WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #4.001

Inmate Admission and Orientation Procedures

Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 4-4285; 4-4286; 4-4288-Revised; 4-4290- Revised; 4-4362. 2-CO-1A-02 2-CO-4A-01	**Effective Date:** March 1, 2016 **Revision/Review History:** 01/01/15 01/02/14 12/19/12 09/01/12 06/20/12 **Summary of Revision/Review:** Updates existing policy pursuant to annual review.
Cross Reference of Policy: P&P #3.006 *Property Control;* P&P #3.012, *Inmate Conflicts;* P&P #3.303, *Security Threat Group Identification and Validation;* P&P #4.101, *Inmate Classification;* P&P #4.201, *Inmate Grooming, Hygiene and Sanitation;* P&P #4.301, *DNA Sampling;* P&P 4.302, *Offender Substance Abuse Testing, Sanctioning, and Treatment;* P&P #4.304, *Tuberculosis Risk Management;* P&P #4.305, *Inmate Health Screen and Appraisal;* P&P #4.306, *Suicide Crisis Intervention*	**Supersedes Existing Policy :**
Approved: R.O. Lampert — 2-24-16 Robert O. Lampert, Director — Date	

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. **ATTACHMENTS**
   - **A.** WDOC Form #333, *Receipt for Initial Issue of Property*
   - **B.** WDOC Form #425, *Visual Bodily Injury Form*
   - **C.** WDOC Form #426, *Marks, Scars, Tattoos and Amputations Form*
   - **D.** WDOC Form #608, *Offender Emergency Information and Disposition*

2. **OTHER**
   - **A.** Sentence Information Document (SIDS) – Generated through WCIS
   - **B.** Offender Demographic Data System (ODDS) – Generated through WCIS
   - **C.** *Inmate's Right to Reasonable Protection from Violence Pamphlet*

I. PURPOSE

A. Intake Guidelines. The purpose of this policy and procedure is to establish guidelines for the intake of inmates entering the custody of the Wyoming Department of Corrections (WDOC).

1. Written agency policy provides that all incoming inmates/juveniles/residents undergo thorough screening, assessment, and orientation regarding procedures, rules, programs, and services. (2-CO-4A-01)

II. POLICY

A. Admitting and Processing Inmates. It is the policy of WDOC the procedure utilized in admitting and processing inmates into WDOC facilities is systematic to ensure the legality of the inmate's commitment, the appropriateness of the conditions of confinement to which they are assigned, and the maintenance of facility security.

B. Intake facility. All male inmates committed or returned to WDOC custody shall be committed to the Wyoming Medium Correctional Institution (WMCI) and female inmates to the Wyoming Women's Center (WWC).

III. DEFINITIONS

A. Wyoming Corrections Information System (WCIS): The electronic database used to track inmate records.

B. Confinement Name: The name which the offender was sentenced under according to the Judgment and Sentence and/or Mittimus.

IV. PROCEDURE

A. Statutory Authority. There is statutory provision for commitments to be made to the custody of the agency (2-CO-1A-02) in accordance with W.S. 25-1-105.

B. General Procedures. The WDOC shall have written policies and procedures governing the admission of inmates new to the system. These procedures include, at a minimum, the following (ACA 4-4285):

1. Determining the inmate is legally committed to the institution;

i. WDOC will only recognize and use an inmate's confinement name for purposes of WDOC activities, forms, records and documents.

a. The confinement name shall remain in effect even when legal name changes occur.

b. If the inmate's legal name is different than his/her confinement name, the inmate must complete inmate initiated WDOC forms and sign all WDOC forms using his/her confinement name, but may include AKA: (insert legal name) following his/her confinement name.

2. Thorough searching of the individual and possessions;

3. Disposing of personal property;

4. Showering and hair care, if necessary;

5. Issuing of clean, laundered clothing as needed;

6. Photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics;

7. Medical, dental and mental health screening;

8. Assigning to housing unit;

9. Recording of basic personal data and information to be used for mail and visiting lists;

10. Explaining mail and visiting procedures;

11. Assisting inmates in notifying their next of kin and families of admission;

12. Assigning of registered number to the inmate;

13. Giving written orientation materials to the inmate;

14. Documenting any reception and orientation procedures completed at the central reception facility.

C. Summary Admission Report. The WDOC shall have written policies and procedures and practice that require the preparation of a summary admission report for all new admissions. (ACA 4-4286) The report includes, at a minimum, the following:

2. Legal aspects of the case;

3. Summary of criminal history, if any;

4. Social history;

5. Medical, dental, and mental health history;

6. Occupational status and interests;

7. Educational status and interests;

8. Staff recommendations;

9. Pre-institutional assessment information.

C. Transportation Coordination

1. Prior to admittance of any inmate, the sending agency (county jail, out of state facility, WDOC facility, Wyoming Parole Board) shall notify the records manager of the intake facility (WMCI-male and WWC-female) the pending transfer of inmate.

i. Prior to transport the signed judgment and sentence shall be received. The records manager shall then notify the transportation department of the information.

2. The records manager will review sentencing document for appropriateness of commitment.

D. Assigning WDOC Inmate Number

1. Staff at the intake facility will assign a registered number to each inmate admitted to the facility.

i. Individuals sentenced to serve a term with the WDOC Division of Prisons will receive a unique registered number upon arriving for processing.

ii. The number will be the next consecutive number later verified by the records manager.

2. Previous and Current Sentences

i. The inmate will retain their inmate number for the following sentences:

a. Single sentence;

b. Concurrent sentences; and

c. Consecutive sentences.

ii. Inmates that are paroled and subsequently returned to the custody of WDOC Division of Prisons while still serving the sentence under which his number was assigned will be given the same number that he had before being paroled.

iii. When an inmate starts a consecutive sentence, a *Sentence Information Document* (SIDS), will be generated by the records department.

iv. All of the inmate's information will be updated on the Wyoming Corrections Information System (WCIS).

v. A copy of the updated SIDS will be forwarded to the following:

a. The inmate's base file;

b. Wyoming Board of Parole; and

vi. The registered number will expire upon the following:

a. Commencement of state probation;

b. Death of the inmate;

c. Discharge by court order;

d. Discharge to detainer;

e. Discharge by mandate;

f. Expiration of sentence; or

g. Full release of parole status.

vii. Any inmate, who has been previously discharged and enters the facility with a new sentence, shall be given a new registered number.

E. Initial Processing

1. Offenders who are unconscious, semiconscious, bleeding, or otherwise obviously in need of immediate medical attention are referred to a medical provider. When they are referred to an emergency department, their admission or return to the facility is predicated on written medical clearance. When screening is conducted by trained custody staff, procedures will require a subsequent review of positive findings by the licensed health care staff. Written procedures and screening protocols are established by the responsible physician in cooperation with the facility manager. (ACA 4-4362)

2. Inmates who cannot speak English, have a physical impairment making communication difficult, or cannot otherwise understand shall receive reasonable accommodations.

3. Inmates who refuse to participate in the intake process shall be placed on Temporary Restrictions Order (TRO) and will be evaluated by medical and mental health.

4. Initial contact with inmates will be in the receiving area of the facility.

i. As soon as the inmate arrives to the admission area, the intake officer shall conduct a strip search of the inmate to make immediate determination that no weapons or contraband are introduced into the facility.

ii. The inmate shall be asked to take a shower using appropriate soap and shampoo.

a. Any inmate noted as having open sores shall be referred to medical prior to showering

5. The transporting officer delivering the inmate must present a certified court order, judgment and sentence order, or equivalent document as authority to commit the inmate.

i. The intake officer will review the documents to ensure they are certified or otherwise verified as legal, valid and accurate; if not the records manager and security manager will be contacted immediately.

ii. Unless transported by WDOC staff, the intake officer will sign any applicable detainer forms or receipts and return a copy to the committing agent and retain the original for the records manager.

6. Any monies or medications the inmate brought to the facility will be delivered to the appropriate location for processing.

i. Medications will be given to the medical department.

ii. Monies will be secured in a lockbox or other location until processing by the business office occurs.

7. The WDOC inmate number assigned shall be registered in the intake log book and computer system. The intake officer shall log the inmate's full name, inmate number, the arrival time and originating location in the log.

i. The inmate's electronic file will be activated by the records manager into WCIS prior to housing assignment of the inmate.

F. Intake Property

1. All property will be thoroughly inspected for contraband and shall be handled in accordance with WDOC Policy and Procedure #3.006 *Property Control*.

i. Only those items listed on WDOC Form #353, *Property Allowed Newly Admitted Inmates,* will be authorized. Unauthorized property will be mailed out or disposed of.

2. Approved inmate property that was brought to the facility shall be inventoried and documented on WDOC Form #349, *Property Inventory and Matrix- Male Facilities* (or Form #350 for female facilities).

3. Inmates may be allowed to retain this property only after it has been fully documented but within no less than three (3) working days.

i. Inmate with assistive devices such as glasses, prosthesis, or other necessary medical equipment shall receive the item following

inspection and medical approval.

G. Inmate Photograph and ID Card

1. Photographs will be taken of the inmate and a number board/sign or digitally enhancement will be placed in the picture indicating at least the inmate number and the date the inmate is processed.

i. The inmate will have one photograph taken of a front profile and one additional photo with the inmate's right side profile.

a. If the inmate wears glasses the front view photograph will have one (1) photo with glasses and one (1) photo without glasses.

ii. The inmate will be photographed with his existing hairstyle, as long as that hairstyle complies with WDOC Policy #4.201, *Inmate Grooming, Hygiene and Sanitation.*

a. Inmates may receive an initial haircut in accordance with inmate grooming standards.

2. A printed copy of the inmate's intake picture shall be made part of the inmate's base file and electronic copies of the inmate's ID picture shall be made part of WCIS.

i. ID cards shall not indicate an inmates' crime or other sentencing information

H. Fingerprints. All newly received inmates and parole violators shall be fingerprinted during normal intake procedures.

1. The fingerprints will be electronically submitted to the Wyoming Department of Criminal Investigation, along with information regarding the crime.

2. A fingerprint card will be printed for placement in the inmate's institutional file.

I. Offender Demographic Data Sheet (ODDS). Upon review of the judgment and sentence, county jail reports and inmate interview, all newly received inmates shall have demographic information entered on an *Offender Demographic Data System* (ODDS) Form, which is located in WCIS.

J. **Urinalysis.** All inmates shall be required to submit to a urinalysis upon intake in accordance with policy and procedure WDOC Policy & Procedure #4.302, *Offender Substance Abuse Testing, Sanctioning, and Treatment*.

K. **Records intake information.** The intake officer will ensure the records intake packet is completed and forwarded to the records office which may include but not limited to:

1. Offender demographic information (*i.e.*, ODDS Form);

2. *Inmate's Right to Reasonable Protection from Violence* Pamphlet acknowledgement form;

3. WDOC Form #425, *Visual Bodily Injury Form*, which lists disfigurements, bodily injuries, bruises, cuts, and scars over ½ inch;

i. Any injury that appears new will be documented. Digital photographs will be taken and the inmate will be interviewed by both the Intake officer and Medical Staff.

a. Staff reports will also be completed to ensure documentation of injuries which occurred prior to receipt.

4. WDOC Form #426, *Marks, Scars, Tattoos and Amputations;*

i. During skin search, all scars, tattoos and amputations will be accurately recorded on WDOC Form #426. Marks, scars and tattoos will be noted, photographed and documented during the initial processing.

a. Inmates with amputations shall be referred to medical as well as the prosthesis searched during intake.

ii. Those inmates without noticeable scars or tattoos will not have pictures taken, and the absence of both will be noted on the form.

iii. Care will be taken not to photograph an inmate's private bodily areas unless necessary based on tattoo or significant scar/mark being present.

5. WDOC Form #608, *Offender Emergency Information and Disposition*;

6. Fingerprint card;

7. Conflict review/documentation in accordance with WDOC Policy and Procedure #3.012, *Inmate Conflict*; and

8. Property forms. (See Sections IV.F and IV.O of this policy.)

L. Security Threat Group Identification and Validation

1. In compliance with WDOC Policy &Procedure # 3.303, *Security Threat Group Identification and Validation*, the processing officer is responsible for assisting in the identification and validation of suspected security threat group (STG) members.

2. STG involvement may include one or more of the following;

i. self-admission of STG involvement;

ii. tattoos and/or other identification marks;

iii. county jail reports indicate possession of disruptive group information, correspondence, and/or paraphernalia as documented;

iv. prior identification by other law enforcement agencies;

v. association with other disruptive gang members, or

vi. Identification by another inmate.

3. Upon discovery of one or more of the above items, the processing officer will contact the STG coordinator requesting review of the individual inmate for possible STG identification/validation.

M. Suicide Interview Form for Intake or Processing

1. In accordance with policy #4.306, *Suicide Crisis Intervention*, staff will conduct a suicide review of all inmates at intake.

i. WDOC Form #400, *Suicide Interview Form for Intake or Processing*, shall be completed by the processing officer upon intake.

2. Upon concern the inmate may be suicidal or in crisis, Temporary Restriction Order (TRO) shall immediately be imposed with continuous supervision, notification will be made to a qualified healthcare professional.

N. Health Screens and Medical Processing

1. Health Screens shall be performed by the contract medical services provider on all inmates at intake within the first few hours of arrival, in accordance with WDOC Policy and Procedure #4.305, *Inmate Health Screen and Appraisal*.

i. As determined by medical staff, inmates who have urgent medical or mental health needs may be placed in designated medical housing. If an inmate demonstrates behaviors which raise suicidal concerns, staff will follow WDOC Policy and Procedure #4.306, *Suicide Crisis Intervention*, maintaining continuous observation pending evaluation by medical/mental health staff.

2. Medical staff will monitor the collection of DNA sample in accordance with WDOC Policy and Procedure #4.301, *DNA Sampling.*

3. Medical staff will test each inmate for tuberculosis in accordance with WDOC Policy and Procedure #4.304, *Tuberculosis Risk Management: Inmates.*

O. Initial Issue of Property for New Intakes

1. The initial issue of property for new intakes will be done using WDOC Form #333, *Receipt for Initial issue of Property*. Upon completion, the Form #333 should be signed by the inmate and intake officer to verify the inmate was issued the following:

i. **Clothing Items.** Each incoming inmate will be fitted with clothing of the proper size by the intake officer. Each incoming inmate shall receive the following clothing items:

a. Five (5) pairs of underwear/panties;

b. Five (5) pairs socks;

c. Five (5) bras (WWC only);

d. Two (2) nightgown/pajamas (WWC only);

e. One (1) pair footwear (*e.g.*, bob barkers, crocs, *etc.);*and

f. Five (5) state issued inmate uniforms.

ii. **Hygiene Items**. Each incoming inmate shall receive the following hygiene items**:**

a. One (1) shampoo;

b. One (1) tube of toothpaste;

c. One (1) toothbrush;

d. One (1) comb;

e. One (1) bar of soap; and

f. One (1) deodorant;

iii. **Institutional Bedding.** Each incoming inmate shall receive the following bedding items**:**

a. Four (4) sheets;

b. Up to three (3) blankets;

c. One (1) pillowcase and one (1) pillow;

d. Three (3) towels;

e. One (1) laundry bag; and

f. Three (3) washcloths.

iv. **Other Items.** Each inmate shall receive the following miscellaneous items:

a. One (1) *Code of Inmate Discipline and Inmate Disciplinary Procedures* book;

b. Inmate's Right to Reasonable Protection pamphlet ;

c. Five (5) stamped envelopes;

d. Ten (10) sheets of notebook paper;

e. One (1) writing pen;

f. One (1) plastic drinking cup; and

g. Facility orientation booklet or rules and regulations.

P. **Housing Assignment.** Following processing each inmate will be assigned to the approved housing/cell location in compliance with WDOC Policy and Procedure #4.101, *Inmate Classification*, and other housing considerations.

1. Prior to being moved into a housing unit/cell, a conflict check using WDOC Form #300, *Inmate Conflict Form*, will occur to ensure the inmates safety, in accordance with WDOC Policy and Procedure #3.012, *Inmate Conflict*.

Q. **Inmate Orientation.** Each WDOC facility shall conduct an orientation program for all newly committed inmates to the facility. The purpose of the orientation program shall be to ease the inmate's transition into institutional life at the facility by advising the inmate of the programs, services, and regulations of the facility.

1. New inmates shall receive written orientation materials and/or translations in their own language. These materials may also be provided electronically, but inmates in segregation must be provided the information in written format so that their access to the information is not impeded by their custody status. When a literacy problem exists, a staff member shall assist the inmate in understanding the material. Completion of orientation shall be documented by a statement signed and dated by the inmate. (ACA 4-4288-R)

2. Intake facilities (currently WMCI and WWC) shall ensure inmates sign that they have completed orientation prior to being moved to population or other housing assignment.

i. At intake, each new inmate shall receive orientation to the intake facility and, at a minimum, the following Departmental information and materials:

a. Department rules and regulations;

b. Information regarding inmate property;

c. Information regarding classification, case management, and programs;

d. Information regarding inmate health care;

e. Information regarding sentencing;

f. Information regarding inmate mail, visitation, and telephone privileges;

g. The inmate communication and grievance procedure;

h. A copy of the pamphlet regarding victimization of sexual violence; and

i. A copy of the pamphlet regarding an inmate's right to reasonable protection from violence.

3. Inmates transferred from other facilities within the correctional system shall receive an orientation to the new facility. Except in unusual circumstances, reception and orientation for new inmates transferred from another facility within the system shall be completed within seven (7) calendar days after transfer to the new facility. (ACA 4-4290- Revised)

4. The content of the orientation program will vary from facility to facility, addressing the unique aspects of the individual facility. However, each orientation program shall address the following minimum content:

i. An introduction to the facility, including its unique characteristics and requirements;

ii. Institutional rules, regulations, and expectations;

iii. A description of programs available at the facility;

iv. A description of institutional, religious, and recreational activities available at the facility;

v. An overview of health care procedures for the facility;

vi. A description of canteen/commissary procedures for the facility; and

vii. An overview of safety and emergency preparedness guidelines for the facility.

V. TRAINING POINTS

A. At intake, who is responsible for presenting a certified court order, judgment and sentence, or equivalent document as authority to commit the inmate?

B. When are photographs and fingerprints taken?

C. Name at least three of the WDOC forms that must be completed during the intake process.