



INMATE ORIENTATION

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) 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 AJ.

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-107 Compliance with ADA
- 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, medical and mental health services, ADA information and other information concerning the inmate's incarceration.

Orientation Video. A video production depicting many of the standard operating procedures for the AJ. 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 the AJ 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.
- A-4.** The Orientation Video will include closed captioning.

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 AJ. Topics such as prohibited conduct, sexual misconduct, sexual harassment, inmate grievances, reporting suicidal thoughts and feelings, medical and mental health services and the disciplinary process are covered in detail.
- B-4.** The Inmate Manual will be reviewed every two years and updated as needed.
- B-5.** The Inmate Manual will be published and provided in English, Spanish and large print. The Administrative Lieutenant, or designee, may arrange to have the Inmate Manual interpreted into another language by a qualified interpreter as needed, on a case by case basis upon request.

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 in person interpreter, Video Remote Interpreting, over the phone interpreting, Inmate Manual provided in the appropriate language, recorded reading of the Inmate Manual or explanation by a staff member.
- D-2.** Deputies may utilize interpreters over the phone or by Video Remote Interpreting to inform inmates who are deaf or hard of hearing, or hearing impaired available how to request reasonable accommodation, an interpreter and how to request and utilize the Video Relay System.
- D-3.** Rules shall be explained to inmates who are illiterate, have special needs or who lack the intellectual capacity to understand rules without explanation.
- D-4.** All interpreters, special assistance and accommodations will be documented in the inmate's JMS file in Attachments.

FORMS USED:

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