

STATE OF OHIO



DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT: Reception Admission Procedures	PAGE <u> 1 </u> OF <u> 13 </u>
	NUMBER: 52-RCP-01
RULE/CODE REFERENCE:	SUPERSEDES: 52-RCP-01 dated 03/13/15
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	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish standard procedures that regulate admissions to the reception centers of the Department of Rehabilitation and Correction.

III. APPLICABILITY

This policy applies to all employees of the Department of Rehabilitation and Correction, specifically to the staff of the reception centers and inmates housed in the reception phase of their incarceration. The policy also applies to law enforcement agencies conveying prisoners to a reception center and to staff of the Adult Parole Authority returning parole violators to a reception center.

IV. DEFINITIONS

Advanced Level Provider (ALP) - A medical professional who is approved to practice as an Advanced Practice Nurse under Ohio Revised Code Section 4723.43 or a Physician's Assistant under Ohio Revised Code Section 4730.

Departmental Offender Tracking System (DOTS Portal) - The web-based information platform which serves as the primary information system for information on all offenders under Ohio Department of Rehabilitation and Correction supervision. The system contains information regarding the offender from reception to final release under supervision. This system is updated throughout each day. Access to DOTS Portal is restricted to essential users only.

Detainer - A request filed by a criminal justice agency with the institution in which a prisoner is incarcerated asking the institution either to hold the prisoner for the agency or to notify the agency when release of the prisoner is imminent.

Hold Order - The order or act of a parole officer, unit supervisor, or other Adult Parole Authority (APA) official that causes an offender under the jurisdiction of the APA to be detained or held in custody for alleged violations. The order or act may be placed into effect by use of an APA Hold Order, an APA Arrest Order, a teletype, fax, or a verbal order.

Parent Institution - The institution the inmate is assigned to after completing the reception process.

Reception Processing – Processing activities that occur within the first seventy-two (72) hours of incarceration after a court commitment in which all admission procedures are completed.

Sanction - Any penalty imposed on an offender who is found guilty of an offense or violation of conditions of supervision. Sanction includes any sanction imposed pursuant to any provision of Sections 2929.14 to 2929.18 of the Revised Code.

Temporary Reception Housing – The initial housing assignment of an inmate during the first seventy-two (72) hours of his/her incarceration.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a standardized admissions procedure to foster consistency in processing all new commitments at the reception centers.

VI. PROCEDURES

A. The admission procedures program is designed to include the following activities:

1. Reduce the anxiety level for newly committed inmates;
2. Ensure that all inmates are properly identified;
3. Ensure that court papers are complete and accurate;
4. Record properly authorized inmate property and remove unauthorized property, completing the Reception Intake Property Record– Receipt and Disposition (DRC2258);
5. Complete medical, dental and mental health screenings;
6. Record basic personal data;
7. Explain basic rules and regulations;
8. Assign an institutional number;
9. Assign housing per Department policy 52-RCP-07, Reception Center Housing Assignments;
10. Issue clean and laundered clothing and personal toiletry items as directed by Department policy 61-PRP-02, Inmate Clothing Issue;
11. Assist inmates in notifying their next of kin and families of admission; and
12. Provide showers and hair care if necessary.
13. All Information as it pertains to inmate orientation shall be recorded on the Orientation Acknowledgement Checklist (DRC4141).

The above admission procedures shall be completed within three (3) days of an inmate's arrival, including weekends and holidays, at all receptions centers.

B. Arrival of Inmates

1. The transporting officer must have a Judgment Entry legally committing the inmate to the Department. In cases of parole violators, the institution must have a recommitment order from an appropriate Adult Parole Authority official. A completed sanction order must accompany return post release control violators.
2. When the inmate is being transferred from another facility, the escorting officer shall deliver the inmate's institutional files. The escorting officer shall also communicate to the reception center receiving and discharge staff any known significant information (e.g. special management status, disciplinary status, suicide watch, medical concerns, etc.) that pertains to the inmate being received at the reception center. Prior to the inmate's departure from the transferring facility, the escorting officer shall be provided with a receipt for the files and a receipt for the transfer of the inmate.
3. The record officer shall complete the following actions prior to the departure of the transporting officer:
 - a. Review the commitment papers to ensure that they are valid and accurate. If inaccuracies exist, the inmate shall not be accepted and the committing court shall be contacted immediately.
 - b. Sign any detainer and return a copy to the transporting officer. The original is retained for the central record office.
 - c. Complete the physical identification of the inmate. This shall usually be accomplished by asking questions related to confidential information contained in the accompanying records and comparing photographs, and other identifying characteristics.
 - d. Sign transfer receipts for the transporting officer.

C. Records Officer Processing Duties

The following procedures shall be followed by the record office to process all new admissions. This information shall be compiled by the record officer and shall include, but not be limited to:

1. Information from court documents;
2. Information from inmates:
 - a. Race/ethnic origin;
 - b. Nationality;
 - c. Date of birth; and
 - d. Age.
3. Prior criminal history;

4. Record the admission by entering the inmate's name and assigned number in DOTS Portal (RECEP 1 Screen);
5. Scan a copy of the commitment papers into Onbase. A complete set of admission forms shall be taken to the record office immediately for inclusion into Onbase;
6. Enter into DOTS Portal all required information and prepare and initiate the electronic record office file, to be maintained in the electronic record. The record office file shall include the inmate's name, and assigned number in compliance with Department policy 07-ORD-03, Record Office File;
7. Record the receipt of a social security card, state of Ohio identification card, birth certificate, driver's license and/or other identification documents on the Offender Transitional Release Plan (DRC 4443). This documentation shall be maintained at the designated location in the records office or cashier's office and be returned to the inmate upon release.

D. Search Procedures

1. All inmates entering or leaving the institution shall be strip-searched.
2. Clothing worn into the institution shall be carefully inspected for contraband.
 - a. Trousers should be given particular attention, including areas around seams or cuffs at the bottom of trouser legs, waistbands, small (watch) pockets, seams along the side of trouser legs, zipper area, and all regular pockets.
 - b. Shirts shall be carefully and thoroughly checked along seams, down the front, across shoulders, collars and pockets.
 - c. Shoes and socks are to be removed and searched. Shoes are to be visually checked inside and heels and soles are to be checked.
 - d. Coats and jackets are to be inspected as outlined section D.2.b above.
 - e. A thorough search of the inmate's person should be conducted.
3. Property shall be carefully and thoroughly searched. All items shall be removed from containers in which they are carried and each item examined to ensure that it does not conceal contraband or other unauthorized items. Care must be taken to neither damage nor destroy personal property. If this should happen, an Incident Report (DRC1000) shall be completed by the staff involved and turned into the shift supervisor, along with the damaged or destroyed property.
4. Unauthorized items shall be properly marked with the name of the inmate and returned to the address of the inmate's choice at the inmate's expense. Major contraband items (e.g. weapons, alcohol, etc.) shall be properly marked and processed consistent with Department policy 310-SEC-43, Contraband, and/or Administrative Rule 5120-9-55, Contraband.

5. Medications shall be properly marked with the inmate's name and transported to reception medical services for evaluation. Prohibited medications shall be properly destroyed by medical services personnel. When medical devices are inspected for contraband by Security, every effort shall be made not to separate the inmate from his/her medical device. If Security has a concern regarding the medical device, the inmate and the device shall be sent to medical services for evaluation. If Security staff believes the medical device should not be permitted in general population, an Advanced Level Provider (ALP) must determine if the medical device is medically necessary prior to it being taken away. If the ALP determines the medical device should not be allowed, it shall be disposed of as minor contraband consistent with Department policy 310-SEC-43, Contraband, and/or Administrative Rule 5120-9-55, Contraband, or sent home at the inmate's expense. In addition, the ALP must discontinue the order if it is deemed unnecessary.
6. Social security cards, state of Ohio identification cards, birth certificates, driver's licenses' and/or other identification documents shall be delivered to the designated location in the records office or cashier's office and be returned to the inmate upon release.

E. Allowable Personal Property Items and Possession Limits

1. Allowable items for inmates to possess shall be itemized on the Reception Intake Property Record and Disposition form (DRC2258). Inmates may possess the following items of personal property not to exceed the quantities listed:
 - a. Legal documents and papers (reasonable amount)
 - b. Family pictures (not to exceed 10) (no albums or Polaroids)
 - c. Prescription glasses (two pair of glasses or one pair of glasses and/or contact lens and case)
 - d. Dentures/Denture Cream - (1 each)
 - e. Address book or list of addresses of relatives, friends, and other correspondents - (1)
 - f. Wedding band, no stones or gems (\$100 value limit) – (1)
 - g. Watch (date and time only) (\$75 value limit) – (1)
 - h. Embossed envelopes (limit 25)
 - i. Pens (See through pens, no pull-apart, no felt tips) – (5)
 - j. Writing paper (reasonable amount)
 - k. Religious material (e.g. bible), other religious items, as permitted by Department policy 72-REG-01, Institution Religious Services, and approved by the Chaplain. Possession limits of permitted religious materials will be limited to:
 - i. Religious headgear – (1)
 - ii. Dashiki – (1)
 - iii. Prayer robe – (1)
 - iv. Prayer rug – (1)
 - v. Chain with religious medallion – (1)
 - vi. Religious beads – (1)

- l. Tennis shoes (no air pockets – predominately black or white) (\$75 value limit) - (1)
 - m. Dress shoes (black or dark brown only, 1” heel, no platforms, no suede or patent leather, no steel/metal shank) (\$75 value limit) – (1)
 - n. T-shirts (clean or new, solid color only, blue/green/white, may be long sleeved) - (6)
 - o. Undershirts (male only – white/blue/green) – (7)
 - p. Undershorts (male only – white/blue/green – (7)
 - q. Socks (clean or new, white, black, brown or green) - (7)
 - r. Comb or pick (plastic only, not to exceed 4 inches) – (1)
 - s. Towels (solid colors, blue or green only) – (5)
 - t. Washcloths (solid colors, blue or green only) – (5)
 - u. Handkerchiefs (white 15” x 15”) – (12)
 - v. Shower shoes (any color rubber only) – (1)
 - w. Bras (female only - white or black only) – (7)
 - x. Panties (female only - solid or print, white/black/blue/green, no bikinis or thongs) – (14)
2. Inventory of personal items and storage or disposal of those items not permitted shall be thorough and complete. The Reception Intake Property Record and Disposition form (DRC2258) shall be signed by and copied to the inmate, listing all items allowable as well as those that have been designated contraband. A copy of the Reception Intake Property Record and Disposition form (DRC2258) shall also be forwarded to the Quartermaster or scanned to the electronic property file and/or filed in the inmate property file.

F. Clothing Issue for New Arrivals

Incoming reception inmates shall be permitted to possess the number of personal property items specified by section E of this policy and those listed on the Reception Intake Property Record and Disposition form (DRC2258). However, reception centers/institutions shall not follow these specified limits when initially issuing or re-issuing property items. All institutions, including reception centers, must follow the clothing issue procedures and limits outlined in Department policy 61-PRP-02, Inmate Clothing Issue.

G. Establishing Identification Records

The admitting officer shall follow the following procedures for photographing, fingerprinting, and recording identifying marks or unusual physical characteristics:

1. Photographs
 - a. A digital photograph image is captured and retained in the mainframe database in Operation Support Center. The image consists of a front, right, and left side view. This system is linked with DOTS Portal, thereby producing the Escape Flyer with all pertinent information. Copies of the Escape Flyer, including the images, are distributed to the deputy office escape packet. One (1) I.D. badge with bar code is produced for each inmate. Images are retained for replacement badges when necessary.

2. Fingerprints
 - a. Fingerprints shall be taken in accordance with FBI and Department instruction manuals.
 - b. Fingerprints are digitally scanned and transmitted directly to BCI and FBI by way of the LiveScan system.
 - c. Fingerprint cards are produced as needed for various reasons (e.g. HB180, release procedures).
3. Notification of identifying marks and/or unusual physical characteristics shall initially be made by designated reception staff which shall include, but not be limited to:
 - a. Visual examination of scars;
 - b. Notation of physical deformities;
 - c. India ink marks, including tattoos;
 - d. Height;
 - e. Weight; and
 - f. Gang-related identification marks.
4. The Escape Flyer, consisting of inmate name, inmate number, social security number, alias (AKA), race, date of birth, height, weight, hair, eyes, tattoos, scars, charges, length of sentence, committing county, last known address and next of kin is produced.

H. Handbook Procedures

1. Handbook Receipt

New Admission/Reception Inmates - Each reception center shall be responsible for developing an inmate handbook. Upon arrival, each new inmate (including intra-system transfers) shall receive an inmate handbook and sign an acknowledgement of receipt on the Inmate Orientation Checklist (DRC4141).
2. Inmate Handbook Development/Contents

All inmate handbooks shall contain the information required by Department policy 52-RCP-10, Inmate Orientation. All written orientation materials, including the inmate handbook, shall be translated into the inmate's native language, where possible. Staff shall explain the information to inmates where obvious barriers to comprehension exist and document this assistance on the Inmate Orientation Checklist (DRC4141) accordingly.
3. Inmate Handbook Distribution Methods
 - a. All new inmates shall receive an inmate handbook upon their arrival and retain a personal copy for a minimum of fourteen (14) days, including holidays and weekends.

Upon possessing the handbooks for the minimum 14-day period, each inmate shall be responsible for returning their personal inmate handbooks to unit staff.

- b. At all times, a sufficient number of inmate handbooks shall be available in all housing units at the officer's desk and in the inmate library. This provision includes all special management housing areas. Each institution shall establish procedures to ensure that an appropriate number of inmate handbooks are maintained to ensure all inmates have equitable access to inmate handbooks.

4. Annual Review Process

The Managing Officer shall designate a staff member to be responsible for coordinating and/or conducting an annual review of the inmate handbook to make certain all handbook information is accurate and properly updated with any policy changes. At a minimum, the person responsible for this process shall ensure written documentation of the annual review process is maintained for five (5) years. This documentation should include all original and revised information so that it can be determined what handbook information has been revised.

5. Handbook Printing

- a. All institutions are required to have their inmate handbooks printed by the Ohio Penal Industries printing shop.
- b. If information contained in the inmate handbook changes between printing new handbooks, each institution shall make sure that addendums to existing handbooks are promptly distributed to inmates in order that all inmates receive the updated information. The method of printing and distributing addendums is to be determined by each institution.

I. Reception Institution Orientation Procedures - Initial Intake Processing Guidelines

1. Upon arrival at the reception center, each inmate shall be informed verbally and in writing of the following topics: How to access medical and behavioral health services, informed of the medical co-payment guidelines, and explanation of the inmate grievance system. Each inmate shall also be provided with a verbal explanation and written information regarding sexual abuse consistent with Department policy 79-ISA-01, Prison Rape Elimination. Receipt of the health care orientation information and grievance information shall be documented on the Health History form (DRC5031,5033-Male, DRC5032,5033-Female) for reception inmates or on the Intra-System Transfer and Receiving Health Screening form (DRC5255) for intra-system transfers. On the same date of the inmate's arrival, staff shall reaffirm all of the above information has been received by all new inmates and document this receipt on the designated area of the Inmate Orientation Checklist (DRC4141).
2. Upon arrival at the reception center, designated reception staff shall document and attempt to verify any inmate stated fear of transfer and requests for separation directed by Department policy 53-CLS-05, Inmate Separations. This shall include completion of the Reception Intake Questionnaire (DRC2720). This information shall be disseminated to

the Bureau of Classification and Reception, the record office, and appropriate institution officials. Similar information from sources other than inmates shall be handled in a like manner.

3. If an inmate is being referred to the high profile inmate committee, members of a multidisciplinary team shall be notified to meet to discuss the treatment of this inmate. These inmates shall be placed in appropriate housing until the multidisciplinary team determines what the inmate's placement shall be.
4. Seven (7) Calendar Day Institution Orientation Program
 - a. New Admission/Reception Inmates - Each new reception inmate shall receive orientation within seven (7) calendar days of arrival, including weekends and holidays. Completion of the orientation process shall be documented on the Inmate Orientation Checklist (DRC4141), signed and dated by the inmate and scanned into OnBase. This orientation, at a minimum, shall address all information related to the required topics listed on the Inmate Orientation Checklist (DRC4141). When a literacy or language problem prevents an inmate from understanding any of the information provided during this period, a staff member or translator will assist the inmate. This assistance shall also be documented on the Inmate Orientation Checklist (DRC4141).
 - b. New Inmates Received From Parent Institutions (Intra-System Transfers) - Each new inmate received from another parent institution (e.g. cadres) shall receive orientation as directed by Department policy 52-RCP-10, Inmate Orientation. Acknowledgement of this orientation shall be documented on the Inmate Orientation Checklist (DRC4141).
5. Reception Centers Only: Inmates remaining at reception centers as their parent institution assignment - Upon completing the initial intake processing procedures at a reception center, there may be inmates that remain at that reception center as their parent institution assignment (e.g. Short Term Offenders, ORW). In these cases, inmates must receive a unit orientation program within five (5) calendar days of being permanently assigned to the reception center as being their permanent (parent) institution assignment. This orientation program shall inform inmates of all items listed on the Inmate Orientation Checklist form (DRC4141) that are different now that they are permanently assigned to the reception center as their parent institution. For example, reception status inmates may have different levels of program access, stricter movement guidelines to follow, or different recreation schedules. The only exception to the five (5) calendar day unit orientation timeframe is for those topics required to be addressed immediately upon arrival as specified under the "To Be Completed Upon Arrival" section of the Inmate Orientation Checklist (DRC4141). In such cases, the inmate must be orientated verbally and in writing immediately upon being assigned to the reception center unit as a parent institution assignment. This orientation shall be documented in the notes section of the RAP6 screen in DOTS Portal. This unit orientation shall also be considered as a unit staff contact with the inmate.

6. Exceptions to Orientation Completion Timeframes - The only exception to completing inmate orientation within the required seven (7) calendar day timeframe is when an inmate is placed into special management status within seventy-two (72) hours of his/her arrival at the reception center. All inmates, regardless of special management status, must still be orientated on those items required upon arrival as directed by V.I.I of this policy. This shall be documented in the designated section of the Inmate Orientation Checklist (DRC4141) accordingly.
7. Mental Health Reception Orientation Procedures
 - a. During the reception initial mental health and medical screening process, the medical nurse shall provide each inmate with a verbal and written description of available mental health services and information about accessing them. There is a statement documenting this on the Health History Form (DRC5031). This shall be completed upon arrival.
 - b. Within seven (7) calendar days, the inmate shall receive information on suicide awareness and shall review the mental health services information in the inmate handbook.
 - c. During the detailed mental health screening per Department policy 67-MNH-02, Mental Health Screening and Assessment Activities, the mental health staff person conducting the screening shall review the orientation materials previously made available with the inmate. Such review shall include:
 - i. Physical location of mental health services;
 - ii. Voluntary nature of services offered;
 - iii. How to access services;
 - iv. Manner of being assessed for services;
 - v. Limits and extent of the confidential nature of such services; and
 - vi. Parameters of professional supervision.

Inmates must receive written orientation materials and/or translations in their own language or by the most effective alternative means available. When a literacy problem is known to exist, a mental health staff person shall assist the inmate in understanding the material. Special issues of communication relating to any relevant disabilities possessed by the inmate must be considered and addressed during the orientation. Any special efforts to assist must be documented in the progress notes of the mental health file.

J. Inmate Housing and Cell Assignments

Reception center staff shall follow Department policy 52-RCP-07, Reception Center Housing Assignments, when determining the housing assignment of inmates received within the institution.

K. Intake Procedures for Juvenile Inmates

1. All inmates under eighteen (18) years of age shall not be placed in housing units in which the youthful inmates will have sight, sound, or physical contact with any adult inmate through the use of a shared day room or other common space, shower area, or sleeping

quarters. In areas outside of housing units, the prison shall either maintain sight and sound separation between the youthful inmates and adult inmates or provide direct staff supervision when youthful inmates and adult inmates have sight, sound, or physical contact.

2. All inmates under eighteen (18) years of age are to be separated from the population of the institution and only housed with each other.
3. An inmate under eighteen (18) years of age is top priority with initiating the classification process and should be transferred to the juvenile unit at CRC or ORW (females) within three (3) business days of their arrival. To accomplish this, the classification paperwork must be scanned to the Bureau of Classification and Reception.
4. The Bureau of Classification and Reception staff shall assign the inmate a security level and arrange transportation of male juvenile inmates to CRC. Female juvenile inmates shall remain at the Ohio Reformatory for Women.

L. General Issues

1. Written rules of inmate conduct shall specify acts prohibited within the institution and penalties that may be imposed for various degrees of violation.
2. Reception inmates shall not be assigned to a job and any work performed by a reception inmate shall be on a no-compensation basis.
3. Reception inmates shall not be permitted to receive food or sundry packages.
4. Reception center Managing Officers shall establish procedures regulating visitation, religious services attendance, access to reading material, and access to mail facilities, commissary and recreational activities for reception inmates. Local rules must be in compliance with applicable Department regulations and policies.
5. An offender may select one person, not the victim of current or past crimes, to immediately be marked as “tentatively approved” on his/her visiting list at the reception center for the sole purpose of placing money on the offender’s account. The reception center shall place \$\$\$\$ in the address field in DOTS Portal – VSL screen to signify financial support. However, in order to be approved for visitation, the visitor must submit an application and be approved in accordance with Department policy 76-VIS-01, Inmate Visitation. Once the visitor has completed the application process, the visiting officer/case manager shall replace the \$\$\$\$ with the visitor’s current address.

M. Reception Coordinator Procedures

1. All inmates in the reception phase of their incarceration shall be given a temporary security level status of Level 3, which shall remain in effect until the inmate is classified and transferred to his/her parent institution.

2. All inmates who were under APA supervision without a revocation proceeding when returned to the institution will be entered as “county jail parolee” inmates. If the inmate arrives with an “Order to Hold”, hold the inmate at reception as “county jail parolee” (8B) in DOTS Portal until they have their violation hearing. These inmates must also be orientated as directed by this policy. These are the only inmates who need to be held at reception for hearings.
3. If the inmate arrives with a revocation or sanction order, immediately begin the classification process so the inmate can be transferred to a parent institution.
4. Inmates that arrive in reception with a last release from level 4 shall be housed and treated as level 4 inmates until the inmate can be assessed.

N. Adult Parole Authority (APA) Admissions to Warren Correctional Institution (WCI) HUB

1. Intake Procedure
 - a. The APA Coordinator shall forward the following information the day prior to transport to the Correctional Reception Center record office and the WCI Transportation Coordinator:
 - i. Order to hold (DRC3064);
 - ii. A recommitment order from an appropriate APA official;
 - iii. A judgment entry legally committing the inmate to DRC;
 - iv. Blue commitment card;
 - v. Documentation of any special circumstances related to the inmate (e.g. medical concerns, significant injuries, separations, special diet, etc.).
 - b. All APA transports through WCI must enter the WCI sallyport by 12:00 PM unless previous arrangements have been made. No transport shall be received between 10:30 AM and 11:00 AM.
 - c. APA return offenders shall not have braids in their hair when transported.
2. Warren Correctional Institution Receiving
 - a. WCI sallyport officer shall verify returning offenders.
 - b. The sallyport officer shall notify all concerned that APA is on grounds with returning offenders.
 - c. A correctional counselor or shift supervisor shall complete the initial processing to include:
 - i. Verify documentation;
 - ii. Conduct strip search of inmate(s) and place in orange jumpsuit;
 - iii. Inventory all personal items and document on an Inmate Property Record (DRC2055);

- iv. All personal items shall be placed in a bag and labeled with the inmates name and number;
 - v. Contact mental health nurses to complete mental health and medical assessment;
 - vi. Contact food service for noon meal arrangements;
 - vii. Note any significant injuries to include photograph on an Incident Report (DRC1000) and forward to CRC Transportation Coordinator;
 - viii. Place the inmate in secure holding cell.
3. Mental health nurses shall complete the following:
 - a. Suicide Questionnaire and Medical Notification (DRC5404);
 - b. Medical Exam Report (DRC5251);
 - c. Initial Medical/Mental Health/Substance Abuse Screening (DRC5170);
 4. The officer assigned to mental health/vault shall conduct 15 minute rounds and document in log book.
 5. All return offenders from APA shall be separated from all inmates while in holding at WCI. A no contact status shall be strictly enforced by officers assigned to the area.
 6. The WCI Transportation Coordinator shall complete Transport Authorization/Pass (DRC5055) listing all the return offenders names and numbers. The completed Transport Authorization/Pass (DRC5055) shall be forwarded to the sallyport, control center, front entry receiving, and count office.
 7. Copies of all completed forms shall be sent with the CRC transportation officers upon departure from WCI.
 8. In the event CRC transportation is unable to pickup returning offenders from WCI on the same day they are received, WCI shall assume the role and transport return offenders to CRC.

Related Department Forms:

Incident Report	DRC1000
Inmate Property Record	DRC2055
Reception Intake Property Record– Receipt and Disposition	DRC2258
Reception Intake Questionnaire	DRC2720
Order to hold	DRC3064
Orientation Acknowledgement Checklist	DRC4141
Offender Transitional Release Plan	DRC4443
Health History Form	DRC5031
Transport Authorization/Pass	DRC5055
Initial Medical/Mental Health/Substance Abuse Screening	DRC5170
Medical Exam Report	DRC5251
Intrasystem Transfer and Receiving Health Screening	DRC5255
Suicide Questionnaire and Medical Notification	DRC5404