

	JUVENILE JUSTICE SERVICES Classification And Programs	Effective Date: 11/30/08
		Issue Date: 11/30/08
	Title: Admission, Reception and Orientation	
	Procedure #: P.21.11	

1. **ISSUING AGENCY:** Children, Youth and Families Department (CYFD)
2. **SCOPE:** Juvenile Justice Services (JJS)
3. **STATUTORY AUTHORITY:** 8 NMAC 14.5.14
4. **FORMS:** Reserved
5. **APPLICABLE POLICY:**

8.14.21 Admission, Reception and Orientation: Establishes a process to standardize admissions and orientation.

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7. **DEFINITIONS:** Reserved

8. **RECEPTION:** When a client arrives at the reception and diagnostic facility, the Central Intake officer:

8.1 Ensures legal adjudication and detention orders:

8.1.1 Checks the court order to verify the client is committed to CYFD and identifies the type of commitment:

- 15 day diagnostic evaluation
- For a period not to exceed 1 year
- For a period not to exceed 2 years
- Up to the age of 21

8.1.2 Determines if client's legal name is on the District Court Order:

8.1.3 Verifies District Judge has signed the court order and filed with the District Court Clerk:

8.1.4 Reviews and notes special recommendations from the court.

8.1.5 Provides a written receipt to law enforcement personnel transporting the client acknowledging client has been received:

8.1.6 Types a routing slip documenting client's admission and forwards the slip to education, medical, classification, mental health, records, control center, and the Juvenile Public Safety Advisory Board, when applicable.

8.2 Conducts a strip search:

8.2.1 Male staff conducts searches of male clients and female staff conducts searches of female clients:

8.2.2 Client is instructed to remove his/her shoes allowing staff to check the shoes for contraband, both follow strip search procedure set out in the Contraband Search section.

- 8.2.3 Client is instructed to remove the contents from his/her pockets and place the contents in property envelope. Staff completes a personal property record form and the client signs the form. Staff secures the client's personal belongings.
- 8.3 Collects and receipts money.
 - 8.3.1 The money is placed in an envelope and sealed in front of the client. The intake officer marks the amount of money on the envelope, and places his/her initials and the date next to the amount.
 - 8.3.2 The client initials and dates on the envelope to verify accuracy.
 - 8.3.3 Client is given the original receipt and the pink receipt is stapled to the envelope. A copy of the receipt remains in the receipt book.
 - 8.3.4 Staff completes a funds transfer form and places the form and envelope in a locked receptacle for the business office to establish a client fund account.
- 8.4 Searches and inventories client belongings in the client's presence:
 - 8.4.1 Those items that the client can retain at the facility are inventoried on the property record form and two copies are made. Clients receive one copy of the form and one is placed in client's record:
 - 8.4.2 Those items that are not allowed at the facility are noted on the property record form and mailed to the client's parent/guardian/custodian. Items mailed are:
 - 8.4.2.1 Placed and sealed in a box in the client's presence. A copy of the property record form is given to the client and copies are placed in the client's master file.
 - 8.4.2.2 Only mailed to the parent/guardian/custodian after designated staff has weighed the box and insured that proper postage has been affixed to the package.
- 9 **ORIENTATION:** Clients are processed as follows:
 - 9.1 Staff inventories the client skin for any significant marks, scars, tattoos, cuts and bruises and notes the anomalies in a body chart:
 - 9.2 Clients are issued: 3 pairs of pants, 3 shirts, 3 pairs of socks, 3 sets of underwear including bras for females, 1 pair of shoes, 1 pair of recreation shoes, 1 comb, 1 toothbrush, toothpaste, toilet paper, soap, sanitary napkins and/or tampons for female clients, a mattress pad, two sheets, a pillow and pillowcase, a blanket and a bedspread.
 - 9.3 Clients are assigned to a living unit.
 - 9.4 Clients are assigned to a multi-disciplinary treatment team.
 - 9.5 The client receives orientation which includes:
 - 9.5.1 client rules and regulations;
 - 9.5.2 client rights and responsibilities;
 - 9.5.3 co-ed code of conduct (if applicable);
 - 9.5.4 grievance procedures;
 - 9.5.5 visitation/mail/telephone procedures;
 - 9.5.6 search and seizure policies, procedures and contraband lists;
 - 9.5.7 living unit guidelines;
 - 9.5.8 overview of programs and services;
 - 9.5.9 safety and emergency procedures; and
 - 9.5.10 disciplinary, corrective action and due process.
 - 9.6 Non-English speaking clients receive written materials and/or translations in their language. Where literacy problems exist, staff assists client in understanding materials.
 - 9.7 Intake officer and client sign and date orientation forms acknowledging they read and understood; signed acknowledgment forms are placed in the client's file.
 - 9.8 Clients place a ten minute phone call to his/her parent/guardian/custodian. Calls are not monitored.

10. AUTHORIZED SIGNATURE:

A handwritten signature in cursive script, appearing to read "Dorian Dodson".

APPROVED:

**Dorian Dodson, Cabinet Secretary
Children, Youth and Families Department**

6/15/10
Date