



## POLICY DIRECTIVE

Policy:	<b>DOC 4.1.1 INMATE ADMISSION PROCESS</b>
Effective Date:	07/01/1998 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	12/14/2016; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

### I. POLICY

Department-owned and contracted secure facilities will provide an admission process and written information for all incoming inmates in accordance with this policy.

### II. APPLICABILITY

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

### III. DEFINITIONS (see Glossary)

### IV. REQUIREMENTS

#### A. Admission Notifications

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

#### B. General Requirements

1. Facility requirements will govern the admission of inmates new to the system; requirements will include, at minimum, that facility staff do the following:
  - a. confirm the inmate is legally committed to the facility;
  - b. provide an inmate admission receipt to the transporting officer;
  - c. perform a thorough search of the inmate and the inmate's possessions in accordance with facility requirements and *DOC 3.1.17 Searches and Contraband Control*;
  - d. maintain and dispose of inmate personal property in accordance with facility requirements and *DOC 4.1.3 Inmate Personal Property*;
  - e. require the inmate to complete the *Inmate Financial Disclosure* form in accordance with *DOC 1.2.6 Inmate Financial Transactions*;
  - f. provide the inmate access to toilet facilities, showering, and hair care, if necessary;
  - g. issue the inmate clean, laundered clothing in accordance with facility requirements and *DOC 4.4.1 Inmate Hygiene, Clothing, and Linen Supplies*;
  - h. photograph and fingerprint the inmate 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 3.1.24 Security Threat Group Management*;
  - j. assign an identification number to the inmate if not already assigned;
  - 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 1.5.13 DNA Samples* if a sample is required;

- n. record basic personal data and information used for mail and visiting lists;
  - o. explain mail and visiting requirements applicable to the facility in accordance with *DOC 3.3.6 Inmate Mail in Secure Facilities* and *DOC 3.3.8 Inmate Visiting*;
  - p. assist the inmate to notify the inmate's next of kin and family of admission to the facility;
  - q. require the inmate 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 3.1.30 Offender Escorted Leave*;
  - r. give written orientation materials to the inmate in accordance with facility requirements and *DOC 4.1.2 Inmate Reception and Orientation*;
  - s. document in the inmate's file each of the admission procedures that have been completed;
  - t. assign the inmate to a housing unit; and
  - u. when necessary, review the above requirements with inmates transferred from within the system.
2. Facility staff will enter the inmate's admission information into facility records and the Department's electronic information system.

### C. Admission Documents

1. Facility requirements will address the documents or summaries required for new admissions to include, at 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 criminal history, if any;
  - c. religious background and interests;
  - d. family and community support;
  - e. occupational experience and interests;
  - f. 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
  - k. any reasonable disability-related accommodations necessary for the inmate to access areas of the facility, participate in programs, or otherwise avoid discrimination on the basis of disability in accordance with *DOC 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 inmate's program.

### V. CLOSING

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

### VI. REFERENCES

- A. §§ 44-6-103; 52-5-108; 53-1-201; 53-1-203
- B. *DOC 1.2.6 Inmate Financial Transactions*; *DOC 1.5.13 DNA Samples*; *DOC 3.1.17 Searches and Contraband Control*; *DOC 3.1.24 Security Threat Group Management*; *DOC 3.1.30 Offender Escorted Leave*; *DOC 3.3.6 Inmate Mail in Secure Facilities*; *DOC 3.3.8 Inmate Visiting*; *DOC 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations*; *DOC 4.1.2 Inmate Reception and Orientation*; *DOC 4.1.3 Inmate Personal Property*; *DOC 4.4.1 Inmate Hygiene, Clothing, and Linen Supplies*