



State of North Carolina
Department of Public Safety
Prisons

Chapter: C
Section: .0200
Title: **Diagnostic Centers**
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POLICY & PROCEDURES

.0201 GENERAL

- (a) Newly admitted **offenders** to Prisons, with the exceptions noted in Special Procedures will complete three identifiable processes before initial classification and assignment: Except in unusual circumstances, these processes shall be completed within **fifteen (15) business days** or less after admission consistent with the completion scheduled in the Diagnostic Services Manual.
- (1) reception
 - (2) orientation
 - (3) diagnostic
- (b) The purpose of these processes is to assist the individual in adjusting to incarceration and to provide evaluative information for management and treatment of the offender.

.0202 ORGANIZATION

- (a) Responsibility. The reception, orientation, and diagnostic processes are subject to review by the Diagnostic Services Branch Program Manager on behalf of the Director of Prisons. Any variation in pertinent procedures and guidelines specified herein, or as specified in the Diagnostic Center Procedure Manuals, as amended, shall be immediately reported to the Diagnostic Services Branch Program Manager for review and approval. Administrative directives will be issued by this office through the office of the Director of Prisons **or designee** as required to specify and update procedures.

Admitting Facility- The admitting facility receives **offenders** from sentencing courts and provides for physical examinations, fingerprinting and identification photographs.

Diagnostic Centers- The diagnostic center receives **offenders** from sentencing courts, **offenders being returned from escape**, offenders admitted to Prisons for presentence diagnostic study **and** safekeeping.

In addition to the services provided by an admitting facility, the diagnostic center:

- (1) enters social and criminal data into the electronic record;

- (2) administers and scores psychometric tests;
 - (3) provides casework services for crisis intervention as necessitated by immediate problems of or with an offender being processed;
 - (4) evaluates each case to identify crime-related problems, correctional goals, need for outer controls, and other factors relating to the classification process.
 - (5) administers the Risk Needs Assessment (RNA).
- (b) A diagnostic center must provide psychological examination services, psychiatric evaluations, professional casework services, and case evaluations by personnel professionally qualified to interpret reports from the various professional disciplines. This information is made into a classification action on which crime-related problem identification and correctional intervention may be based. The Diagnostic Center staff must meet minimum specifications of state personnel and standards established by the Diagnostic Services Branch Program Manager and approved by the Director of Prisons.
- (c) Procedure for auditing a Diagnostic Center. Each center will be audited annually based on standards established by the Diagnostic Services Branch Program Manager as approved by the Director of Prisons.

.0203 PROCEDURE

- (a) Admission. These procedures outline the essential functions which must be performed in the initial admission of an offender to Prisons. Only those facilities which are designated as having diagnostic centers are permitted to receive new admissions. The following apply:
- (1) Offender Criteria. The criteria for accepting offenders are based upon age, sex, type of offense, and length of sentence. In general, a minimum custody facility cannot accept a felon, and a medium custody or close custody facility cannot accept a misdemeanor. Specific guidelines are as follows:

Diagnostic Services Locations

NC Corr. Institution for Women
Raleigh, NC

3010 All female felon offenders and felon safekeepers. All female misdemeanor and CRV offenders with medical and mental health issues.

<u>Central Prison</u> Raleigh, NC	3100	All male felon offenders, with Death Sentences. All male Safekeepers, ages 22 years and older as well as inpatient medical and mental health.
<u>Piedmont Correctional Institution</u> Salisbury, NC	3500	Male felon and misdemeanor offenders from Western/Piedmont counties, age 22 and older.
<u>Craven Correctional Institution</u> Vanceboro, NC	3085	Male felon offenders from Eastern/Central counties ages 22 and older.
<u>Polk Correctional Institution</u> Butner, NC	3980	All male felons ages 19-21. All felon safekeepers ages 18-21 except inpatient medical/mental health.
<u>Eastern Correctional Institution</u> Maury, NC	3400	Female CRV offenders except medical/mental health
<u>Foothills Correctional Institution</u> Morganton, NC	3720	All male felon offenders ages 17 years and younger. All male misdemeanor offenders 13 to 17. All felon Safekeepers 17 years and younger. All Safekeeper diversions from Polk CI for medical and mental health purposes ages 18 to 22.

- (2) **Offenders** referred from escape will be referred to the designated felon or misdemeanor diagnostic center for reprocessing after disciplinary and/or legal procedures have been completed. Adult male felon **offenders** returned from a minimum or medium custody escape will be processed at Piedmont or Craven Diagnostic Centers. Youthful felon offenders who escape from minimum or medium custody will be received at Polk Diagnostic Centers. Felons escaping or attempting to escape from close custody will be received at Central Prison to await disciplinary and legal proceedings, diagnostic processing, and reclassification.
- (3) The parole revocation process requires that a hearing be held or waived prior to being accepted into the Prisons. After completion of the parole revocation hearing, parole violators will be processed at the appropriate diagnostic centers in accordance with sentence guidelines specified in this policy. Time remaining to be served will be a factor in referring an **offender** to a particular center.

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- (4) Commitment Receipt. A true copy of the sentencing court's commitment, complete with the court's impressed seal and certification, must be received prior to admission.
 - (5) Personal Property. Personal property will be obtained, recorded, and processed in a manner consistent with departmental regulations.
 - (6) Search. A strip search will be conducted and any contraband confiscated and reported as provided in division regulations.
 - (7) Dress. Offenders will dress in appropriate prison clothing.
 - (8) Arrival Confirmation. The new admissions arrival will be noted in the electronic record.
 - (9) Identification. Appropriate measures will be taken to accurately identify all offenders. These measures include completion of OR10 and OR11 screens, fingerprints, photographs, and necessary distribution of this data.
 - (10) Physical Exam. The admitting facility will perform a physical examination of all newly admitted offenders as specified in division regulations.
- (b) Orientation. Newly admitted offenders will be assisted by staff in adjusting to the prison environment. Orientation will be conducted in offender groups with an explanation of the rules, penalties, disciplinary procedures, and how to obtain health services being provided. A description of the offender's current situation, the diagnostic and classification process, custody levels, and a summary of available programs and work will also be provided.
- (c) Diagnostic. The diagnostic portion of the process involves professional evaluation of the offender to identify security requirements, crime-related problems, correctional goals, and required correctional intervention. The following will be accomplished:
- (1) Psychometric Testing. Psychometric tests approved by Prisons will be administered, scored, and interpreted.
 - (2) Social History Data. Relevant background information will be accumulated, recorded, and interpreted and entered into the electronic record in accordance with operational procedures.
 - (3) Interviewing and Counseling. To obtain pertinent information for effective classification decision making and to assist the offender in making an adequate adjustment to incarceration, interviewing and counseling will be performed by qualified staff.

- (4) Psychological and Psychiatric Evaluation. As required either by Prisons regulations or the offender's needs, psychological and psychiatric evaluation will be completed.
 - (5) Risk Needs Assessment (RNA). A validated tool used to help identify criminogenic needs, risks and barriers that an offender has which may prevent him/her from being successful. This tool identifies the risk for re-arrest and provides the agency with a service priority level (spl) for each offender with Level 1 being the highest risk and Level 5 is the lowest.
 - (6) Classification Action. The classification action screen(s) IC04, IC05 will be completed and referred to the appropriate classification authority upon completion of the diagnostic procedures. The referral will contain pertinent information to support the recommendations and rationale for housing, custody, work and program assignments.
- (d) Special Procedures. These procedures present special cases which deviate from the normal orientation and diagnostic process. The following admission procedures will be completed in all cases:
- (1) Death Row. The Wardens at Central Prison or the North Carolina Correctional Institution for Women must receive capital punishment offenders.
 - (2) Pretrial Safekeeper. Safekeepers will undergo admission procedures to include identification, criminal history investigation, mental and physical health screening and local orientation.
 - (3) Presentence Diagnostic (PSD). Offenders admitted for presentence diagnostic receive the expanded diagnostic evaluation as outlined in the Diagnostic Center Procedural Manual.
 - (4) Sexually Violent Predator (SVP). These offenders receive the expanded diagnostic evaluation as outlined in the Diagnostic Center Procedural Manual as well as procedures pursuant to G.S. 14-208.5 through 14-208.25.
- (e) Detailed procedures are specified in the Diagnostic Center Procedural Manual as maintained by the Diagnostic Services Branch Program Manager.



Director of Prisons

February 1, 2018
Date