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Section-06 Classification and Case Management	OP-060201	Page: 1	Effective Date: 10/24/2016
Initial Reception of Inmates	ACA Standards: 2-CO-4A-01, 4-4281-1, 4-4281-7, 4-4285, 4-4286, 4-4287, 4-4288, 4-4290, 4-4292, 4-4307, 4-4311, 4-4499, 4-ACRS-3A-04, 4-ACRS-3A-05, 4-ACRS-6A-10, 4-ACRS-6A-11		
Joe M. Allbaugh, Director Oklahoma Department of Corrections	Signature on File		

Initial Reception of Inmates

The Classification and Population Unit coordinates the assessment and reception process, initial classification, and appropriate initial placement of inmates. In addition to newly committed inmates, this procedure addresses those inmates received for revoked suspended sentences, violation of parole, violation of the Rapid Repatriation Act or from escape status 90 days or more. (2-CO-4A-01, 4-ACRS-6A-11)

I. Initial Intake Procedures (4-4286)

The coordinator of Facility Classification will ensure a legal sentencing document has been received from the county of jurisdiction for each inmate scheduled to be received for assessment and reception. A list of inmate’s scheduled to be delivered will be made available prior to the inmate’s arrival. All inmates received and/or assigned to the assessment center must be approved by the coordinator of Facility Classification.

A. Inmate Searches and Identification

1. The inmate will receive a visual body cavity search and will be required to relinquish all money and personal property in accordance with [OP-030120](#) entitled “Inmate Property.”
2. The inmate will be thoroughly examined for scars, tattoos, or other

distinguishing marks to be used to help identify the inmate. Any marks noted will be described and noted by staff on the "Physical Identification Form" ([DOC 040115A](#)).

3. Scars, marks and tattoos will be entered into the Offender Management System (OMS).
4. Each inmate will be fingerprinted on a computerized scanning system and all fingerprint data will be transferred electronically to the Oklahoma State Bureau of Investigation (OSBI). In addition, one Federal Bureau of Investigation (FBI) fingerprint card will be printed and placed in the inmate field file.
5. Each inmate will be photographed front (with and without prescription eye glasses, if applicable) and profile (males after their heads and faces are shaven). All photos are saved and will be available for viewing on OMS.

Copies of the front photo will be printed in color and placed in the inmate's field record.

6. On the day of arrival at the assessment and reception center, each inmate will receive an inmate identification (ID) card in accordance with [OP-040115](#) entitled "Offender Identification and Crime Alert Bulletin."

B. Allowable Property

1. Inmates arriving from a county jail at the assessment and reception center will be allowed:
 - a. Legal material-1 cubic foot limit of legal papers;
 - b. Prescription medicine - only medication delivered by the transporting county will be authorized. Medication will be taken to health services upon receipt of inmate;
 - c. Money- (Money orders, checks from county or sheriff's office or cash);
 - d. One wedding band-plain, no stones;
 - e. Prescription glasses, hearing aids, and prostheses, after review and approval by medical services, in consultation with facility security;
 - f. Watch-replacement value not to exceed \$25; and

- g. Personal identification items may include a driver's license, official state identification, Social Security card, US Bureau of Indian Affairs, OK tribal photo ID card, or military identification. These items will be sealed in an envelope and placed in the inmate's legal file.
4. Inmates will not be allowed to retain any property other than items listed above. County owned property (jumpsuits, shoes, etc.) and unauthorized property will be returned to the transporting officers.
 5. A complete property inventory will be prepared on the "Inmate Property Inventory Form" ([DOC 030120A](#)) and signed by the inmate and staff. The inmate will be given a copy of the signed form.
 6. Every inmate will complete the "Designation for Disposition of Property" ([DOC 030120B](#)) designating the name and address of the person who is to receive the inmate's personal property that is held by any state correctional facility in the event of the inmate's death or escape. The reception center property officer will notarize this form.

Inmates will have the opportunity to change their designation throughout their incarceration.
 7. Unauthorized property will be disposed of in accordance with [OP-030120](#) entitled "Inmate Property."
 8. Money delivered/received from the counties will be credited to the inmate's trust fund account in accordance to [OP-120230](#) "Offender Banking System." (4-4292)
- C. Verification and Compilation of Inmate Information (4-4287, 4-4311, 4-ACRS-7D-07)
1. National (NCIC) and state (OSBI) criminal justice information networks will be queried for arrest and conviction records and other information. Juvenile On-Line Tracking System (JOLTS) will be queried for inmates with a date of birth of 1976 or after.
 2. Requests for verification of employment, criminal and family history data, and other information may be initiated as circumstances require.
 3. Skill Identification

Identification of skill(s) that the inmate possesses will be conducted as a part of the reception process. This will allow assignment of certain qualified inmates to work projects in lieu of utilizing outside contractors.

- a. Skill(s) will be entered into the computerized system as derived

from the skill codes. Up to two skill codes may be entered on each inmate in the data base.

- b. Both skills, acquired through employment or previous career technology certification, are to be considered. The skill at which the offender is most proficient will be entered as number one, other skills to be entered as number two.

D. Additional Information

1. All receptions will be screened to identify any scheduled court appearances. Scheduled court dates will be noted on the reception information sheet.
2. Inmates 17 years of age or younger will normally be processed separately or with other inmates who are 17 years of age or younger. Based on all available information, such inmates will be restricted in accordance with [OP-030102](#) entitled "Offender Housing" and placed in a single cell or housed only with inmates 17 years of age or younger. Factors which will be considered include offense type, sentence length, criminal history, and escape potential.
3. The inmate will be assigned to a cell in accordance with [OP-030102](#) entitled "Offender Housing," issued personal care items, and orientated to ODOC/unit rules.

II. Orientation

The administrator of Classification and Population will ensure all newly received inmates and returnees are provided orientation prior to transfer.

A. Orientation Material

Every inmate will receive a written copy of the agency's orientation material in formats or through methods to ensure effective communication. Inmates whose primary language is not English will normally be provided a copy or translation of the orientation material in their own language. If literacy problems, intellectual disabilities/disabilities (visual/hearing impairments) exist, the inmate will be assisted in understanding the material. (4-4285, 4-4288) (PREA 115.16 (a), 115.16 (b)) Completion of orientation is documented on the "Initial Orientation Verification" form ([DOC 060201A](#), attached). This form is signed and dated by the inmate and witnessed by a staff person. (4-4288)

B. Initial Orientation

The orientation training will be presented to all inmates normally within 15 days of admission to an Assessment and Reception Center using the following basic ODOC orientation outline: (4-4287)

1. Oklahoma Department of Corrections Staff
 - a. The correctional officer;
 - b. The case manager;
 - c. The unit manager; and
 - d. The administrative staff.
2. Oklahoma Department of Corrections Facilities
 - a. Maximum;
 - b. Medium;
 - c. Minimum;
 - d. Community; and
 - e. Contract facilities.
3. Inmate Rights, Privileges and Responsibilities
 - a. Access to courts;
 - b. Access to attorneys;
 - c. Mail;
 - d. Visitation (4-4499);
 - e. Property control (4-4292);
 - f. Grievance process;
 - g. Searches;
 - h. Drug free environment/random drug testing;
 - i. Counts;
 - j. Telephone; and
 - k. Protection from harm (4-4281):
 - (1) Information is provided to inmates about sexual abuse/assault including:

- (a) Prevention/intervention;
- (b) Self-protection;
- (c) Reporting sexual abuse/assault; and
- (d) Treatment and counseling.

The information is communicated orally and in writing, in a language clearly understood by the inmate, upon arrival at each facility. (4-4281-1)

- (2) Inmates who are victims of sexual abuse have the option to report the incident to a staff member other than an immediate point-of-contact line officer. (4-4281-7)

4. Disciplinary Process

- a. Rules and regulations;
- b. Misconduct report;
- c. Disciplinary hearing; and
- d. Appeal process.

5. Health Services

- a. Access to health care in accordance with [OP-140117](#) entitled "Access to Health Care."
 - (1) Health care services;
 - (2) Co-payment; and
 - (3) Process for grievances/complaints.
- b. Emergency care; and
- c. Communicable disease education.

6. Classification

- a. Initial assessment and reception;
- b. Initial classification and reclassification;
- c. Custody assignment;

- d. Transfers; and
 - e. Segregation housing.
7. Case Management and Programs
- a. Case management;
 - b. Education and vocational training;
 - c. Psychological services;
 - d. Standardized program;
 - e. Religious activities;
 - f. Service organizations;
 - g. Recreation activities;
 - h. Delayed sentencing, 12 month Judicial Review and Global Positioning Satellite Surveillance Program; and
 - i. Program need assessments.
8. Work Programs
- a. Jobs/work evaluations; and
 - b. Oklahoma Correctional Industries (OCI).
9. Financial Requirements: (4-4292)
- a. Court cost/fines;
 - b. Restitution;
 - c. Savings;
 - d. Pay program/trust fund;
 - e. Medical co-pay as per [OP-140117](#) entitled "Access to Health Care"; and
 - f. Grievance fee when appealing to the director or medical services as per [OP-090124](#) entitled "Inmate/Offender Grievance Process."

10. Prisoner Public Works
11. Sentence Administration, Credits, Parole, Discharge
 - a. Credits;
 - b. Time calculation;
 - c. Split sentence;
 - d. Parole:
 - (1) Dockets;
 - (2) Parole board;
 - (3) Role of the Governor; and
 - (4) Rules and conditions of parole.
12. Over Familiarization with Staff/Inmates
13. Initial Orientation Verification

The inmate will be allowed to ask questions during the orientation process to clarify anything not understood. Upon completion of the orientation program, the inmate will sign and date the "Initial Orientation Verification" form ([DOC 060201A](#)). (4-4285) If the inmate chooses not to sign, it will be noted on the form and signed by the staff members witnessing the refusal. The completed "Initial Orientation Verification" form will become part of the inmate's record.

14. Review of Orientation Training

The coordinator of the Facility Classification will review the orientation training material for the assessment and reception process periodically to ensure that any changes in policy or procedure are incorporated and that the material is updated as required.

C. Facility Orientation

1. New receptions and inter-facility transfers will be provided an initial orientation within 24 hours. (4-4499) Within seven calendar days after admission, the inmate will receive an in-depth orientation. (4-4285, 4-4290) Facility orientation will cover subjects as specified in the "Initial Orientation Verification" form ([DOC 060201A](#)).
2. Each facility head will ensure that the orientation materials are reviewed at least annually to ensure changes in policy or procedures

are incorporated.

3. Inmates will be kept informed of changes in the information they receive during inter-facility transfer orientation. Notification will be accomplished through appropriate presentation of changes (i.e. posting on inmate bulletin boards, town hall meetings). Staff members working in direct contact with inmates will also be directed to notify their caseloads of changes.
4. The inmate will be allowed to ask questions during the orientation process to clarify anything not understood. Inmates for whom English is not the primary language will normally be provided a copy or translation of the orientation material in their own language. If a literacy problem exists, the inmate will be assisted in understanding the material. (4-ACRS-3A-04) Upon completion of the orientation program, the inmate will sign and date the "Initial Orientation Verification" form ([DOC 060201A](#)). (4-4288, 4-ACRS-3A-05) If the inmate chooses not to sign, it will be noted on the form and signed by the staff members witnessing the refusal. The completed "Initial Orientation Verification" form will become part of the inmate's record. (4-4288, 4-ACRS-3A-04)

III. Assessment Procedures

A. Medical Examinations

The inmate will be given a physical examination to include medical, dental, mental health and an optometry examination in accordance with [OP-140114](#) entitled "Screening New Arrivals."

B. Examinations

The following examinations will normally be administered during the assessment process. If one or more of the following examinations cannot be administered, written documentation will be placed in the inmate's appropriate file stating why the specific examination(s) was not administered.

1. Psychological interview;
2. Psychological referral when appropriate; and
3. A risk/needs assessment and a case plan will be conducted on all inmates with the exception of those:
 - a. Sentenced to Life without the Possibility of Parole;
 - b. With sentences of over 100 years;
 - c. Who have been identified as having detainers from

jurisdictions other than Oklahoma; or

- d. Those sentenced to death.

In accordance with [OP-060102 \(F\) \(M\)](#) entitled "Female/Male Initial Custody Assessment Procedures" all inmates will complete a Test of Adult Basic Education (T.A.B.E.) survey at the first facility following reception.

C. New Receptions

Information will be completed on all new receptions and will be entered into the computerized system which will create the "Initial Custody Assessment/Facility Assessment Form" ([DOC 060102A \(Male\)\(Female\)](#)).

1. Inmates 17 years of age or younger will be entered into the computerized system which will create the "Initial Custody Assessment/Facility Assessment Form" ([DOC 060102A \(Male/Female\)](#)) and will normally be transferred from the assessment and reception center within 48 hours of reception. (4-4307)
2. Inmates with sentences that are balance suspended upon program completion will normally be placed in the program specified by the courts and in accordance with [OP-060204, Attachment A](#) entitled "Facility Specific Criteria."

D. Notifications

Pursuant to the Department of Human Services Administrative Rules 340:75-3-400 entitled "Reports of Child Abuse and Neglect with Specialized Protocols," within thirty (30) days of learning that an inmate is pregnant (via receipt of a copy of the "Pregnant Inmate Guidelines" MSRM Form 140106-01), the inmate's case manager will notify the Oklahoma Department of Human Services (DHS) via the statewide hotline, 1-800-522-3511. The case manager will provide the hotline operator with the inmate's first and last name, DOC #, the fact that the inmate is pregnant and her current facility location. No other information will be provided to the hotline operator.

The case manager will then document this notification in a case note on OMS. The case note will include the date and time notification to the Department of Human Services was made, the name of the DHS operator, the name and DOC # of the inmate, and the current housing location. A copy of the "Pregnant Inmate Guidelines" (MSRM Form 140106-01), will be filed in Section III of the inmate's field record pursuant to [OP-060212](#) entitled "Maintenance and Access of Offender Records."

IV. References

Policy Statement No. P-060100 entitled "Classification and Case Management of Offenders"

OP-030102 entitled "Offender Housing"

OP-030120 entitled "Inmate Property"

OP-040115 entitled "Offender Identification and Crime Alert Bulletin"

OP-060102 (F) entitled "Female Initial Custody Assessment Procedures"

OP-060102 (M) entitled "Male Initial Custody Assessment Procedures"

OP-060212 entitled "Maintenance and Access of Offender Records"

OP-090124 entitled "Inmate/Offender Grievance Process"

OP-120230 entitled "Offender Banking System"

OP-140114 entitled "Screening New Arrivals"

OP-140117 entitled "Access to Health Care"

V. Action

The administrator of Classification and Population is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-060201 entitled "Initial Reception of Offenders" dated November 18, 2014

Distribution: Policy and Operations Manual
Agency Website

<u>Referenced Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Facility Specific Criteria"	OP-060204
<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 030120A	"Inmate Property Inventory Form"	OP-030120
DOC 030120B	"Designation for Disposition of Property"	OP-030120
DOC 040115A	"Physical Identification Form"	OP-040115
DOC 060102A(M)	"Initial Custody Assessment/Facility Assessment Form "	OP-060102(Male)
DOC 060102A (F)	"Initial Custody Assessment/Facility Assessment Form "	OP-060102 (Female)
DOC 060201A	"Initial Orientation Verification"	Attached
MSRM Form 140106.01	"Pregnant Inmate Guidelines"	MSRM

