

## **INMATE ORIENTATION**

STANDARD NO(S):

NYSSA # 137

DATE:

December 22, 2009

REFER TO:

Thomas H. Mulheron

### **I. OBJECTIVE:**

To ensure all inmates are familiar with what is expected and available to them while committed to the facility.

### **II. POLICY:**

It is the policy of the Seneca County Correctional Facility to provide every newly admitted inmate with a formal orientation to familiarize each inmate with the programs, services, and rules of the facility prior to their completion of the classification process and assignment to a housing unit. The Correction Lieutenant will designate officers to administer the orientation program.

### **III. DETAILS:**

- A.** All newly admitted inmates will be required to complete the inmate orientation program.
- B.** The program will consist of a thirteen (13) minute pre-recorded orientation video to be viewed at the completion of the admissions process in the inmate waiting area of booking. Such video will provide the following information:
  - 1. An explanation of the facility rules and regulations.
  - 2. Descriptions of what is expected of every inmate.
  - 3. A description of facility activities.
  - 4. A description of available programs.
  - 5. An interpretation of the program to another language, if necessary.  
Orientation may be delayed for a maximum of 48 hours while awaiting the services of an interpreter. The Shift Supervisor will be responsible for contacting an interpreter when one is needed.
- C.** If any inmate is incapable of viewing the orientation video due to their current mental or physical state, arrangements will be made for the inmate to view the video at a later time before the completion of the classification process. All inmates will acknowledge that they have viewed the inmate orientation video by initialing in the appropriate space on the Summary of Facility Issued Items Form which is generated as part of the booking packet. All such forms will be retained in the inmates file at booking.

- D.** Reasonable efforts will be made to assist each inmate in the understanding of, and use of, necessary facility services and programs. Inmate questions that arise during the orientation process will be answered in a timely manner.
- E.** As part of their orientation and initial issuance, every inmate will sign for and receive a copy of the Inmate Handbook.
- F.** When an inmate has a physical or mental handicap, or is not fluent in English, special arrangements will be made to ensure that the inmate understands the material presented in the inmate handbook. This includes, but is not limited to, the use of:
  - 1. Written translations
  - 2. An interpreter
  - 3. Other communication specialists
- G.** Correction Officers will:
  - 1. Ensure they issue a copy of the current inmate handbook to all newly admitted inmates and fully explain the contents of the handbook and answer any questions about the handbook.
  - 2. Ensure they notify the Shift Supervisor that the inmate is not fluent in English, or has a physical or mental handicap.
  - 3. Ensure the numbered handbook is labeled on the comment section of the property receipt and that the inmate signs and dates the receipt certifying they have read, understand and have received a copy.
- H.** The Shift Supervisor will:
  - 1. Ensure that special arrangements are made so that any inmate who has a physical or mental handicap or is not fluent in English understands the handbook.
  - 2. Arrange for an appropriate written translation of the handbook, and interpreter, or other communication specialist, as needed.