



## **INMATE ORIENTATION**

### **POLICY.**

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to inform each inmate of their rights, privileges, rules of prohibited conduct, disciplinary procedures, daily routine, availability of medical care and other services provided by the DCAJ and WC.

### **PURPOSE.**

This policy will provide inmates with access to and understanding of the rules and regulations that govern inmate conduct while incarcerated and ensure staff consistently and uniformly implement rules and regulations.

### **OREGON JAIL STANDARDS:**

- A-505 Informing Inmates
- C-301 Inmate Rules
- C-302 Access to Rules
- C-304 Orientation
- C-305 Non-English Speaking Inmates
- C-306 Special-Needs Inmates

### **REFERENCES.**

- ORS 169.076, Standards for local correctional facilities

### **DEFINITIONS.**

**INMATE MANUAL.** A written handbook that includes the conduct and actions required of inmates as well as prohibited conduct and the range of sanctions which may be taken for various rule violations. In addition, the Inmate Manual will contain the inmates' rights and privileges, jail operation schedule and other information concerning the inmate's incarceration.

**ORIENTATION VIDEO.** A video production depicting many of the standard operating procedures for DCAJ. It includes basic instructions to inmates regarding expected behavior, general facility guidelines, and schedules related to inmate activities.

**ORIENTATION SIGN-OFF.** A written acknowledgement provided to all inmates during the booking process to familiarize the inmate with frequently asked questions of expected and prohibited behavior, who to contact with questions and how to contact staff when needed.

**PROCEDURES.*****SECTION A: ORIENTATION VIDEO***

- A-1.** Inmates lodged in designated housing units within DCAJ will be directed to watch the facility's Orientation Video daily.
- A-2.** The facility's Orientation Video contains a basic introduction and explanation of the facility's rules, regulations, policies, procedures and other information.
- A-3.** Contained within the facility's Orientation Video are instructions to read the Inmate Manual.

***SECTION B: INMATE MANUAL***

- B-1.** Inmate Manuals are issued to every inmate upon housing and collected upon release.
- B-2.** Failure to return or destruction of an Inmate Manual may result in disciplinary action.
- B-3.** The information contained in the Inmate Manual will answer most, if not all, questions the inmate may have concerning his incarceration at the DCAJ. Topics such as prohibited conduct, sexual misconduct, sexual harassment, inmate grievances, reporting suicidal thoughts and feelings and the disciplinary process are covered in detail.
- B-4.** The Inmate Manual will be reviewed every two years and updated as needed.

***SECTION C: ORIENTATION SIGN-OFF***

- C-1.** Orientation Sign-Off Sheets will be explained and signed to every inmate upon housing in the jail.
- C-2.** Orientation Sign-Off Sheets will be signed by both the inmate and the witnessing deputy. The signed Orientation Sign-Off Sheet will be kept in the inmate file and logged in JMS.

***SECTION D: INMATES REQUIRING SPECIAL ASSISTANCE***

- D-1.** If the inmate is unable to read or cannot read English, corrections staff will take appropriate action to rectify the problem as soon as possible. This can be in the form of an interpreter, Inmate Manual provided in the appropriate language, recorded reading of the Inmate Manual or explanation by a staff member.
- D-2.** Rules shall be explained to inmates who are illiterate or who lack the intellectual capacity to understand rules without explanation.

**FORMS USED:**

- Inmate Manual (English and Spanish)
- Orientation Video
- Orientation Sign-Off Sheet Form No. 435