

Index as:  
Inmate Information Booklet  
Orientation, Inmate

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## INMATE ORIENTATION

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### I. PURPOSE

- A. Establishes a program that orientates new inmates, housed in the Mendocino County Jail, to understand time frames of routine functions, what is expected from staff, and what is available through Inmate Services.
- B. This policy and procedure will explain how and when the orientation will take place.
- C. This policy will also explain how illiterate, non-English speaking, developmentally disabled and hearing or visually impaired inmates will receive the orientation.

### II. POLICY

- A. The Corrections Division will orientate all newly housed inmates within a reasonable amount of time from incarceration. The orientation will include, but not be limited to, the following:
  - 1. Correspondence, visiting, and telephone usage,
  - 2. Jail rules and disciplinary procedures,
  - 3. Inmate grievance procedures,
  - 4. Programs offered by Inmate Services and how to contact Inmate Services,
  - 5. Medical Services and how to contact the contract medical provider for the Mendocino County Jail,
  - 6. Classification/housing assignment, and
  - 7. Court access and appearance dates.

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INMATE ORIENTATION

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III. FORMS OF ORIENTATION

- A. The inmate kiosk contains a complete orientation in English and in Spanish.

IV. DELIVER OF ORIENTATION TO SPECIAL NEEDS INMATES

- A. Every effort will be made to deliver the orientation to special needs inmates. The following will explain how to deliver the orientation:
1. Vital information is posted in Spanish in each of the housing units.
    - a. For inmates that do not speak English or Spanish, arrangements will be made to orient the inmate through a telephone-based interpreter or a third party (family, friend or other inmate).
  2. Hearing impaired inmates can view the information on the kiosk.
  3. Visually impaired inmates will have the orientation verbally explained.
  4. If it is determined the inmate is illiterate or developmentally disabled, the Facility Supervisor will ensure that the orientation is completed within a reasonable length of time.
    - a. An experienced staff member shall be assigned to verbally orient the inmate.
    - b. An incident report will be completed. The report will need to state the person is illiterate and orientation was completed.

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