



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.1.1	Subject: OFFENDER ADMISSIONS PROCESS
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 1: Reception and Orientation	Effective Date: July 1, 1998
Signature: /s/ Mike Batista, Director	Revised: 12/14/2016

I. POLICY

The Department of Corrections facilities will provide an admissions process and written information for all incoming offenders in accordance with the requirements of this policy.

II. APPLICABILITY

All Department-owned and contracted secure care facilities, as specified in contract.

III. DEFINITIONS

None

IV. DEPARTMENT DIRECTIVES

A. Admission Notifications

1. Facility procedures will include instructions for sending jurisdictions on admitting offenders to the facility.
2. Procedures will include requirements for admissions in emergency circumstances.
3. Transporting officers must comply with facility entrance procedures including securing weapons and chemical agents outside the intake area.

B. General Requirements

1. Facility procedures will govern the admission of offenders new to the system; procedures will include, at a minimum, that facility staff do the following:
 - a. determine that the offender is legally committed to the facility;
 - b. provide an offender admission receipt to the transporting officer;
 - c. perform a thorough search of the offender and the offender's possessions in accordance with facility procedure and *DOC Policy 3.1.17 Searches and Contraband Control*;
 - d. maintain and dispose of offender personal property in accordance with facility procedure and *DOC Policy 4.1.3 Offender Personal Property*;
 - e. require the offender to complete the Offender Financial Disclosure Form in accordance with *DOC Policy 1.2.6 Offender Financial Transactions*;
 - f. provide the offender access to toilet facilities, showering, and hair care, if necessary;
 - g. issue the offender clean, laundered clothing in accordance with facility procedure and *DOC Policy 4.4.1 Offender Hygiene, Clothing, & Linen Supplies*;

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- h. photograph and fingerprint the offender and note identifying marks or other physical characteristics in accordance with National Crime Information Center (NCIC) standards;
 - i. forward security threat group-related information to the facility intelligence coordinator in accordance with *DOC Policy 3.1.24 Security Threat Group and Street Gang ID and Management*;
 - j. assign an identification number to the offender if the offender does not already have an identification number;
 - k. complete an NCIC entry and check for each new adult commitment;
 - l. perform medical, dental, and mental health screenings;
 - m. collect a DNA biological sample in accordance with *DOC Policy 1.5.13 DNA Testing/Collection of Biological Samples* if a sample is required;
 - n. record basic personal data and information used for mail and visiting lists;
 - o. explain mail and visiting procedures applicable to the facility in accordance with facility procedures, *DOC Policies 3.3.6 Offender Mail* and *3.3.8 Offender Visiting*;
 - p. assist the offender to notify the offender's next of kin and family of admission to the facility;
 - q. require the offender to complete the escorted leave eligibility form as a prerequisite for escorted leave in case of family member serious illness or death in accordance with *DOC Policy 3.1.30 Offender Escorted Leave*;
 - r. give written orientation materials to the offender in accordance with facility procedure and *DOC Policy 4.1.2 Offender Reception and Orientation*;
 - s. document in the offender's file each of the admission procedures that have been completed;
 - t. assign the offender to a housing unit; and
 - u. when necessary, review the above procedures with offenders transferred from within the system.
2. Facility staff will enter the offender's admission information into facility records and the Department's electronic information system.

C. Admission Documents

1. Facility procedures will address the documents or summaries required for new admissions to include, at a minimum, the following information:
 - a. a summary of the charge(s), conviction(s), and facts of the crime for the current admission;
 - b. a summary of the offender's criminal history, if any;
 - c. the offender's religious background and interests;
 - d. the offender's family and community support;
 - e. the offender's occupational experience and interests;
 - f. the offender's educational status and interests;
 - g. recommended vocational programming;
 - h. treatment recommendations;
 - i. pre-admission assessment information;
 - j. recommendations of areas that need follow-up; and

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- k. any reasonable disability-related accommodations necessary for the offender to access areas of the facility, participate in programs or otherwise avoid discrimination on the basis of disability in accordance with *DOC Policy 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations*.
2. Staff will document screening and assessment results and treatment recommendations in facility records.
3. The classification committee and other staff may use the summary admissions report for risk and needs assessment, classification, and development of the offender's program.

V. CLOSING

Questions concerning this policy should be directed to the facility administrator.

VI. REFERENCES

- A. 44-6-103, MCA; 52-5-108, MCA; 53-1-201, MCA; 53-1-203, MCA
- B. 4-4285, 4-4286; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- C. 3-JTS-5A-01, 3-JTS-5A-02; *ACA Standards for Juvenile Correctional Facilities, 2003*
- D. *DOC Policies 1.2.6 Offender Financial Transactions; 1.5.13 DNA Testing/Collection of Biological Sample; 3.1.17 Searches and Contraband Control; 3.1.24 Security Threat Group and Street Gang ID and Management; 3.1.30 Offender Escorted Leave; 3.3.6 Offender Mail; 3.3.8 Offender Visiting; 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations; 4.1.2 Offender Reception and Orientation; 4.1.3 Offender Personal Property; 4.4.1 Offender Hygiene, Clothing & Linen Supplies*

VII. ATTACHMENTS

None