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CHAPTER 22: INTAKE AND ORIENTATION		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS: See Section VII
	Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner	
EFFECTIVE DATE: February 1, 2002	LATEST REVISION: October 18, 2010	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections that each adult facility provides a comprehensive orientation program for each prisoner. The purpose of the orientation is to provide information to the prisoner that will support the goals of unit management and inform prisoners of programs and services, and expectations of appropriate conduct. The orientation shall include the distribution of the prisoner handbook and familiarization with the facility's evacuation plan.

IV. CONTENTS

Procedure A: Orientation
 Procedure B: Prisoner Assistance during Orientation

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Orientation

1. Within the first twenty-four (24) hours of arrival at a Department of Corrections reception facility, there shall be a brief orientation providing prisoners with verbal and written information that they need to know immediately. The receipt for their

copy of the prisoner handbook shall be filed in their administrative record. They shall also be informed that a more comprehensive orientation shall occur during the reception and orientation process, which occurs during the four (4) weeks after arrival. The immediate information shall include, at a minimum, the following:

- a. Correctional Caseworker assignment and how to access the Correctional Caseworker
 - b. count procedures
 - c. visiting procedures
 - d. mail procedures
 - e. telephone procedures
 - f. meal procedures
 - g. allowable property and non-allowable property
 - h. emergency evacuation procedures
 - i. housing assignment
 - j. procedures for accessing routine and emergency medical and mental health care
 - k. DNA blood draw requirements
 - l. procedures for obtaining emergency assistance including for personal safety concerns
 - m. prisoner rules and regulations
 - n. availability of a grievance system
2. The comprehensive prisoner orientation shall occur within four (4) weeks after arrival. Prisoners shall be provided verbal and written information, which may include video taped information, in the following areas:
- a. chain of communication
 - b. review of prisoner rules and regulations
 - c. the existence of drug and alcohol testing and zero tolerance policy

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- d. disciplinary procedures
- e. explanation of grievance procedures
- f. comprehensive description of medical and mental health services (including advance directives (living will), and “keep-on-person” medication rules)
- g. education about airborne and blood borne diseases
- h. unit management system
- i. classification, including procedures and Individual Case Plans
- j. availability of programs, including industries, work crews, substance abuse programs, recreational programs, academic and vocational education, including the right to special education if eligible
- k. religious services and programs
- l. community programs, including work and educational release, furloughs, and supervised community confinement
- m. good time, meritorious good time, deductions, and release date information
- n. access to legal materials
- o. library access
- p. prisoner support groups
- q. prisoner organizations
- r. commissary services, including purchasing process and I.D. requirements
- s. prisoner accounts
- t. review of evacuation plan and safety issues
- u. a description of programs and services at Department of Corrections facilities

3. The comprehensive prisoner orientation shall be given to prisoners transferred from other Department facilities within five (5) working days after the prisoner’s arrival, unless safety or security considerations preclude it. Documentation of the orientation shall be signed by the prisoner and staff.

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4. Each prisoner shall be required to sign and date a form indicating that she/he has completed orientation. This form shall be filed in the prisoner's Case Management Record.

Procedure B: Prisoner Assistance during Orientation

1. Prisoners who may require assistance during orientation shall be referred to the appropriate staff. Such assistance may include, but is not limited to: provision of sign language interpreters; foreign language interpreters; assistance to illiterate prisoners; and accommodation for physical or mental disability.

VII. PROFESSIONAL STANDARDS

ACA:

- ACI - 4-4228** A rulebook that contains all chargeable offenses, ranges of penalties, and disciplinary procedures is given to each inmate and staff member and is translated into those languages spoken by significant numbers of inmates. Signed acknowledgement of receipt of the rulebook is maintained in the inmate's file. When a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or translator assists the inmate in understanding the rules.
- ACI - 4-4287** Written policy, procedure, and practice provide for a reception program for new inmates upon admission to the correctional system. Except in unusual circumstances, initial reception and orientation of inmates is completed within 30 calendar days after admission.
- ACI - 4-4288** Written policy, procedure, and practice provide that new inmates receive written orientation materials and/or translations in their own language. When a literacy problem exists, a staff member assists the inmate in understanding the material. Completion of orientation is documented by a statement signed and dated by the inmate.
- ACI - 4-4290** Written policy, procedure, and practice ensure that inmates transferred from other institutions within the correctional system receive an orientation to the new institution. Except in unusual circumstances, reception and orientation for inmates transferred from another institution within the system is completed within seven calendar days after admission.
- ACI - 4-4299** At initial classification, each inmate is assigned to a staff member to ensure supervision and personal contact; a unit management team may perform this function.
- ACI - 4-4344** (MANDATORY) Upon arrival at the facility, all offenders are informed about how to access health services and the grievance system. This information is communicated orally and in writing, and is conveyed in a language that is easily understood by each offender.
- 4-ACRS-3A-04** At the time of admission, facility staff discusses program goals, service(s) available, rules governing conduct, access to health care, and program rules with

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the offender. Orientation is completed within five working days and is documented by a statement signed and dated by the offender and staff. When a literacy or communication problem exists, a staff member assists the offender.

4-ACRS-3A-05 Offenders receive written orientation materials in their language, if they do not understand English. When a literacy problem exists, a staff member assists the offender in understanding the material.

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