicated. Provides thorough wellness/cell checks on each inmate daily to promote cleanliness, rapport building to assist with medication management, and to ensure the inmate patients are void of decompensation or refers to higher level of care as necessary.

**Mental Health Registered Nurse Injections and Sick Call**

**Mental Health Registered Nurse (MHRN)**

**Number needed: 3.77**

**Function:** Provides routine, urgent and emergent mental healthcare within licensure, training and clinical responsibility to correctional patients within WVDC intake area. Collaborates with psychiatrists and other healthcare providers to ensure continuity, timeliness, and appropriateness of care to inmate patients. Documents pertinent individual patient healthcare information clearly and accurately to ensure the continuity of healthcare. Reports actions to treatments and consults with providers regarding individual patient's conditions as clinically indicated. Provides thorough wellness/cell checks on each inmate daily to promote cleanliness, rapport building to assist with medication management, and to ensure the inmate patients are void of decompensation that is not

immediately addressed by the CMHS team. Provides assessments and appropriate referrals to a higher level of care for emergent and urgent patients.

### **Psychiatrist**

#### **Number needed: 8.53**

Function: Assessment and management of mental disorders including examining, prepare diagnostic formulation, develop and implement individual treatment plans, prescribing treatment and rehabilitation programs for correctional patients. Perform clinical rounds consistent with acute/sub-acute patient care management to ensure compliance with appropriate standards of care as specified in various laws, rules, regulations, court mandates. Seek a court order (PC2603) authorizing the administration of long term involuntary antipsychotic medication to individuals who, as a result of mental disorder, are a danger to others or to themselves or are gravely disabled and incompetent to refuse medication. Participates in multidisciplinary meetings. Ensures proper, clear, and sufficient clinical documentation is recorded in the psychiatric medical records utilizing a variety of resources to ensure continuity of care and adequate risk management.

### **Psychiatric Nurse Practitioner**

#### **Number needed: 5.82**

Function: Assessment and management of mental disorders including examining, prepare diagnostic formulation, develop and implement individual treatment plans, prescribing treatment and rehabilitation programs for correctional patients. Participates in multidisciplinary meetings. Ensures proper, clear and sufficient clinical documentation is recorded in the psychiatric medical records utilizing a variety of resources to ensure continuity of care and adequate risk management. Collaborates with health and correctional team members to ensure the delivery of healthcare within the environment and security procedures.

**Central Detention Center (CDC)**

**Clinical Therapist**

**Number needed: 2**

Function: Conducts Mental Health Evaluations, Mental Health Screenings, Mental Health Treatment Plans, Sick Calls, weekly therapy sessions, Suicide watch admissions, suicide watch discharges, 24 hour post admission suicide assessments, 24 hour follow up post discharge from suicide watch, 7 day follow up post discharge from suicide watch, 28 day follow up post discharge from suicide watch, and case management, etc.

**Psychiatrist**

**Number needed: 1**

Function: Assessment and management of mental disorders including examining, prepare diagnostic formulation, develop and implement individual treatment plans, prescribing treatment and rehabilitation programs for correctional patients. Perform clinical rounds consistent with acute/sub-acute patient care management to ensure compliance with appropriate standards of care as specified in various laws, rules, regulations, court mandates. Seek a court order (PC2603) authorizing the administration of long term involuntary antipsychotic medication to individuals who, as a result of mental disorder, are a danger to others or to themselves or are gravely disabled and incompetent to refuse medication. Participates in multidisciplinary meetings. Ensures proper, clear, and sufficient clinical documentation is recorded in the psychiatric medical records utilizing a variety of resources to ensure continuity of care and adequate risk management.



**Glen Helen Rehabilitation Center (GHRC)**

**Clinical Therapist**

**Number needed: 2**

Function: Conducts Mental Health Evaluations, Mental Health Screenings, Mental Health Treatment Plans, Sick Calls, weekly therapy sessions, Suicide watch admissions, suicide watch discharges, 24 hour post admission suicide assessments, 24 hour follow up post discharge from suicide watch, 7 day follow up post discharge from suicide watch, 28 day follow up post discharge from suicide watch, and case management, etc.

**Psychiatrist**

**Number needed: 1**

Function: Assessment and management of mental disorders including examining, prepare diagnostic formulation, develop and implement individual treatment plans, prescribing treatment and rehabilitation programs for correctional patients. Perform clinical rounds consistent with acute/sub-acute patient care management to ensure compliance with appropriate standards of care as specified in various laws, rules, regulations, court mandates. Seek a court order (PC2603) authorizing the administration of long term involuntary antipsychotic medication to individuals who, as a result of mental disorder, are a danger to others or to themselves or are gravely disabled and incompetent to refuse medication. Participates in multidisciplinary meetings. Ensures proper, clear, and sufficient clinical documentation is recorded in the psychiatric medical records utilizing a variety of resources to ensure continuity of care and adequate risk management.

**High Desert Detention Center (HDDC)**

**Clinical Therapist**

**Number needed: 2**

Function: Conducts Mental Health Evaluations, Mental Health Screenings, Mental Health Treatment Plans, Sick Calls, weekly therapy sessions, Suicide watch admissions, suicide watch discharges, 24 hour post admission suicide assessments, 24 hour follow up post discharge from suicide watch, 7 day follow up post discharge from suicide watch, 28 day follow up post discharge from suicide watch, and case management, etc.

**Mental Health Registered Nurse Intake**

**Mental Health Registered Nurse (MHRN)**

**Number needed: 5**

Function: Completes Mental Health Screenings at the time of booking for all new bookings and Type I facility transfers (Barstow Jail, Morongo Basin Jail, Big Bear Jail, and Colorado River Jail), then refers patients to appropriate evaluations as clinically indicated at the time of screening and creates necessary appointments. Initiates, monitors and documents in the specialty logs for individual patients housed in Safety Cells, Restraint Chairs, and Suicide Watch Cells, etc. Responds to patients with urgent and emergent medical/mental health needs while housed in the Intake area and Transportation area. Assists in determining appropriate housing assignments for inmates.

**Psychiatrist**

**Number needed: 1**

Function: Assessment and management of mental disorders including examining, prepare diagnostic formulation, develop and implement individual treatment plans, prescribing treatment and rehabilitation programs for correctional patients. Perform clinical rounds consistent with acute/sub-acute patient care management to ensure compliance with appropriate standards of care as specified in various laws, rules, regulations, court mandates. Seek a court order (PC2603) authorizing the administration of long term involuntary antipsychotic medication to individuals who, as a result of mental disorder, are a danger to others or to themselves or are gravely disabled and incompetent to refuse medication. Participates in multidisciplinary meetings. Ensures proper, clear, and sufficient clinical documentation is recorded in the psychiatric medical records utilizing a variety of resources to ensure continuity of care and adequate risk management.

**Psychiatric Nurse Practitioner**

**Number needed: 1**

**Function:** Assessment and management of mental disorders including examining, prepare diagnostic formulation, develop and implement individual treatment plans, prescribing treatment and rehabilitation programs for correctional patients. Participates in multidisciplinary meetings. Ensures proper, clear, and sufficient clinical documentation is recorded in the psychiatric medical records utilizing a variety of resources to ensure continuity of care and adequate risk management. Collaborates with health and correctional team members to ensure the delivery of healthcare within the environment and security procedures.