



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.1.2	Subject: <b>OFFENDER RECEPTION AND ORIENTATION</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 3
Section 1: Reception and Orientation	Effective Date: Jan. 1, 1998
Signature: /s/ Mike Batista, Director	Revised: 06/26/2015

## **I. POLICY**

The Department of Corrections facilities will provide a comprehensive reception and orientation program for all incarcerated offenders and may offer an abbreviated program for recommitted offenders.

## **II. APPLICABILITY**

All secure facilities Department-owned and contracted, as specified in contract.

## **III. DEFINITIONS**

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

## **IV. DEPARTMENT DIRECTIVES**

### **A. General Requirements**

1. Each facility administrator, or designee, will ensure that facility staff involved with reception and orientation processes recognizes that an offender's initial impression may be vital to facility adjustment and that attitudes formed within the first few weeks may influence behavior during incarceration.
2. An effective program will meet the following requirements:
  - a. provide continuous case management;
  - b. familiarize an offender to the facility and to his or her assigned unit;
  - c. provide instruction and ensure understanding of facility procedures, regulations, and programming opportunities;
  - d. ensure that each offender is familiarized with his or her rights and responsibilities; and
  - e. provide staff an opportunity to identify and assist offenders who may experience emotional stress.
3. Reception staff will involve offenders in a program of interviews, screenings, and other admission-related activities in accordance with *DOC 4.1.1, Offender Admissions Process* and will complete the initial reception and orientation within 30 calendar days of admission.
4. Facility administrators, or designees, are responsible for ensuring that offenders receive the following within 24 hours of arrival at the facility:

**Subject: OFFENDER RECEPTION AND ORIENTATION**

- a. a screening for potential vulnerabilities, tendencies of acting out with sexually aggressive behavior or other special needs;
  - b. verbal and written instruction on how to access facility health care services and process complaints regarding health care;
  - c. written information governing visitation in accordance with facility procedures and Department policy; and
  - d. written materials that include disciplinary procedures, facility rules, prohibited acts, and penalties in accordance with *DOC Policies 3.4.1, Offender Disciplinary System* and *3.4.2, Prohibited Acts* unless applicable information was previously provided at an initial reception center.
5. During orientation, staff will fulfill the following responsibilities:
- a. provide offenders with information about sexual assault and sexual harassment including reporting methods in accordance with *DOC Policies 1.3.12, Staff Association and Conduct with Offenders* and *1.1.17, Prison Rape Elimination Act (PREA)*;
  - b. thoroughly orient offenders to the grievance process in accordance with facility procedures and *DOC Policy 3.3.3, Offender Grievance Program*;
  - c. review *DOC Policy 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations*;
  - d. identify offenders who may be involved in security threat group related activities as soon as possible in order to effect management decisions in accordance with *DOC Policy 3.1.24, Security Threat Group and Street Gang Identification and Management*;
  - e. provide written orientation materials and/or translations of all required information in the offender's own language, if a literacy problem exists, an individual will be designated to assist the offender in understanding the material; and
  - f. provide an opportunity for offenders to discuss orientation material and provide, when possible, answers to questions and ensure that written orientation materials and informational audio or video supplements do not replace the personal interaction.
6. At the completion of the orientation program, each offender must date and sign a statement that he or she has received and understood the required information.

**V. CLOSING**

Questions concerning this policy should be directed to the appropriate facility administrator.

**VI. REFERENCES**

- A. 53-1-203, MCA
- B. 4-4228, 4-4288, 4-4344, 4-4499; *ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*;
- C. 3-JTS-3C-03, 3-JTS-5A-03, 3-JTS-5A-04, 3-JTS-4C-07, 3-JTS-5H-12; *ACA Standards for Juvenile Correctional Facilities, 2003*
- D. 4-4287, 4-4290; *ACA Standards Supplement, 2008*
- E. *DOC Policies 1.3.12 Staff Association and Conduct with Offenders; 1.1.17 Prison Rape Elimination Act (PREA); 3.1.24 Security Threat Group and Street Gang Identification and*

Policy No. DOC 4.1.2	Chapter 1: Facility/Program Services	Page 3 of 3
Subject: <b>OFFENDER RECEPTION AND ORIENTATION</b>		

*Management; 3.3.3 Offender Grievance Program; 3.3.8 Offender Visiting; 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations; 3.4.1 Offender Disciplinary System; 3.4.2 Prohibited Acts; 4.1.1 Offender Admissions Process; 4.2.2 Special Needs Offenders*

**VII. ATTACHMENT**

None