

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.03	PAGES: 1 of 2
	RELATED ORDERS: ACA 4-ALDF-2A-27, 6A-09, 6B-07, 4C-01 4C-21 MJS 1069 CALEA 72.6.4 <i>PREA 115.33(a)</i>	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 16, 2015	
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CHAPTER: Inmate Services and Programs	SUBJECT: Inmate Orientation	

- I. **PURPOSE:** To design and implement an orientation program for inmates.
- II. **POLICY:** All inmates shall be provided an orientation within 72 hours after arrival. The orientation is a means used to transition the inmate into the facility. This program shall be reviewed annually and updated if necessary.
- III. **PROCEDURE:** The Inmate Services' Lieutenant is responsible for implementing, managing, and coordinating the orientation program.
 - A. ORIENTATION VIDEO: The orientation *video* includes, but is not limited to:
 1. Assist the inmate in transitioning into the facility
 2. Explain facility rules, regulations, and disciplinary procedures
 3. Describe the programs available and the application process
 4. Describe correspondence, visiting, and telephone usage rules
 5. Describe the inmate grievance procedure
 6. Describe medical and mental health services
 7. Describe the classification/housing assignment process
 8. Describe the process for reporting sexual harassment.
 9. ***Prison Rape Elimination Act information***
 10. ***AIDS Awareness and education***

- B. SANTA RITA JAIL (SRJ) AND GLENN E. DYER DETENTION FACILITY(GEDDF):
 1. The inmate orientation video will be shown in the Intake, Transfer, and Release (ITR) holding cell before an inmate is placed on a housing floor, ***or housing unit.***
 2. The video will be shown 24- hours a day on channel 27 in ITR, housing floors, ***and housing units.*** The video will be shown in English, Spanish, and ***include closed captioning.***
 3. The ITR deputy/sheriff's technician is responsible for showing new books the video.
 4. The ITR deputy/sheriff's technician will have a computer generated custody card of all inmates arriving into the facility.

5. After the video is viewed, the ITR deputy/sheriff's technician will make legible entries on the "Orientation Video Shown" line of the custody cards. The entry will include the date and time viewed; employee signature, and badge number.
6. In addition to the inmate orientation video, inmates will receive the Inmate Rules and Regulations **booklet which has** written information contained in the video on inmate programs, services, and activities. **The booklets are** available in Spanish, English, and Braille.