I. AUTHORITY

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

II. APPLICABILITY

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections that every juvenile received by the facility is processed through a standardized admissions process. The admissions process is an opportunity to assess any risk that the juveniles may pose to themselves or others as well as gathering the necessary information to safely house the juvenile. This process not only affords the opportunity to assess risk, but also sets the tone for the remainder of the juvenile’s stay at the facility. Admitting staff shall take great care to explain the admitting process and assure juveniles that their safety is paramount, working to alleviate any fear or feeling of intimidation by being courteous, polite and respectful in completing the process.

IV. CONTENTS

Procedure A: Verify Legal Authority
Procedure B: Physical Condition
Procedure C: Intake Processing
Procedure D: Initial Observation Period
Procedure E: Initial Risk/Needs Assessment
Procedure F: Meals

V. ATTACHMENTS
VI. PROCEDURES

Procedure A: Verify Legal Authority

1. Upon receiving a juvenile for admission, Admitting Staff shall ensure that there is a legal authority for the juvenile to be placed at the facility by reviewing all legal documentation. If there is any question as to the validity or legality of the documentation, Admitting Staff shall notify the on-duty Juvenile Facility Operations Supervisor.

Procedure B: Physical Condition

1. Admitting Staff shall observe and inquire of the juvenile and committing official as to the juvenile’s general physical condition to determine if any emergent conditions exist. If, in the opinion of Admitting Staff, the juvenile may have an existing injury or condition which may require medical attention, Admitting Staff shall not accept the juvenile and shall immediately contact the duty medical staff.

2. The on-duty medical staff shall immediately report to the admissions area and shall complete a medical screening.

3. The medical staff shall determine whether the juvenile is fit to be admitted. If the medical staff determines a more thorough examination is required, they shall notify the Juvenile Facility Operations Supervisor. The Juvenile Facility Operations Supervisor shall advise the transporting agency that the juvenile shall not be accepted until examined and cleared by higher medical authority and shall direct the transporting agency to the nearest clinic or hospital.

Procedure C: Intake Processing

1. Intake shall occur on a 24-hour basis in accordance with Policy 17.2, Legal Authority.

2. Once the determination is made that the juvenile is fit to be admitted, Admitting Staff shall enter the sally port and explain the steps in the intake process, pat-search the juvenile and remove any mechanical restraints. If the pat-search uncovers any contraband, it shall be turned over to the Transporting Officer along with any other non-allowable personal items that the Transporting Officer may have brought with the resident;

3. Admitting Staff shall ensure that the Transporting Officer completes a Transport Officer Observation Form.

<table>
<thead>
<tr>
<th>POLICY NUMBER/TITLE</th>
<th>CHAPTER NUMBER/TITLE</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1 Admissions</td>
<td>17. Admission, Assessment and Orientation</td>
<td>Page 2 of 5</td>
</tr>
</tbody>
</table>
4. Admitting Staff shall complete all related intake forms as outlined in Post Orders. If the juvenile has been at the facility previously, Admitting Staff shall update the juvenile records.

5. Admitting Staff shall ensure the intake form has complete information which includes, but is not limited to, name, date of birth, address, parents/legal guardians, charges, Juvenile Community Corrections Officer, court appearance, (date if applicable), status, (re: detained, committed, sentenced) and Identification Number assigned. If necessary, the resident shall notify parents/guardian of their admission. Detained residents shall be permitted to make a telephone call to parent or legal guardian after the admissions process has been completed.

6. Admitting Staff shall ensure that the juvenile’s personal property and clothing are taken, inventoried, and stored.

7. Admitting Staff shall ensure that all juveniles admitted to the facility receive a shower, adequate fitted clothing and necessary personal hygiene items.

8. Based on the resident’s admission status (i.e., detained or committed) the resident shall be assigned to a housing unit.

9. Copies of the intake forms, initial assessment, and other information shall be forwarded with the resident to the Housing Unit.

10. All original Admitting forms/information shall be forwarded to the Records Department for further appropriate action.

11. The resident shall be escorted to the Medical Department for an initial medical, dental and mental health screening within one (1) hour of arrival at the facility, or as soon as is practical. This screening shall occur prior to the resident occupying his/her room.

Procedure D: Initial Observation Period

1. Any resident received and admitted shall be observed at a minimum of every fifteen (15) minutes for at least the first twenty-four (24) hours after arrival. This may be extended if there is information or circumstances, which would warrant this level of observation. Fifteen (15) minute checks shall be documented in accordance with Policy 10.1 Special Management Residents.

Procedure E: Initial Risk/Needs Assessment
1. As part of the Admitting Process, Admitting Staff shall assess the emotional and psychological condition of the incoming resident using standardized Risk/Needs Assessment instruments, which shall include a Suicide Risk Assessment form. The Suicide Risk Assessment shall be completed within one (1) hour of arrival at the facility.

2. If the resident is determined to be a high risk; Admitting Staff shall document the levels of risk on the intake form and immediately notify the duty Juvenile Facility Operations Supervisor, who shall determine appropriate placement and level of observation.

3. The Juvenile Facility Operations Supervisor shall immediately inform appropriate Medical/Mental Health professional and request intervention. The resident shall remain on a close watch, (one-on-one, 5 minute, 10 minute checks) until assessed by a Mental Health professional, who may amend the watch to no less than the fifteen (15) minute checks for the first twenty-four (24) hours.

**Procedure F: Meals**

1. Admitting Staff shall provide any resident received after Food Service hours, a meal.

**VII. PROFESSIONAL STANDARDS**

**ACA:**

4-JCF-3A-21 Juveniles’ legal commitment authority is documented by court order, statute, or compact. Materials in the case file are clearly identified as to source, verification and confidentiality.

4-JCF-4B-01 Articles necessary for maintaining proper personal hygiene are available to all juveniles and provided to those who are indigent. Each juvenile should be provided soap, toilet paper, a toothbrush, comb and/or hairbrush, and special hygiene items for females. Shaving equipment and supplies should be made available as needed.

4-JCF-5A-01 Upon entry into the system the admission process includes, but is not limited to, the following:

1. Determination that the juvenile is legally committed to the facility
2. A thorough and complete search of the juvenile and of possessions
3. Inventory, storage, and/or disposition of personal property
4. Shower and hair care, if necessary
5. Issuance of clean, laundered property fitted clothing, as needed
6. Issuance of personal hygiene articles
7. Medical, dental, and mental health screenings
8. Assignment to and brief tour of the housing unit
9. Recording of basic personal data and information to be used for mail and visiting lists

<table>
<thead>
<tr>
<th>POLICY NUMBER/TITLE</th>
<th>CHAPTER NUMBER/TITLE</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1 Admissions</td>
<td>17. Admission, Assessment and Orientation</td>
<td>Page 4 of 5</td>
</tr>
</tbody>
</table>
10. Assistance to juveniles in notifying their families of their admission and procedures for mail and visiting
11. Assignment of a registered number to the juvenile
12. Provision of written orientation materials to the juvenile and verbal/multi-media orientation to facility and program

4-JCF-5A-02 There is a summary-admission report prepared for all new admissions to the system that includes but is not limited to the following:

1. Summary account of the legal aspects of the case
2. Summary of criminal history
3. Family history
4. Medical, dental, and mental health and substance abuse histories
5. Vocational interests, if appropriate
6. Educational status
7. Religious background and interests
8. Recreational assessment
9. Psychological evaluation, including intellectual assessment
10. Housing officer staff reports
11. Staff recommendations