

DATE:	MAY 20, 2022
NUMBER:	T.2.S
SUBJECT:	INCARCERATED INDIVIDUAL ORIENTATION

PROCEDURES:

- I. The incarcerated individual orientation, Hepatitis A, and COVID-19 videos will be shown at approximately 1000 hours during the lunch meal. The videos will be played daily, regardless of whether or not new transfers were received within the previous 24 hour period.
- II. It is the responsibility of the Control Deputy to ensure that the videos are played daily. The Control Deputy will contact a deputy in House #3 to ensure the incarcerated individual orientation, Hepatitis A, and COVID-19 videos are played. The Deputy will communicate via radio, or other suitable means, to all module deputies that the videos are playing on channel 15. If any of the videos are unable to be played, the Watch Commander shall be notified.
- III. Upon being notified that the videos are about to begin, the module deputies will ensure the dayroom televisions are set to channel 15 for the duration of the videos. A general announcement to the module incarcerated individuals should be made informing them that the videos are being played.
- IV. The Control Deputy will make an entry in the JIMS Area Activity Log that the incarcerated individual orientation, Hepatitis A, and COVID-19 videos are playing in all modules.