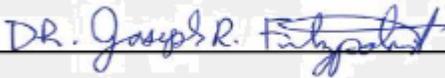


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POLICY NUMBER: 22.1		
CHAPTER 22: INTAKE, RECEPTION AND ORIENTATION		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: January 4, 2006	LATEST REVISION: January 25, 2018

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections to intake prisoners in a way that ensures the legality of their confinement, the appropriateness of the housing to which they are initially assigned, and the maintenance of facility security.

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VI. PROCEDURES

Procedure A: Intake Processing, General

1. The intake process includes, but is not limited to, the identification of the prisoner, initial compilation of criminal, social and health history, initial assessment of the prisoner's risks and needs, and initial determination of housing and custody level.
2. Male and female prisoners committed from the courts shall routinely be received at the Maine Correctional Center.
3. However, a male prisoner committed from the courts shall be received at the Maine State Prison if one or more of the following criteria exist:
 - a. the unsuspended portion of the prisoner's sentence exceeds five (5) years;
 - b. the prisoner has a prior escape conviction or a known escape attempt from a medium or higher security Department of Corrections facility;
 - c. the prisoner has special mental health needs, which may require placement in the Maine State Prison's Intensive Mental Health Unit, the prisoner has a physical disability which cannot be accommodated at the Maine Correctional Center, or the prisoner has a medical condition which may require placement in the Maine State Prison's Infirmary, and the Department's Director of Classification, or designee, has approved the placement at the Maine State Prison;
 - d. there is information indicating that the prisoner's placement at the Maine Correctional Center might pose a threat to the safety of the prisoner, another prisoner or staff, or the security of the facility and the Department's Director of Classification, or designee, has approved the placement at the Maine State Prison;
 - e. the prisoner has been released from a correctional facility within the last three (3) years and, at the time of the release, the prisoner was classified as close or maximum custody and the Department's Director of Classification, or designee, has approved the placement at the Maine State Prison; or
 - f. the Department's Director of Classification, or designee, has approved the placement of the prisoner at the Maine State Prison to more effectively use the Department's resources or for any other reason determined appropriate.
4. However, a female prisoner committed from the courts shall be received at the Maine State Prison if the prisoner has a medical condition which requires placement in the Maine State Prison's Infirmary.
5. Prisoners who are transferred from out-of-state shall be received at the Maine Correctional Center, if female, and, if male, at the facility designated by the Department's Director of Classification, or designee.
6. Safekeepers (prisoners who are transferred from jails because of misconduct that cannot be handled in the jail) shall be received at the Maine State Prison, if male, or the Maine Correctional Center, if female.

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7. Federal hold prisoners shall be received at the Maine State Prison, if male, or the Maine Correctional Center, if female.
8. Boarders who are transferred from jails because of a need for treatment in the Maine State Prison's Intensive Mental Health Unit (male prisoners only) shall be received at the Maine State Prison.
9. Boarders who are transferred from jails because of a lack of appropriate jail housing shall be received at the Maine Correctional Center, unless the Department's Director of Classification, or designee, determines otherwise.
10. Prisoners who are returned from community supervision due to a violation of parole, commutation, or supervised community confinement shall be received at the Maine State Prison, if male, or the Maine Correctional Center, if female, unless the Department's Director of Classification, or designee, determines otherwise.
11. A prisoner taken to a Department of Corrections facility by a transporting agency shall not be turned away from the facility unless it is cleared by the Department's Director of Classification, or designee.
12. Intake processing for prisoners transferred from out-of-state shall be the same as for prisoners committed from the courts.
13. Intake processing for prisoners who are returned from community supervision due to a violation of parole or commutation shall be the same as for prisoners committed from the courts.
14. Intake processing for safekeepers, boarders, and federal hold prisoners shall be the same as for prisoners committed from the courts, except as otherwise provided by Department policy.
15. Intake processing for prisoners who are returned from community supervision due to a violation of supervised community confinement shall be in accordance with Procedure C below.
16. Intake processing for prisoners being held for less than twenty-four (24) hours during a transport by other authorities shall consist of a health care screening and a review by the Shift Commander, or designee, of the transportation packet to determine and take appropriate action in response to any special needs or risk. No other intake processing of such prisoners shall take place.
17. Federal hold prisoners shall be initially assigned to close custody and remain close custody for the duration of their confinement with the Department.
18. Safekeeper prisoners shall be initially assigned to close custody and remain close custody until they are sentenced to the Department.
19. Prisoners being held for less than twenty-four (24) hours during a transport by other authorities shall be treated as close custody.

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Procedure B: Intake Processing – Reception Facilities

1. Whenever possible, prior to the admission of a prisoner who is committed from the courts (whether on a conviction or as a result of a violation of probation, supervised release for sex offenders, or administrative release) or who is being returned from community supervision due to a violation of parole, commutation, or supervised community confinement, the probation officer or probation officer assistant assigned to the court or the supervising probation officer, as applicable, shall contact facility intake staff at the receiving facility to notify the facility of the prisoner's expected date and time of arrival.
2. Prior to the admission of a prisoner who is being transferred from out-of-state or who is a safekeeper, boarder, or federal hold prisoner, the Department's Director of Classification, or designee, shall contact facility intake staff at the receiving facility to notify the facility of the prisoner's expected date and time of arrival.
3. Reception facility intake staff shall inquire of transporting agency staff regarding any behavioral issues during transport. If the information received indicates a significant potential problem, intake staff shall notify the Shift Commander and other appropriate facility staff as soon as possible.
4. If, at intake, the prisoner identifies as transgender or as intersex or otherwise meets one of the criteria set out in Department Policy (AF) 23.8, Management of Transgender and Intersex Prisoners, intake staff shall take appropriate action as required by the policy.
5. When a prisoner arrives at the facility intake area, facility intake or classification staff shall review the admission documents to determine whether acceptance of the prisoner into the custody of the Department is legal. Acceptable documents include, as applicable:
 - a. judgment and commitment;
 - b. revocation of probation;
 - c. revocation of supervised release for sex offenders;
 - d. transfer or hold form for prisoners from another jurisdiction or from a jail; or
 - e. revocation of parole or commutation.
6. Admission documents may be received from the transporting agency at the time of the prisoner's arrival or from the transporting agency or court by way of fax or electronically prior to arrival. If there are no admission documents submitted, intake or classification staff shall immediately contact the court or transporting agency for the relevant documents. If appropriate, staff shall also contact the Department's Director of Classification, or designee.
7. Intake staff shall review with the facility classification staff any documents other than those listed above that are presented as admission documents prior to or at the time of arrival of the prisoner.

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8. The intake staff shall notify the facility classification staff if any documents related to the admission documents are missing, including, if applicable, charging instruments, probation conditions, supervised release for sex offender conditions, etc.
9. Intake or facility classification staff shall complete an IRIS scan on every prisoner as part of intake processing.
10. Intake or classification staff shall verify the prisoner's identity by personal recognition, photograph, and/or IRIS scan. If any of these methods of verification fail or produce a discrepancy, the facility classification officer and any other appropriate staff shall be notified, the prisoner's intake shall not be completed, the prisoner shall be held in the intake area until the prisoner's identity is verified to a complete certainty.
11. If admission of the prisoner is determined to be legal and the prisoner's identity is verified, intake staff shall accept the prisoner into the Department's custody. Intake staff shall forward the admission and related documents to facility and Central Office classification staff.
12. Intake staff shall enter into CORIS the prisoner's sentencing name as shown on the judgment and commitment, alias(es) (including legal name), if applicable, maiden name, if applicable, previous MDOC number, if applicable, date of birth, social security number, gender, admit date, and admit time.
13. In addition, intake staff shall enter into CORIS:
 - a. last community address;
 - b. special needs (language barriers, hearing impairment, etc.);
 - c. limitations (e.g., physical and/or mental disabilities);
 - d. race;
 - e. citizenship;
 - f. place of birth;
 - g. height;
 - h. weight;
 - i. eye color;
 - j. hair color;
 - k. complexion;
 - l. facial hair;
 - m. glasses, prostheses, dentures;
 - n. piercings and dermal implants;
 - o. identifying scars, marks, and tattoos;
 - p. religion;

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- q. marital status;
 - r. person to notify in case of emergency (include name, address, phone number);
 - s. language spoken; and
 - t. defense attorney.
14. All new prisoners shall be assigned a MDOC number.
 15. All prisoners shall receive facility orientation as set out in Department Policy (AF) 22.3, Prisoner Orientation.
 16. Health care screening shall be completed as set out in Department Policy (AF) 18.4, Health Screening and Assessment.
 17. Intake staff shall inquire about conflicts with other prisoners, as required by Department Policy (AF) 23.9, Prisoner Conflict Management.
 18. Designated staff shall conduct PREA screening, as required by Department Policy 6.11.2, Sexual Misconduct (PREA and Maine Statutes), Prevention.
 19. Central Office classification staff, within twenty-four (24) hours of the prisoner's arrival at the reception facility, shall enter into CORIS the prisoner's convictions and sentences, if applicable, type of placement, court of jurisdiction if in Maine, arresting agency and date of arrest, if convicted in Maine, requirements for DNA sample collection (as set out in Department Policy 6.9, DNA Sample Collection), and any court order(s) for victim restitution, fines, or fees.
 20. Central Office classification staff, within three (3) working days of the prisoner's arrival at the reception facility, shall conduct an electronic records check for the prisoner's criminal history and any outstanding warrants, detainers, or other legal holds. Central Office classification staff shall enter into CORIS the prisoner's SBI number and FBI number.
 21. If applicable, facility business office staff shall reinstate outstanding obligations as set forth in Department Policy 2.12, Prisoner and Resident Accounts.
 22. Within twenty-four (24) hours of the admission of a prisoner who is committed from the courts (whether on a conviction or as a result of a violation of probation, supervised release for sex offenders, or administrative release), the facility classification staff shall send a Request for Post Sentence Information (Attachment A) to the Regional Correctional Administrator (RCA) for the region from which the prisoner was committed.
 23. The RCA shall assign the request to the appropriate probation officer or probation officer assistant, who shall, within seven (7) days of the admission of the prisoner, review the prosecuting attorney's file and scan into CORIS the completed Post-Sentence Information form and the applicable information and attachments listed on the form. If the police report is unable to be obtained within

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this time frame or is too large to be scanned, the probation officer or probation officer assistant shall document this in CORIS and notify the Department's Director of Classification, or designee.

24. Facility law enforcement shall enter into CORIS any:
 - a. codefendants;
 - b. prisoner conflict separation needs;
 - c. gang affiliations; and
 - d. protective custody concerns.
25. Male and female prisoners shall not be confined together in the same holding cell during the intake process. Other appropriate separations of prisoners shall be maintained (e.g., aggressors separated from potential victims).
26. All personal property belonging to the prisoner shall be thoroughly searched, inventoried and itemized by intake or property staff. Any unauthorized personal property shall be confiscated and the prisoner shall receive and sign a Non-Allowable Form listing all items confiscated. Non-allowable property shall be handled as outlined in Department Policy (AF) 10.1, Prisoner Allowable Property.
27. Any medication(s) shall be collected and searched by intake staff and provided to health care staff when the admission health screening is done.
28. Any money shall be collected by intake staff and forwarded to the facility's business office to be placed in the prisoner's personal account.
29. Intake staff shall contact appropriate security, health care and program staff, as determined by the Chief Administrative Officer, to notify them of the prisoner's arrival.
30. The prisoner shall be strip searched during intake. The strip search shall be conducted, assisted and observed by staff of the same gender as the prisoner, except that a strip search of a transgender or intersex prisoner shall be done by staff of the same gender that the prisoner identifies with. Whenever possible, at least one staff shall observe the search. Strip searches shall be conducted in a location where the search cannot be observed by persons other than those staff involved in the search. The prisoner being strip searched shall be treated with professionalism and respect by staff to minimize embarrassment and indignity.
31. The prisoner shall be allowed to shower and wash his or her hair, if necessary.
32. Upon completion of the strip search and any shower and hair care, the prisoner shall be given a clean Department of Corrections state issued uniform.
33. All prisoners shall be fingerprinted and electronically transmitted to the State Bureau of Identification (SBI) Automated Fingerprint Identification System (AFIS) database, unless the physical or mental condition of the prisoner necessitates a delay until the prisoner's condition is amenable to having fingerprints taken. All

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prisoners shall be photographed. Photographs shall include photos of the prisoner's face (as received at intake) front and profile, with glasses and without glasses, and specific photographs of scars, marks, tattoos, and any other unusual physical characteristics. Photographs shall be updated if the prisoner's appearance changes. All prisoners shall be issued a photo identification card that shall include their MDOC number.

34. Intake staff shall have the prisoner complete the Authorization to Receive Mail Requiring a Signature (Attachment B).
35. Intake staff shall inquire of any prisoner conflicts as set forth in Department Policy (AF) 23.9, Prisoner Conflict Management.
36. Intake staff shall complete a gang screening on each prisoner as set forth in Department Policy (AF) 14.25, Gang Identification and Management.
37. Prisoners shall be informed that a comprehensive facility orientation, as required by Department Policy (AF) 22.3, Prisoner Orientation, as well as a housing unit orientation, shall occur at a later date.
38. All prisoners shall be issued a personal hygiene kit, either during intake or upon arrival in their assigned housing unit.
39. Prisoners shall be provided a copy of the facility's handbook and shall sign an acknowledgement of receipt. A copy of the acknowledgement shall be maintained in the prisoner's administrative file.
40. Intake, or other designated staff, shall provide assistance to the prisoner in notifying his or her next of kin and family of admission by telephone and/or a free letter.
41. Intake, or other designated staff, shall ensure that an Intake Summary (Attachment C) shall be prepared for all new admissions, which shall be used by the classification committee and other staff in developing the prisoner's individualized case plan. The intake summary shall include, or shall refer to, the following:
 - a. legal aspects of the case;
 - b. summary of criminal history, if any;
 - c. social history;
 - d. medical, dental, and mental health history;
 - e. occupational experience and interests;
 - f. educational status and interests;
 - g. vocational programming;
 - h. recreational preference and needs assessment;
 - i. mental health assessment;

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- j. staff recommendations; and
- k. pre-institutional assessment information.

Procedure C: Intake Processing Upon Transfer from another Department Facility or Return from Supervised Community Confinement

1. Intake procedures shall be completed as soon as possible after the prisoner’s transfer to the facility or return from Supervised Community Confinement. At a minimum, the following information shall be verified, obtained, or updated, as applicable, by designated staff and entered into CORIS:
 - a. name;
 - b. address;
 - c. social security number;
 - d. date of birth;
 - e. gender;
 - f. race or ethnic origin;
 - g. piercings and dermal implants;
 - h. identifying scars, marks, and tattoos;
 - i. reason for transfer or return;
 - j. person to notify in case of emergency (include name, address, phone number);
 - k. sending facility or adult community corrections region;
 - l. special medical, dental and mental health problems or needs;
 - m. legal status, including jurisdiction, length and conditions of placement; and
 - n. signature of both prisoner and staff gathering information.

2. The prisoner shall be strip searched during intake. Staff conducting the search shall check the prisoner for new scars, marks or tattoos as well as any special needs. The strip search shall be conducted, assisted and observed by staff of the same gender as the prisoner, except that a strip search of a transgender or intersex prisoner shall be done by staff of the same gender as the other prisoners in the housing unit where the transgender or intersex prisoner is to be housed. Whenever possible, at least one staff shall observe the search. Strip searches shall be conducted in a location where the search cannot be observed by persons other than those staff involved in the search. The prisoner being strip-searched shall be treated with professionalism and respect by staff to minimize embarrassment and indignity.

3. The prisoner shall be photographed, if his or her physical presence has changed since the photograph located in CORIS, or if he or she wears glasses so the prisoner is photographed with and without the glasses on.

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4. The prisoner shall have an IRIS scan. Intake or classification staff shall verify the prisoner's identity by personal recognition, photograph and IRIS scan. If any of these methods of verification fail or produce a discrepancy, the facility classification officer and any other appropriate staff shall be notified and the prisoner's intake shall not be completed and the prisoner shall be held in the intake area until the prisoner's identity is verified to a complete certainty.
5. All prisoners shall receive facility orientation as set out in Department Policy (AF) 22.3, Prisoner Orientation.
6. Health care screening shall be completed as set out in Department Policy (AF) 18.4, Health Screening and Assessment.
7. Intake staff shall inquire about conflicts with other prisoners, as required by Department Policy 23.9, Prisoner Conflict Management.
8. Designated staff shall conduct PREA screening, as required by Department Policy 6.11.2, Sexual Misconduct (PREA and Maine Statutes), Prevention.
9. All personal property belonging to the prisoner shall be thoroughly searched, inventoried and itemized by intake or property staff. Any unauthorized personal property shall be confiscated and the prisoner shall receive and sign a Non-Allowable Form listing all items confiscated. Non-allowable property shall be handled as outlined in Department Policy (AF) 10.1, Prisoner Allowable Property.
10. All prisoners shall be issued a personal hygiene kit, either during intake or upon arrival in their assigned housing unit.
11. Prisoners shall be provided a copy of the facility's handbook and shall sign an acknowledgement of receipt. A copy of the acknowledgement shall be maintained in the prisoner's administrative file.

Procedure D: Initial Housing and Custody Level

1. When a prisoner is admitted to a reception facility, transferred from another Departmental facility, or returned from supervised community confinement, intake staff shall contact the Shift Commander, or other designated supervisory security staff, and the prisoner shall be assigned and moved to the housing unit determined by the designated supervisory security staff.
2. Prisoners transferred from another Departmental facility shall be treated in accordance with the custody level and status assigned at the sending facility, unless the transfer is a result of the prisoner engaging in behavior that rises to a disciplinary violation, is because the prisoner poses a safety or security risk at the sending facility, or is a result of a pending hold, in which case the prisoner shall be treated as either medium custody or close custody, depending on the housing unit to which he or she is assigned.

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3. A prisoner admitted to a reception facility shall remain unclassified and treated as close custody until the prisoner's initial classification by the intake facility's reception classification committee.
4. No prisoner shall be housed in a lower security housing area than his or her custody level. A prisoner may be housed in a higher security housing area than his or her custody level when required due to space constraints.
5. If a determination is made that there is a need to place a prisoner on administrative segregation status or protective custody status, housing placements shall be made in accordance with Departmental policies.

Procedure E: Special Intake Processing

1. It shall be the responsibility of intake staff to report any observations regarding unusual physical or medical conditions (injuries, morbid obesity, etc.) or unusual behaviors (under the influence, self-injurious behavior, etc.) to appropriate staff immediately.
2. Prisoners who may require special processing shall be referred to appropriate staff. Such special processing may include, but are not limited to: provision of sign language interpreters; foreign language interpreters; assistance for illiterate prisoners; accommodation for physical or mental disability; assignment to special housing; special health care needs; and/or provision of immediate mental health services.

Procedure F: Body Piercings and Dermal Body Implants

1. Jewelry (except an allowable wedding band), hardware related to body piercings, and dermal body implants include, but are not limited to, earrings, ear lobe discs or gauges, nose rings, studs, loops, jewelry attached to an anchor, partially or wholly embedded dermal body implants, and other objects that are attached through or under the surface of the skin, ear, nose, lip, tongue, nipple(s), genitals, or any other body appendage and/or dermal surface.
2. Jewelry (except an allowable wedding band), hardware related to body piercings, and parts of partially embedded dermal body implants that can be non-invasively removed by the prisoner or by facility medical care staff shall be removed during intake, unless removal of the item might create a safety or security risk (e.g., removal of the jewelry attached to an anchor would leave an anchor that protrudes).
3. Intake staff shall contact facility medical staff if it is obvious that the item can be removed non-invasively and that removal would not create a safety or security risk, but the prisoner cannot remove the item himself or herself, e.g., the prisoner cannot reach the item.
4. If the item(s) can be removed non-invasively by the prisoner or by facility medical care staff, but the prisoner refuses to remove or have the item(s) removed, intake staff shall address this issue as set forth in Procedure G below.

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5. Intake staff shall notify the facility Chief Administrative Officer, or designee, if removal of the item might create a safety or security risk. The Chief Administrative Officer, or designee, shall determine which poses the greater risk, removing the item or not removing the item.
6. If it is determined by the Chief Administrative Officer, or designee, that the removal of an item which can be removed non-invasively would pose the lesser risk, it shall be removed. If the prisoner refuses to remove or have the item removed, intake staff shall address this issue as set forth in Procedure G below.
7. An item that cannot be removed non-invasively (i.e., requires an incision or surgery for removal) shall be evaluated on a case-by-case to determine if there are any medical or security issues.
8. Intake staff shall refer the prisoner to facility medical staff to determine if an item that cannot be removed non-invasively should be removed for medical reasons, e.g., infection, pain relief, etc.
9. The intake staff shall notify the facility Chief Administrative Officer, or designee, of the referral to facility medical staff. If the facility medical staff determines that there is no medical reason to remove the item, or the prisoner does not consent despite the determination that there is a medical reason to remove the item, it shall not be removed unless the Chief Administrative Officer, or designee, determines that there is a safety or security risk requiring the removal of that specific item.
10. If necessary to make this determination, the Chief Administrative Officer, or designee, may require that the prisoner submit to an x-ray. If the prisoner refuses the x-ray, health care and security staff shall develop a plan for taking the x-ray, using only the degree of physical force necessary, including the use of restraints if necessary.
11. If it is determined by the Chief Administrative Officer, or designee, there is a safety or security risk requiring its removal, the prisoner shall be asked to consent to the removal. If a prisoner refuses to consent to removal, the prisoner shall be counseled by designated staff in an effort to persuade the prisoner to consent to the removal. If the prisoner continues to refuse to consent, staff shall address this issue as set forth in Procedure G below, as applicable.
12. Any item removed shall be stored in the prisoner's property until his or her release or disposed of as set out in Department Policy (AF) 10.1, Prisoner Allowable Property.
13. All determinations and actions by facility medical staff shall be documented in the prisoner's electronic health care record. All determinations and actions by other staff shall be documented in CORIS.

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Procedure G: Refusal of Intake Process

1. If a prisoner refuses to participate in any part of the intake process, the prisoner shall be informed that he or she will not be classified, with the result that the prisoner will not be able to participate in any programs or earn good time or deductions, and the prisoner shall also be informed that he or she will be placed on emergency observation status (EOS) immediately and may be placed on administrative segregation status. The prisoner shall also be informed that he or she will be given a direct order and if the prisoner continues to refuse, he or she will receive a disciplinary report, with the result that the prisoner may lose good time, be placed in disciplinary segregation, and/or receive other disciplinary dispositions. An order shall then be given to the prisoner to participate. If the prisoner continues to refuse to cooperate, the prisoner shall be placed on EOS and a disciplinary report written.

VII. PROFESSIONAL STANDARDS

ACA:

ACI

4-4285

5-5A-4285

Written policies and procedures govern the admission of inmates new to the system. These procedures include at a minimum the following:

- determining that the inmate is legally committed to the institution
- thorough searching of the individual and possessions
- disposing of personal property
- showering and hair care, if necessary
- issuing of clean, laundered clothing as needed
- photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics
- medical, dental, and mental health screening
- assigning to housing unit
- recording basic personal data and information to be used for mail and visiting list
- explaining mail and visiting procedures
- assisting inmates in notifying their next of kin and families of admission
- assigning of registered number to the inmate
- giving written orientation materials to the inmate
- documenting of any reception and orientation procedure completed at a central reception facility

4-4286

5-5A-4286

Written policy, procedure, and practice require the preparation of a summary admission report for all new admissions. The report includes, at a minimum, the following information:

- legal aspects of the case
- summary of criminal history, if any
- social history
- medical, dental, and mental health history
- occupational experience and interests
- educational status and interests
- vocational programming
- recreational preference and needs assessment
- psychological evaluation
- staff recommendations
- preinstitutional assessment information

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- 4-ACRS-6A-10** Offenders' legal commitment authority is documented by court order, statute, or compact.
- 4-ACRS-6A-11** Admission practices are defined.
- 4-ACRS-7D-07** The facility completes an intake information form for each newly admitted offender that includes, at a minimum:
- Name
 - Address
 - Social Security Number
 - Date of birth
 - Sex
 - Race or ethnic origin
 - Reason for referral
 - Whom to notify in case of emergency
 - Date information gathered
 - Name of referring agency or committing authority
 - Social history, where available
 - Special medical, dental and mental health problems or needs
 - Personal physician, if applicable
 - Legal status, including jurisdiction, length and conditions of placement
 - Signature of both interviewee and employee gathering information

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