

# **State of Iowa Department of Corrections**

## **Policy and Procedures**

Policy Number: IS-RO-02

Applicability: IDOC

Policy Code: Public Access

Iowa Code Reference: Chapter 904

Chapter 4: INSTITUTIONAL SERVICES

Sub Chapter: RECEPTION & ORIENTATION

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: INCARCERATED INDIVIDUAL INTAKE AND ORIENTATION

PREA Standards: 115.16(a)-(c), 115.41(f)(g)(i), 115.42(a)-(g), 115.81(a)(b), 115.241(h)

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### **1. PURPOSE**

To describe the intake processes and orientation procedures for incarcerated individuals transferred from one Iowa Department of Corrections (IDOC) facility to another.

### **2. POLICY**

The Iowa Department of Corrections' intake process and orientation program is intended to provide newly assigned incarcerated individuals an overview of institutional programs, services, schedules, expectations and rules.

### **CONTENT**

- A. Intake Processes
- B. Orientation Program
- C. Use of the SVP Assessment
- D. PREA Compliance
- E. Orientation Completion
- F. Housing

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

## 4. PROCEDURES

### A. Intake Processes

Each institution shall establish procedures for intake processing of incarcerated individuals transferred from other institutions (Refer to IDOC Policy **IS-RO-01**, *Incarcerated Individual Admission Procedures* for specific protocol for ensuring the 72 Hour PREA Intake Screening process upon transferring to a new facility). These procedures may be placed within this policy or, where appropriate, placed in other policies and referenced within this policy. These procedures shall include, but are not limited to:

1. Entrance of incarcerated individuals to the facility
2. Escort Procedures
3. Search Procedures
4. Incarcerated individual Property
5. Issuance of clothing, bedding, etc.
6. Initial Health Screening
7. Disposition of Records
8. Reassessment of Sexual Violence Propensity (SVP) Assessment
  - a. Staff shall refer to the SVP in ICON as the admission facility will have the updated SVP prior to transfer. Within 30 days institution shall reassess the incarcerated individual's SVP code based on any additional relevant information received since Admission screening. **(PREA 115.41(f))**
  - b. An incarcerated individual's risk level shall be reassessed when warranted due to a referral, request, incident, 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. An incarcerated individual's SVP assessment shall be examined by the incarcerated individual's classification team at the incarcerated individual's regularly scheduled annual classification meeting. A new SVP assessment shall be added even if no changes are required.
- d. The SVP does not have to be updated for temporary transfers or hold overs, court/jail/hospital trips unless a major change has occurred and requires an update.

#### 9. Dissemination of Assessment

The institution 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))**

### **B. Orientation Program**

- 1. Each institution shall establish procedures for institutional orientation of newly transferred incarcerated individuals. Except in unusual circumstances orientation for incarcerated individuals shall be completed within seven days.
- 2. In an effort to provide a meaningful introduction to responsibilities and expectations in the correctional environment, the orientation may include a variety of instructional methods to include classroom instruction, written material, video presentation or other means. Where a literacy, cognitive or language barrier exists, staff shall work to ensure that each incarcerated individual has a functional understanding of orientation materials. The orientation program shall include, but not necessarily be limited to:
  - a. Institution Physical Plant
  - b. Institution Schedule
  - c. Programs and Activities
  - d. Institution Rules
  - e. Discipline Procedures

- f. Classification Procedures
- g. Incarcerated individual Grievance Program
- h. Security Procedures
- i. Transition Incentive Program
- j. Emergency Evacuation Procedures
- k. Incarcerated individual Property Control and Inventory
- l. Incarcerated individual Accounts
- m. Visiting Procedures
- n. Mail Procedures
- o. Training in Hazardous Chemicals/Right to Know
- p. Infectious Disease Training
- q. Staff and Incarcerated individual Sexual Misconduct
- r. Reentry
- s. Access to Health Services
- t. Commissary
- u. PREA

### **C. Use of the SVP Assessment**

1. IDOC shall use information from the SVP assessment to evaluate housing, bed, work, education, and program assignments with the goal of providing staff supervision for 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 experience 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(a)-(g))**
8. 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 or mental health practitioner within 14 days of the SVP. **(PREA 115.81(a))**
9. 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))**
10. Incarcerated individuals may not be disciplined for refusing to answer questions or not disclosing complete information. **(PREA 115.41, 241(h))**

## **D. PREA Compliance**

1. IDOC shall take appropriate steps to ensure that incarcerated individuals with disabilities (including, for example, incarcerated individuals who are deaf or hard of hearing, those who are blind or have low vision, or those who have intellectual, psychiatric, or speech disabilities), have an equal opportunity to participate in or benefit from all aspects of IDOC's efforts to prevent, detect, and respond to sexual assault, sexual abuse, and sexual harassment.
2. Such steps shall include, when necessary to ensure effective communication with incarcerated individuals who are deaf or hard of hearing, providing access to interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively using any necessary specialized vocabulary.
3. In addition, IDOC shall ensure that written materials are provided in formats or through methods that ensure effective communication with incarcerated individuals with disabilities, including incarcerated individuals who have intellectual disabilities, limited reading skills, or who are blind or have low vision.
4. IDOC is not required to take actions that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity, or in undue financial and administrative burdens, as those terms are used in regulations promulgated under title II of the Americans With Disabilities Act, 28 CFR 35.164.
5. IDOC shall take reasonable steps to ensure meaningful access to all aspects of the department's efforts to prevent, detect, and respond to sexual assault, sexual abuse, and sexual harassment to incarcerated individuals who are limited English proficient, including steps to provide interpreters who can interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary.
6. IDOC shall not rely on incarcerated individual interpreters, incarcerated individual readers, or other types of incarcerated individual assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the incarcerated individual's safety, the performance of first-response duties or the investigation of the incarcerated individual's allegations. **(PREA 115.16(a)-(c))**

## **E. Orientation Completion**

1. Each institution shall ensure that incarcerated individuals unable to complete normal intake processes and orientation program due to medical reasons, segregation status, etc., are appropriately orientated to the institution in a timely manner.
2. Institutional procedures shall outline how incarcerated individual completion of the orientation program is documented.

## **F. Housing**

Institutions shall establish procedures that outline where new incarcerated individuals will be housed. New incarcerated individuals may be housed in a specified unit together or may be assigned to general population housing.

The facility Warden may house an incarcerated individual in a more suitable facility/area if the SVP code is presenting a housing barrier to allow housing placement which will effectively prepare for release. Documentation to support the decision shall be made in ICON.