

State of Iowa Department of Corrections

Policy and Procedures

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Applicability: IDOC

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Chapter 4: INSTITUTIONAL SERVICES

Sub Chapter: RECEPTION & ORIENTATION

Related DOC Policies: IS-RO-02, IS-RO-03, IS-SH-04, HSP-501, HSP-701, HSP-1001

Administrative Code Reference: N/A

Subject: INCARCERATED INDIVIDUAL ADMISSION PROCEDURES

PREA Standards: 115.41(a)(b)(c)(f)(g)(i), 115.42(g), 115.81(a)(b), 115.241(h)

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1. PURPOSE

To describe the procedures that shall be used by the Iowa Department of Corrections (IDOC) institutions to admit incarcerated individuals.

2. POLICY

It is the policy of the IDOC to properly admit and process incarcerated individuals to the reception center in a way that ensures the legality of their commitment, the appropriateness of the conditions of confinement to which they are assigned and the maintenance of institution security.

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3. DEFINITIONS - See IDOC Policy AD-GA-16 for Definitions.

4. PROCEDURES

A. Admission Procedures

1. All male incarcerated individuals, sentenced to the custody of the Director of IDOC shall be admitted to the Iowa Medical and Classification Center (IMCC), unless otherwise directed by the courts. All female incarcerated individuals shall be admitted to Iowa Correctional Institution for Women (ICIW).
2. Upon admittance, staff shall verify the identity of the incarcerated individual matching the name on the mittimus.
3. Other information that must be obtained:
 - a. Mittimus or judgment entry including entry of sentence imposed.
 - b. Number of days for which jail credit shall be received, when provided by the sheriff.
 - c. Other sentencing data including Court Order.
4. To the extent necessary, all criminal and personal information must be verified.
5. The cashier shall deposit all monies in the incarcerated individual's personal account.
6. Each incarcerated individual shall sign **IS-RO-01 F-1, *Incarcerated Individual Endorsement Authorization***, authorizing the institution to endorse by stamp any certified checks or money orders received so that such funds can be promptly credited to the incarcerated individual's account.
7. All new incarcerated individuals shall be assigned a number and fingerprinted when their photo ID is made.
8. Each incarcerated individual shall be thoroughly searched, showered, issued institutional clothing and be taken to the assigned living quarters and furnished with items necessary to maintain cleanliness and appearance.

9. Property processing shall be conducted in accordance with IDOC Policy **IS-RO-03**, *Incarcerated Individual Personal Property*.
10. Staff shall assist the incarcerated individual in notifying his/her next of kin and families of admission.
11. Staff shall notify IDOC registered victims of the incarcerated individual's admission.

B. Health Screening

Health screening including dental and mental health screening is to begin on the day of the incarcerated individual's admission in accordance with **HSP-501**, *Initial Health Screening and Appraisal*, **HSP-1001**, *Dental Services Overview* and **HSP-701**, *Mental Health Services*.

C. Initial Screening for Sexual Violence Propensity

1. All incarcerated individuals shall be assessed immediately upon arrival using the paper *SVP-Intake Screening Tool*, **IS-RO-01 F-2**, and shall be assessed during an intake screening for their risk of being sexually abused by other incarcerated individuals or sexually abusive toward other incarcerated individuals. This tool is confidential for staff use only and shall not be self-administered by the incarcerated individual and shall only be administered by the intake staff (See **IS-RO-01 Attachment A**, *SVP Scoring Guide*)(**PREA 115.41(a)(c)**)
2. All incarcerated individuals shall receive a Sexual Violence Propensity (SVP) assessment. Intake screening shall ordinarily take place within 72 hours of arrival at the facility. (**PREA 115.41(b)**) Incarcerated Individuals may not be disciplined for refusing to answer questions or not disclosing complete information. (**PREA 115.41, 241(h)**)
 - a. Within a set time not to exceed 30 days from the incarcerated individual's arrival at an institution, the institution shall reassess the incarcerated individual's SVP code based upon any additional, relevant information received by the institution since the most recent SVP assessment. (**PREA 115.41(f)**)
 - b. An incarcerated individual's risk level shall be reassessed when warranted due to significant events, a referral, request, incident of sexual assault or sexual abuse, or receipt of additional

information that bears on the incarcerated individual's SVP code.
(PREA 115.41(g))

- c. IDOC shall implement appropriate controls on the dissemination of responses to questions asked pursuant to this policy in order to ensure that sensitive information is not exploited to the incarcerated individual's detriment by staff or other incarcerated individuals. **(PREA 115.41(i))**

- (1.) If the paper SVP Intake Screening Tool, or the Sexual Violence Propensity (SVP) assessment in ICON indicates that the incarcerated individual has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, staff shall ensure the incarcerated individual is offered a follow-up meeting with a medical and mental health practitioner within 14 days of the SVP. **(PREA 115.81(a))**

- (2.) If the paper SVP Intake Screening Tool, or the Sexual Violence Propensity (SVP) assessment in ICON indicates that, an incarcerated individual has previously perpetrated sexual violence, whether it occurred in an institutional setting or in the community, staff shall ensure the incarcerated individual is offered a follow-up meeting with a mental health practitioner within 14 days of the SVP. **(PREA 115.81(b))**

D. Use of the SVP Assessment for Intake

- 1. IDOC shall use information from the SVP assessment to inform housing, bed, work, education, and program assignments with the goal of keeping separate those incarcerated individuals at high risk of being sexually victimized from those at high risk of being sexually abusive.
- 2. IDOC shall make individualized determinations about how to ensure the safety of each incarcerated individual.
- 3. In deciding whether to assign a transgender or intersex incarcerated individual to a facility for male or female incarcerated individuals, and in making other housing and programming assignments, IDOC shall consider on a case-by-case basis whether a placement would ensure

the incarcerated individual's health and safety, and whether the placement would present management or security problems.

4. Placement and programming assignments for each transgender or intersex incarcerated individual shall be reassessed at least twice each year to review any threats to safety experienced by the incarcerated individual.
5. A transgender or intersex incarcerated individual's own views with respect to his or her own safety shall be given serious consideration.
6. Transgender and intersex incarcerated individuals shall be given the opportunity to shower separately from other incarcerated individuals.
7. IDOC shall not place lesbian, gay, bisexual, transgender, or intersex incarcerated individuals in dedicated facilities, units, or wings solely on the basis of such identification or status, unless such placement is in a dedicated facility, unit, or wing established in connection with a consent decree, legal settlement, or legal judgment for the purpose of protecting such incarcerated individuals. **(PREA 115.42)(g))**

E. 72 Hour PREA Transfer Screening and Use of SVP for Transfer

1. The 72 Hour Transfer Screening **(IS-RO-01 F-3)** shall be completed on all incarcerated individuals within 72 hours that are processed through reception centers or any other institution/RCFs as direct admits. **(PREA 115.41)**
 - a. This screening shall be completed by Psychology staff and scanned into Medical ICON to begin protocol/tracking accordingly.
 - b. If a sexual violence incident is reported, the PREA investigator will be notified to complete the PREA incident report.
 - c. If substantiated, a full SVR-R assessment shall be entered and scored appropriately.
2. A complete SVP-R reassessment shall be submitted for all IDOC and RCF incarcerated individuals within 30 days of admission or transfer. **(PREA 115.41 (f))**

- a. This 30-day follow up is to allow the individual time to process and become comfortable in disclosing information. (**PREA 115.41, 241(f)**)
- b. If a sexual violence incident has taken place since their initial arrival and meeting with the psychologist, the PREA investigator will be notified to complete the PREA incident report and the psychologist alerted to begin follow up services. (See **IS-RO-01, Attachment A - PREA Scoring Guide** for further instructions.)

F. Clothing

A standard set of clothing should be provided at the time of admission and should include season appropriate items. In addition to the standard issue of incarcerated individual clothing, personal clothing may be available in limited quantities.