



DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE

Procedure:	MSP 4.1.2 INMATE RECEPTION AND ORIENTATION	
Effective Date:	September 4, 2001	Page 1 of 3 and No Attachments
Revision Date(s):	July 13, 2009, January 4, 2017, May 29, 2020, September 30, 2021	
Reference(s):	DOC Policy 4.1.2	
Signature:	/s/ Jim Salmonsens/ Warden	

I. PURPOSE

To conduct a comprehensive orientation program for all newly committed inmates, recommitted inmates, and inmates transferred from contract facilities to advise them of the programs, services, and regulations of the facility.

II. DEFINITIONS

Disability – A physical or mental impairment that substantially limits one or more of a person’s major life activities, a person who has a history of such an impairment or a person who is perceived by others as having such an impairment.

PREA – Acronym for Prison Rape Elimination Act

Sharepoint – A web-based collaborative platform that integrates with Microsoft Office

III. PROCEDURES

A. Program Content

1. Martz Diagnostic Intake (MDIU) staff will conduct the orientation program while the inmate is housed in MDIU. Case Managers will conduct the orientation program when the inmate goes directly to a unit other than MDIU upon arrival at Montana State Prison.
2. The MDIU Unit Manager will designate a member of the MDIU unit team to ensure:
 - a. a schedule is established and maintained to track the attendance/participation in the orientation program by all eligible inmates, ensuring each eligible inmate housed in the MDIU attends the orientation program.
 - b. a record is maintained documenting each inmate’s participation in all orientation activities. MDIU staff and Case Managers shall ensure that an attendance document is signed by the inmate and the staff member(s) providing the orientation.
3. The orientation program will ensure that each inmate receives educational, vocational, mental health, and medical examinations/evaluations, and that appropriate reports are filed from each area regarding the finding of those examinations/evaluations. The examination/evaluation shall include but not be limited to examination and testing for physical, learning, developmental, and mental health related disabilities.
4. Orientation presentations may be conducted using in-person presentations, slides, videotapes, or any other suitable medium or combination thereof. If electronic media is the exclusive medium utilized for a presentation, there must be an opportunity for the inmate attendees to question a

staff member at the conclusion of the presentation. If an inmate needs assistance understanding the presentation or any portion of it, an appropriate accommodation shall be provided, including but not limited to, for example, provision of a sign language interpreter or one-on-one explanation of the orientation presentation. Any accommodation provided shall be communicated to the offender ADA Coordinator in writing and documented in OMIS.

5. The orientation program will contain, at a minimum, the following:
 - a. a review of the MSP inmate handbook.
 - b. thoroughly orient inmates to the grievance in accordance with MSP 3.3.3 and DOC Policy 3.3.3 Offender Grievance Program.
 - c. an explanation of facility rules, regulations, comprehensive PREA education in accordance with MSP 1.1.17 Prison Rape Elimination Act (PREA), and services and the relevant DOC policies and MSP operational procedures.
 - d. a description of MSP activities and goals.
 - e. an explanation of any testing and examinations that are part of the screening process.
 - f. a discussion of the availability of accommodations for inmates with disabilities and the process for requesting an accommodation which includes a review of DOC Policy 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations.
 - g. interpretation of the program into other languages, if necessary; and
 - h. an opportunity to identify special needs and problems.

B. Intake Case Summary

1. MDIU staff will compile an intake case summary report for each incoming inmate. Information compiled in this report will be used by classification staff to develop an appropriate case plan for the inmate. This report will include, but is not limited to, the following elements:
 - a. summary of the legal aspects of the case.
 - b. summary of the inmate's criminal record.
 - c. summary of the inmate's social history.
 - d. medical, dental, and mental illness history information.
 - e. the inmate's employment history and goals/interests.
 - f. the inmate's educational and or vocational skills background and interests.
 - g. summary of psychological evaluation.
 - h. summary of any criteria for ADA accommodation and accommodations needed.
 - i. recommendations for programming; and
 - j. summary of any available pre-institutional assessment information.

C. Orientation Scheduling

1. The orientation program must be completed within four weeks after arrival for new commitments and one week for transferees and recommitments.

D. Documentation Archiving

1. Staff conducting comprehensive orientation will complete the "30-day inmate education date Received" section in the inmate's Intake Risk Assessment in Sharepoint.
2. Staff conducting the comprehensive orientation shall upload the signed Orientation Acknowledgement Form and the MDIU Orientation Attendance Record to the inmate's Risk Assessment in Sharepoint.

IV. CLOSING

Questions concerning this operational procedure will be directed to the MDIU Unit Manager.

V. ATTACHMENTS

(none)

