



DEPT OF CORRECTIONAL SERVICES

POLICY		
RECEPTION AND ORIENTATION		
EFFECTIVE DATE	NUMBER	PAGE
December 31, 2025	201.02	1 of 7
STATEMENT OF AVAILABILITY		
Law Library Access		

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SUMMARY OF REVISION/REVIEW

PURPOSE – Language updated. PROCESS – I.A. – Language updated. I.B. – Language updated.
II.E. – Language updated.

APPROVED:

Rob Jeffreys
Rob Jeffreys (Dec 10, 2025 11:29:44 CST)

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 <p>Good Life. Great Mission.</p> <p>DEPT OF CORRECTIONAL SERVICES</p>	POLICY		
	EFFECTIVE DATE December 31, 2025	NUMBER 201.02	PAGE 2 of 7
	STATEMENT OF AVAILABILITY Law Library Access		

PURPOSE

Initial classification, reception and orientation to the Nebraska Department of Correctional Services (NDCS) provides the newly admitted incarcerated individual with the necessary assistance in adjusting to and developing appropriate understanding about their incarceration and provides NDCS with the necessary information concerning the incarcerated individual to enable this assistance.

Separate facilities/units for newly committed incarcerated individuals will be provided to ensure that they receive adequate and proper attention and assistance from team members, and that they do not have to compete with the general facility population for services. NDCS does not discriminate on the basis of race, color, religion, political views, sex, pregnancy, age, national origin, disability, marital status, or genetics in the provision of services, programs, and activities. (ACI-5E-02,ACRS-6B-02)

Upon admission, all incarcerated individuals shall be considered maximum B custody pending initial classification.

Each facility, consistent with its function and the nature of its incarcerated individual population and programs, shall develop its own version of this policy within the limits and guidelines.

PROCESS

I. INTAKE FACILITIES

A. Adult Incarcerated individuals

The Reception and Treatment Center (RTC) serves as the intake facility for all adult males. Adult males sentenced to death are received at RTC and transferred immediately to the Tecumseh State Correctional Institution (TSCI).

Adult females are received in the diagnostic and evaluation unit at the Nebraska Correctional Center for Women (NCCW).

B. Youthful Incarcerated Individuals

A youthful incarcerated individual is defined as any individual adjudicated in the adult criminal justice system and committed to NDCS who has not reached the criminal age of majority, which in Nebraska is 18. No person being adjudicated in the juvenile justice system shall be assigned to any NDCS facility as an incarcerated individual, safekeeper, or 90-day evaluator. (ACI-5B-12)

Youthful male incarcerated individuals are received at RTC and transferred immediately to the Nebraska Correctional Youth Facility (NCYF) for direct supervision in a specialized unit to ensure safety and security. While transportation is being arranged, male youthful offenders shall have no more than incidental sight or sound contact with incarcerated individuals 18 years or older. (ACI-5B-14, ACI-5B-17)

Youthful female incarcerated individuals are received at NCCW and immediately placed in a specialized unit within the diagnostic and evaluation unit.

All youthful incarcerated individuals will be housed in a specialized unit/facility except when 1) a violent predatory youthful incarcerated individual poses an undue risk of harm to others

 <p>Good Life. Great Mission.</p> <p>DEPT OF CORRECTIONAL SERVICES</p>	POLICY		
	EFFECTIVE DATE December 31, 2025	NUMBER 201.02	PAGE 3 of 7
	STATEMENT OF AVAILABILITY Law Library Access		

within the unit/facility; and/or 2) a qualified medical or mental health specialist documents that the person would benefit from placement outside the unit/facility. (ACI-5B-13)

Youthful incarcerated individuals shall not have physical contact with any adult incarcerated individual through use of a shared dayroom, shower area, or sleeping quarters. In areas outside the housing units, team members shall: 1) maintain sight and sound separation between youthful incarcerated individuals; or 2) provide direct team member supervision when youthful incarcerated individuals and adult incarcerated individuals have sight, sound, or physical contact. (ACI-5B-17)

Adequate program space shall be provided to meet the physical, social, and emotional needs of male and female youthful incarcerated individuals and allow for their personal interactions and group-oriented activities. (ACI-5B-16)

II. ADMISSIONS PROCEDURES (ACRS-6A-11)

A. Reception (ACI-5A-01, ACRS-3A-04, ACRS-7D-07)

Written facility procedures for receiving newly committed incarcerated individuals include, but are not limited to the following:

1. Documentation, including name of referring agency or committing authority, that the individual is legally committed to NDCS by court order, statute or compact.
2. A complete search of the newly committed incarcerated individual.
3. Disposition of personal property, including inventorying, packaging, and storing clothing and personal possessions. (ACI-5A-08)
4. Showering and hair care.
5. Issuing clean, laundered clothing.
6. Photographing, including notation of identifying marks or other unusual physical characteristics.
7. Fingerprinting, including palm print if required by statute (excludes safe keepers), and collecting DNA (excluding safe keepers).
8. A medical (name of personal physician, if applicable), dental, and mental health screening. (Dental screening for youthful male incarcerated individuals will be coordinated by NCYF.)
9. Assignment to a housing unit (completed at NCYF for youthful incarcerated individuals).
10. Recording basic personal data (name, address, social security number, date of birth, sex and race or national origin, height/weight measurement).
11. Recording information to be used for mail and visiting and emergency contact.

 <p>Good Life. Great Mission.</p> <p>DEPT OF CORRECTIONAL SERVICES</p>	POLICY		
	RECEPTION AND ORIENTATION		
	EFFECTIVE DATE December 31, 2025	NUMBER 201.02	PAGE 4 of 7
STATEMENT OF AVAILABILITY			Law Library Access

12. An explanation of mail and visiting procedures (completed at NCYF for youthful incarcerated individuals).
13. Assisting incarcerated individuals in notifying their families of admission (completed at NCYF for youthful incarcerated individuals).
14. Assigning the incarcerated individual an NDCS identification number.
15. Giving written orientation materials to the incarcerated individual (completed at NCYF for youthful incarcerated individuals). (ACRS-3A-04)
16. Documenting reception and orientation procedures completed at each reception facility. (ACI-5A-03, ACRS-3A-04)
17. Assignment to a team member to ensure personal supervision and personal contact (completed at NCYF for youthful incarcerated individuals).
18. Providing information on the Prison Rape Elimination Act (PREA), including zero tolerance policy, prevention/intervention/self-protection, reporting sexual abuse/assault and treatment and counseling (completed at NCYF for youthful incarcerated individuals).

A PREA screening is conducted within 24 hours to identify potential vulnerabilities or tendencies of acting out with sexually aggressive behavior in order to make housing assignments. See Policy 201.03, *Identification of Potential Aggressors and Victims* (ACI-3D-09, ACI-3D-10)

19. Providing instructions on the access and use of the incarcerated individual grievance system. See Policy 217.02, *Incarcerated Individual Grievance Procedures*. (ACI-5B-07)
20. Issuing a Reentry Guide and related materials (completed at NCYF for youthful incarcerated individuals).

B. Medical/Mental Health

When an incarcerated individual is received and indicates in the initial medical/mental health screening process that he or she was immediately prior to incarceration receiving psychiatric and/or psychological services and/or psychotropic medication, intake team members shall request a signed release from the incarcerated individual for release of treatment records in the possession of the incarcerated individual's personal psychiatrist and/or psychologist. Such records, if made available, shall be made available to the NDCS psychologist conducting the incarcerated individual's initial psychological evaluation.

If it is determined an incarcerated individual has been under psychiatric and/or psychological care immediately prior to the incarcerated individual's incarceration, that incarcerated individual will be automatically referred to a NDCS consulting psychiatrist and/or the qualified mental health practitioner (QMHP) for a determination as to the necessity of continuing the incarcerated individual in a course of psychiatric and/or psychological care.

 DEPT OF CORRECTIONAL SERVICES	POLICY		
	RECEPTION AND ORIENTATION		
	EFFECTIVE DATE December 31, 2025	NUMBER 201.02	PAGE 5 of 7
STATEMENT OF AVAILABILITY			
Law Library Access			

In the event continued care is recommended, the NDCS consulting psychiatrist and/or the NDCS director of mental health shall make the necessary arrangements to ensure the provision of such mental health services to the incarcerated individual.

When a medical quarantine is used at admission, it shall be for no longer than 24 hours, unless ordered and authorized by medical personnel.

C. Orientation

Within seven days of admission, orientation shall be provided to give newly committed incarcerated individuals and incarcerated individuals transferred from other facilities, an understanding of what is expected of them, and what they may expect from the facility and the department. Incarcerated individuals shall receive orientation in their own language from team members, audio recordings, literature and/or other appropriate sources. Where a literacy problem exists, team members will assist the incarcerated individual in understanding the orientation materials. Completion of such orientation shall be documented by signing and dating a statement to that effect. (ACI-5A-03, ACI-5A-04, ACI-5A-05)

D. Education Assessment

Within 14 days of admission an education assessment will be completed to determine education status, needs, and to identify appropriate education program recommendations.

E. Reentry Orientation

Within 14 days of admission each person will attend a reentry orientation with a reentry specialist. (Refer to Policy 209.01 *Reentry Planning and Release*)

F. Risk Needs Responsivity Assessment

Team members will conduct an assessment to determine and incarcerated individual's risk and needs. (Refer to Policy 201.06 *Case Management Services*)

G. Initial Classification

Within 30 days of admission to the appropriate reception center, a classification assessment shall be completed by the appropriate team member. (Refer to Policy 201.01 *Classification of Incarcerated Individuals*).

This classification assessment shall include a detailed classification study of each committed incarcerated individual to include, but not be limited to the following: (ACI-5A-02, ACI-5B-05)

1. An account of the legal aspects of the case.
2. A summary of the incarcerated individual's criminal history.
3. The incarcerated individual's social history.
4. The incarcerated individual's medical, dental and mental health history.

 <p>Good Life. Great Mission.</p> <p>DEPT OF CORRECTIONAL SERVICES</p>	POLICY		
	RECEPTION AND ORIENTATION		
	EFFECTIVE DATE December 31, 2025	NUMBER 201.02	PAGE 6 of 7
STATEMENT OF AVAILABILITY			Law Library Access

5. The incarcerated individual's occupational interests and experience, including vocational programming.
6. The incarcerated individual's educational status and interests.
7. The incarcerated individual's religious preference, background and interests.
8. The incarcerated individual's recreational interests, needs and use of leisure time.
9. A psychological evaluation, including risk for suicide, and any clinical recommendations.
10. The incarcerated individual's personal adjustment factors.
11. Team member reports and recommendations, including intervention suggestions.
12. The incarcerated individual's pre-institutional assessment when available.
(ACI-5B-04)

In addition to the factors above, the classification study for youthful incarcerated individuals will determine level of risk and program needs developmentally appropriate for adolescents and will consider the person's physical, mental, social, and educational maturity. (ACI-5B-15)

H. Re-admissions

All parole violators returned to any NDCS facility, including RTC/NCCW, will receive a classification assessment and classification study update. This classification update will minimally include the reason for return, any relevant status change/problems, i.e.: medical, family, etc., and recommended programming/intervention.

REFERENCE

- I. STATUTORY REFERENCE AND OTHER AUTHORITY
 - A. Prison Rape Elimination Act (PREA)
- II. NDCS POLICIES
 - A. Policy 201.01 *Classification of Incarcerated Individuals*
 - B. Policy 201.03 *Identification of Potential Aggressors and Victims*
 - C. Policy 201.06 *Case Management Services*
 - D. Policy 201.09 *Reentry Planning and Release*
 - E. Policy 217.02 *Incarcerated Individual Grievance Procedures*
- III. ATTACHMENTS – None noted

 <p>Good Life. Great Mission.</p> <p>DEPT OF CORRECTIONAL SERVICES</p>	POLICY		
	RECEPTION AND ORIENTATION		
	EFFECTIVE DATE December 31, 2025	NUMBER 201.02	PAGE 7 of 7
STATEMENT OF AVAILABILITY			Law Library Access

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

- A. Expected Practices for Adult Correctional Institutions (ACI) (5th edition): 5-ACI-3D-09, 5-ACI-3D-10, 5-ACI-5A-01, 5-ACI-5A-03, 5-ACI-5A-04, 5-ACI-5A-05, 5-ACI-5A-08, 5-ACI-5B-04, 5-ACI-5B-05, 5-ACI-5B-07, 5-ACI-5B-12, 5-ACI-5B-13, 5-ACI-5B-14, 5-ACI-5B-15, 5-ACI-5B-16, 5-ACI-5B-17, 5-ACI-5E-02
- B. Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-3A-04, 4-ACRS-6A-11, 4-ACRS-6B-02, 4-ACRS-7D-07