

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	Directive Number 10.12	Effective Date 9/14/2014	Page 1 of 4
	Supersedes Inmate Orientation, dated 9/15/2008		
Approved By  Interim Commissioner Scott Semple	Title Inmate Orientation		

1. Policy. The Department of Correction shall familiarize inmates regarding Department and unit policies and procedures, expectations, available programs, work opportunities and services provided.
2. Authority and Reference.
 - A. Public Law 108-79, Prison Rape Elimination Act of 2003.
 - B. 28 C.F.R. 115, Prison Rape Elimination Act National Standards.
 - C. Connecticut General Statutes, Section 18-81.
 - D. Administrative Directives 5.6, Hazard Communication Protocol; 6.1, Tours and Inspections; 6.2, Facility Post Orders and Logs; 6.12, Inmate Sexual Abuse/Sexual Harassment Prevention and Intervention, 9.3, Admissions, Transfers and Discharges and 10.19 Americans with Disabilities Act.
 - E. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-4A-01.
 - F. American Correctional Association, Standards for Adult Correctional Institution, Fourth Edition, January 2003, Standards 4-4228, 4-4287, 4-4288, 4-4290 and 4-4291.
 - G. American Correctional Association, Performance-Based Standards for Adult Local Detention Facilities, Fourth Edition, June 2004, Standards 4-ALDF-2A-27 through 4-ALDF-2A-29.
3. Initial Orientation. Each inmate shall begin to receive orientation within five (5) business days of admission to the Department. Each unit shall designate staff to conduct orientation and shall designate a housing area for orientation programming, as appropriate. Written orientation materials shall be made available in both English and Spanish. When a literacy problem exists, a staff member shall assist the inmate in understanding the material. A statement signed and dated by the inmate shall document completion of orientation. Orientation shall include:
 - A. Review and discussion of the rules and regulations of the Department and the unit, which shall include distribution of written materials. The Inmate Handbook shall contain all chargeable offenses, range of penalties, and disciplinary procedures. The Inmate Handbook shall be translated into both English and Spanish. A signed acknowledgment of receipt of the Inmate Handbook shall be maintained in the inmate's master file. When a literacy or language problem prevents an inmate from understanding the Inmate Handbook, a staff member or translator shall assist the inmate in understanding the rules.
 - B. Review of Department and unit's expectations of each inmate.
 - C. Assignment of a classification counselor within two (2) business days of admission.
 - D. Review of facility programs and work opportunities.
 - E. Each inmate during intake processing shall receive orientation that includes a presentation of the PREA video titled "PREA-What you need to know".

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Inmates assigned to a restrictive status or inmates whose status and/or behavior preclude them from attending group orientation sessions shall receive a "Sexual Abuse/ Sexual Harassment Prevention for Inmates" handout. Each inmate, regardless of status, shall receive information regarding the Prison Rape Elimination Act and Personal Safety.

During orientation, inmates shall be made aware of DOC's zero tolerance policy for Inmate Sexual Abuse and Sexual Harassment and at least two internal methods of reporting sexual abuse/ sexual harassment and one method of reporting sexual abuse to an external entity that is not part of the Department of Correction. Third party and anonymous reporting must be allowed. Additionally, inmates shall be provided with contact information for victim advocacy groups that provide services to victims of sexual abuse. Inmates with disabilities that prevent them from being able to access the materials in the format(s) in which they are regularly provided shall be accommodated in a way appropriate to their disability in accordance with Administrative Directive 10.19 Americans with Disabilities Act.

- F. Presentation of video regarding safe handling of hazardous substances in accordance with Administrative Directive 5.6, Hazard Communication Protocol.
 - G. Completion of all admission requirements in accordance with Administrative Directive 9.3, Admissions, Transfers and Discharges.
 - H. In addition, upon admission the orientation counselor shall meet with each inmate in order to familiarize the inmate with the written orientation materials.
4. Inter-Department Transfer Orientation. All inmates that transfer from other facilities shall receive orientation at the receiving facility. The receiving facility shall provide, except in unusual circumstances, reception and orientation for inmates transferred from another facility within the correctional system. This shall be completed within one week after transfer.

Inmates classified as a mental health level 5 that are assigned to the Garner Correctional Institution Inpatient Housing Unit shall have facility orientation deferred. The unit psychiatrist shall evaluate the inmate and notify the assigned Unit Manager when the inmate is at a level that the inmate could comprehend the material contained in the orientation process or is reclassified as a mental health level 4 or lower.

5. Direct Admission Facilities. The following facilities shall be identified as Direct Admission Facilities and shall establish and maintain an orientation unit(s):
- A. Bridgeport Correctional Center;
 - B. Corrigan-Radgowski Correctional Center;
 - C. Hartford Correctional Center;
 - D. Manson Youth Institution;
 - E. New Haven Correctional Center; and,
 - F. York Correctional Institution.

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6. Orientation Unit Procedures. The following procedures shall be followed at each Direct Admission Facility:
- A. Orientation Units shall be identified as specialized housing units and toured at 15-minute intervals, at a minimum, in accordance with Administrative Directive 6.1, Tours and Inspections. Health Services personnel shall tour the unit once per shift.
 - B. Inmates shall house in the Orientation Unit for up to one week and shall be cleared by the Intake Assessment Team prior to placement in general population.
 - C. Shoelaces shall be removed from inmates housed in Orientation Units.
 - D. Telephone monitoring shall be randomly conducted to review telephone calls made from Orientation Units.
 - E. Inmates requiring a cell shall be double-celled unless approved for single cell status by the Unit Manager/Supervisor.
 - F. The Unit Manager/Supervisor shall ensure that all information, issues and concerns are communicated and shared with unit staff to include the second and third shift staff.
 - G. Unit tours shall emphasize staff/inmate interaction and observation of inmates assigned to the unit.
 - H. Inmates identified with difficulties adjusting to incarceration or have medical, mental health, and/or detoxification concerns shall be reported immediately to the Medical/Mental Health Unit for appropriate follow-up. Such behavior shall be documented in the station log in accordance with Administrative Directive 6.2, Facility Post Orders and Logs.
7. Intake Assessment Team. The Intake Assessment Team shall be comprised of the following staff:
- A. Unit Manager/Supervisor;
 - B. Health Services - Medical;
 - C. Health Services - Mental Health;
 - D. Addiction Services;
 - E. Unit Counselor (Classification); and,
 - F. Counselor Supervisor (Classification).
8. Intake Assessment Team Procedures. The following procedures shall be followed to ensure proper orientation of inmates:
- A. The Intake Assessment Team shall meet every business day (Monday through Friday) to review new admissions from the previous business day. Inmates identified with statistically high risk factors for self-harm shall be referred to the Mental Health Unit. Inmates determined to be detoxifying from drugs or alcohol, medically unstable or mentally ill shall be identified and referred to unit and treatment staff for appropriate follow-up, and shall be considered for specialized housing (i.e., inpatient hospitalization).
 - B. CN 101201, Direct Intake/Tracking Review shall be completed on each inmate which shall be maintained by the Unit Manager/Supervisor until the inmate is cleared for general population. Once the inmate is moved to general population, the tracking sheet shall be placed in Section five of the inmate's master file.

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- C. The Intake Assessment Team shall also review inmates who have been in unit for at least one week for placement to general population. No inmate shall be placed in general population without review and unanimous agreement by the Intake Assessment Team. Inmates who are not approved for general population and still require Orientation Unit observation beyond seven days shall be considered for mental health assessment and housing.
 - D. The Orientation Unit Manager/Supervisor or Deputy Warden of Programs and Treatment shall complete CN 101201, Direct Intake/Tracking Review prior to placing the inmate on the Computer Assisted Inmate Transfer (CAIT) system.
 - E. CN 101201, Direct Intake/Tracking Review must be completed (with all sections signed) for inmates who are returning to Department custody on a new incarceration prior to the inmate's placement in the CAIT system.
 - F. All sentenced inmates under the age of 25 years shall be asked to sign CN 101202, Permission to Disclose Information. This form must be completed in order to allow the Department as well as the Board of Pardons and Paroles access to the inmate's juvenile and youthful offender files through the Court Support Services Division, Case Management Information System (CMIS). The completed form shall be maintained in Section 5 of the inmate's master file.
9. Training. Training shall be provided for all staff assigned to the facility's Direct Admission Orientation Unit.
10. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function:
- A. CN 101201, Direct Intake/Tracking Review; and,
 - B. CN 101202, Permission to Disclose Information.
11. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.