

# POLICY AND PROCEDURES

NUMBER: 1507

SUBJECT: Inmate Orientation

ACA STANDARDS: 4-ALDF-2A-27, 28; 4C-01

ACTING DIRECTOR: *Julia Childrey*

EFFECTIVE DATE: 9/97      REVISION DATE: 8/02, 11/13, 2/16,  
12/18



## I. POLICY

The St. Louis County Department of Justice Services shall provide a thorough orientation to familiarize the inmate with their rights, rules of conduct, disciplinary procedures, services and programs available in the facility.

## II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Unit Managers, Unit Caseworkers, Pre-classification and/or Housing Unit Officers and Housing Unit Supervisors are responsible for the following procedures.

## III. PROCEDURES

### A. General Information

1. Upon admission to the facility, each inmate will receive and sign for, a property box from the Property Room Officer, which will include an Inmate Handbook.
2. The Inmate Handbook will provide inmates detailed information regarding inmate rights, rules of conduct and discipline and available programs and services.
3. All inmates, excluding females, combative inmates, inmates assigned to the Infirmary and special management inmates, (e.g., Writs, etc.) will be assigned to the Pre-classification Housing Unit.

**B. Orientation Schedule and Locations**

1. Orientation of inmates in the Pre-Classification Housing Unit will be conducted in the dayroom by the Pre-Classification Housing Unit Officer on a daily basis, (including weekends and holidays) prior to inmates' re-classification.
2. The Housing Unit Supervisor assigned to Unit 4 or designee will conduct orientation for the female population in the multi-purpose rooms or housing unit located on Unit 4.
3. Inmates with special medical or mental health needs and assigned to the Infirmary will be orientated on a one-on-one basis by the Infirmary Officer upon admission to the Infirmary.
4. Inmate orientations for those assigned to the Indirect Housing Unit will be conducted by the Housing Unit Supervisor/designee within forty-eight (48) hours of the inmate's assignment. Orientation will be conducted in the Multi-Purpose Room or housing unit.
5. *The Officer conducting the orientation will be responsible for changing the inmate's status to "ORNT" in IJMS during the orientation and back to "IN" upon completion. Inmates in pre-classification will have their status changed to "ORNT" while watching the orientation video and changed back to "IN" upon completion.*
6. *An entry will be made in the IJMS event log to document that orientation was completed. The code "ORIENT" will be used in the 'HU Event' section of the event log.]*

**C. Method and Content of Orientation**

1. Inmates will be shown an orientation video explaining general rules and regulations, general information about the facility, and the Prison Rape Elimination Act.
2. Upon completion of the video presentation, a review of the Inmate Handbook and videotape will be conducted and inmates will have a chance to ask questions regarding the material presented.
3. Upon assignment to a general housing unit, the Housing Officer will explain the 'do's and don'ts' covered in the general housing unit rules.

- [4.]** In the event an inmate is unable to read, the handbook will be read to the inmate by the Pre-Classification Officer and/or the Housing Unit Supervisor/*designee*.]
- 5.** In the event an inmate does not understand English, the Pre-Classification Officer and Housing Unit Supervisor shall:

  - a.** Attempt to locate a translator.

[ (1) *Deaf Inter-Link, Inc.* (Hearing Impaired) ]

[(2) *Corporate Translation Services, Inc.* (Interpreter services)]
  - b.** When all avenues of approach to the language barrier fails, a written report will be submitted to the Corrections Case Manager for further action.
- 6.** The Corrections Case Manager will explore all avenues to ensure that the inmate is orientated and familiar with the contents of the Inmate Handbook.