

ORIENTATION PRESENTATION

- You will be in Unit Five for the next week to month, depending on bed availability.
- Standing institutional count times occur at:
 - 11:00AM, 4:15PM, and 9:00PM.
- Other count times occur at:
 - 11:00PM, 1:30AM-3:00AM, and 4:30AM.
- Lights out are at 10:30PM on weekdays. On weekends and holidays, lights out happens at 1:00AM.
- You were issued a copy of the Algoa Institutional Rules. It is advised that you read them and retain the copy. This will help your successful transition to this prison.
- You were also issued an R&O Manual with general information. If you need help reading it, or have questions about the information, you may see a case manager during open door. Remember to turn in your manual within one week of your arrival. Failure to do so could result in a violation and payment for replacement of the manual.
- The Unit Five Office is located on the third floor of Housing Unit Five. Open door is Monday through Friday, 8:00 to 10:30AM, and 1:00 to 3:30PM.
- There is no smoking in any housing unit. Do not hang anything in the windows or on pipes or heaters.
- ACC does not issue passes for appointments, job assignments, or programs. This information is provided on the posted call-outs in the housing units. It is your responsibility to check these call-outs daily. Failure to do so could result in a conduct violation.
- Canteen for Housing Unit Five is on Thursday. If you are moved to a different housing unit that has already spent for the week, you will go on Thursday with Five House.
- A monthly spend calendar is posted in each housing unit, along with a price list of canteen items sold at ACC.
- For the first week, you will be considered a temporary dorm worker. If the housing unit officer or lead man asks you to perform cleaning duties, you are expected to do it. You are also expected to seek a job during the first week. If you fail to find a job, you will be assigned one. If you are requesting a housing unit job, you will need to submit it by 9:00AM on your sixth day. Everyone is expected to work full-time, which consists of a minimum of six hours per day, five days per week, running Sunday through Saturday.
- If you do not have a high school diploma or equivalent, you will be assigned to one session of school which consists of a three-hour

block. You will need to check the call-out posted in the housing unit daily to determine when you will be attending.

- If you have a high school diploma or equivalent, and have not completed or dropped a vocational program in MODOC, you may be eligible to sign up for one. Applications are available in the classification offices, or at the Career and Technical Education Office in the school. The vocational programs currently offered here are:
 - Automotive Repair
 - Culinary Arts
 - Web Design.
 - These consist of 360 classroom hours over a three month period. A Department of Labor certificate is available after 2000 hours of hands on application.
- If you have a high school diploma or equivalent, you will automatically be screened for work release and outside clearance. If you transferred from a diagnostic institution, you will be screened after approximately 60 days. If you came from a mainline institution, you will be screened after only 30 days. Offenders who have been assigned to administrative segregation (including PC), will not be screened until 180 days have passed from your release to general population. Those with disciplinary segregation must wait for 90 days until they are eligible for screening. There is information in the orientation manual about what disqualifies you for work release. If you have any questions, ask YOUR case manager. Do not go to 16 house to talk to the Work Release Coordinator. If you are approved, you will be moved to 16 house. If you are denied, you will get a letter. It could take several weeks to complete the screening process.
- If you have issues with your revolving fund, write a letter to the business office and place it in the inside mail. You can check your accounts on the kiosk in your assigned housing unit.
- Your PIN will follow you from your last institution. However, it can take 24-48 hours to begin working on the phone or kiosk. If your PIN still isn't working after 48 hours, you can speak to your case manager. It is your responsibility to protect your number. If you suspect it has been stolen, you need to disable it on the kiosk and see a classification staff member to get a new number.
- Mail can take approximately a week to catch up to you. Offender to offender mail at ACC is prohibited. However, you can write to offenders in other facilities.
- Correspondence to ACC staff can be sent through inside mail.
- The library is normally open on Tuesday, Wednesday, Friday and Saturday.

- Probation and Parole is located on the third floor of Housing Unit Nine. They have open door Monday and Friday from 9-10AM.
- Clothing issue has exchange days once per month. The date is posted in your housing unit on a monthly calendar. If clothing is lost or stolen, report it to your housing unit officer as soon as possible. If personal property is stolen, report it to the case manager or an officer so that it can be removed from your property list; this ensures that you do not lose the property if it is found in another offender's possession.
- If you had missing property upon transfer that was reported to the property room staff, you can see your case manager to assist in trying to track it down and getting it forwarded.
- If you are coming from a diagnostic institution, the visitors who were on R&O status have been removed. They will need to complete the visiting application process. If you were transferred from another mail line facility, your visiting list is the same. You will be allowed to visit this weekend, providing you are not on restriction-- which does follow you. Immediate family and significant others are the only visitors that are allowed on Saturdays. If food visits are going on, you can not have visits unless you were approved for the food visit. There are no regular visits on food visit days.
- Recreational opportunities are available. Outside recreation, the gym, the multi-purpose building, and the barber shop generally open at 8:00AM and close at 10:45AM. They reopen at 11:30AM and close again at 4:00PM. They reopen once more at 5:00PM and remain open as daylight hours permit. Rec can be closed at any time due to inclement weather or for safety/security issues.
- There are many classes, programs, and vocational activities to get involved in. You can see your case manager during open door to inquire/sign up for activities.