



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

Procedure:	MSP 4.1.1 INMATE ADMISSION PROCESS	
Effective Date:	January 5, 2004	Page 1 of 7 and No Attachments
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Reference(s):	DOC Policy 4.1.1	
Signature:	/s/ Jim Salmonsens /Warden	

I. PURPOSE

To admit and process inmates into Montana State Prison (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

Admissions Technician(s)– Department employee(s) who perform the essential job functions required to admit and process inmates through the admissions process.

Admissions Manager – Department employee whose overall responsibility is to supervise Admission Technicians on all job-related functions that are required to legally admit and process an inmate into Montana State Prison.

Disability – A physical or mental impairment that substantially limits one or more of a person’s major life activities, a person who has a record of such an impairment, or a person who is regarded as having such an impairment. See Americans with Disabilities Act of 1990 42 USC 12010, as amended.

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

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

Legal Incarceration Documents – Documents required to legally incarcerate inmates at MSP including but not limited to; a certified Judgement, certified order of incarceration, Verifications of Commitment (VOC’s), Secure Placement Requests (SPR’s), Administration Transfers (AT’s).

Offender Financial Disclosure Form – The form authorizing the Department access to all the offender’s financial records as required by MCA 53-1-108.

OMIS – Acronym for the Department’s Offender Management Information System.

On Leave to Court (OLTC) – Refers to an inmate that left from a secure facility for court or placement in another agencies’ custody who will require a case management and classification assessment upon their return to MSP.

PREA Intake Screening and Information Process – The initial 72-hour intake Risk Assessment screening and PREA information process required by the Prison Rape Elimination Act.

III. PROCEDURES

A. Initial Admission/Processing

1. Initial admission inmates will generally be admitted into the Martz Diagnostic Intake Unit (MDIU) Monday through Friday from 0630 to 1530. With prior approval by the Admissions Manager, initial admission inmates may be scheduled to arrive outside these requirements. The Warden or designee may waive these requirements in an emergency situation on a case-by-case basis.
2. The Admissions Technician(s) will obtain all necessary legal incarceration documents prior to scheduling an inmate for admittance to MSP. After receiving all the necessary documents and when a bed becomes available in MDIU, the Admissions Technician(s) will schedule the inmate's intake and issue an order to transport to the transporting agency. Except in the case of an inmate transfer between MSP and contracted secure facilities, the Admissions Technician(s) will not schedule or accept an inmate into admissions without the required incarceration documents.
3. Entrance post staff (check point) must require transporting personnel to show the order to transport paperwork for approval and require that they adhere to all current entrance procedures before approving the transporting agency entry into the facility.
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. private interview and examination rooms; and
 - f. if any of the above is inaccessible to an incoming inmate based on disability, admissions staff will "fast track" that inmate to an accessible MDIU housing block within 24 hours, excluding weekends/holidays, of arrival.
5. The Admissions Technician(s) must ensure that the transporting personnel properly identify the inmates they transported for admission and provide any additional legal documents that Admissions may need for incarceration.
6. Transporting personnel will be asked to provide proof that the inmate(s) they brought to MSP has provided a DNA sample, as required by statute, from the sending jurisdiction; inmates will not be denied admission because the DNA sample was not provided from the sending jurisdiction.
 - a. if a sample is required, one will be collected in accordance with DOC Policy 1.5.13 DNA Testing/Collection of Biological Samples during the admission process.
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. Staff shall provide accommodations during the course of the search as noted in *DOC Policy 3.1.17 Searches and Contraband Control* and *MSP Procedure 3.1.17A Searches*, if needed, to inmates with disabilities. Available accommodations shall include, but not be limited to a chair for prisoners with mobility related disabilities to sit on. If an accommodation is provided, staff shall ensure that the accommodation is recorded in OMIS.

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8. Staff will require the inmate to complete the *Offender Financial Disclosure Form* in accordance with *DOC Policy 1.2.6 Offender Financial Transactions*.
9. Inmates processed through MDIU will have written information governing video visits provided to them within 24 hours of arrival at MSP.
10. In order to facilitate the authentic expression of religious belief each new inmate will have opportunity to declare their sincere religious preference during the initial intake process in accordance with *MSP 5.6.1 Religious Programming*.
11. PREA intake screening and information process shall be completed within 72 hours of facility intake for inmates. During PREA intake, staff must:
 - a. communicate to inmates, verbally and in writing, information about the Department's zero tolerance of sexual abuse and sexual harassment.
 - b. allow the inmate to either view the PREA video "What You Need to Know" or read the transcript for the video. Staff must also provide the following reading materials to inmates:
 - 1) DOC Policy 1.1.17 Prison Rape Elimination Act, DOC Policy 3.3.3 Offender Grievance Program, DOC Policy 1.3.12 Staff Association and Conduct with Offenders.
 - 2) MSP Procedure 1.1.17 Prison Rape Elimination Act and MSP Procedure 3.3.3. Inmate Grievance Program.
 - 3) MSP PREA Inmate Brochure – End the Silence; and
 - 4) MSP PREA Inmate Brochure – Sexual Assault Awareness.
 - c. obtain inmates; signature on the Offender PREA Acknowledgement.
 - d. complete PREA risk assessment and all follow up forms and referrals as needed.
 - e. complete the PREA Special Management Designation section in OMIS with basic information (**do not upload Risk Assessment or other forms to OMIS**); and
 - f. retain in the Risk Assessment, Offender PREA Acknowledgement form in the inmates; mini file under PREA section and scan and upload the form into Sharepoint.
12. 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. The Admission Technician(s) must ensure that all the inmate's information is entered or updated in OMIS for the inmate's scars, marks & tattoos and secure or record the following inmate background information from the sending jurisdiction, from observation, and/or from the inmate for the inmate's records.
 - a. name, nickname, and aliases used;
 - b. gender;
 - c. race/ethnic origin;
 - d. religious faith group affiliation;
 - e. date and place of birth;
 - f. social security number;
 - g. age;
 - h. jail report;
 - i. marital status;
 - j. prior offense record;
 - k. physical and mental health information;
 - l. next of kin, including address and phone number;
 - m. date(s) of prior confinement and duration, if known;

- n. possible affiliation with a security threat group (STG). The Admission Technician(s) will notify the MSP STG Staff of those identified as such, and they will conduct the necessary follow-up procedures.
13. 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*).
14. 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.
15. 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. The Admission Technician(s) must photograph all incoming inmates and produce an Inmate Identification Card (Inmate ID) and exit Inmate Identification Card (ID).
2. The Admission Technician(s) will obtain fingerprints from all incoming inmates in accordance with accepted law enforcement practice.
3. The Admission Technician(s) 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. NCIC Check

1. 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.

D. Initiation of Records File

1. The Admissions Technician(s) must prepare an inmate Records file for each initial admission that includes all documents compiled on the inmate during the admission process.
2. Before assigning the inmate a DOC Identification Number, the Admissions Technician(s) 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. The Admissions Technician(s) must enter the required inmate information into OMIS.

E. Screening

1. The Admissions Technician(s) must notify the infirmary staff that are assigned to MDIU immediately if an inmate presents any serious medical/mental issues or needs when they arrive in admissions. Infirmary 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;
- i. disability; and
- j. history of disability.

At a minimum, these screenings shall consist of the Level 1 Screening Device, Receiving Questionnaire, Receiving Screening, and Health Assessment. Additional tests may be performed as necessary or appropriate.

2. The Admissions Technician(s) must immediately notify health services staff of any findings or suspicions of the above conditions. The Admissions Technician(s) must immediately notify Mental Health staff if the inmate claims he has had or is having thoughts of self-harm. Admissions Technician(s) must immediately notify their supervisor(s) and/or the offender ADA Coordinator of any findings or suspicions of disabilities.
3. The procedures used for processing all incoming inmates must be in compliance with Universal Precautions and in accordance with *DOC Policy 1.3.35, Bloodborne Pathogens Exposure Control Plan*.
4. Medical staff, mental health staff, and/or the ADA Coordinator shall document in OMIS any disabilities and accommodations.

F. Property Processing

1. Personal property items for inmates transferring to MSP from contract facilities will be processed in accordance with procedures outlined in *MSP Procedure 4.1.3, Inmate Personal Property*.
2. Per *MSP Procedure 4.1.3, Inmate Personal Property*, when an inmate goes On Leave To Court (OLTC), unit staff will inventory his personal property items and bring them to the property office for storage until his return to general population. No personal property is allowed to be transported with the inmate to or from court except legal work that is related to his court case. When an inmate returns to MDIU from OLTC with personal property, MDIU/Admissions Technician(s) will seize all personal property items the inmate arrives with and process them as contraband in accordance with *MSP Procedure 3.1.17B, Contraband Control*.
3. Upon arrival at 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 the Admissions Technician(s) for processing.
4. Interstate compact transfers will have the opportunity to review with the Interstate Compact Coordinator or designee any items that are similar to MSP property in accordance with *MSP Procedure 4.7.100 Interstate Compact Transfers*.
5. The following are the only items of personal property authorized to be transported with the offender to MSP and processed through the initial intake process:

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- a. money (goes to accounting and is credited to the inmates account);
 - b. legal papers - (retained by inmate);
 - c. prescription eyeglasses - as allowed by medical (retained by inmate);
 - d. address book – small (retained by inmate);
 - e. ring - 1 - wedding - only if declared marital status is “married” and the value is declared as less than \$75.00 (retained by inmate);
 - f. driver’s license (goes to records file);
 - g. social security card (goes to records file);
 - h. photo ID card (goes to records file);
 - i. birth certificate (goes to records file); and
 - j. family photos – up to 24 loose
6. The Admissions Technician(s) must record all authorized 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.
 7. If un-authorized items are found mixed in with the above listed authorized items, the Admission Technician(s) 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.
 8. On a yearly basis, the Admissions department will send all Montana sheriff departments, the START facility, the Missoula Assessment and Sanction Center and any other agency that inmates are being transported from, a copy of the list of allowable property items that initial admission inmates are 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.

G. Clothing and Personal Hygiene Issue

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

H. Mail and Visiting Procedures

1. Inmates will be allowed access to mail services in accordance with *MSP Procedure 3.3.6, Inmate Mail*.
2. Visitation will be in accordance with *MSP 3.3.8 Inmate Visiting*.

I. Housing Assignment

1. 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 Procedure 4.2.1, Inmate Classification System*.

J. Orientation, Rules and Regulations

1. Inmate orientation will be conducted in accordance with *MSP Procedure 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.
3. Staff conducting orientation will ensure comprehensive PREA education is provided and the Inmate is given the opportunity to ask questions in accordance with *MSP 1.1.17 Prison Rape Elimination Act*.

IV. CLOSING

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

V. ATTACHMENTS (none)