DEPARTMENT OF CORRECTIONS

Policy:	**202.050**
Title:	**Offender/Resident Orientation**
Effective Date:	**12/4/18**

PURPOSE: To provide department policy and facility-specific information to offenders/residents whenever they are admitted or transferred to a facility, including familiarizing offenders/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 Offender Handbook.

2. The orientation materials must contain applicable information on facility familiarization, rules, regulations, procedures, and available programs.

3. Facility staff must assess offenders/residents during orientation to identify offenders/residents with special concerns or needs. Assessment includes written assessments as needed, interviews, and observations of behavior.

4. Facility staff must provide orientation materials for all offenders/residents, including translations or alternative formats for offenders/residents identified at intake or during orientation whose primary language is not English, who have sight and hearing barriers, or who have literacy barriers.

5. Staff must assist offenders/residents as needed in understanding orientation and Prison Rape Elimination Act (PREA) materials.

B. Offender/Resident orientation requirements

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

1. Within 24 hours of offenders'/residents' arrival at any facility, facility staff must give all offenders/residents:
   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 offender/resident; and
(7) Special visits.

c) Assistance, as necessary, with notifying the offender's/resident's family/next of kin of the offender's/resident's admission to the facility.

2. Within seven days of offenders'/residents' arrival at any facility, facility staff must give all offenders/residents:
a) Formal DOC education regarding sexual abuse/harassment and the Prison Rape Elimination Act (PREA (both upon arrival and during the intake process of a newly admitted offender/resident, facility transfer offender/resident, or release violator offender/resident).

b) A supplemental orientation (for adult offenders transferred from another department facility).

c) Written orientation materials for all adult offenders who are assigned directly to restrictive housing. (This includes translations or alternative formats for offenders/residents whose primary language is not English, offenders/residents with sight and hearing barriers, and offenders/residents with literacy barriers. See section B.3., below.)

3. Within 28 days:
a) All newly-committed adult offenders must participate in orientation. Exceptions:
(1) Adult offenders readmitted to the same facility within a one-year period are not required to participate in orientation.
(2) Adult offenders 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.
b) All juvenile residents must participate in orientation, regardless of admission type or length of time since last placement in a juvenile facility.

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

INTERNAL CONTROLS:

A. The Offender/Resident PREA Intake Training Signature Sheet is stored in the electronic offender file.

B. Orientation completion sign-off sheets are retained in the electronic offender file according to the retention schedule.

ACA STANDARDS: 4-RH-0028, 4-4288, 4-4344, 4-4345, 4-4285, 4-4489, 4-4290, 4-4281, 4-4281-7, 1-ABC-4E-06, 1-ABC-4A-01, 1-ABC-4A-02, 1-ABC-4A-07, 1-ABC-3D-06-1

REFERENCES:
Policy 202.040, "Offender Intake Screening and Processing"
Policy 202.041, "Juvenile Facility Admissions"
Policy 202.051, "Offender Handbook"
Policy 302.250, "Offender Property"
Policy 103.223, "Personal Associations Between Staff and Offenders"
Policy 302.100, "Visiting"
Policy 202.057, "Sexual Abuse/Harassment Prevention, Reporting, and Response"

REPLACES: Policy 202.050, "Offender/Resident Orientation," 11/7/17.
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)
Offender/Resident PREA Intake Training Signature Sheet (202.050B)
Offender/Resident PREA Intake Training Signature Sheet – (202.050BSpanish)

APPROVED BY:
Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
Assistant Commissioner, Operations Support