



Division of Pretrial Detention and Services Directive

Approved by: Wendell M. France Commissioner

Table with 2 columns and 4 rows containing metadata: Title (Detainee Orientation), Directive Number (DPDS.180.0005), Related Publications, Supersedes (N/A), Related ACA Standards (4-ALDF-2A-27, 28 and 29), Authorized by (Case Management Director), Related MCCS Standards (.05F), Effective Date (April 12, 2010), and Number of Pages (2).

.01 Purpose

- A. This directive establishes procedures for the timely provision of information and instruction to newly admitted detainees.
B. This directive establishes responsibility for the orientation of detainees, with reasonable accommodations for persons with language, literacy or hearing limitations.

.02 Scope.

This directive applies to all facilities of the Division of Pretrial Detention and Services.

.03 Policy.

- A. Clear, concise and specific information shall be provided to detainees shortly after intake.
B. Current written materials shall be available to the detainee population through the Library, the Detainee Council, Case Managers, and other points of ready access.
C. Documented awareness training shall be provided annually to all employees having direct contact with the detainee population, in compliance with DPDS.030.0008

.04 Definitions.

There are no definitions for this directive.

.05 Responsibility.

The Director of Case Management shall ensure that:

- A The documented provision of detainee orientation is completed within seven (7) calendar days of intake.

- B All orientation shall include, at a minimum:
 - (1) Disaster plan response;
 - (2) Search procedure, rules and sanctions;
 - (3) Current classification process;
 - (4) Mail, commissary and visiting procedures;
 - (5) Help-Request and Grievance procedures;
 - (6) Explanation of all fees, charges and co-payments that may apply;
 - (7) Description of services, programs, and eligibility requirements;
 - (8) Instruction to access medical care; and
 - (9) Instructions to access case records.
- C. Oral presentation is supplemented with a handout distributed at orientation;
- D Copies of the current Detainee Handbook are made available for distribution or for reference through the: Library; Detainee Council; Case Managers and other points of ready access.
- E. Juveniles receive instruction and written materials specific to juvenile conditions of confinement; and
- F. Signed acknowledgement of the receipt of orientation and written materials is maintained in the individual's base file.

.06 Attachment(s).

There are no attachments for this directive.

.07 History.

- A. This directive does not rescind or replace any existing Division directive.
- B. This directive supersedes provisions of any other prior existing Division communication with which it may be in conflict.