


NEBRASKA Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	ADMINISTRATIVE REGULATION INMATE CLASSIFICATION and ASSIGNMENT – INITIAL CLASSIFICATION, RECEPTION and ORIENTATION		
	REVISION DATE August 31, 2018	NUMBER 201.02	PAGE 1 of 6
	STATEMENT OF AVAILABILITY *This Administrative Regulation is to be made available in law libraries or other inmate resource centers.		

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APPROVED:


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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 attitudes about the inmate's incarceration, and provides NDCS with the necessary information concerning the inmate to enable this assistance.

An orientation upon transfer to a new institution provides an inmate with information specific to that institution, enhancing a positive transition and adjustment.

GENERAL

Separate facilities 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. All male inmates committed to NDCS, with the exception of males sentenced to death, shall be received at the Diagnostic & Evaluation Center (DEC) while all committed female inmates shall be received at the Nebraska Correctional Center for Women (NCCW). Males sentenced to death shall be received at, or immediately transferred to the NDCS institution designated by the Director. Program access, work assignments and administrative decisions will be made without regard to inmates' race, religion, national origin, sex, disability or political views.

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 which follow.

For reception of male youthful offenders (under the age of 19), see AR 201.11, *Reception, Housing, Classification and Programming of Youthful Offenders*.


PROCEDURE

I. ADMISSIONS PROCEDURES


A. Reception

Written institutional procedures for receiving newly committed inmates include, but are not limited to:

1. Assignment to a staff member to ensure personal supervision and personal contact.
2. Recording the inmate's name, address, social security number, date of birth, sex and race or national origin.
3. Documentation, including name of referring agency or committing authority, that the individual is legally committed to NDCS by court order, statute or compact.
4. A complete search of the newly committed inmate.
5. Inventorying, packaging, and storing clothing and personal possessions.
6. Showering and hair care.

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7. Issuing clean, laundered clothing.
8. Fingerprinting.
9. A medical (name of personal physician, if applicable), dental, and mental health screening.
10. Accurate height/weight measurement. This information should be gathered at intake, readmission, assignment to a community correctional facility and upon release.
11. Assignment to a housing unit.
12. Recording basic personal data and information to be used for mail and visiting and who to notify in case of emergency.
13. Assisting inmates in notifying their families of admission.
14. An explanation of mail and visiting procedures.
15. Assigning the inmate an NDCS identification number (DEC and NCCW only).
16. Providing orientation materials.
17. Issuing a Reentry workbook and related materials.
18. The following is applicable to community corrections centers only:
 - a. Date information gathered.
 - b. Reason for referral.
 - c. Signature of both interviewee and employee gathering information.
19. Creating and maintaining digital photographs and identification cards of all inmates. Such photographs shall include scars, tattoos and other identifying marks noted.
 - a. Photographs shall be taken of all inmates, including safe-keepers and evaluators, at the reception institution.
 - b. When inmates are transferred, the sending facility will take a photograph prior to the inmate's transfer. However, if the "mug shot" system is not operational at the sending institution, the photograph shall be taken by the receiving institution.
 - c. Another photograph does not need to be taken at the reception institutions if an inmate is transferred within 90 days, and a photograph was taken upon intake.

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- d. Returned inmates, (Parole Violators, Escapees, Return from Bond and Return from Court) will have an updated photo taken at the re-admitting institution if the last photograph was taken more than 90 days ago or new scars, tattoos or other identifying marks are identified.

When an inmate received at the DEC, NCCW, or death row, 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.

B. Initial Classification

Upon 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. This initial classification process, including compilation of the classification study, shall include, but not be limited to the following:

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 history and current medical health.
5. An inmate's occupational interests and experience.
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.

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9. A psychological evaluation.
10. An inmate's personal risk factors.
11. An inmate's personal adjustment factors.
12. Initial contact notes/suicide assessment and interview.
13. Staff reports and recommendations, including intervention suggestions.
14. **An inmate's pre-institutional assessment when available.**
15. Initial Classification Action Form.

During initial classification all inmates, including re-admissions, shall be designated maximum custody. Following completion of the initial reception and orientation process, which should be completed within four weeks after admission from the court; or within one week for inmates transferred from another institution within NDCS, unless unusual circumstances exist, the assignment officer as designated by the Director shall be responsible for assessing the inmate's custody grade and assignment to an appropriate institution.

C. Re-admissions

All inmates/parolees returned to DEC/NCCW for violation of community release should 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. Assignment by the assignment officer shall be made to an appropriate institution.


D. Orientation

Orientation shall be provided to give newly committed inmates and inmates transferred between institutions an understanding of what is expected of them, and what they may expect to derive from the institution. They shall receive orientation in their own language from staff, tape recordings, literature and/or other appropriate sources. Where a literacy problem exists, staff will assist the inmate in understanding the orientation materials. Completion of such orientation shall be documented by signing and dating a statement to that effect. Where applicable (i.e., community corrections centers), orientation will include program goals, services, rules governing conduct and program rules.

Orientation provided to newly committed inmates and inmates transferred between institutions will include information regarding sexual abuse/sexual assault (See Attachment A).

E. Programming

Programming for newly committed inmates shall include interviews, **Risk-Needs-Responsivity (STRONG-R)** assessment, testing and other activities related to the admission and reception process, as well as education, work, and recreational activities.

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In addition, new inmates shall have access to reading materials, be permitted to attend religious services and exercise.

F. Personal Property

A written, itemized list must be made of all personal property in the possession of a newly committed inmate. Any contraband confiscated shall be noted as such on the inventory lists. A copy of the inventory list, signed by the inmate and noting all the property to be held until the inmate's release, must be given to the inmate.

G. Medical Quarantine

When a medical quarantine is used at admission, it shall be for no longer than 24 hours, unless ordered and authorized by medical personnel.

II. CENTRAL MONITORING

Central Monitoring is a procedure for collecting, maintaining and sharing information regarding conflicts between inmates. During the initial classification and evaluation process, intake staff will review inmates pursuant to AR 203.03, *Central Monitoring*, to determine if any such conflict exists.

REFERENCE

I. ATTACHMENTS

- A. Sexual Assault/Sexual Abuse orientation

II. ACA STANDARDS

- A. Standards for Adult Correctional Institutions (ACI) (4th edition): 4-4281-1, 4-4285, 4-4286, 4-4287, 4-4288, 4-4289, 4-4290, 4-4291, 4-4298, 4-4299, 4-4301 4, 4-4306, 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 and 4-ACRS-7D-07
- C. Standards for the Administration of Correctional Agencies (CO) (2nd edition) 2-CO-5E-02