

Sixth District Department of Correctional Services POLICY	Issue Date 11/01/91	Effective Date 06/01/17	Policy Number 2503-17
Subject INTAKE		Review Month December	Author 0120 (CDE)
Rescinds 1303-02; 1403-10; 1503-94	References		

POLICY:

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

PROCEDURE:

1. The Residential Division Manager or designee coordinates all placements. 321.J (OWI) offenders are admitted only by order of the court. Work Release offenders are admitted pursuant to Placements Transfer policy (2502).
2. Staff perform the following security functions immediately following the resident's arrival:
 - A. Pat search;
 - B. Alco-sensor;
 - C. Request for urine sample;
 - D. Personal property inventory;
 - E. Confiscate and classify any medications according to Offender Medication Control policy (2514);
 - 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 (2503A, 2503B) is completed 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. Merge "Residential Intake Data" – Print, update and review with resident by 0700 hours the next day.

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PROCEDURE: (continued)

- B. Complete facility Intake Checklist (2503C, 2503D, 2503E).
4. Upon the resident entering the residential facility they are provided an overview of the following by a Residential Officer:
 - A. House Duties;
 - B. Facility Tour (including evacuation routes);
 - C. Medication Policy;
 - D. Room Assignment;
 - E. Distribution of Linen and if applicable locker padlock.
5. An orientation by the Probation /Parole Officer is provided to new residents prior to their being allowed to leave the facility.
 - A. Rules governing conduct (OWI/WR Release Plan or Resident Agreement) (2503F);
 - B. Discipline (Process, Major Violations, Sanctions);
 - C. Resident rights and communication privileges;
 - D. Grievance and appeal procedure;
 - E. Job-seeking expectations;
 - F. Emergency Plan;
 - G. Review of Resident Handbook;
 - H. Finances/Resident Fiscal Management.
6. Staff initiates a chronological entry in ICON under "Generic Notes" 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 probation/Parole Officer's name, as well as notes that a breathalyzer, pat search and urine sample were taken, along with the resident's assigned room number.
7. If the resident arrives with medication, staff determines if the medication is resident or facility secured. Staff also ensures that Medication Log (2514A, 2514B) is filed appropriately in the medication log book.
8. Staff enters the resident's information in ICON.
9. Staff takes one (1) head and shoulders photograph of the resident with the digital camera. Photographs are to be downloaded into ICON on a weekly basis.
10. Upon intake Residential Officer staff emails Clerical staff who forwards all required account information to the Accounting Technician to proceed with resident budgeting.

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PROCEDURE: (continued)

11. The Residential Probation/Parole Officer provides a follow-up orientation within thirty (30) days of arrival, which includes but is not limited to the following:
 - A. Program goals;
 - B. Services available;
 - C. Client fiscal management;
 - D. Level system;
 - E. Release plan expectations.
12. Completion of the orientation process is documented by staff and resident signature on Intake Checklist (2503C, 2503D, 2503E).
13. Staff immediately notifies the Residential Division Manager or designee if the resident is over one (1) hour late arriving at the facility or if major violations are indicated.

BY ORDER OF:

Bruce Vander Sanden, Director