



**DEPARTMENT OF CORRECTIONS  
MONTANA STATE PRISON  
OPERATIONAL PROCEDURE**

Procedure No.: MSP 4.1.1	Subject: <b>INMATE ADMISSIONS PROCESS</b>
Reference: DOC Policy No. 4.1.1	Page 1 of 5
Effective Date: January 5, 2004	Revision: (new effective date) August 16, 2011
Signature / Title: Mike Mahoney / Warden	

**I. PURPOSE**

To admit and process inmates into MSP in a manner that ensures the legality of their commitment, the appropriateness of the conditions of confinement to which they are assigned, and the maintenance of security.

**II. DEFINITIONS**

DOC ID Number - the Department of Corrections identification number assigned to each offender, previously referenced as the AO number.

Initial Admission - an inmate who is entering MSP for the first time or has been ordered to return to MSP after a previous release.

OLTC – on leave to custody/court

**III. PROCEDURES**

**A. Initial Admission/Processing**

1. Inmates will generally be admitted into the Martz Diagnostic Intake Unit (MDIU) Monday through Friday from 8:00a.m. to 3:00p.m. The Warden or designee may waive these requirements in an emergency situation on a case-by-case basis.
2. The sending jurisdiction must notify MDIU staff or an Admissions Officer by telephone (or in writing) at least 48 hours in advance of the inmate's actual arrival at the facility, that an inmate is being transported to MSP.
3. Entrance post staff must require transporting personnel to adhere to all current entrance procedures.
4. The admission area must provide the following to incoming inmates:
  - a. Secure holding areas, with adequate seating.
  - b. Access to drinking water.
  - c. Shower and toilet facilities.
  - d. Secure property storage/processing area.
  - e. Telephone access.
  - f. Private interview and examination rooms.
5. Admissions staff must ensure that the transporting personnel properly identify the inmate.
6. Transporting personnel will be asked to provide proof that the inmate(s) they brought to MSP has provided a DNA sample required by statute to the sending jurisdiction; however inmates will not be denied admission because the DNA sample was not provided to the sending jurisdiction.
7. Upon admission, a staff member must conduct an unclothed body search of the inmate to make an immediate determination that no weapons or contraband are introduced into the admissions area.

8. Commitment Papers:
  - a. Except in the case of an inmate transfer within the Department, staff will not accept an inmate without a certified order of incarceration.
  - b. The admitting staff member will review the commitment papers to ensure that they are certified or otherwise verified as legal, valid, and accurate.
  - c. If inaccuracies exist, staff will not accept the inmate. The appropriate staff must contact the committing court or agency and immediately inform them that the inmate cannot be accepted.
  - d. The admitting staff member will sign any applicable detainer forms or receipts for certified paperwork, return a copy to the transporting personnel, and retain the original for facility records.
9. The admitting staff member will prepare an inmate admission receipt for each individual and provide the receipt to the transporting personnel.
10. Admitting staff must ensure that the inmate's admission information is entered into the facility's records and the DOC electronic offender information system.
11. Inmates from contract facilities will not be admitted unless MSP has received prior authorization from the Contract Placement Bureau (see *MSP 4.8.100, Contract Placement Bureau Operations*).
12. When an inmate is received from a contract facility, Contract Placement Bureau staff must ensure the inmate's facility and medical record files are delivered to MSP with the inmate or forwarded to MSP.
13. Any other transportation arrangement, such as private transportation companies, federal inmates, or inmates from out of state jurisdictions, must be authorized by the Warden or designee.

**B. Identification**

1. Admission staff must photograph all incoming inmates.
2. Admission staff will obtain fingerprints from all incoming inmates in accordance with accepted law enforcement practice.
3. Admission staff will visually examine incoming inmates and record a description of any identifying marks and/or unusual physical characteristics, including, but not limited to, scars, physical deformities, tattoos, height, weight, hair color, and eye color.

**C. Offense Information**

Charge-related information, which must be obtained and documented by MDIU staff at the time of initial admission, includes the following:

1. Name of the committing agency.
2. Name of the transporting personnel.
3. The offense charged or other reason for commitment.
4. The date and authority for the commitment.
5. Legal commitment papers or other written court orders committing a person to custody such as:
  - a. Certified judgment.
  - b. Sentencing order.
  - c. Certified information.
  - d. Copy of pre-sentence investigation report (if applicable).
  - e. Sheriff's questionnaires/jail reports.
6. The existence of any detainer or warrants placed against the inmate.

7. Any information known by the sending jurisdiction regarding a previous criminal record, medical condition, or mental health status.

**D. Background Information**

The admitting staff will secure and record the following inmate background information from observation, from the sending jurisdiction, and/or from the inmate:

1. Name, nickname, and aliases used.
2. Gender.
3. Race/ethnic origin.
4. Religious faith group affiliation.
5. Date and place of birth.
6. Social security number.
7. Age.
8. Jail report.
9. Marital status.
10. Prior offense record.
11. Physical and mental health information.
12. Next of kin, including address and phone number.
13. Date(s) of prior confinement and duration, if known.
14. Possible affiliation with a security threat group (STG). Admitting staff will notify the MSP STG Lieutenant of those identified as such, and the Lt. will conduct the necessary follow-up procedures.

The sending jurisdiction will ensure that the appropriate information is sent to the MSP Admissions Department, either prior to placing the inmate on the transport vehicle or by sending the information with transport personnel.

**E. NCIC Check**

A certified National Crime Information Center (NCIC) operator will conduct a background check for each initial admission, but not for transfers between Department and contracted facilities. The results of the inmate's background check will be included in the Records file kept on the inmate.

**F. Initiation of Records File**

1. Admitting staff must prepare an inmate Records file for each initial admission that includes all documents compiled on the inmate during the admission process and the information gathered in accordance with sections III.B. and C. above.
2. Before assigning the inmate a DOC Identification Number, admitting staff must review any inactive records to determine if the inmate has been previously committed. If the inmate has previously been committed, the original identification number will be used; otherwise, a number will be assigned.
3. Admitting staff must enter the required inmate information into the DOC electronic offender information system.

**G. Health Screening**

1. Admitting staff must conduct an initial health screening/assessment during the initial admission process to determine whether the inmate has any potentially life threatening medical or mental health problems, including but not limited to the following:
  - a. Heart problems.
  - b. Diabetes.

- c. Epilepsy.
  - d. History of mental illness.
  - e. History of self-harm behavior, including thoughts of self-harm within the last 24 hours.
  - f. Any other chronic, potentially life-threatening illness.
  - g. Current prescribed medications (a list of noted medications must be sent to medical staff).
  - h. Communicable diseases.
2. Admitting staff must immediately notify health services staff of any findings or suspicions of the above conditions. Admitting staff must immediately notify Mental Health staff if the inmate claims he has had or is having thoughts of self-harm.
  3. The procedures used for processing all incoming inmates must be in compliance with Universal Precautions and in accordance with *DOC 1.3.35, Bloodborne Pathogens Exposure Control Plan*.

#### **H. Property Processing**

1. Personal property items for inmates transferring to MSP from contract facilities will be processed in accordance with procedures outlined in *MSP 4.1.3, Inmate Personal Property*.
2. Per *MSP 4.1.3, Inmate Personal Property*, when an inmate leaves OLTC, unit staff will inventory his personal property items and bring them to the property office for storage until his return to general population. Therefore, when an inmate returns to the MDIU from OLTC, MDIU/Admissions staff will seize all personal property items the inmate arrives with and process them as contraband in accordance with *MSP 3.1.17B, Contraband Control*.
3. Upon arrival at the MDIU, all items of personal property the initial admission inmate (one who is entering MSP for the first time, has been ordered to return to MSP after a previous release, is entering as an Interstate Compact Transfer, etc.) was transported with will be turned over to admissions staff.
  - a. The following are the only items of personal property authorized into MSP through the initial intake process:
    - 1) Money (goes to accounting and is credited to their account).
    - 2) Legal papers - current case only (retained by inmate).
    - 3) Prescription eyeglasses - as allowed by medical (retained by inmate).
    - 4) Address book – small (retained by inmate).
    - 5) Ring - 1 - wedding - only if declared marital status is “married” and the value is declared as less than \$75.00 (retained by inmate).
    - 6) Driver’s license (goes to file).
    - 7) Social security card (goes to file).
    - 8) Photo ID card (goes to file).
    - 9) Birth certificate (goes to file).
    - 10) Family photos – up to 24 may be retained by inmate. The remainder will be disposed of.
  - b. Admissions staff must record all items of personal property brought with the inmate on an inventory form. The inmate must be present, and he and the staff member inventorying the personal property must sign the form. Copies of the signed form will be distributed as noted at the bottom of the form and to the MSP Property Officer.

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- c. Admissions staff will ask the inmate if he wants to mail the unallowable items to someone or have them disposed of. If the inmate chooses to mail them out the mailing fees will be paid by the facility or the IWF.
- d. On a yearly basis, MDIU admissions staff will send all Montana sheriff departments, the START facility, and the Missoula Assessment and Sanction Center, a copy of the list of allowable property items that initial admission inmates is allowed to bring to MSP. This is done so their staff can inform the inmates that are going to MSP what items they will be allowed to retain and what items the inmate will need to dispose of.

**I. Clothing and Personal Hygiene Issue**

Incoming inmates will be issued clothing, bedding, linens, and hygiene items in accordance with *MSP 4.4.1, Inmate Hygiene, Clothing, and Linen Supplies*.

**J. Mail Procedures**

Inmates will be allowed access to mail services in accordance with *MSP 3.3.6, Inmate Mail*.

**K. Housing Assignment**

The MDIU is the established housing area for orientation, assessment, and testing prior to classification. Upon completion of these processes the inmate will be assigned to a housing unit in accordance with *MSP 4.2.1, Inmate Classification System*.

**L. Orientation, Rules and Regulations**

- 1. Inmate orientation will be conducted in accordance with *MSP 4.1.2, Inmate Reception & Orientation*.
- 2. Staff conducting the orientation will give each inmate who attends the orientation an inmate handbook that, at a minimum, contains information concerning where facility rules, policies, and procedures are available, and will ensure each inmate signs a form acknowledging receipt of the handbook. MDIU staff must provide assistance and explain this handbook to inmates who are illiterate or who do not speak English.

**IV. CLOSING**

Questions concerning this procedure will be directed to the MDIU Admissions Supervisor.

**V. ATTACHMENTS (none)**