



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: WARDEN
Number: 4353.1C
Date: October 18, 2011
Supersedes: 4353.1B (2/29/08)
Subject: Admission, Transfers and
Releases

1. **PURPOSE AND SCOPE.** To provide guidelines for admission, transfer and release processes for inmates within the DC Department of Corrections (DOC).
2. **POLICY.** It is DOC policy to:
 - a. Prior to accepting custody of an inmate, staff determines that the inmate is legally committed to the facility.
 - b. Provide an admissions process that shall include recording basic personal information, fingerprinting and photographing, custody classification and medical, dental and mental health screening.
 - c. Ensure inmates are appropriately released at the end of their term and that upon release, inmates held for 30 days or more shall receive information about community resources prior to release.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (hereinafter, "the Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
4. **OBJECTIVES**
 - a. The inmate and his/her property are immediately searched upon arrival at the facility.

- b. Inmates are separated from the general population during the admission process and are assigned to initial holding settings according to their immediate security needs, physical and mental condition, and other considerations.
- c. Pursuant to PS 4050.1D *Inmate Property*, there is an itemized inventory of all personal property of newly admitted inmates and secure storage of inmate property, including money and other valuables. The inmate is given a receipt for personal property.
- d. Prior to placing an inmate in general population, the inmate is given the opportunity to shower and is issued clean clothing.
- e. Inmates shall be appropriately released at the end of their term.

5. **AUTHORITY**

- a. D.C. Code §24-211.02(b)(7), Safe Release of Inmate Amendment Act of 2010

6. **DIRECTIVES AFFECTED**

a. Directives Rescinded

- 1) PS 4020.2 Admissions Process (9/15/00)
- 2) PS 4353.1B Inmate Transfers and Releases (2/29/08)

b. Directives Referenced

- 1) PS 4220.1 Inmate Release Gratuity
- 2) PS 4020.3 Gender Classification and Housing
- 3) PS 4050.1 Inmate Property
- 4) PM 5300.1 Inmate Disciplinary and Administrative Housing Hearings and Procedures

7. **STANDARDS REFERENCED**

- a. American Correctional Association (ACA) 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-19, 4-ALDF-2A-20, 4-ALDF-2A-21, 4-ALDF-2A-22, 4-ALDF-2A-25, 4-ALDF-2A-26, 4-ALDF-2A-33, 4-ALDF-5B-13, 4-ALDF-5B-18, 4-ALDF-7D-19 and 4-ALDF-7G-01.

8. **INTAKE – RECEIVING & DISCHARGE (R&D) CONTROL.** The surrender of an inmate from custody of the US Marshals Service (USMS) begins the admissions process of all individuals committed to the Central Detention Facility (CDF).

- a. Prior to accepting custody of the inmate, the Receiving and Discharge (R&D) Control Officer shall observe if the inmate has visible injuries or appears to require medical attention. If the inmate requires medical attention, the R&D Officer shall document the circumstances of the injury and whether medical attention was provided. Notification shall be made to Zone Supervisors for approval to enter the facility.
- b. Once conditions in ¶ a. are satisfied, the R&D Control Officers shall review all commitment documents to ensure the inmate is being legally committed. Commitment documents at the CDF are as follows:
 - 1) Commitment Pending Disposition
 - 2) Judgment and Commitment/Probation Order
 - 3) Writ of Habeas Corpus Ad Prosequendum
 - 4) Writ of Habeas Corpus Ad Testificandum
 - 5) Order for Return of Fugitive Waiver (from nearby jurisdictions)
 - 6) Order to Return Fugitive Upon Waiver
 - 7) U.S. Marshals Forms 41
 - 8) U.S. Parole Commission Parole Violation Warrant
 - 9) D.C. Parole Commission Parole Violation Warrant
 - 10) Escape Report
 - 11) Recommit Sheet
- c. *Legal Documents Review.* R&D Control Officers shall receive, time/date stamp and thoroughly review each commitment document to ensure the following information is contained therein.
 - 1) Inmate's Name
 - 2) Date of Birth
 - 3) Gender
 - 4) Type of Commitment Document
 - 5) Case Number
 - 6) Bond Status and/or Sentence (if any)
 - 7) Signature of committing official

- 8) Court Seal
- d. *Booking Screen.* R&D Control Officers shall enter in the Jail and Community Corrections System (JACCS) Booking Screen the inmate's personal information (last name, first name, middle name, affix, birth date, gender, and race) and reported social security number.
 - e. *Gender Identification*
 - 1) R&D staff shall review commitment documents in order to determine an inmate's gender assignment or any notification that identifies the inmate as transgender or "vulnerable".
 - 2) If after reviewing commitment documents and other notifications the staff still cannot determine the biological sex, the staff shall ask the inmate for verification of the sex of the genitalia. Staff must conduct this inquiry privately and in a professional manner to preserve confidentiality in order to avoid subjecting the inmate to abuse or ridicule.
 - 3) If the inmate's physical sex cannot be determined, and/or the inmate refuses to cooperate, staff shall notify a supervisor immediately. The supervisor shall have the inmate escorted to the medical unit for a physical examination and gender determination. Any inmate refusing to receive a complete physical examination will be placed in protective custody.
 - 4) Upon determination of gender by inmate verification or medical exam, the inmate shall be treated as a protective custody inmate for the duration of the Intake process in order to ensure that the staff escort the inmate to the appropriate R&D unit to complete the intake process in a manner consistent with that custody's requirements, including private strip search procedures.
 - 5) R&D staff shall accurately record the inmate as transgendered or intersex and the inmate's gender identity and apparent biological gender in JACCS and document the incident consistent with *PS 1280.2 Reporting and Notification Procedures for Significant Incidents and Extraordinary Occurrences*.
 - 6) All intake documentation shall include the inmate's birth and/or legal name or the name the inmate has been booked under by the arresting agency.
 - 7) Inmates shall be called by their last name without reference to gender specific identifiers such as Mr., Mrs., Miss, Ma'am, Sir or other gender specific terms used in addressing a person. Instead, the gender neutral term, "Inmate" is to be used with the person's last name.
 - f. R&D Control Officers shall then enter the inmate's PDID # into the JACCS Booking Screen.

- g. JACCS will conduct a query to determine if the inmate has a DCDC number assigned and if no matching data is found, JACCS will assign the inmate a new DCDC number.
- h. If inmates are committed and the computer system is inoperable, the R&D Control Officer shall issue temporary DCDC numbers in the Number Log Book beginning with 900000.
- i. As soon as the computer system is operable, the R&D Control Officer shall replace each inmate's temporary number with a permanent register number following the above procedures.
- j. The R&D Control Officer shall correct any DCDC numbers which have been incorrectly assigned to an inmate. The number change form (Attachment 3) shall be completed and distributed on all DCDC number changes to the appropriate staff. The Records Office shall consolidate the inmate record
- k. R&D Processing shall issue the inmate a new wing card and armband.
- l. R&D Control Officers shall generate and forward the following documents to the Records Office
 - 1) Inmate Social Data card (Face Sheet 1).
 - 2) Inmate Property form,
 - 3) MPD generated fingerprint (or the DOC acquired fingerprint card),
 - 4) Wing Card with photo, and
 - 5) Commitment documents.

9. **R&D PROCESSING**

- a. *Physical Description Screen.* R&D Processing Officers shall enter the inmate's height, weight, eye color, hair color, complexion, build, length of hair, if the inmate has facial hair, has eyeglasses and is right or left handed.
- b. *Social Screen.* R&D Processing Officers shall interview the inmate and enter:
 - 1) The inmate's home address (address, city, state and zip code). When applicable, staff shall enter "No fixed address" in line 1 of the address field. Staff shall not leave this field blank and,
 - 2) The inmate's Spouse/emergency contact information (address, city, state and zip code) and telephone number.
- c. *Photograph.* R&D Processing Officers shall photograph and store the inmate's electronic image in JACCS

- d. *Fingerprint.* Staff shall retrieve the inmate's fingerprints from the Automated Fingerprint Identification System (AFIS). If no fingerprint is available in AFIS, DOC staff shall fingerprint the inmate and forward the fingerprint card to the Records Office for reading and identification.
- e. *X-Ray.* Inmates receive a chest x-ray to test for tuberculosis when medically indicated.
- f. R&D Processing Officers shall require the inmate to shower, exchange the inmate's personal clothing for institutional clothing, and attach the JACCS generated armband ID, issue a bedroll (sheets and blanket), a hygiene kit and an information handbook.

10. **WEEKENDERS**

- a. The R&D Officer shall review the Judgment and Commitment and assign each weekender a DCDC#.
- b. Records Office shall forward a list with each weekender's name, DCDC, and Time/date to report and be released to R&D Control and Unity Health Care.
- c. Upon arrival to serve their sentence, the weekender has to have proper Identification (ID) to present to Tower/Sallyport Officer.
- d. Weekenders are housed at Correctional Treatment Facility (CTF) to serve their sentence.

11. **MEDICAL SCREENING**

- a. Each inmate shall be escorted from R&D Processing to medical for screening to include a determination if there are medical reasons for housing the inmate away from the general population or for restricting work assignments.
- b. Staff shall place recorded results of the intake medical screening in the inmate's file.

12. **HOUSING**

- a. The Compliance Team will assign each new inmate to an intake housing unit unless it is determined the inmate should be otherwise placed on Administrative Segregation in a Special Management Unit. Special Management Unit placement would generally include but may not be limited to;
 - 1) A court ordered alert, US Attorney or SAM placement,
 - 2) Alerts recorded in JACCS during a prior term of confinement,
 - 3) The inmate requests protective custody or is involuntarily placed in protective custody for safety reasons,

- 4) The inmate is evaluated as extremely dangerous or an escape risk that justifies Special Handling status,
- 5) The newly committed inmate is allegedly involved in a high profile crime,
- 6) Juveniles (who are being tried as adults and require segregation),
- 7) Persons with mental health or related disabilities, and
- 8) Female inmates and wheel chair bound inmates are immediately transferred to CTF after medical/dental/ mental health screening.

- a. Any inmate who is placed on Administrative Segregation shall be afforded a housing hearing pursuant to *PM 5300.1 Inmate Disciplinary and Administrative Housing Hearings Procedures*.
- b. Any inmate with charges relating to terrorist ties, activities, or connections will be reported to the Major for Operations. Semi-annually, the Deputy Warden of Operations will consult with the local Joint Terrorism Task Force, or other similar agency on all terrorism matters to include:
 - 1) A list of known terrorist inmates;
 - 2) Intelligence regarding inmates with suspected terrorist ties; and
 - 3) Information regarding specific incidents, events, or threats affecting the institution or detention facility that have a possible terrorism connection.

13. **INTAKE PROCESS.** Case Managers shall conduct intake screenings within three (3) business days of the inmate's admission.

- a. All reasonable efforts are made to ensure that the inmate's privacy is maintained during the interview.
- b. The interviewer shall also review the inmate record, JACCS, and Pretrial Real Time Information System (PRISM) that will assist in making a decision whether the inmate is suitable for placement in general population.
- c. To ensure that inmates with separation orders are not housed together, the Case Manager shall check the location of all separatees that may be currently housed in the institution. If the Case Manager finds that a separatee is not in the JACCS system, the Case Manager shall enter each separatee's name and DCDC number in the newly admitted inmate's JACCS and Keep Separate screen.
- d. *JACCS Data Entry.* Case Managers shall enter data into the following JACCS screens upon completion of the interview.

- 1) **Social Screen.** Review the JACCS Social Screen and interview the inmate regarding accuracy of the inmate's home address and spousal/emergency contact information and when needed, make corrections.
- 2) **Employment Screen.** The Case Manager shall query and enter in the JACCS Employment screen the inmate's driver's license information if know or is otherwise available.
- 3) **Education Screen.** The Case Manager shall query and enter in the JACCS Education Screen the inmates general education information.

14. INTER-INSTITUTIONAL TRANSFERS

- a. The Inter-Institutional Transfer Order (IIT) (Attachment 1) shall be used by all DOC institutions whenever an inmate is transferred from one location to another.
- b. The IIT is usually prepared by a Records Office Legal Instruments Examiner (LIE). R&D Control shall prepare the IIT if the Records Office is closed.
- c. The IIT Order shall contain the following information:
 - 1) Action Date – the effective date of the transfer.
 - 2) Time – Time of transfer.
 - 3) Name – Inmate's name including all aliases or AKA(s).
 - 4) DCDC Number – Inmate's DCDC number.
 - 5) Move to Code – the location code indicating where the inmate is being transferred.
 - 6) Destination – the name of the place where the inmate is being transferred.
 - 7) Reason Code – the code which indicates the reason for the transfer, e.g., serve sentence, administrative, or medical.
 - 8) Reason/Specific Instructions – the specific reason for the transfer, including brief details. Detainers and alerts for such things as medical problems, suicide risks and the like should be noted also.
 - 9) Custody Status – any special circumstances or concerns relative to custody, e.g., protective custody, separation order, special handling.
 - 10) Signing Authority – the institution Warden may delegate the authority to sign the IIT. This authority may be re-delegated to Record Office personnel or the Correctional Supervisor only.

15. RELEASE FROM DOC CUSTODY

- a. The DOC CDF Receiving and Discharge Unit shall complete the release process for all inmates housed at CDF, CTF, and medical outposts.
- b. Inmates released from court shall be processed at the court house until 5:00 p.m. if the release is occurring after 5:00 p.m., the inmate will be processed at the Medical Holding Unit (MHU) at D.C. General Hospital.
- c. Inmates released from the court will be issued a gray sweat suit, fare card/token, reentry identification card and their property.
- d. DOC shall notify St. Elizabeth's Hospital the mandatory release date of each inmate housed in the hospital. Approximately thirty (30) days before the **MR** date, St. Elizabeth Hospital's Superintendent shall initiate action to effect the commitment of the inmate to the hospital.

16. RELEASE CLEARANCE

- a. Records Office Legal Instruments Examiners shall obtain and review printouts from National Crime Information Center (NCIC), COURT VIEW, WALES II and JACCS to determine if there are any outstanding warrants or charges preventing release, prior to an inmate's release from the custody of the DOC. The inmate's institutional file shall be reviewed in its entirety to effectuate the release.
- b. The Legal Instruments Examiner shall review source documents in the inmate's institutional record because data available through the criminal court computerized check may not be current based upon a one to two day delay in the updating data from court proceedings.
- c. The Legal Instruments Examiner must complete the Release Clearance before the Release Authorization form is prepared.

17. RELEASE AUTHORIZATION

- a. The Release Authorization Form (Attachment 2) for inmates being released from CDF, MHU and Community Correctional Centers (CCC) shall be prepared by the Central Detention Facility's Records Office Legal Instrument Examiners. Releases from D.C. Superior Court (DCSC) Record Office shall begin with a Legal Instrument Examiner at CDF and finalized with the Legal Instrument Examiner at DCSC.
- b. The Records Office staff shall prepare, review and certify the release. Two signatures are required on a release authorization certifying that the release has been cross checked and found accurate.
- c. Records Office personnel will complete Part I, the Release Authorization Form. The following procedures shall be documented on the Release Authorization Form.

- 1) Inmate's name – Including all aliases or AKAs.
- 2) DCDC Number – Inmate's DCDC number.
- 3) Institution – the institution from which the inmate is being released.
- 4) Date – The date the release form is prepared.
- 5) Release Date – the date released from custody is effective and verified by the LIE.
- 6) Release Type – The Face Sheet 1 and 2 (if applicable), pretrial commitment order(s), and release orders are reviewed and compared to ensure consistency and to determine the prescribed manner in which the inmate is to be released, i.e., court order, expiration, time served.
- 7) Release Authority – One of four jurisdictions authorizing the inmate to be released, i.e. D.C. Superior Court, U.S. District Court, United States Parole Commission, or the Federal Bureau of Prisons.
- 8) Release in Custody of – This is only used when an inmate is to be placed in the custody of another authority, e.g., federal, state or local authority or when an appropriate court of the District of Columbia orders the release from custody to an agency, organization, individual, or self custody.
- 9) Detainers – A check shall be made and indication provided as to whether a detainer/outstanding warrant is know to exist, and the authority issuing any detainer.
- 10) Certification – The LIE preparing the release authorization form must certify the release to be correct by affixing his or her name printed and his or her signature. A second LIE shall review the forms and certify the accuracy of the information by affixing his or her signature. The completed document shall be forwarded to R&D Control Unit or faxed to the appropriate contract halfway house for completion of the R&D Control or Halfway House Staff section of the form.
- 11) Name/Title – The name and title of the person certifying the release.
- 12) Signature – The signature of the person who certifies the release.
- 13) Date – Date signed.
- 14) Special Instruction – any special instructions which affect the release, e.g., time of pick-up, protective custody, separation orders.
- 15) Photo – Affix inmates photograph, if not in JACCS.

- d. The Records Office shall electronically forward to R&D and/or DCSC Record Office the signed/certified Release Authorization Form along with any other release documentation.
 - e. R&D Processing Officer shall:
 - 1) Print the inmate identification card and attach it to the inmate's release information package for issuance from R&D or MHU as is appropriate.
 - 2) The identification card will not generate if any of the data elements have not been completed. R&D shall review the JACCS screens to determine the discrepancy, enter required data and print the card.
 - 3) If JACCS is not operating, R&D Control shall manually prepare release documents and attach a copy of the inmate's photo from the Wing Card to the Release Authorization card and photocopy these documents for issuance to the inmate as photo identification.
 - f. The Records Office staff shall also enter required data in Lotus Notes that triggers a release notice to R&D Control and Pharmacy.
 - g. The Pharmacy shall respond in Lotus Notes with "Yes" or "No" regarding medication. If yes, R&D/MHU shall hold inmate pending the issuance of medication.
 - h. R&D Control Officers shall use the wing card photograph and AFIS in order to verify the inmate's identity.
18. **RELEASE AUTHORIZATION.** Once positive identification has been confirmed, the R&D Control Officer shall complete the Release Authorization Form. The Release Authorization Form shall contain the following:
- a. Identified by R&D Control – the signature of the Correctional Officer who has positively identified the inmate being released.
 - b. Release To – the name of the authorized agent or person receiving custody as indicated below.
 - c. Transported By – The Senior Transport Officer transporting the inmate.
 - d. Date of Release – the date the inmate is actually released from DOC custody.
 - e. Time of Release – the time the inmate is released from DOC Custody.
 - f. The "Receipt of Agent taking custody" section of the Release Authorization form shall be completed as follows:
 - 1) Name/Title – the name and title of the agent taking custody.

- 2) Signature – the signature of the agent taking custody along with proper photo identification required, e.g., badge number, attorney bar number.
- 3) Date – the date the authorized agent receives custody of the inmate.
- 4) Location – the agency official taking custody represents and the agency's telephone number.

19. **INMATE PROCESS RELEASE AFTER 10:00 P.M.** R&D staff shall ensure the following procedures are conducted when releasing an inmate after 10:00 p.m. (Attachment 6)

- a. Verify inmate has a residence or other housing to access and has agreed in writing to do so or verify that a shelter is able and willing to receive the inmate and the inmate has agreed, in writing, to access the shelter.
- b. Provide inmate with clothing they wore upon intake or other clothing appropriate for the weather that is not a jumpsuit and is typical of street clothing worn by the public.
- c. Obtain information from the DOC's medical provider that, upon release, the inmate has the required supply of all prescription medications and that the inmate has received release counseling, if medically recommended, within seven (7) days prior to release.
- d. Provide release counseling within seven days of release to sentenced inmates on access to benefits and services available in the District to initiate reentry.
- e. R&D staff will ensure the inmate has transportation upon release. This transportation will be one of the following:
 - 1) A friend or family member;
 - 2) A taxi, at the expense of DOC (Attachment 4); or
 - 3) A member of DOC transportation unit (MHU).
- f. Provide the inmate with the option of remaining within a DOC facility until 7:00 a.m.
- g. The Warden or his/her designee certifies in writing, that requirements (a-f) above have been met.
- h. In accordance with the Safe Release of Inmate Amendment Act, if an inmate is not released by 10:00 p.m. of day scheduled, he/she will have the option to remain within DOC until release at 7:00 a.m. the following day and sign the Safe Release Amendment Waiver (Attachment 5).
 - 1) If the inmate elects to remain at DOC in lieu of being released after 10:00 p.m., he/she will be housed at MHU until 7:00 a.m. Inmate must agree to in writing to

stay overnight. The inmate will sign the form entitled, "Safe Release of Inmates Amendment Act Notice and Waiver", (Attachment 5).

- 2) All paperwork pertaining to inmates release after 10:00 p.m. must be forwarded directly to the Warden's Office (See Attachment 6).

20. **COMMUNITY RELEASE INFORMATION PACKAGE.** R&D Control, MHU or CCC staff shall provide inmates with a Discharge/Release Planning Community resource guide.

21. **DOC IDENTIFICATION CARD**

- a. Inmates released from CDF, DCSC/Record Office and MHU shall be issued a photo identification card upon release from custody by a court order, mandatory release from custody or upon halfway house placement .This directive shall not apply to inmates who are being transferred to another correctional facility or placed into the custody of another jurisdiction.
- b. The ID card shall be effective for 60 days from release. DOC shall not renew issuance of the ID card.
- c. The inmate may use the ID card for personal identification.
- d. Prior to expiration of the ID card, inmates who are District of Columbia residents may use the ID card to make application to DC Reentry Program initiatives and to make application to the DC Department of Motor Vehicles for a non-driver ID.

22. **PROPERTY.** DOC shall return the inmate's remaining personal property pursuant to PS 4050.1D Inmate Property and ensure all DOC facility issued property is returned. The inmate may contact DOC upon release for any outstanding claims for lost or damaged property and outstanding grievances.

23. **MEDICATION.** Inmates shall receive medication sufficient for three (3) days and a prescription for thirty (30) days of medication. If an inmate is released between 10:00 p.m. and 7:00 a.m., they shall receive a seven (7) day supply of medication and a prescription for thirty (30) days of medication. Inmates shall receive HIV medication sufficient for thirty (30) days.

24. **PERSONAL FUNDS.** If the inmate is released prior to 1:00 p.m., the inmate may obtain any funds in his/her personal account from Inmate Finance. The inmate may return the next day for the funds if Inmate Finance is closed.

25. **GRATUITY.** Inmates approved for gratuity assistance may obtain the funds from Inmate Finance if released prior to 1:00 p.m., Monday through Friday. The inmate may return the next day for the funds if Inmate Finance is closed

A handwritten signature in black ink, appearing to read "Thomas Faust". The signature is stylized with a large initial "T" and a long horizontal stroke.

Thomas Faust
Acting Director

- Attachment 1- Standard Inter-Institutional Transfer Order
- Attachment 2- Release Authorization Form
- Attachment 3-DCDC Number Change Memorandum
- Attachment 4- Release Process Form/Fare Card
- Attachment 5- Safe Release of Inmates Amendment Act Notice and Waiver
- Attachment 6-Release Process Form/Warden's Signature Page