

State of Utah - Department of Corrections



Department Manual

<i>FC01 - Intake and Identification</i>	<i>PROCEDURE</i>
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<i>Authorized by:</i>	<i>Executive Director Brian Redd</i>
<u><i>Table of Contents:</i></u> <i>01.00 ADMISSION PROCEDURES</i> <i>01.01 General</i> <i>01.02 Admission Hours</i> <i>01.03 Commitment Document Review/Number Assignment</i> <i>02.00 INTAKE PROCEDURES</i> <i>02.01 General</i> <i>02.02 Receiving Inmate Property</i> <i>02.03 Receiving Inmate Money</i> <i>02.04 Receiving Inmate Medications</i> <i>02.05 Strip Search</i> <i>02.06 Clothing Issue</i> <i>02.07 Inmate Basic Property Issue</i> <i>02.08 Medical/Dental Examination</i> <i>02.09 Hygiene</i> <i>02.10 Initial Interview and Orientation</i> <i>02.11 Inmate Housing Assignments</i> <i>02.12 Movement to Housing Area</i> <i>03.00 ORIENTATION PROCEDURES</i> <i>03.01 New Commitments Housed on the R&O Unit</i> <i>03.02 Inmates Returned on a Parole Violation</i> <i>03.03 Orientation Handbook</i> <i>04.00 IDENTIFICATION PROCEDURES</i> <i>04.01 Identification Issuance</i> <i>04.02 Photographs</i> <i>04.03 ID Cards for New/Re-Committed Inmates</i> <i>04.04 Inmate ID Responsibilities</i> <i>04.05 Lost, Stolen, or Damaged ID Cards</i> <i>05.00 INMATE INTAKE ID PROCESS</i>	<u><i>Cross Reference:</i></u> <i>AG47 Offender Record Files</i> <i>FC04 Inmate Classification</i> <i>FC08 Releases</i> <i>FC09 Gate Passes</i> <i>FD01 Offender Disciplinary Procedures</i> <i>FD03 Inmate Mail</i> <i>FD04 Inmate Visiting</i> <i>FD14 Inmate Property</i> <i>FD19 Clothing Issue</i> <i>FD20 Privilege Level System</i> <i>FD22 Inmate Code of Conduct</i> <i>FH07 Notary Services</i> <i>Utah Admin. Code R251-711</i>

05.01 R&O Intake ID Surrender/Confiscation	
05.02 Records Office Offender ID Processing	

01.00 ADMISSION PROCEDURES

01.01 General

- A. Persons committed to the Utah Department of Corrections should be received through a DPO R&O unit.
- B. Proper documentation shall be reviewed by the UDC Records Office/Shift Commander to confirm that the person brought to the prison can be legally admitted.

01.02 Admission Hours

- A. The Records Office shall be open Monday through Friday from 0800 to 1700 hours, excluding holidays.
- B. During hours other than those stated above, persons shall be processed by R&O staff after approval of the Shift Commander.

01.03 Commitment Document Review/Number Assignment

- A. The Records Office shall examine commitment orders to confirm that persons brought to the prison can be legally admitted.
- B. During the designated hours the Records Office is closed, review of Board of Pardons & Parole warrants on intakes should be the responsibility of Control One.
- C. A USP Intake form must be completed for all admissions.
- D. Transporting officers or their respective agencies shall provide lawfully signed commitment documents in order to bring an offender into the Utah State Prison for commitment.
- E. DPO staff shall not take custody of offenders without proper commitment documentation or warrants.
- F. During business hours, completed and signed commitment documents shall be reviewed by the Records office prior to taking custody of an offender.
- G. After-hours admissions shall require a documentation review by Control One/Shift Commander prior to taking custody of an offender.
- H. After hours, commitment documents shall be forwarded to the Records Office for admission of the process as soon as possible.
- I. Allied agencies shall provide either in advance or upon intake:
 - 1. a valid, current Judgment and Commitment document, signed by a Utah District Court Judge; or
 - 2. in case of an inter-state compact agreement, a Judgment and Commitment from another U.S. State Judge or Federal Judge.
- J. UDC Officers shall ensure at least one of the following documents is provided in advance or at the time of admission:
 - 1. a signed Judgment and Commitment by a District Court Judge;
 - 2. a BOPP warrant with a completed certificate of return; or
 - 3. 72-hour hold documentation, signed by the Agent and the Shift Commander.

02.00 INTAKE PROCEDURES

02.01 General

- A. Incoming prisoners shall be given a strip search immediately upon being received at the prison.

- B. Money and personal property shall be inventoried, and a receipt issued in the inmate's presence.
- C. Any medications shall be separated from the inmate's property and logged into a secure area of the R&O unit until the medical unit receives them.
- D. All forms of identification shall be forwarded to the Records Office until the inmate is discharged from custody.
- E. Within 30 days, the inmate shall make arrangements for the disposition of personal property not allowed in the institution or disposed of as per FD14, "Inmate Property."
- F. Necessary inmate property and identification shall be issued.
- G. An initial interview/orientation shall be completed, and an information packet shall be issued to all incoming inmates.
- H. A medical housing screen shall be completed by clinical services before to the inmate being assigned housing in the R&O Unit. The purpose of this medical screening is to determine emergency medical needs and the possible presence of communicable diseases.
- I. If needed, a thorough medical examination shall be completed within seven working days.
- J. All inmates shall be taken to a designated intake building for completion of the admission process.
- K. Items of identification (State ID card and driver's license) shall be sent to the Records Office. In addition, Government/State oriented items other than a driver's license (i.e., social security card, birth certificate, Certificate of Release or Discharge from Active Duty, Department of Defense [DD] Form 214) will also be sent to the Records Office.

02.02 Receiving Inmate Property

- A. All allowable personal property shall be taken to the UDC Property Office by the transporting officer after dropping off new intakes.
- B. The R&O Intake Officer shall escort the inmate to the intake office for further processing.
 - 1. The officer shall package the inmate property items for disposition after giving the items a cursory review.
 - 2. The officer should inventory the inmate's personal property in the presence of the inmate. This should only include the clothing they are wearing and a reasonable amount of legal mail.
 - 3. Upon completion of the inventory, the officer should complete a Property Disposition/Inmate Property Inventory form verifying the accuracy of the inventory and have the inmate sign the form(s).
 - 4. Copies of the completed Inmate Property Inventory form shall be distributed as per FD14.

02.03 Receiving Inmate Money

- A. If an inmate arrives at the R&O Unit with money and is coherent enough to witness the transfer of the money, two witnesses shall verify the amount of money in the presence of the inmate while the money is being counted. If the inmate is not coherent upon entry and is unable to witness the transfer of the money, two witnesses shall verify the amount and sign off with their name and department to verify it.
- B. The money shall then be:
 - 1. logged;
 - 2. receipted (a copy of the receipt shall be given to the inmate);
 - 3. placed in an envelope along with a money receipt, signed by both witnessing staff members; and

4. secured in an appropriate location until collected or delivered to inmate accounting within a reasonable amount of time for deposit into the inmate's account.

02.04 Receiving Inmate Medications

If an inmate arrives at the R&O unit with medications, the medication(s) shall be secured in a secure area of the R&O unit. The medication(s) shall:

- A. remain in the secure area along with the log; and
- B. be collected by the medical or pharmacy unit upon the medical/pharmacy staff signing the log.

02.05 Strip Search

- A. An officer of the same gender shall conduct a strip search as per FF24.
- B. After a strip search, an inmate should be scanned through a body scanner.

02.06 Clothing Issue

The R&O Intake officer for both men and women should issue the inmate R&O clothing based on the FD19 Clothing Issue policy and procedure.

02.07 Inmate Basic Property Issue

Upon arrival at Intake, issued property items should include items based on the property matrix.

02.08 Medical/Dental Examination

- A. The inmate shall receive an initial medical/mental health intake screening prior to being housed.
- B. The inmate shall receive a dental screening within seven days and a dental exam within 30 days of arrival.

02.09 Hygiene

The Intake Staff shall inform inmates of the hygiene standards with which they shall be required to comply.

02.10 Initial Interview and Orientation

- A. The R&O Officer shall complete an initial interview and orientation when the inmate is available in the R&O unit.
- B. If a specific concern is noted during the intake process, an appropriate referral shall be made, and appropriate housing shall be determined.
- C. The R&O Officer shall issue the inmate an information packet including an Inmate Rules and Regulations booklet and the medical handbook to include the R&O checklist.
- D. An initial phone call may be given during the R&O assessment period.

02.11 Inmate Housing Assignments

Each new inmate shall be housed in the R&O Unit unless the R&O Captain/designee determines other housing should be used. Reasons for such assignment away from the R&O Unit include, but are not limited to:

- A. inmate safety;
- B. health or psychological problems;
- C. management and control; or
- D. the Facility Warden shall be notified if Records, the R&O Captain, or anyone involved with the intake of an inmate believes he or she may be designated as high notoriety or high profile.

02.12 Movement to Housing Area

Inmate housing assignments shall be made upon completion of the R&O process.

03.00 ORIENTATION PROCEDURES03.01 New Commitments Housed on the R&O Unit

A. All inmates shall be oriented to the rules and regulations of the institution, special programs, employment opportunities, and inmate services.

03.02 Inmates Returned on a Parole Violation

Inmates returned to prison on a parole violation shall complete the R&O process.

03.03 Orientation Handbook

Each inmate shall receive and have access to an Orientation Handbook. The Inmate Orientation handbook given to inmates shall cover topics such as:

- A. PREA;
- B. ADA;
- C. Inmate Code of Conduct;
- D. Lay Down Sirens;
- E. Cell Standards;
- F. Chain of Command;
- G. Count;
- H. UA Collection and Testing;
- I. Disciplinary Procedures;
- J. Inmate Reference Manuals;
- K. DNA Testing;
- L. Education;
- M. Weather Emergencies;
- N. Grievances;
- O. IPP;
- P. Legal Access;
- Q. Mail;
- R. Property;
- S. Inmate Funds;
- T. GRAMA;
- U. Commissary;
- V. Indigent Status;
- W. Health Care;
- X. Visiting;
- Y. Board of Pardons and Parole;
- Z. Food Services;
- AA. Religious Services;
- BB. Telephones;
- CC. APP Transition; and
- DD. Facial Recognition Notice.

04.00 IDENTIFICATION PROCEDURES04.01 Identification Issuance

- A. All inmates being processed into the institution shall be photographed and issued an ID card.
- B. Fingerprints shall only be taken when an inmate is charged with new criminal charges while in the institution or if a State Identification Number has not been issued.

04.02 Photographs

All inmates received into the custody of DPO shall have their photographs taken upon their arrival.

- A. A series of photos shall be taken for:
 - 1. use on the housing unit;
 - 2. on the inmate ID card;
 - 3. in the emergency count book; and
 - 4. for other general use.
- B. Photographs shall be distributed as follows:
 - 1. O-Track;
 - 2. housing unit control room; and
 - 3. any other location as directed by the Warden.
- C. Photographs of inmates transferred into a facility should be taken as needed.

04.03 ID Cards for New/Re-Committed Inmates

Inmate ID cards shall contain:

- A. a current photograph of the inmate;
- B. the inmate's commitment name;
- C. the inmate's offender number;
- D. a description of the inmate, including:
 - 1. eye color;
 - 2. height;
 - 3. weight; and
 - 4. hair color; and
- F. the word "INMATE."

04.04 Inmate ID Responsibilities

- A. Inmates shall be provided an ID card during the R&O process and shall be required to maintain the card in good condition.
- B. Except for Level 1 and 2 inmates, all inmates shall be required to have their ID cards in their possession at all times when they are outside of their specific housing section or tier.
- C. Inmates shall immediately report lost, stolen, or damaged ID cards to the Housing Unit Manager/designee and may be held responsible for the replacement.

04.05 Lost, Stolen, or Damaged ID Cards

If an ID card has been lost, stolen, or damaged, the Housing captain/designee shall arrange to have the card reissued. The card should be reissued the work day following the date of the reported loss.

- A. Inmates who lose or damage their ID card (including sending it through the laundry or out through the mail) shall pay a \$5.00 replacement fee.
- B. ID cards may be reissued at no cost to the inmate if it is determined that the damage or normal wear is of no fault to the inmate.

05.00 INMATE INTAKE ID PROCESS

05.01 R&O Intake ID Surrender/Confiscation

- A. Offenders processed through R&O shall surrender all forms of identification.
- B. Personal identification forms may include, but not be limited to:
 - 1. birth certificates;
 - 2. drivers' licenses;
 - 3. Social Security cards;
 - 4. state identification cards;
 - 5. education identity cards;
 - 6. voter's registration cards;
 - 7. military identification;
 - 8. passports;
 - 9. miscellaneous certificates; and
 - 10. miscellaneous licenses (DOPL, etc.).
- C. As part of the R&O intake process, an identity questionnaire shall be completed for each offender.

05.02 Records Office Offender ID Processing

- A. Upon receipt of the offender identification information, the UDC Records office shall:
 - 1. run a verification of the identity questionnaire and received identification documents by cross-referencing the information via BCI, O-Track, SSI, UDOCA, or other document verification processes;
 - 2. establish a name type for the offender (e.g., alias, court, maiden, legal, etc.); and
 - 3. update O-Track.
- B. IDs and other documents intended for return to the offender upon release shall be stored in a secured file in the Records Office.
- C. Credit/debit cards or other financial documents belonging to the offender should be shredded.
- D. Identification cards issued by other correctional/jail facilities should be shredded.
- E. Credit/debit and identification cards not belonging to the offender shall be turned over to LEB.