

IDAHO DEPARTMENT OF CORRECTION  	POLICY	<b>POLICY NUMBER:</b> 302	<b>PAGE NUMBER:</b> 1 of 2
		<b>SUBJECT:</b> Admission And Placement of Offenders	Adopted: 12-1982 Reviewed: 04-27-05 Revised: 05-25-05

**01.00.00. POLICY OF THE DEPARTMENT**

It is the policy of the Board of Correction that the Department of Correction maintain operations and procedures at the Idaho State Correctional Institution and the Pocatello Women's Correctional Center Reception and Diagnostic Units designed to facilitate admission and placement of incoming offenders into a department institution or facility.

**01.01.00. Purpose**

To ensure that all offenders (excluding offenders sentenced to death and civil commitments) committed to departmental custody are admitted and evaluated at the Reception and Diagnostic Unit (RDU) at Idaho State Correctional Institution (ISCI) and Pocatello Women's Correctional Center (PWCC).

**02.00.00. TABLE OF CONTENTS**

- 01.00.00. POLICY OF THE DEPARTMENT**
- 01.01.00. Purpose**
- 02.00.00. TABLE OF CONTENTS**
- 03.00.00. REFERENCES**
- 04.00.00. DEFINITIONS**
- 05.00.00. SCOPE**
- 06.00.00. RESPONSIBILITY**
- 07.00.00. PROCEDURE**
- 08.00.00. FLOW CHART**
- 09.00.00. SIGNATURE**

**03.00.00. REFERENCES**

**04.00.00. DEFINITIONS**

**05.00.00. SCOPE**

All offenders sentenced to departmental custody.

**06.00.00. RESPONSIBILITY**

The facility heads at ISCI and PWCC are responsible to implement and follow this policy.

<b>POLICY NUMBER:</b> 302	<b>SUBJECT:</b> Admission And Placement of Offenders	<b>PAGE NUMBER:</b> 2 of 2
---------------------------	--	-------------------------------

**07.00.00. PROCEDURE**

By policy, offenders are sent to the Reception and Diagnostic Unit (RDU) for evaluation and admission procedures prior to transfer to general population or other facilities.

Admission and evaluation at RDU includes:

Gathering of medical history and initial medical/dental examination;

Compilation and evaluation of pre-sentence investigation and other psychological, social, educational, and criminal history;

Issuance of clothing and shoes;

Completion of admission data including mug shots and fingerprinting; and

Orientation to rules and regulations for offenders.

After completion of the two (2) week screening and evaluation, offenders are brought before a Classification Committee for assignment to appropriate institution or facility and custody level.

Placement is based on considerations of such factors as sentence, age, prior criminal history, proximity of family, maturity of the individual, treatment plan, violence potential and escape risk.

**08.00.00. FLOW CHART**

Not applicable to this policy.

**09.00.00. SIGNATURE**

\_\_\_\_\_  
**Director, Department of Correction**

\_\_\_\_\_  
**Date**