

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	POLICY RECEPTION and ORIENTATION		
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	STATEMENT OF AVAILABILITY *This Policy is to be made available in law libraries or other inmate resource centers.		

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Formerly Policy 201.02 Inmate Classification and Assignment – Initial Classification, Reception and Orientation. Combines and eliminates Policy 201.11 Reception, Housing Classification and Programming of Youthful Offenders. Reformatted to match Policy 001.01. Changes to language and content throughout.

APPROVED:



 Scott R. Frakes, Director
 Nebraska Department of Correctional Services

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PURPOSE

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

GENERAL

Separate facilities/units for newly committed inmates will be provided to ensure that they receive adequate and proper attention and assistance from staff, and that they do not have to compete with the general institution population for services.

Upon admission, all inmates shall be considered maximum custody pending initial classification.

Each institution, consistent with its function and the nature of its inmate population and programs, shall develop its own version of this regulation within the limits and guidelines that follow. (4-4429)

PROCEDURE

I. INTAKE FACILITIES

A. Adult Inmates

The Diagnostic and Evaluation Center serves as the intake facility for all adult males. Adult males sentenced to death are received at DEC 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.

B. Youthful Inmates

A youthful inmate 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. (4-4306) No person being adjudicated in the juvenile justice system shall be assigned to any NDCS facility as an inmate, Safekeeper, or 90-day evaluator.

Youthful male inmates are received at DEC and transferred immediately to the Nebraska Correctional Youth Facility (NCYF) for direct supervision in a specialized unit to ensure safety and security. (4-4308) While transportation is being arranged, male youthful offenders shall have no more than incidental sight or sound contact with offenders 19 years or older.

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

All youthful inmates will be housed in a specialized unit/facility except when 1) a violent predatory youthful inmate poses an undue risk of harm to others 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. (4-4307)

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Adequate program space shall be provided to meet the physical, social, and emotional needs of male and female youthful offenders and allow for their personal interactions and group-oriented activities. (4-4310)

II. ADMISSIONS PROCEDURES

A. Reception (4-4285)

Written institutional procedures for receiving newly committed inmates 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 inmate.
3. Disposition of personal property, including inventorying, packaging, and storing clothing and personal possessions.
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 inmates will be coordinated by NCYF.)
9. Assignment to a housing unit (completed at NCYF for youthful inmates).
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.
12. An explanation of mail and visiting procedures (completed at NCYF for youthful inmates).
13. Assisting inmates in notifying their families of admission (completed at NCYF for youthful inmates).
14. Assigning the inmate an NDCS identification number.

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15. Giving written orientation materials to the inmate (completed at NCYF for youthful inmates).
16. Documenting reception and orientation procedures completed at each reception facility. (4-4287)
17. Assignment to a staff member to ensure personal supervision and personal contact (completed at NCYF for youthful inmates).
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 inmates).

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* (4-4281-1, 4-4281-2)
19. Providing instructions on the access and use of the inmate grievance system. See Policy 217.02, *Inmate Grievance Procedures*. (4-4301)
20. Issuing a Re-entry workbook and related materials (completed at NCYF for youthful inmates).

B. Medical/Mental Health

When an inmate 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 staff shall request a signed release from the inmate for release of treatment records in the possession of the inmate's personal psychiatrist and/or psychologist. Such records, if made available, shall be made available to the NDCS psychologist conducting the inmate's initial psychological evaluation.

If it is determined an inmate has been under psychiatric and/or psychological care immediately prior to the inmate's incarceration, that inmate will be automatically referred to a NDCS consulting psychiatrist and/or the NDCS Director of Mental Health for a determination as to the necessity of continuing the inmate in a course of psychiatric and/or psychological care.

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 inmate.

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. Classification Study

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Within 30 days of admission to the appropriate reception center, a classification study shall be compiled by the appropriate staff. This classification study shall include a detailed case study of each committed inmate's historical data, developmental history, results of assessment instruments detailing levels of achievement, interests and potentials, results of behavioral observations and personal interviews, and other relevant information available to determine, insofar as possible, the inmate's strengths, weaknesses, basic needs, perceived dangerousness, estimated escape potential and general correctional needs.

The initial classification process, including compilation of the classification study, shall include, but not be limited to the following: (4-4286, 4-4299)

1. An account of the legal aspects of the case.
2. A summary of the inmate's criminal history.
3. An inmate's social history.
4. An inmate's medical, dental and mental health history.
5. An inmate's occupational interests and experience, including vocational programming.
6. An inmate's educational status and interests.
7. An inmate's religious preference, background and interests.
8. An inmate's recreational interests, needs and use of leisure time.
9. A psychological evaluation, including risk for suicide, and any clinical recommendations.
10. An inmate's personal adjustment factors.
11. Staff reports and recommendations, including intervention suggestions.
12. An inmate's pre-institutional assessment when available. (4-4298)

In addition to the factors above, the classification study for youthful inmates will determine level of risk and program needs developmentally appropriate for adolescents and will consider the person's physical, mental, social, and educational maturity. (4-4309)

D. Orientation

Within seven days of admission, orientation shall be provided to give newly committed inmates and inmates transferred from other institutions, an understanding of what is expected of them, and what they may expect from the institution and the department. Inmates shall receive orientation in their own language from staff, audio recordings, literature and/or other appropriate sources. Where a literacy problem exists, staff will assist

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the inmate in understanding the orientation materials. Completion of such orientation shall be documented by signing and dating a statement to that effect. (4-4287, 4-4288, 4-4290)

F. Re-admissions

All parole violators returned to any NDCS facility, including DEC/NCCW, will receive a 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

- A. Prison Rape Elimination Act (PREA)

II. NDCS POLICIES

- A. Policy 201.03, *Identification of Potential Aggressors and Victims*
- B. Policy 217.02, *Inmate Grievance Procedures*

III. ATTACHMENTS – None noted

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS

- A. Standards for Adult Correctional Institutions (ACI) (4th edition): 4-4281-1, 4-4281-2, 4-4285, 4-4286, 4-4287, 4-4288, 4-4290, 4-4298, 4-4299, 4-4301, 4-4306, 4-4307, 4-4308, 4-4309, 4-4310, 4-4311, 4-4429
- B. Performance Based Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-2A-07, 4-ACRS-3A-06, 4-ACRS-3A-04, 4-ACRS-6A-11, 4-ACRS-6B-02, 4-ACRS-7D-07
- C. Standards for the Administration of Correctional Agencies (CO) (2nd edition) 2-CO-5E-02