

<b>DATE:</b>	<b>February 1, 2021</b>
<b>NUMBER:</b>	<b>T.2.V</b>
<b>SUBJECT:</b>	<b>INMATE ORIENTATION</b>

**PROCEDURE**

**I. ORIENTATION VIDEO**

The most current version of the Inmate Orientation Video will be shown at 0700 hours daily on housing televisions. The Control Deputy will verify the DVD player is operating correctly and make a log entry in the Area Activity section of JIMS indicating the video is playing.

**II. OPERATION**

If the DVD or the DVD player is not working properly, the Control Deputy will notify the Inmate Worker Deputy.

**III. COVID-19 VIDEO**

The COVID-19 informational video will be kept with the Orientation Video. The Control Deputy will ensure the video is played twice every day at 0700 hours and 1900 hours in all housing units. An entry into the JIMS Area Activity Log shall be made under "ORIENTATION VIDEO" by the Control Deputy with a note indicating the COVID-19 video is being played.