



STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Institutions		PAGE: Page 1 of 4
	CHAPTER: 811	NUMBER: 811.08	P&P TYPE: Public
	TITLE: Prisoner Orientation		
	APPROVED BY:  Dean R. Williams, Commissioner		DATE: 03/06/18
ATTACHMENTS / FORMS: (None.)		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.021 AS 33.05.010 AS 33.30.191 AS 33.16.180 AS 44.28.030 AS 33.30.011 2003 Prison Rape Elimination Act	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place uniform procedures for the provision and annual review of an orientation program for all new prisoners remanded to the Department's custody, and for all prisoners transferred from one institution to another.

APPLICATION:

This policy and procedure will apply to all Department employees and prisoners.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Prisoner Orientation Program Coordinator:

An employee member designated by the Superintendent to be responsible for and coordinate the prisoner orientation program within that institution.

PROCEDURES:

- I. Prisoner Orientation Purpose:
Each institution shall develop and maintain Standard Operating Procedures (SOP) for a comprehensive prisoner orientation. The purposes for providing a prisoner orientation include, but are not limited to:
 - A. Assisting prisoners in transition to institutional living;
 - B. Explaining institutional rules, prohibited acts, and discipline;
 - C. Describing available programs;
 - D. Acquainting prisoners with institutional activities and schedules;
 - E. Disseminating written orientation material;
 - F. Identifying special needs, abilities, or problems; and
 - G. To conduct testing and examinations, as required.

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II. Prisoner Orientation Type:

The type of orientation provided shall be dependent on the prisoner's status, as follows:

- A. All prisoners newly placed into the Department's custody shall receive orientation to the Department as a whole, and to the specific institution housing the prisoner. This shall be completed within one (1) week of a prisoner's movement from booking in to the general population.
- B. All prisoners transferred from one institution to another, shall receive an orientation specific to the new institution. This shall be completed within one (1) week of the prisoner's arrival at the new institution.

III. Translation / Interpretation Assistance:

- A. When necessary, prisoners shall receive oral and / or written orientation translations in their own language.
- B. When a literacy problem exists, a staff member shall assist the prisoner in understanding the material.
- C. Prisoners with special needs shall also be provided with other accommodations in order that they receive and understand the orientation and any written materials provided as part of the orientation.

IV. Prisoner Orientation Content:

The orientation shall, at a minimum, contain the following oral and written information:

A. Introduction:

A brief introduction to the Department and / or institution (depending if prisoner is newly incarcerated, or a transfer from another institution), and an explanation of the orientation program.

B. Rules and Discipline:

A thorough discussion of rules and regulations, standards of conduct, disciplinary process, and the reports and appeal process of the Department shall be provided to a newly incarcerated prisoner. Rules and standards of conduct specific to the institution will be provided to both newly incarcerated prisoners and those transferred from another institution.

C. Prison Rape Elimination Act (PREA) Information:

During prisoner orientation, prisoners shall receive information regarding their right to be free from sexual misconduct and to be free from retaliation for reporting such incidents. Prisoners shall be notified of the Department of Correction's sexual abuse / assault reporting procedures. Prisoners will be informed of the Department's zero-tolerance policy toward all forms of sexual misconduct and how to report such incidents.

D. Work:

An explanation to newly incarcerated prisoners that all prisoners are required to participate in work programs in accordance with AS 33.30.191. A description of work opportunities available specific to the

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institution will be provided to both newly incarcerated prisoners and those transferred from another institution.

E. Housekeeping and Sanitation:

An explanation to all prisoners that they are required to maintain their person and living areas in a clean and sanitary condition, and description of any requirements specific to the institution.

F. Educational Opportunities:

Encouragement to participate in educational programs, and an explanation of the educational opportunities available and schedules specific to the institution. This information shall be provided to both newly incarcerated prisoners and those transferred from another institution.

G. Medical Availability:

An explanation of the health care parameters, sick call, dental care, and first aid practices to newly incarcerated prisoners. The information also will explain health care availability and schedules specific to the institution to both newly incarcerated prisoners and those transferred from another institution.

H. Fire and Safety:

An explanation of institutional safety rules, fire control, and fire procedures to both newly incarcerated prisoners and those transferred from another institution.

I. Correspondence and Visiting:

An explanation of Departmental rules regarding visiting and mail to newly incarcerated prisoners, and also explain availability, locations, schedules, and rules specific to the institution, to both newly incarcerated prisoners and those transferred from another institution.

J. Property and Currency:

An explanation to both newly incarcerated prisoners and those transferred from another institution, the specific institution's authorized personal property, including quantity, type, and safekeeping or disposition of same. Discuss prisoner commissary transactions, money, receipts, jobs and gratuities, rules for withdrawing funds, and related subjects.

K. Classification Procedures:

For newly incarcerated prisoners, a summarization of the Department's classification procedures, custody levels, transfers, and parole hearing procedures. As appropriate, also explain schedules and locations specific to the institution to both newly incarcerated prisoners and those transferred from another institution.

L. Recreational Programs and Library Procedures:

An explanation to both newly incarcerated prisoners and those transferred from another institution, the schedules, locations, and procedures to be followed for the use of library facilities, recreational facilities, and the law library, specific to the institution.

M. Religious Programs:

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An explanation to both newly incarcerated prisoners and those transferred from another institution, the available programs, schedules, locations, and methods for involvement, specific to the institution.

N. Communication And Relationships During Incarceration:

For newly incarcerated prisoners, an outline of basic information on prisoners' relationships in prison, relating to staff, other prisoners, and family.

O. Specialized Programming Available:

An explanation to both newly incarcerated prisoners and those transferred from another institution that outlines all of the institution specific programs available, such as substance abuse, group therapy, volunteer services, community programs, furlough, etc.

V. Documentation:

Completion of the above-described orientation is to be documented by a statement signed and dated by the prisoner. The statement shall be placed in the prisoner's institutional file.

VI. Prisoner Orientation Program Review:

The Program Coordinator shall ensure that the orientation program is reviewed annually by key staff associated with the various sections presented in the orientation. The review shall then be sent to Superintendent for their review and approval.

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