The below times are estimates. Transfer times may vary based on staff shortages, bedspace availability, institutional lockdown, and additional medical/mental health needs.

Female Intake

Occurs at Camille-Graham Correctional Institution's Reception and Evaluation Center

Activities other than feeding and processing:

- Religion Every other week a volunteer conducts a religious service and the institutional chaplain conducts door to door visits. Every week volunteers conduct door to door visits.
- Groups Over 30 days, Tuesday and Thursday each week. New arrivals – group the following week after arrival for adjustment/coping skills.
- Library 1 x a week
- Gym 1 2 x a week
- Evening Activities Every Monday Thursday evening night is either movie night, game night or coloring/puzzles.
- Visitation After 30 days the inmate is allowed one (1) visit every two (2) weeks with immediate family members on the approved visitation list. Visitation is held every weekday from 12pm-3pm.
- Phone privileges Three (3) phone calls per week (Monday, Wednesday, Friday or Tuesday, Thursday, Saturday depending on bed assignment).

Day 8-16 **Day 2-5 Day 6-7** Day 16-30 Day 1 1 Day Prior to Arrival - County facility provides: Commitment Order Jail Time Form Medical Information - Orientation is completed - Inmates transfers when bed space - Interview with Inmate - Initial mental health and drug becomes available - Identifying information screening - Inmates with maxout less than 30 recorded - Begin medical and gynecological davs remain at CGI R&E - Enter inmate into system physicals - Inamtes assigned to Leath transport - Photograph with hair loosened - Orientation video on Tues, and Thurs. is shown - Initial medical interview - Emergency Contacts Recorded - They receive the following: - Hygiene and clothing items - Orientation Handbook - 1 pencil/ 2 stamped evelopes/ 16 sheets of - Additional appointments depending writing paper on medical results

Counties facilities contact R&E on expected # of inmates to be transported

- NCIC Rap Sheet is ran
- Inmate Records Office delivers records of inmates who are previous SCDC inmates
- Institutional and Central Records are created for inmates with no prior SCDC incarceration
- Medical draws blood for testing of any existing condition
- PPD Shot given (must be read in 72 hours)
- Caseworker completes intake assessment interview
- Entries are completed
- Documents are logged in institutional and central records

- Further mental health assessments for those referred to the psychiatrist
- Institutional Records are transferred to an assessment case worker
- Record audit is conducted
- Assessment caseworker reviews inmate's information to determine custody/security level and target institution
- Once approved by Central Classification the inmate will await bed space

^{*} The length of R&E process varies depending on many factors such as: staffing, intake volume, day received, outside source, and etc. The above timeframe is one that is based on a perfect scenario.



interview

records

- Entries are completed

- Documents are filed in institutional and central

- Initial mental health and drug screening

The below times are estimates. Transfer times may vary based on staff shortages, bedspace availability, institutional lockdown, and additional medical/mental health needs.

many factors such as: staffing, intake volume,

timeframe is one that is based on a perfect

scenario.

day received, outside source, and etc. The above

Male Intake

Occurs at Kirkland Correctional Institution's Reception and Evaluation Center

Day 7-29 Day 1 **Day 2-6 Day 30 Day 35 Day 45** 1 Day Prior to Arrival - County facility provides: - Psychiatrist assesses inmates Commitment Order referred by mental health counselor Jail Time Form - Assessment caseworker reviews Medical Information inmate's information to determine - Interview with Inmate - Medical receives test results and custody/security level and target - Identifying information inmates are advised of results institution - * Inmates return to medical to recorded - Once approved by Central - Enter inmate into system complete a physical Classification the inmate will await - Photograph before and after - Inmates are allowed to make 1 bed space shave and haircut telephone call a week upon approval - Orientation video is shown - Mental Health Counselors assess - Initial medical interview inmates referred upon initial arrival - Inmates are transferred when bed **Emergency Contacts Recorded** space becomes available. - They receive the following: - Inmates with maxout date of less - Hygiene and clothing items than 30 days remain at KR&E - Orientation Handbook - 1 pencil/ 2 stamped evelopes/ 16 sheets of - Inmate Records Office conducts writing paper record audit - Inmates begin to receive visitation - NCIC Rap Sheet is run privileges - Completed inmate assessments are - Inmate Records Office delivers records of Counties facilities contact transferred to an assessment inmates who are previous SCDC inmates R&E on expected # of - Institutional and Central Records are created for caseworker for classifying inmates to be transported inmates with no prior SCDC incarceration (Must call by 2:30pm) - Medical draws blood for testing of any existing condition - PPD Shot given (must be read in 72 hours) * The length of R&E process varies depending on - Caseworker completes intake assessment

Activities other than feeding and processing:

- Monday Friday 6pm-8pm CIU (faith based prison initiative program) conducts sermons, distributes religious and self-help materials, conducts groups and singing. (Cell to cell during lockdown).
- Tuesday/Friday/Saturday/Sunday -12pm-2pm volunteers from churches and other organizations visit and also conducts the above activities.
- Visitation After 30 days (1) visit is allowed every two (2) weeks with immediate family members on the approved visitation list. Visitation is held every weekday from 12pm-2pm.
- Phone Privileges One (1) phone call per week (either Tuesday or Thursday based on bed assignment) after PIN number is submitted and approved.

CY18 Removals from R&E showing Time (in days) from Admission Date to Process Dates Excludes Inmates Released Directly from R&E (who would not have completed Intake Processing)

	Males				Females				
	Minimum	Maximum	Average	Median	Minimum	Maximum	Average	Median	
Time from Admission Date to ID									
Card	0	58	0.07	0	0	8	0.05	0	
Time from Admission to TCU Drug									
Dependency evaluation	2	204	12	10	3	55	10	7	
Time from Admission Date to Record									
Audit Date	0	96	23	22	2	60	14	12	
Time from Admission Date to									
Medclass Date	0	623	38	37	3	78	25	25	
Time from Admission Date to									
Classification Review Date	1	625	45	42	10	110	32	32	
Time from Admission Date to Facility									
Assignment	0	630	60	56	0	137	36	34	

CY17 Removals from R&E showing Time (in days) from Admission Date to Process Dates Excludes Inmates Released Directly from R&E (who would not have completed Intake Processing)

	Males				Females				
	Minimum	Maximum	Average	Median	Minimum	Maximum	Average	Median	
Time from Admission Date to ID									
Card	0	78	0.05	0	0	1	0.001	0	
Time from Admission to TCU Drug									
Dependency evaluation	2	116	11	8	2	49	9	7	
Time from Admission Date to Record									
Audit Date	1	94	24	21	1	74	13	11	
Time from Admission Date to									
Medclass Date	0	141	45	43	3	97	34	33	
Time from Admission Date to									
Classification Review Date	4	165	56	54	11	105	40	38	
Time from Admission Date to Facility									
Assignment	0	412	66	62	0	110	46	42	

CY16 Removals from R&E showing Time (in days) from Admission Date to Process Dates Excludes Inmates Released Directly from R&E (who would not have completed Intake Processing)

	Males				Females				
	Minimum	Maximum	Average	Median	Minimum	Maximum	Average	Median	
Time from Admission Date to ID									
Card	0	69	0.04	0	0	2	0.002	0	
Time from Admission to TCU Drug									
Dependency evaluation	1	129	12	8	3	60	9	7	
Time from Admission Date to Record									
Audit Date	1	92	24	23	2	67	15	12	
Time from Admission Date to									
Medclass Date	0	112	36	34	6	83	29	27	
Time from Admission Date to									
Classification Review Date	0	144	44	43	11	119	33	32	
Time from Admission Date to Facility									
Assignment	0	253	53	49	4	120	37	34	

CY15 Removals from R&E showing Time (in days) from Admission Date to Process Dates Excludes Inmates Released Directly from R&E (who would not have completed Intake Processing)

	Males				Females				
	Minimum	Maximum	Average	Median	Minimum	Maximum	Average	Median	
Time from Admission Date to ID									
Card	0	72	0.08	0	0	77	0.12	0	
Time from Admission to TCU Drug									
Dependency evaluation	1	171	7	5	4	95	9	7	
Time from Admission Date to Record									
Audit Date	1	87	21	19	5	79	14	12	
Time from Admission Date to									
Medclass Date	2	124	32	30	4	89	31	30	
Time from Admission Date to									
Classification Review Date	3	201	39	37	13	147	35	33	
Time from Admission Date to Facility									
Assignment	0	292	51	44	11	200	42	39	

CY14 Removals from R&E showing Time (in days) from Admission Date to Process Dates Excludes Inmates Released Directly from R&E (who would not have completed Intake Processing)

	Males				Females				
	Minimum	Maximum	Average	Median	Minimum	Maximum	Average	Median	
Time from Admission Date to ID									
Card	0	78	0.04	0	0	28	0.05	0	
Time from Admission to TCU Drug									
Dependency evaluation	0	133	6	5	1	71	9	7	
Time from Admission Date to Record									
Audit Date	1	132	29	28	1	83	15	11	
Time from Admission Date to									
Medclass Date	0	128	21	17	7	90	29	26	
Time from Admission Date to									
Classification Review Date	5	166	41	35	11	104	34	32	
Time from Admission Date to Facility									
Assignment	0	254	48	41	0	164	40	35	

CY14-CY18 (Five Year Period) Removals from R&E showing Time (in days) from Admission Date to Process Dates Excludes Inmates Released Directly from R&E (who would not have completed Intake Processing)

	Males				Females				
	Minimum	Maximum	Average	Median	Minimum	Maximum	Average	Median	
Time from Admission Date to ID									
Card	0	78	0.06	0	0	77	0.04	0	
Time from Admission to TCU Drug									
Dependency evaluation	0	204	9	7	1	95	9	7	
Time from Admission Date to Record									
Audit Date	0	132	24	22	1	83	14	12	
Time from Admission Date to									
Medclass Date	0	623	34	32	3	97	30	27	
Time from Admission Date to									
Classification Review Date	0	625	45	42	10	147	35	33	
Time from Admission Date to Facility									
Assignment	0	630	55	50	0	200	40	39	

Zero days indicates inmates who were assigned the same day as admitted; those with a facility assignment on the same day as admission include male inmates sent immediately to Gilliam Psychiatric or Broad River, and female inmates sent immediately to Graham.

Times for ID card, TCU evaluation, record audit, medclass, and classification review check to see if the review was done between the admission date and the facility assignment date.

Long times spent at intake are attributed to inmates who went to court for several months between admission date and facility assignment.