

## 07-175/00 Inmate Orientation

### Los Angeles County Sheriff's Department

	<b>Unit Order: #07-175/00</b>
<b>CUSTODY SERVICES DIVISION</b>	<b>Effective Date: 01-01-1998</b>
<b>GENERAL POPULATION</b>	<b>Reviewed Date: 06-05-2023</b>
<b>NORTH COUNTY CORRECTIONAL FACILITY</b>	
<b>Subject: Inmate Orientation</b>	
<b>Reference: CCR Title 15, Section 1069</b>	
<b>Unit Commander Signature:</b>	<b>Date:</b>

**PURPOSE OF ORDER:** The purpose of this unit order is to establish procedures to orient a newly received inmate to the North County Correctional Facility (NCCF) at the time of placement into living area.

**SCOPE OF ORDER:** This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

#### **ORDER:**

Inmates arriving at NCCF will receive a two-part orientation.

#### 1. PRIMARY ORIENTATION

When inmates arrive at NCCF, they will be directed to a list of Rules and Regulations (available in English and Spanish) posted in the Inmate Processing Area (IPA) and all housing areas that will explain the following procedures:

- Correspondence, visiting, and telephone usage rules
- Rules and disciplinary procedures
- Inmate grievance procedures
- Programs and activities available and method of application
- Medical services
- Classification/housing assignments
- Court appearance where scheduled, if known
- Voting and voting registration
- Sick call/pill call/mental health procedures
- Religious service
- Commissary
- Library

## 2. SUPPLEMENTAL ORIENTATION

The NCCF inmate orientation video is unit specific and scheduled for daily viewing twice a day, once on DAY Shift and once on PM Shift on all inmate television monitors. Once the video has ended personnel shall answer inmate questions regarding the rules of NCCF.

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