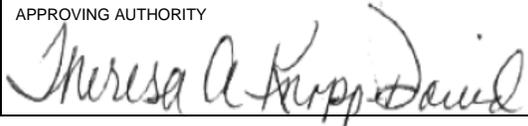


 <p style="text-align: center;">STATE OF NEW YORK DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION</p> <p style="text-align: center;">DIRECTIVE</p>	TITLE		NO. 4021
	Offender Reception/Classification		DATE 3/20/2013
SUPERSEDES DIR #4021 Dtd. 1/17/2012	DISTRIBUTION A B	PAGES PAGE 1 OF 3	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. DESCRIPTION:** The New York State Department of Corrections and Community Supervision (DOCCS) is responsible for receiving offenders (new commitments, Return Parole Violators (RPV), and court returns) from all 62 counties in New York State. DOCCS is required to receive offenders that have been declared state ready by the county within 10 business days, pursuant to Criminal Procedure Law §430.20 (1) and Correction Law (CL) §601. Once accepted into DOCCS custody, each offender must be fully classified prior to transfer into a general confinement facility.
- A. Intake Centers:** Responsible for receiving offenders from selected counties, offenders are then transported to the assigned Reception\Classification Center.
1. Auburn Correctional Facility, located in the City of Auburn in Cayuga County. (Male)
 2. Clinton Correctional Facility, located in the Town of Dannemora in Clinton County. (Male)
 3. Wende Correctional Facility, located in the Town of Alden in Erie County. (Male)
 4. Albion Correctional Facility, located in the Town of Albion in Orleans County. (Female)
- B. Reception\Classification Centers:**
1. Downstate Correctional Facility, located in the Town of Fishkill in Dutchess County. (Male)
 2. Elmira Correctional Facility, located in the City of Elmira in Chemung County. (Male)
 3. Ulster Correctional Facility, located in the Town of Wawarsing in Ulster County. (Male)
 4. Bedford Hills Correctional Facility, located in the Town of Bedford Hills in Westchester County. (Female)
- II. PROCEDURE:** The following activities must be completed at the respective Center on the day the offender is received into DOCCS custody.
- A. Intake Centers:**
1. All required paperwork (as described in CL 601.a) is reviewed and the offender is accepted into DOCCS custody.
 2. Each offender must clear Digiscan (fingerprint comparison) to confirm their identity.
 3. A Department Identification Number (DIN) is assigned to each offender who comes in with a new commitment. Offenders returning to custody as parole violators retain their previously issued DIN.
 4. All offenders are required to receive a shower and delousing treatment. In addition, male offenders are required to receive a shave and a haircut.* State issued clothing is provided to each offender (see Directive # 4914, "Inmate Grooming Standards").

* Male offenders are required to receive a shave and a haircut unless there is a medical consideration, religious exemption or a court order exists (see Directive #4914).
 5. Each offender is photographed and issued a Department Identification card.
 6. Form #3610 "Custodial Transfer Form," is reviewed and forwarded to the draft processing area security supervisor for review and any required action. (The mention of any mental health issues on the Custodial Transfer form requires that a copy be sent immediately to the Office of Mental Health.)

7. Form #3611 "Health Transfer Information Form," is forwarded to the Health Care Unit for review and any required action.
8. Each offender is to receive an initial phone call or a call will be made on the offender's behalf to the offender's family.
9. Prison Rape Elimination Act (PREA) and Suicide Prevention pamphlets distributed to each offender.
10. Each offender is to view the Suicide Prevention Video and shall receive Form #DC056, the "Suicide Prevention Pamphlet" designed for offenders to keep in their possession.
11. Offenders are screened by Health Services to determine any immediate health related issues.
12. Offenders are made available for staff from the Office of Mental Health (OMH) to conduct a suicide screening. If OMH is not available to screen the offender on the day of their arrival, DOCCS Health Services staff will be responsible for completing Form #3152RC, "Reception/Suicide Prevention Screening Guidelines." In such cases, OMH is responsible for additionally screening the offender for suicidal risk within 48 hours of their arrival.

B. Reception\Classification Centers:

1. All required paperwork (as described in CL 601.a) is reviewed and the offender is accepted into DOCCS custody.
2. Each offender must clear "Digiscan" (fingerprint comparison) to confirm their identity.
3. A Department Identification Number (DIN) is assigned to each offender who comes with a new commitment. Offenders returning to custody as parole violators retain their previously issued DIN.
4. All offenders are required to receive a shower and delousing treatment. In addition, male offenders are required to receive a shave and a haircut.* State issued clothing is provided to each offender (see Directive #4914).
* Male offenders are required to receive a shave and a haircut unless there is a medical consideration, religious exemption or a court order exists (see Directive #4914).
5. Each offender is fingerprinted, photographed on Livescan and issued a Department Identification card.
6. Form #3610 "Custodial Transfer Form," is reviewed and forwarded to the draft processing area security supervisor for review and any required action. (The mention of any mental health issues on the Custodial Transfer form requires that a copy be sent immediately to the Office of Mental Health.)
7. Form #3611 "Health Transfer Information Form," is forwarded to the Health Care Unit for review and any required action.
8. Each offender is to receive an initial phone call or a call will be made on the offender's behalf to the offender's family.
9. Security Orientation, Inmate Rule Book and a Reception Orientation Manual are provided for each offender.
10. Each offender is to view the Orientation Video (communicable diseases, suicide prevention and sexual abuse).
11. Prison Rape Elimination Act (PREA) and Suicide Prevention pamphlets are distributed to each offender.
12. Each offender is to view the Suicide Prevention Video and shall receive Form #DC056, the "Suicide Prevention Pamphlet" designed for offenders to keep in their possession.
13. Offenders are screened by Health Services staff to determine any immediate health related issues.

14. Offenders are made available for staff from OMH to conduct a suicide screening. If OMH is not available to screen the offender on the day of their arrival, DOCCS Health Services staff will be responsible for completing Form #3152RC. In such cases, OMH is responsible for additionally screening the offender for suicidal risk within 48 hours of their arrival.
- C. **Transfer to a General Confinement Facility:** The following classification activities must be completed prior to an offender being transferred from Reception to a General Confinement facility.
1. A DNA sample is obtained (buccal swab) from all eligible offenders in accordance with Executive Law section 995(7).
 2. Each offender is assigned a medical level after they receive a health appraisal that includes the administration of vaccinations if indicated, associated blood work, and X-rays. A medical history is also completed.
 3. All offenders in a Reception Center shall receive a dental examination/screening and radiographs prior to transfer to their permanent facility.
 4. All offenders participate in an intake interview by an Offender Rehabilitation Coordinator, this interview includes but is not limited to discussion regarding: enemies, education, programs, mental health and medical issues.
 5. New Commitments are assigned a security classification level based on the "Initial Security Classification Guideline."
 6. Parole Violators are assigned a security classification level based on the "Return Parole Violator Guideline."
 7. Each offender is assigned an OMH service level based on an evaluation completed by OMH staff.
 8. The "Pattern of Criminal Behavior" is prepared by an Offender Rehabilitation Coordinator. It is a summary of: the age criminal behavior began, the frequency, assaultiveness, notoriety, sophistication, sex offense, riot, escape, substance abuse, and any pattern of deterioration or improvement of criminal behavior, and a description of the instant offense.
 9. All eligible offenders are automatically screened for Shock Incarceration Program participation.
 10. Preliminary recommendations are made for offender program needs.
 11. All New Commitments are given a battery of tests, which include:
 - a. The Michigan Alcohol Substance Treatment (MAST) and Simple Screening Instrument (SSI) to address substance abuse therapy needs, and
 - b. Academic tests, such as the Test of Adult Basic Education (TABE) and BETA, to determine educational needs and IQ.
- D. **Extended Classification:** This is an extension of the regular classification process and is designed to provide for the additional review and monitoring of an offender, where it is determined, through testing, the offender has special needs. The offender remains in "extended classification" until the individual program needs are established, and an appropriate facility is determined. This involves the joint participation of DOCCS, OMH and medical personnel.