



## DISTRICT OF COLUMBIA Department of Corrections

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# Program Statement

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<b>OPI:</b>	<b>Programs</b>
<b>Number:</b>	<b>4020.1D</b>
<b>Date:</b>	<b>July 28, 2008</b>
<b>Supersedes:</b>	<b>4020.1C (2/1/07)</b>
<b>Subject:</b>	<b>Inmate Orientation</b>

1. **PURPOSE AND SCOPE.** To provide inmate orientation procedures.
2. **POLICY.** It is DOC policy to provide inmates with an orientation of the CDF prior to being placed in the general population.
3. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
  - b. DOC prohibits discrimination against inmates when making administrative decisions and in providing access to programs.
  - c. When both males and females are housed in the same facility, services and programs are comparable.
  - d. Discrimination on the basis of disability is prohibited in the provision of services, programs, and activities.
4. **PROGRAM OBJECTIVE.** Inmates will be provided with an awareness of their rights and responsibilities while incarcerated, program opportunities, facility operations, rules of conduct and discipline, how to identify and report sexual assault, sexual abuse and sexual misconduct.

## 5. DIRECTIVES AFFECTED

### a. Directives Rescinded

DO 4020.1C                      Inmate Orientation (2/1/07)

### b. Directives Referenced

- 1) PS 3350.2D                      Sexual Misconduct Against Inmates
- 2) PS 3800.3 A                      Communications for Deaf and Hearing Impaired
- 3) PS 4030.1E                      Grievance Procedures, Inmate
- 4) DO 4070.1                      Inmate Telephone Access
- 5) DO 4070.4A                      Inmate Correspondence
- 6) PS 4080.1C                      Inmate Visiting
- 7) PS 4090. 2                      Intake Screening
- 8) PS 4090.3B                      Classification and Reclassification
- 9) PM 4090.4                      Custody Classification System
- 10) PM 4110.7                      Education and Special Education
- 11) PS 4157.1B                      Canteen Operations
- 12) DO 4160.4A                      Law Library
- 13) DO 4160.5                      Library Services
- 14)PM 5300.1C                      Inmate Disciplinary and Administration Housing Hearings
- 15) DP 4410.1B                      Religious Program
- 16) PS 6000.1A                      Medical Management

## 6. STANDARDS REFERENCED

American Correctional Association (ACA) 4<sup>th</sup> Edition Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-2A-25, 4-ALDF-2A-27, 4-ALDF-2A-28, 4-ALDF-2A-29, 4-ALDF-2A-30, 4-ALDF-4D-22, 4-ALDF-4D-22-5, 4-ALDF-5A-03, 4-ALDF-6A-05 and 4-ALDF-6B-03.

## 7. PROCEDURES

- a. The Deputy Warden for Programs shall provide oversight and responsibility for the Orientation Program.
- b. The Deputy Warden for Programs shall designate the Chief Case Manager or a Unit Manager as Orientation Program Coordinator (OPC).
- c. Each inmate shall receive an orientation within five (5) days of admission.
- d. Orientation shall at a minimum include a staff presented overview and issuance of an inmate handbook.
  - 1) Staff shall present Orientation in a group setting.
  - 2) Each Warden shall determine the appropriate location for the institution's Orientation Program.
  - 3) Each inmate shall be provided with an orientation to the facility, which includes at a minimum:
    - a) Written materials describing facility rules and sanctions,
    - b) An explanation of mail and visiting procedures to include transportation options, legal and social telephone call procedures
    - c) An explanation of transportation options for visitors,
    - d) An explanation of grievance procedures,
    - e) An explanation of all fees, charges or co-payments that may apply,
    - f) A description of services, programs and eligibility requirements,
    - g) Information on how to access medical care, and
    - h) Identification of available pretrial release options.
    - i) Admissions and release information
    - j) How to identify, prevent, and report sexual assault, abuse, and misconduct including treatment and counseling options
  - 4) This information is provided in the DOC CDF Inmate Handbook that is given to each inmate.
  - 5) DOC supplies the handbook in English and Spanish.

- 6) If the inmate cannot read, the Case Manager shall read the orientation materials to the inmate or the information may be presented from a media recording.
- 7) Inmates who do not speak English shall receive interpretive services, through the language line telephone program. The use of the TDD telephone will be provided to deaf inmates as needed.
- 8) Staff shall present information and inmates shall sign they have received information described in the DOC Orientation Program Checklist (Attachment B).
- 9) Staff shall file the signed checklist in the inmate's institutional record.

Devon Brown  
Director

Attachment A  
Attachment B

Inmate Handbook  
Orientation Checklist