

DATE:	NOVEMBER 7, 2023
NUMBER:	T.2
SUBJECT:	ORIENTATION FOR INCARCERATED PERSONS
RELATED SECTIONS:	
IN COMPLIANCE WITH:	TITLE 15, SEC. 1069

PURPOSE

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

POLICY

All facilities will ensure that incarcerated persons are oriented at or before the time of placement into a living unit. This orientation will be provided to incarcerated persons 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. Grievance procedures for incarcerated persons
- 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
- X. Availability of personal care items and opportunities for personal hygiene

PROCEDURE

The most current version of the Orientation Video for incarcerated persons 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.

A verbal orientation will be provided by the Jail Population Management Unit (JPMU) deputy at the time the incarcerated person is assigned a housing designation.