



### INTAKE / CUSTODY

### PROCESSING

### MENTAL HEALTH

### MEDICAL

### CLASSIFICATION

FIRST  
**24**  
HOURS

- Initial Receiving: review and submit paperwork to IDOC information systems
- Fingerprinting and mugshots
- PREA policies
- Distribute offender clothing and property
- Orientation video, rules, information
- DNA sample is collected
- Interviews with individual for personal information, emergency contacts and physical description to keep on file
- Labels and mugshots are printed for packets
- Fingerprints submitted to Indiana State Police
- Information is entered in IDACS

- Legal paperwork reviewed and submitted to credit time screener
- New packet is created, or new information is added to previous packet

- Mental health screening, assessment for medication needs, and referral to psychiatrist if needed

- Assessment by nurse and referrals as needed for any medical conditions

- Sexual Violence Assessment Tool (SVAT) completed and shared
- Credit time is reviewed with courts and jails, as needed
- Paperwork is reviewed for the amount of credit time that should be applied to the individual's sentence

WEEK  
**1**

- If an individual was born outside of the U.S., notify U.S. Immigration and Customs Enforcement
- Information from packets from any previous incarceration is collected

- Initial screening must be conducted within first week

- Individuals are given a physical
- Dental exam
- Labs taken
- Individuals are assigned a medical code, based upon their assessment and diagnosis, which is then included in their records
- Create medical packet

WEEK  
**2**

- Individual signs additional paperwork as needed
- Warrants and other holds for the individual are searched in order to make any needed notifications

- Individuals are assigned a mental health code, based upon their assessment and diagnosis, which is then included in their records
- Visit with psychiatrist if referred

- Medical trips as needed

- Review of classification information and summary to assign individual to facility and unit

WEEK  
**3**

- Transport orders are typed and filed

- Medical trips as needed

- Classification board reviews classification information
- Final review of classification information and summary to assign individual to facility and unit

WEEK  
**4**

- Transport to assigned facility