

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
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ADULT OFFENDER CLASSIFICATION			

VI. INTAKE PROCESSING - RECEIVING FACILITY:

A. Support Staff:

The support staff consists of, but is not limited to, the following:

1. Supervisor of Classification.
2. Unit Manager
3. Casework Manager
4. Correctional Release Assistant.
5. Dental/Medical/Psychiatric Staff.
6. Master Locations/Count Staff
7. Education Staff
8. Addiction Recovery Staff
9. SOMM Staff
10. Re-Entry Coordinators

B. Intake Processing: Supervisor of Classification shall insure a process to:

1. Receive incarcerated individuals and notify appropriate staff. (e.g., Intake Staff, Health Services/Behavioral Health Staff, Master Locations/Count, etc.)
2. Review packet and electronic databases.
3. Provide orientation (may be completed by Classification or Unit Team Staff) to include:
 - a. Annual classification review.
 - b. Available assignments and time cut programs.
 - c. Available non-time cut course
 - d. Classification/reclassification procedures.
 - e. Case Management procedures.
 - f. Credit time and credit class, including projected release date.
 - g. Disciplinary code for adult offenders.
 - h. Medical Services and Mental Health Care procedures.
 - i. Transition Units.
 - j. Transfers.

- (1) Inter-facility.

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(2) Intra-facility.

- k. Work/Study Release.
- l. Appeals and grievance procedures.
- m. Incarcerated individual's outstanding external fees, if applicable;
- n. Program Management/Referral System
- o. Other facility procedures.

C. Evaluation:

Each incarcerated individual shall be assigned to a specific Unit Team. Staff within the Unit Team shall:

1. Interview the incarcerated individual.
2. Respond to the incarcerated individual's concerns.
3. Confer with the incarcerated individual concerning details of the current commitment period.
4. Act as the incarcerated individual's staff contact.
5. Confer with and make referrals to other staff concerning the incarcerated individual, as needed.
6. Review the materials supplied by the Intake unit and/or other resources.
7. Clarify the status of detainers or warrants prior to the completion of recommendations. The warrant/detainer screens in the offender information system are to include all pending and sentenced offenses along with dispositions, if sentenced. No incarcerated individual is to be transferred to another facility until the information is completed.
8. If the incarcerated individual is within 180 days of their Earliest Possible Release Date (EPRD), review OCMS for placement plans and follow the 180 days release guide in accordance with Policy and Administrative Procedure 01-07-101, "The Development and Delivery of Programs, Pre-Release, and Case Management."

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D. Classification Committee Action:

The Unit Team Committee shall:

1. Review pertinent materials.
2. Recommend initial classification assignment.
3. Complete the State Form 3412, "Report of Classification Hearing," to include program recommendations.
4. Complete State Form 56324, "Program / Course Admission Acknowledgment."
5. Forward all relevant documents to Supervisor of Classification.

E. Supervisor of Classification Action:

The Supervisor of Classification shall:

1. Review classification committee recommendation
2. Render decision
3. Implement decision
4. Cause all relevant documents to be file in the incarcerated individual's packet.
5. Cause the relevant documents to be scanned and indexed into IRIS
6. Provide of copy of the completed State Form 3412, "Report of Classification Hearing," to the incarcerated individual.

F. Warden Action:

1. Cause the A&O Unit's activities to be monitored by a designated employee.
2. Cause the classification committee's recommendations to be monitored by a designated employee.
3. Provide a reception and orientation program for new incarcerated individuals upon admission. Except in unusual circumstances, initial reception and orientation of incarcerated individuals is

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completed within thirty (30) calendar days after admission (Intake Units Only: RDC, RTI, ISP [Death Row admissions only], IWP [Death Row admissions only]).