

**2911.2525 ADMISSIONS.**

Subpart 1. **Policies and procedures.** A facility shall have written policies and procedures for processing new inmates to the facility to include, at a minimum, the following:

A. obtaining and documenting available emergency medical information within two hours of admission;

B. verification of court commitment papers or other legal documentation of detention. Verification shall include checking the date of admission, duration of confinement, and specific charges;

C. a search of the inmate and the inmate's possessions;

D. inventory and storage of the inmate's personal property;

E. initial medical screening to include an assessment of the inmate's health status, including any medical or mental health needs;

F. telephone calls made by the inmate during the booking and admission process and prior to assignment to other housing areas;

G. shower and hair cleansing;

H. issue of bedding, clothing, and personal hygiene items according to the rule requirements applicable to the anticipated length of stay of the inmate;

I. photographing and fingerprinting including notation of identifying marks or unusual characteristics such as birthmarks or tattoos;

J. interviewing to obtain the following identifying data:

(1) name and aliases of person;

(2) current address, or last known address;

(3) health insurance information;

(4) gender;

(5) age;

(6) date of birth;

(7) place of birth;

(8) race;

(9) present or last place of employment;

(10) emergency contact including name, relation, address, and telephone number; and

(11) additional information concerning special custody requirements or special needs;

K. initial classification of the inmate and assignment to a housing unit;

L. an assigned booking number; and

M. Social Security number, driver's license number, or state identification number, if available.

Subp. 2. **Privacy.** Intake procedures dealing with information protected by the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, shall be conducted in a manner and location that assures the personal privacy of the inmate and the confidentiality of the transaction from unauthorized personnel.

Subp. 3. **Orientation to rules and services.** A facility shall develop a written policy and procedure that provides:

A. a method for all newly admitted inmates to receive orientation information in a manner the inmates can understand; and

B. documentation by a statement that is signed and dated by the inmate that the inmate completed orientation.

Subp. 4. **Inmate personal property.** A facility shall have a written policy and procedure that:

A. provides for the itemized inventory and secure storage of all personal property of a newly admitted inmate, including money and other valuables;

B. specifies any personal property an inmate may retain in the inmate's possession; and

C. provides that the inmate shall sign a receipt for all property held until release.

**Statutory Authority:** *MS s 241.021*

**History:** *23 SR 1834; 38 SR 523*

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