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**POLICY & PROCEDURES**

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**.0201 GENERAL**

- (a) Newly admitted inmates to the Division of Prisons, with the exceptions noted in Special Procedures will complete three identifiable processes before initial classification and assignment:
- (1) reception
  - (2) orientation
  - (3) diagnostic
- (b) The purpose of these processes is to assist the individual in adjusting to incarceration and to provide evaluative information for management and treatment of the offender.

**.0202 ORGANIZATION**

- (a) **Responsibility.** The reception, orientation, and diagnostic processes are subject to review by the Diagnostic Services Branch Program Manager on behalf of the Director of the Division of Prisons. Any variation in pertinent procedures and guidelines specified herein, or as specified in the Diagnostic Center Procedure Manuals, as amended, shall be immediately reported to the Diagnostic Services Branch Program Manager for review and approval. Administrative directives will be issued by this office through the office of the Director of Prisons as required to specify and update procedures.

**Admitting Facility.** The admitting facility receives inmates from sentencing courts and provides for physical examinations, fingerprinting and identification photographs.

**Diagnostic Centers.** The diagnostic center receives inmates from sentencing courts and inmates recaptured after escape, as well as, unsentenced offenders admitted to the Division of Prisons for presentence diagnostic study or for safekeeping.

In addition to the services provided by an admitting facility, the diagnostic center:

- (1) enters social and criminal data into the electronic record;
- (2) administers and scores psychometric tests;
- (3) provides casework services for crisis intervention as necessitated by

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immediate problems of or with an inmate being processed;

- (4) evaluates each case to identify crime-related problems, correctional goals, need for outer controls, and other factors relating to the classification process.
- (b) A diagnostic center must provide psychological examination services, psychiatric evaluations, professional casework services, and case evaluations by personnel professionally qualified to interpret reports from the various professional disciplines. This information is made into a classification action on which crime-related problem identification and correctional intervention may be based. The Diagnostic Center staff must meet minimum specifications of state personnel and standards established by the Diagnostic Services Branch Program Manager and approved by the Director of the Division of Prisons.
- (c) Procedure for Reviewing a Diagnostic Center. Each center will be reviewed annually based on standards established by the Diagnostic Services Branch Program Manager as approved by the Director of the Division of Prisons.

#### **.0203 PROCEDURE**

- (a) Admission. These procedures outline the essential functions which must be performed in the initial admission of an inmate to the Division of Prisons. Only those facilities which are designated as having diagnostic centers are permitted to receive new admissions. The following apply:
- (1) Offender Criteria. The criteria for accepting inmates are based upon age, sex, type of offense, and length of sentence of the offender. In general, a minimum custody facility cannot accept a felon, and a medium custody or more secure facility cannot accept a misdemeanor. Specific guidelines are as follows:

#### **Diagnostic Services Locations**

<b><u>NC Corr. Institution for Women</u></b> Raleigh, NC	<b>3010</b>	All female felon offenders and felon safekeepers. All female misdemeanor offenders with medical and mental health issues.
<b><u>Fountain Correctional Center for Women</u></b> Rocky Mount, NC	<b>3020</b>	All female misdemeanor offenders, ages 13 and older with exception of medical or mental health issues.
<b><u>Central Prison</u></b> Raleigh, NC	<b>3100</b>	All male felon offenders, ages 22 years and older with sentences greater than 20 years

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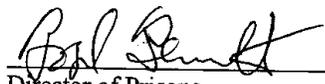
		FAIR or 120/minimum months STRUCTURED. All male safekeepers, ages 26 years and older for medical/mental health. All felon safekeepers with pending 1 <sup>st</sup> degree murder charges, Any diversion as needed.
<b><u>Piedmont Correctional Institution</u></b> Salisbury, NC	<b>3500</b>	All male felon offenders from Western/Piedmont counties, age 22 and older with sentences not to exceed 20 years FAIR or 120 minimum months STRUCTURED.
<b><u>Craven Correctional Institution</u></b> Vanceboro, NC	<b>3085</b>	All male felon offenders from Eastern/Central counties, ages 22 and older with sentences not to exceed 20 years FAIR or 120 minimum months STRUCTURED. All felon safekeepers ages 22 years and older. (Security issues only.)
<b><u>Polk Youth Institution</u></b> Butner, NC	<b>3980</b>	All male felons ages 19-25. All felon safekeepers ages 18-21 except impatient medical/mental health.
<b><u>Western Youth Institution</u></b> Morganton, NC	<b>3905</b>	All male felon offenders ages 18 years and younger. All male misdemeanor offenders ages 13-22. All felon safekeepers, ages 18 years and younger. All safekeeper diversions from Polk for Medical/mental health ages 18-21.
<b><u>Neuse Correctional Institution</u></b> Goldsboro, NC	<b>3060</b>	All male misdemeanor offenders ages 22 years and older. All misdemeanor safekeepers, age 19 years and older (except mental health issues). All male felon offenders with 24 minimum months.

- (2) Inmates referred from escape or attempted escape will be referred to the designated felon or misdemeanor diagnostic center for reprocessing after disciplinary and legal procedures have been completed. Adult male felon inmates returned from a minimum or medium custody escape or attempted escape will be processed at Piedmont or Craven Diagnostic Centers. Youthful felon offenders who escape or attempt escape from minimum or medium custody will be received at Polk or Western Diagnostic Centers. Felons escaping or attempting to escape from close custody will be received at Central Prison to await disciplinary and legal proceedings, diagnostic processing, and reclassification.
- (3) The parole revocation process requires that a hearing be held or waived prior to being accepted into the Division of Prisons. After completion of the parole

revocation hearing, parole violators will be processed at the appropriate diagnostic centers in accordance with sentence guidelines specified in this policy. Time remaining to be served will be a factor in referring an inmate to a particular center.

- (4) **Commitment Receipt.** A true copy of the sentencing court's commitment, complete with the court's impressed seal and certification, must be received prior to admission.
  - (5) **Personal Property.** Personal property will be obtained, recorded, and processed in a manner consistent with departmental regulations.
  - (6) **Search.** A strip search will be conducted and any contraband confiscated and reported as provided in division regulations.
  - (7) **Dress.** Inmates will dress in appropriate prison clothing.
  - (8) **Arrival Confirmation.** The new admissions arrival will be noted in the electronic record.
  - (7) **Identification.** Appropriate measures will be taken to ensure the accurate identification of the inmates. These measures include completion of OR10 and OR11 screens, fingerprints, photographing, and necessary distribution of this data.
  - (8) **Physical Exam.** The admitting facility will perform a physical examination of all newly admitted inmates as specified in division regulations.
- (b) **Orientation.** Newly admitted inmates will be assisted by the staff in adjusting to the prison environment. Orientation occurs on a group level and an individual level. An explanation of the rules, penalties, disciplinary procedures, and how to obtain health services will be provided. A description of the inmate's current situation, the diagnostic and classification process, custody levels, and a summary of available programs and work will also be provided.
- (c) **Diagnostic.** The diagnostic portion of the process involves professional evaluation of the inmate to identify security requirements, crime-related problems, correctional goals, and required correctional intervention. The following will be accomplished:
- (1) **Psychometric Testing.** Psychometric tests approved by the Division of Prisons will be administered, scored, and interpreted.
  - (2) **Social History Data.** Relevant background information will be accumulated, recorded, and interpreted and entered into the electronic record in accordance with operational procedures.

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- (3) Interviewing and Counseling. To obtain pertinent information for effective classification decision making and to assist the individual in making an adequate adjustment to incarceration, interviewing and counseling will be performed by qualified staff.
  - (4) Psychological and Psychiatric Evaluation. As required either by division regulations or the offender's needs, psychological and psychiatric evaluation will be completed.
  - (5) Classification Action. The classification action screen(s) IC04, IC05 will be completed and referred to the appropriate classification authority upon completion of the diagnostic procedures. The referral will contain pertinent information to support the recommendations and rationale for housing, custody, work and program assignments.
- (d) Special Procedures. These procedures present special cases which deviate from the normal orientation and diagnostic process. The following admission procedures will be completed in all cases:
- (1) Death Row. The Wardens at Central Prison or the North Carolina Correctional Institution for Women must receive capital punishment offenders.
  - (2) Pretrial Safekeeper. Safekeepers will undergo admission procedures to include identification, criminal history investigation, mental and physical health screening and local orientation.
  - (3) Presentence Diagnostic (PSD). Inmates admitted for presentence diagnostic receive the expanded diagnostic evaluation as outlined in the Diagnostic Center Procedural Manual.
  - (4) Sexually Violent Predator (SVP). These inmates receive the expanded diagnostic evaluation as outlined in the Diagnostic Center Procedural Manual as well as procedures pursuant to G.S. 14-208.5 through 14-208.25.
- (e) Detailed procedures are specified in the Diagnostic Center Procedural Manual as maintained by the Diagnostic Services Branch Program Manager.

 10-3-05  
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Director of Prisons                      Date

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