

Sixth District Department of Correctional Services POLICY	Issue Date 12/05/14	Effective Date 11/10/18	Policy Number 2333-18
Subject <b>INTAKE (ANCHOR Residential)</b>		Review Month December	Author 0253 (MST)
Rescinds 2333-16	References		

**POLICY:**

Newly admitted residents are provided a comprehensive orientation to the program.

**PROCEDURE:**

1. The Residential Division Manager, and/or designee coordinate all placements. Probation offenders are admitted based on court order. Parolees are admitted based on order from the ALJ and appropriateness for placement in this specialized program. Work Release and 321.J OWI offenders are admitted pursuant to Placement Transfers.
2. Staff perform the following security functions immediately following the resident's arrival:
  - A. Pat search;
  - B. Breath Analysis (BA)
  - C. Request a urine sample:
  - D. Personal property inventory;
  - E. Secure medications pursuant to Offender Medication Control (2344).
  - F. PREA review - If the resident identifies as transgender or intersex, Residential Officer staff immediately notify the Residential Division Manager or designee before assigning them to a bed.
  - G. Residential staff completes the PREA orientation including having the resident watch the PREA video which is documented by staff and resident signature. This needs to be completed before the resident is allowed to sign out of the building.
  - H. Sexual Violence Propensity (SVP) Assessment (2411A).
3. An Offender Intake Information is completed (Reports Templates ➤ Report Template Generate ➤ RF Intake Data Collection) by a Residential Officer as a means of summarizing pertinent data on each resident; corresponding data is also entered in ICON under "Core Offender Information".
  - A. Print, update and review with resident.

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**PROCEDURE:** (continued)

4. A Residential Officer provides an initial orientation to new residents on the day of arrival, completing the items on the Intake Checklist (2333A).
5. Staff initiates a Generic Note entry indicating the date and time of arrival as well as any unusual or relevant events. This entry also includes the resident's program component and assigned Residential Probation/Parole Officer's (PPO) name, as well as notes that a breathalyzer, pat search and urine sample were taken, along with the resident's assigned room number.
6. If the resident arrives with medication, staff determines if the medication is resident or facility secured. Staff also ensures that Medication Log (2344A) is filed appropriately in the medication log book.
7. Staff enters the resident's information in ICON.
8. Staff takes one (1) head and shoulders photograph of the resident and designated staff downloads the picture(s) into ICON weekly.
9. Staff emails clerical, notifying them of the residents intake, and they forward all required information to the Accounting Technician to proceed with resident budgeting.
10. The Residential PPO provides a follow-up orientation within five (5) working days of arrival and prior to them being able to leave the facility which includes but is not limited to the following:
  - A. Rules governing conduct (OWI/WR Release Plan or Resident Agreement);
  - B. Program goals;
  - C. Services available;
  - D. Resident fiscal management;
  - E. Level system;
  - F. Release expectations;
  - G. Medication policy;
  - H. Grievance and appeal procedure;
  - I. Policies relating to discipline;
  - J. Resident rights and communication privileges;
  - K. Resident Handbook;
  - L. Emergency Plan.
6. Completion of the orientation process is documented by staff and resident signature on the Intake Checklist (2333A).

BY ORDER OF:

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Bruce Vander Sanden, District Director