




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 11-102	PAGE NUMBER 1 of 10
		SUBJECT: DECISION MAKING: Offender Admissions: Scheduling, Processing, and Orientation	
Approved By:  Secretary of Corrections		Original Date Issued:	12-13-88
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		Replaces Amendment Issued:	02-21-04
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature.	
		Date Reissued:	05-26-11

POLICY

Admissions to departmental custody shall be scheduled by the Admission and Transportation Coordinator and handled in accordance with the procedures established herein. The provisions of the Memorandum of Agreement between the Kansas Department of Social and Rehabilitation Services/Juvenile Justice Authority and the Department of Corrections shall be followed regarding juvenile felon admissions.

All offenders shall be received and processed in a way that ensures the legality of their commitment, (ACI 3-4273) the appropriateness of the facility to which they are assigned, and the maintenance of facility security. All offenders shall be searched, photographed, fingerprinted, screened, and evaluated for health related conditions/problems and programmatic needs, post-incarceration, shall receive an Inmate Rule Book and a thorough program of orientation to the Department and facility's rules, procedures, programs, and services.

Coordination between KDOC and the Contract medical personnel is essential to ensure that medical issues are considered and needed services/facilities are available before specific facility placements are authorized. Referrals shall be made by the PHS State Medical Director for the admission/transfer of conditions violators from local detention to the specific KDOC facilities appropriate to their particular medical needs.

Male inmates under sentence of capital punishment shall be directed to the El Dorado Correctional Facility for admission processing. Female inmates under sentence of capital punishment shall be directed to the Topeka Correctional Facility for admission processing.

The reception and orientation process shall be fully documented and each offender shall execute an appropriate orientation checklist acknowledging all areas of orientation. The orientation for routine admissions shall be completed within one (1) week of admission. Provisions shall be included in facility general orders for the orientation of exceptional cases. (ACO 2-4A-01; ACI 3-4276)

DEFINITIONS

Admission: Any inmate or post-incarceration supervision conditions violator received at a KDOC facility from another jurisdiction. Offenders being returned to custody in pre-revocation status are considered admissions.

Admission and Transportation Coordinator: An employee designated by the Secretary to serve as the coordinator of all admissions to departmental custody.

Condition violator: Any offender released on post-incarceration supervision who has violated conditions of release without committing a new offense and who is being returned to a KDOC facility for violation of the conditions of the release.

Holdover: Temporary placement of an offender in a correctional facility until transfer arrangements are completed.

In absentia admission: An offender who had been serving a Kansas sentence and another jurisdiction's sentence concurrently in the other jurisdiction, who, having completed the other sentence, is admitted into the custody of the Secretary of Corrections.

Juvenile felon: As defined in K.S.A. 38-16,112, an offender who committed a Class A or B felony at age 14 or 15, has been prosecuted as an adult and has been found guilty of the offense, and has been committed to the custody of the Secretary of Corrections. In accordance with K.S.A. 75-5206(d) the offender is housed at a youth facility, until at least the age of 16, at which time he/she may be transferred to KDOC custody.

Local authorities: The clerk of the district court, sheriff, or sheriff's designee assigned the responsibility for coordinating the movement of felony offenders from county custody to the custody of the Secretary of Corrections.

Post-incarceration supervision: The supervision of offenders for any type of release from a KDOC facility, to include release to parole, conditional release, and post-release supervision.

Pre-revocation status: The status of an offender on post-incarceration supervision who has signed a diversionary agreement with the parole officer to enter into and successfully complete a specific program at a designated correctional facility in lieu of revocation.

Re-admissions: Offenders committed to the custody of the Secretary of Corrections who have previously been admitted to a Department facility and for whom a KDOC inmate number has previously been assigned.

PROCEDURES

I. Admissions Scheduling

- A. Except for interstate compact transfers and offenders returned from court hearings, as provided in III.E. of this IMPP, all admissions to KDOC custody shall be arranged through and by the Admission and Transportation Coordinator.
- B. Offenders committed to the custody of the Secretary of Corrections shall be admitted to a Department facility within three (3) days of receipt of notice from local authorities.
 1. Notice received by telephone shall be considered sufficient for the purpose of scheduling an admission.
 2. Weekends and holidays shall not be included as part of the three (3) day limitation.
 3. 7:30 a.m. to 3:00 p.m. Monday through Friday shall be designated as the only acceptable time for scheduling admissions.
- C. All male offenders committed to the Secretary shall be admitted to El Dorado Correctional Facility, Reception and Diagnostic Unit (EDCF-RDU).
- D. All female offenders committed to the Secretary shall be admitted to the Topeka Correctional Facility, Reception and Diagnostic Unit (TCF-RDU).

II. In absentia Admissions Procedure

- A. When an in absentia offender is ready to be returned or admitted to a KDOC facility after serving a sentence in another jurisdiction the following admission procedure shall apply:

1. When contacted by personnel from the holding facility of the other jurisdiction, the Central Office Transportation Coordinator shall request the following information:
 - a. The name, number, and status of the in absentia offender;
 - b. The anticipated release date from the holding jurisdiction and/or the date the offender must be taken into KDOC custody;
 - c. Any known medical or behavior problems the offender may have; and,
 - (1) If medical or behavioral problems are known to exist, the name and telephone number of the other jurisdiction's medical contact person.
 - d. The name and phone number of the contact person at the holding facility.
2. The Transportation Coordinator shall:
 - a. Contact the local authorities in the holding jurisdiction to make arrangements for the return of the offender to Kansas;
 - b. Notify the appropriate RDU Records Office of the following:
 - (1) The offender's name, number and status;
 - (2) The date the offender will be admitted to the appropriate RDU; and,
 - (3) Any known medical or behavior problems the offender may have and the name and telephone number of the other jurisdiction's medical contact person.
 - c. Notify the KDOC Health Services Administrator of any known medical and/or behavioral problems and the information regarding a medical contact person in the other jurisdiction, if available; and,
 - d. Assign transportation personnel to transport the offender to appropriate RDU.

III. Re-admissions

- A. Post-incarceration supervision offenders on pre-revocation status shall be placed in designated pre-revocation minimum-security facilities.
- B. Condition violators shall be admitted according to the following procedures:
 1. Parole Directors or designated staff shall be responsible for notifying the Admission and Transportation Coordinator within one (1) working day after determining that a condition violator is available for return to department custody.
 - a. The Admission and Transportation Coordinator shall ensure, provided bed space is available, that the condition violator is transferred to a KDOC facility within five (5) days of notification from the Parole Director or designee.
 2. The Admission and Transportation Coordinator shall be responsible to:
 - a. Contact local authorities in the jurisdiction holding the condition violator to make arrangements for the condition violator's return.

- b. Assign Transportation Unit staff to transport the condition violator to an appropriate facility, or to a holdover facility until transfer to an appropriate facility can be arranged.
 - c. Notify the appropriate RDU Records Office of the following:
 - (1) The condition violator's name, number, date of birth, and post-incarceration supervision status;
 - (2) The date the condition violator must be taken into custody;
 - (3) The reason(s) for the return of the condition violator to KDOC custody, if known; and,
 - (4) Any known medical, behavioral problems and/or gang affiliations of the condition violator.
 - d. Notify the KDOC Health Services Administrator of any known medical and/or behavioral problems and the information regarding a medical contact person in the other jurisdiction, if available.
3. The affected RDU shall forward the above information to the appropriate facility's Records Office.
 4. The Admission and Transportation Coordinator shall schedule the pick-up of condition violators at the earliest possible date, utilizing either facility transportation staff/vehicles or the Department Transportation Unit.
- C. Violators of post-incarceration supervision conditions with new sentences shall be processed as is any new admission, per provisions of Section I. of this IMPP.
- D. Probation violators who have not previously been in the custody of the Secretary of Corrections, or, who have been released to probation status by court order shall be admitted/readmitted per the provisions of Section I. of this IMPP.
- E. Returns from Court Hearings
1. Offenders who are released to local authorities for a court hearing shall ordinarily be re-admitted to the facility from which they were released.
 - a. Arrangements for such admissions shall be made directly between local authorities and the Admission and Transportation Coordinator.
 2. When notified by local authorities that an offender who was released for a court hearing is ready for return to KDOC custody, facility Records Office personnel shall ascertain from local authorities whether;
 - a. Additional sentences were imposed; or,
 - b. The offender presented any management problems while in local custody.
 3. If it is determined that the re-admission of the offender to a minimum security facility is inappropriate for security reasons, the warden of the minimum security facility involved, or his/her designee, shall present the matter to the Admission and Transportation Coordinator who shall arrange for the offender's re-admission to a high custody level facility.

IV. Juvenile Felon Admissions

- A. Upon notification by a county that a juvenile felon has been committed to the custody of the Secretary of Corrections and is to be placed with the Secretary of Social and Rehabilitation Services (SRS) and or the Juvenile Justice Authority pursuant to the "Memorandum of Agreement - Juvenile Felons, Kansas Department of Social and Rehabilitation Services and Kansas Department of Corrections", the following admission procedures shall be followed:
1. The Admission and Transportation Coordinator shall ask the sheriff of the county where the juvenile felon was convicted to FAX a copy of the journal entry to the appropriate RDU and to mail the original journal entry to the appropriate RDU.
 2. The affected RDU Records staff shall review the journal entry to determine whether it complies with the juvenile felon statutes and shall notify the Admission and Transportation Coordinator of the status of the journal entry.
 - a. If the journal entry is correct, the Admission and Transportation Coordinator shall notify the SRS staff member designated to serve in the capacity of Director of Juvenile Offender Programs or designee by phone and shall ask the sheriff to make arrangements for the admission of the juvenile felon to the Youth Center at Topeka or the Youth Center at Beloit, as appropriate.
 - b. If the journal entry is incorrect, the Admission and Transportation Coordinator shall notify the sheriff that the journal entry is not in compliance with the juvenile felon statutes and that KDOC will not accept custody.
 - (1) RDU Records staff shall notify the court of conviction in writing of the reason(s) why KDOC did not accept custody of the juvenile.
 - c. If available, a copy of the pre-sentence evaluation of all juvenile offenders who were 14 or 15 years of age at the time of offense and who are 16 years of age at the time of placement with KDOC shall be FAXED to SRS's Career Educational Institutional Administrator for placement.
 3. The case management of all juvenile felons shall be in accordance with the provisions of the "**Memorandum of Agreement - Juvenile Felons, Kansas Department of Social and Rehabilitation Services and Kansas Department of Corrections.**"

V. Admission Processing

- A. Upon an offender's admission the following actions shall be completed:
1. Journal entries shall be imaged. Central Office Sentence Computation Unit staff shall be notified of the admissions for the day.
 - a. A determination shall be made as to whether the offender is legally committed to the Secretary of Corrections. (ACI 3-4272)
 - b. Journal entries and sentence computation shall be reviewed for accuracy.
 - c. The offender's status regarding active detainers shall be determined from available information.

2. Determination of offender's country of citizenship: During the admission process at the Reception Center, an inquiry shall be made of each offender to determine the offender's country of citizenship.
 - a. If an offender claims not to be a citizen of the United States and claims to hold citizenship of a country other than the United States of America, such information shall be immediately provided to the warden or designee.
 - b. The warden or designee shall be responsible to ensure that the appropriate notifications, per provisions of IMPP 11-105, are implemented in a timely manner.
3. KDOC Inmate Number: Before a KDOC number is assigned to the offender, a review shall be made of any inactive records to determine any previous record of admission. If the offender has previously been committed, the original KDOC Inmate number shall be used; otherwise, the next unassigned sequential number shall be assigned to the new admission according to the KDOC numbering sequence. (ACI 3-4272)
4. Master File: Facility records personnel shall establish a new file or revive an old file for each admitted or readmitted offender, including juvenile felons, in accordance with the provisions of IMPPs 05-103 and 05-104.
5. Fingerprinting and Photographing: All admitted or readmitted offenders shall be fingerprinted and notation made of any identifying marks or other unusual physical characteristics, and photographed in accordance with the provisions of IMPP 12-131. (ACI 3-4272)
6. Identification Badges: Identification badges shall be issued by Admissions and Discharge personnel in accordance with IMPP 12-131.
7. Medical/Dental/Mental Health Intake Screening and Evaluation/Assessment: Medical/Dental/Mental health screening and evaluation/assessment shall be completed, in accordance with IMPP 10-116, 10-117 and 11-109. (ACI 3-4272)
8. Search and Property Inventory: Admissions and Discharge personnel shall search the offender and the offender's possessions, as well as inventory the property being admitted and request that local law enforcement personnel transport unauthorized property back to the county of commitment for disposal in accordance with IMPP 12-120. (ACI 3-4272)
9. Showering, hair care and delousing: To ensure that offenders are clean and devoid of vermin they shall shower and, when required per physician's orders, be deloused. Haircuts and implements for shaving shall be made available subject to security concerns and mental health considerations. (ACO 2-4A-01, ACI 3-4272)
10. Provision of State issue clothing and hygiene products: Each offender shall be provided with clean, durable and presentable clothing of the proper size that is suitable to climatic conditions, and such items necessary for maintaining proper personal hygiene in accordance with the provisions of IMPP 12-127. (ACI 3-4272, 3-4317)
11. Orientation: Facility personnel shall provide each offender with departmental and written facility orientation materials, to include the following: (ACO 2-4A-01, ACI 3-4272, 3-4275)
 - a. Furnish the offender with a copy of the current Inmate Rule Book, or, an audio cassette of the book if the offender is unable to read. (ACI 3-4216)

- (1) Translated versions of the Inmate Rule Book and/or translators/interpreters shall be provided, if necessary in accordance with KAR 44-5-108, to assist the offender in understanding the Inmate Rule Book or orientation materials.
- b. Advise the offender of the location and accessibility of departmental Internal Management Policy and Procedures (IMPPs) and facility general orders (GOs).
- c. Advise the offender of the general content of the mission, policies, and procedures of the Department and the facility, and of essential statutes and regulations, including those relating to:
- (1) The admission and testing/evaluation process;
 - (2) Sentencing computation and good time credits;
 - (3) Uniform Mandatory Disposition of Detainers Act;
 - (4) Program and work assignments;
 - (5) Custody classification;
 - (6) Review process;
 - (7) Transfer procedures;
 - (8) State issue clothing, linen and hygiene items;
 - (9) Laundry procedures;
 - (10) Counts;
 - (11) Emergency procedures consistent with security/confinement considerations;
 - (12) Food service;
 - (13) Service Fees, to include procedures regarding nonpayment of fees;
 - (14) Services, privileges, and incentives including, at a minimum:
 - (a) Medical/Dental/Mental Health Services: Information about access to health care services, including sick call, shall be communicated orally and in writing to offenders in a form and language that they understand upon their arrival;
 - (b) Mail; (ACI 3-4272)
 - (c) Telephone usage; and,
 - (d) Visiting, to include provision within twenty-four (24) hours of arrival the materials necessary to develop a temporary Visitor's List and assistance in notifying next-of-kin of the offender's admission and current location (as required by IMPP 10-113); (ACI 3-4272)
 - (e) Recreation;
 - (f) Canteen;

- (g) Inmate Trust Fund accounts;
 - (h) Religious activities;
 - (i) Library;
 - (j) Diplomatic assistance for foreign nationals (ACI 3-4267-1);
and,
 - (k) Adjustment counseling.
- (15) Allowable personal property;
 - (16) Authorized/Restricted areas;
 - (17) Communication with staff and Inmate Request Form (Form 9);
 - (18) Inmate Grievance Process;
 - (19) Property claims;
 - (20) Access to Legal Services for Prisoners;
 - (21) Access to the Ombudsman for Corrections; and,
 - (22) Role of the Kansas Parole Board (KPB).
- d. Require the offender to sign a checklist to acknowledge the topics addressed by the orientation.
- (1) When an offender is admitted to a facility or returns to a facility (except for offenders returning from court hearings per section III.E. above), the offender shall be provided with updated information on KDOC policies and information on the general orders of the receiving facility and shall sign an orientation checklist at the receiving facility.
 - (2) Each facility shall establish by general order the nature of the orientation to be provided and the orientation checklist to be signed and dated by the offender and the employee(s) providing the orientation. The orientation for routine admissions shall be completed within one (1) week of admission. Provisions shall be included in general orders for orientation of exceptional cases.
 - (3) Orientation checklists, signed and dated by the offender and staff, shall be placed in the offender's master file. (ACI 3-4272, 3-4275)
12. Assignment to a Housing Unit. (ACI 3-4272)
13. Linen and bedding: Housing unit staff shall issue suitable, clean linen and bedding in accordance with provisions of IMPP 12-127. (ACO 2-4D-01)
14. Evaluation, Testing and Needs Assessment:
- a. To determine the offender's:
 - (1) Educational status and interest;
 - (2) Vocational programming needs;
 - (3) Recreational needs and preferences;

- (4) Special needs, if any;
 - (5) Custody classification and,
 - (6) Criminogenic risk and needs.
 - b. To recommend programming, housing, and work assignment.
 15. If appropriate for the offender, an orientation to the Sex Offender Treatment Program (SOTP), which includes an explanation of both the treatment and the offender's refusal option, if needed.
 16. Summary Admission Report: Reception and Diagnostic Unit staff shall prepare a summary of admission report for all new admissions. The report shall include, at a minimum, the following information: (ACI 3-4273)
 - a. Account of the legal aspects of the offender's case;
 - b. Summary of the offender's criminal history, if any;
 - c. Offender's social history;
 - d. Offender's medical, dental and mental health history;
 - e. Offender's occupational experience and interests;
 - f. Offender's educational status and interests;
 - g. Offender's vocational programming;
 - h. Offender's recreational preference and needs assessment;
 - i. Results of the offender's psychological evaluation;
 - j. Staff recommendations regarding the offender;
 - k. Pre-institutional assessment information and,
 - l. Risk and needs assessment pursuant to IMPP 11-113.
 17. Emergency Information Form: Reception and Diagnostic Unit staff shall collect emergency information for the notification of next-of-kin upon an inmate's death, or when an inmate is hospitalized for a serious injury or illness.
 - a. The Emergency Information form, found in the attachments of IMPP 10-123, shall be completed by the inmate as part of the intake process.
 18. Disposition of Deceased Inmate Body Form: The inmate shall be requested to complete this form as per procedure I.B. of IMPP 01-114.
- B. An inmate may direct the withholding or withdrawal of life-sustaining procedures in a terminal condition by executing a declaration which substantially complies with K.S.A. 65-28,103(c), per provisions of IMPP 10-127. (NCCHC P-71)
1. All other provisions of the Natural Death Act, K.S.A. 65-28,102 et seq. shall be complied with by the inmate and medical personnel.
 2. Information regarding this declaration shall be provided during the period when an inmate is undergoing evaluation at TCF.

3. The health authority at each facility and the unit teams shall also have the forms available to provide to inmates when requested by an inmate.
4. A copy of any form executed by the inmate shall be placed in the inmate's file, the medical record, and the unit team file.

VI. Medical Clearances

A. Admissions/transfers from outside KDOC jurisdiction

1. When notified via Transportation Notification Data that a conditions violator slated for transfer from local detention into KDOC custody has medical and/or mental health problems, the appropriate RDU Administrator or designee will notify the State Medical Director, either by telephone or by sending the KDOC Transportation Notification data to the contract health care providers regional office via fax.
 - a. The PHS State Medical Director will provide the appropriate RDU Administrator or designee with his/her facility specific recommendation, via telephone or by return fax of the KDOC Transportation Notification Data. The State Medical Director will provide a basis for all referrals of individual violators to specific facilities. Based upon his/her referral recommendation, the State Medical Director will be responsible for notifying the receiving clinic of the pending transfer.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

KSA 21-4609, 21-4620, 21-4621, 22-3426, 22-4306, 38-16,112, 65-28-102, 75-5206, 75-5218, 75-5220, 75-5221
KAR 44-5-108
IMPP 01-114, 05-103, 05-104, 10-116, 10-117, 10-123, 10-127, 11-105, 11-109, 11-113, 12-120, 12-127, 12-131
ACO 2-4A-01, 2-4D-01
ACI 3-4216, 3-4267-1, 3-4272, 3-4273, 3-4275, 3-4276, 3-4317, 3-4321, 3-4324, 3-4343
NCCHC P-71

ATTACHMENTS

None.