

DATE:	JANUARY 27, 2014
NUMBER:	T.2
SUBJECT:	INMATE ORIENTATION
RELATED SECTIONS:	
IN COMPLIANCE WITH:	TITLE 15, SEC. 1069

PURPOSE

To orient all newly received inmates at the time of placement in a living area.

POLICY

All facilities will ensure that inmates are oriented at or before the time of placement into a living unit. This orientation will be provided to inmates in English, Spanish and sign language. The content of the orientation shall be documented and shall include, but not be limited to, the following;

- I. Correspondence, visiting, and telephone usage rules
- II. Rules and disciplinary procedures
- III. Inmate grievance procedures
- IV. Programs and activities available and method of application
- V. Medical services
- VI. Classification/housing assignments
- VII. Court appearance where scheduled, if known
- VIII. Voting, including registration
- IX. Department Prison Rape Elimination Act (PREA) policy

PROCEDURE

The most current version of the Inmate Orientation Video supplied by the Inmate Services Division shall be played at least once per day at each of the Sheriff's detention facilities. Facility green sheets shall be created to specify the time(s) in which the video will be played. Deputies shall make a log entry in the control log documenting the date/time the video was shown.