

## 5-01-030 Inmate Orientation Video and Procedures

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**Effective Date:** 05-13-96

**Revision Date:** 02-09-17

**Review Date:** 02-09-19

**Reference:** Title 15, Section 1069

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish inmate orientation procedures. ~~The orientation will assist in informing inmates of facility programs, rules and regulations, and Title 15 rights.~~

#### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

#### **ORDER:**

**PDC** South Facility shall develop and maintain an inmate orientation video, covering the below listed activities, rules and practices. The Inmate Orientation Video shall be televised twice each day, once following AM (0700 hours) count and a second time following PM (1500 hours) count. Additionally, the presentation shall be played both in English and Spanish to all inmates who are "new arrivals" (pursuant to California Code of Regulations [CCR] Minimum Jail Standards, Title 15, Section 1069). Any time the Inmate Orientation video is shown, it shall be logged in the Uniform Daily Activity Log (UDAL) book for each barrack.

A detailed list of the inmate rules, printed in English and Spanish, ~~will~~ **shall** be posted inside each barrack and shall be reviewed during the inmate orientation video presentation at the facility.

The inmate orientation video shall address the following inmate rules, regulations, programs and activities:

- All facility rules are posted in every barrack
- Inmates who commit a disciplinary violation, may be transferred to a more restrictive facility and may lose work time and/or good time credits, lengthening their stay in jail

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- That inmates must wear a legible wristband at all times (Procedures for replacing a damaged or altered wristband will be explained)
- Inmate dress codes
- Count procedures
- Inmates are responsible for listening and responding accordingly to all facility announcements made over the facility public address system
- Visiting rules and procedures will be explained in detail
- All forms of medical treatment and procedures will be explained in detail and include information on:
  - Non-emergent services: Nurse clinic (sick call) will be conducted Monday through Friday, beginning at 0715 hours, for the upper and lower compounds (The nurse will evaluate the severity of inmate medical needs and treat them accordingly)
  - Emergent services: The nearest officer should be contacted and advised of any medical emergencies
  - Pill call: For inmates receiving medication, pill call will be announced and conducted daily, at various times throughout the day
- Mail procedures for routine and legal mail will be explained in detail
- The use of inmate telephones will be explained in detail and include the following information:
  - Compound officers will coordinate the use of telephones for their respective compound
  - Inmates may not use telephones in other compounds, unless expressly given permission by staff
  - Access to telephones is considered a privilege, which may be suspended or revoked for misconduct
  - All telephones have the capability of making collect calls only and are not available for inmates on disciplinary status
  - All phones require a pre-paid phone card that can be purchased through commissary services
- All available inmate programs will be addressed, including but not limited to the following:
  - Church services
  - Alcoholics Anonymous
  - Narcotics Anonymous
  - School
  - Personal counseling
  - Library services
  - Inmate worker assignments (work time)
  - General relief (GR) assistance
- Inmates seeking a program not discussed in the inmate orientation video shall be directed to contact a compound officer or Inmate Services personnel
- The inmate grievance and request procedure shall be explained in detail
- All services and procedures for contacting Inmate Services will be addressed in detail and include the following information:

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- The use of Inmate Request Forms (SH-J-437) and their purpose
- Questions regarding court or legal issues
- How to apply for county probation and obtain the necessary forms and assistance

All meal rules and procedures will be addressed in detail.

**Revision Date 12/02/20**

**05/13/96 SOUF**

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