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**Policy Number:** 202.050  
**Title:** Incarcerated Person/Resident Orientation  
**Effective Date:** 6/9/2025

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**PURPOSE:** To provide department policy and facility-specific information to incarcerated persons/residents whenever they are admitted or transferred to a facility, including familiarizing incarcerated persons/residents with the areas of the facility; explaining facility procedures, rules, and regulations; and providing information about the programs available during their incarceration.

**APPLICABILITY:** All Minnesota correctional facilities

**DEFINITIONS:** None

**PROCEDURES:**

A. Orientation content and materials

1. Facility staff must provide orientation through such examples as formal classes, videos, PowerPoint presentations, and distribution of written materials, including the Incarcerated Person Handbook and Resident Manual.
2. The orientation materials must contain applicable information on facility familiarization, rules, regulations, procedures, and available programs.
3. Facility staff must assess incarcerated persons/residents during orientation to identify incarcerated persons/residents with special concerns or needs. Assessments include written assessments as needed, interviews, and observations of behavior.
4. Facility staff must provide orientation materials for all incarcerated persons/residents, including translations or alternative formats for incarcerated persons/residents identified at intake or during orientation whose primary language is not English, who have sight and/or hearing barriers, or who have literacy barriers.
5. Staff must assist incarcerated persons/residents as needed in understanding orientation and Prison Rape Elimination Act (PREA) materials.

B. Incarcerated person/resident orientation requirements

Incarcerated persons/residents must participate in orientation upon admission to any department facility. Incarcerated persons/residents are accountable for the information presented in orientation.

1. Within 72 hours of incarcerated persons' arrival at any facility, facility staff must give all incarcerated persons:
  - a) The Sexual Abuse Prevention and Intervention Guide (attached) and

verbal notification regarding sexual abuse/harassment which includes:

- (1) Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response;"
  - (2) Prevention/intervention;
  - (3) Self-protection; and
  - (4) Notification of the prohibition of sexual abuse/harassment, how to identify and report sexual abuse/harassment (including an option to report to non-uniformed staff), and information on what defines a false accusation and the penalties for making a false accusation.
- b) Written information regarding visiting, including at a minimum:
- (1) Facility address/phone number, directions to the facility and information about local transportation;
  - (2) Days and hours of visitation;
  - (3) Approved dress code and identification requirements for visitors;
  - (4) Items authorized in visitation room;
  - (5) Special rules for children;
  - (6) Authorized items that visitors may bring to give to the incarcerated person; and
  - (7) Special visits.
- c) Assistance, as necessary, with notifying the incarcerated person's family/next of kin of the incarcerated person's admission to the facility.
2. Within seven days of incarcerated persons' initial intake at any facility, facility staff must give all incarcerated persons:
- a) Formal DOC education regarding sexual abuse/harassment and the Prison Rape Elimination Act (PREA) for all newly admitted incarcerated persons, and for release violators if they have not been incarcerated in the past year.
  - b) A supplemental orientation (for adult incarcerated persons transferred from another department facility).
  - c) Written orientation materials for all adult incarcerated persons who are assigned directly to restrictive housing. (This includes translations or alternative formats for incarcerated persons whose primary language is not English, incarcerated persons with sight and/or hearing barriers, and incarcerated persons with literacy barriers. See section B.3., below.)
3. Within 28 days:
- a) All newly committed adult incarcerated persons must participate in orientation. Exceptions:
    - (1) Adult incarcerated persons readmitted to the same facility within a one-year period are not required to participate in orientation.
    - (2) Adult incarcerated persons readmitted to a new facility, or after a year to any facility, as a release violator without a new felony conviction must participate in a supplemental orientation within the first 28 days of admission.

4. All residents admitted to the Minnesota Correctional Facility-Red Wing complete orientation activities, regardless of admission type or length of time since last placement at the facility.
  - a) Upon admission, residents receive information on services in the secured unit that includes:
    - (1) Recreation and Leisure Time
    - (2) Canteen
    - (3) Mental Health Services
    - (4) Spiritual Care Services
    - (5) Education Services
    - (6) Medical/Dental Services
    - (7) Treatment Services
    - (8) Visiting
    - (9) Telephone and Mail
    - (10) Daily Schedule
    - (11) Behavioral Expectations, Unacceptable Behaviors, Incentives for Good Behavior, Behavioral Interventions, and Safety-based Separation
    - (12) Kites/Grievances
    - (13) PREA
    - (14) Rules of Conduct and Discipline
    - (15) Statement of Resident Rights
    - (16) Hygiene and Laundry
    - (17) Clothing and Bedding Exchange
  - b) Within the first 72 hours of admission, residents complete formal orientation that includes:
    - (1) PREA video and Sexual Abuse Prevention & Intervention Packet
    - (2) Statement of Resident Rights
    - (3) Telephone, J-Pay, Mail
    - (4) Counts, Movement
    - (5) Uniforms
    - (6) Behavioral Expectations, Unacceptable Behaviors, Incentives for Good Behavior, Behavioral Interventions, Safety-based Separation, and Loss of Privileges (LOP),
  - c) Residents complete formal orientation while on Level 1 that includes:
    - (1) Resident Manual Review
    - (2) Health and Behavioral Health Services
    - (3) Kites/Grievances
    - (4) Volunteer and Spiritual Care Services
    - (5) Introduction to Aggression Replacement Training® (ART®) and other programming classes
    - (6) Behavioral Incentives
    - (7) Recreation and Leisure Activities
    - (8) Canteen
    - (9) Property

- (10) Treatment Overview (Strengths for Success, Steps to Change, Identifying Problems, Thinking Errors, Level System, Treatment Team, Program Completion Expectations)
- (11) Staff Roles
- (12) Case Management Process (Resident Participation, Goal Planning Process, Treatment Reports)
- (13) Visiting
- (14) Safety
- (15) Community Reentry

C. Facilities must maintain written records of the incarcerated person's/resident's completion of orientation, and PREA intake education signed by the incarcerated person/resident, in the electronic incarcerated person/resident file (ODocS) according to the retention schedule.

**INTERNAL CONTROLS:**

- A. The Incarcerated Person/Resident PREA Intake Training Signature Sheet is stored in ODocS according to the retention schedule.
- B. Orientation completion sign-off sheets are retained in ODocS according to the retention schedule.

**REFERENCES:** [Policy 202.040, "Incarcerated Person Intake Screening and Processing"](#)  
[Policy 202.041, "Juvenile Facility Admissions"](#)  
[Policy 202.051, "Incarcerated Person Handbook"](#)  
[Policy 302.250, "Incarcerated Person Property"](#)  
[Policy 103.223, "Personal Associations Between Staff and Incarcerated Persons"](#)  
[Policy 302.100, "Visiting"](#)  
[Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"](#)  
[Policy 301.078, "Safety-based Separation of Juveniles and Strength-based Behavioral Interventions"](#)  
[Policy 302.260, "Juvenile Resident Property"](#)

**REPLACES:** Policy 202.050, "Offender/Resident Orientation," 12/4/18.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** [Sexual Abuse Prevention and Intervention Guide \(202.050A\)](#)  
[Sexual Abuse Prevention and Intervention Guide \(202.050ASpanish\)](#)  
[Incarcerated Person/Resident PREA Intake Training Signature Sheet \(202.050B\)](#)  
[Incarcerated Person/Resident PREA Intake Training Signature Sheet \(202.050BSpanish\)](#)

**APPROVED BY:**  
Commissioner of Corrections