



## POLICY DIRECTIVE

Policy:	<b>DOC 4.1.2 INMATE RECEPTION AND ORIENTATION</b>
Effective Date:	01/01/1998 <span style="float: right;">Page 1 of 2</span>
Revision Date(s):	06/26/2015; 04/24/2026
Signature/Title:	/s/ Eric Strauss, Director

### I. POLICY

Department owned and contracted facilities will provide a comprehensive reception and orientation program for all incarcerated inmates and may offer an abbreviated program for recommitted inmates.

### II. APPLICABILITY

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

### III. DEFINITIONS (see Glossary)

### IV. REQUIREMENTS

#### A. General Requirements

1. Each facility administrator will ensure that facility staff involved with reception and orientation processes recognize that an inmate'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 inmate to the facility and to the inmate's assigned unit;
  - c. provide instruction and ensure understanding of facility procedures, regulations, and programming opportunities;
  - d. ensure that each inmate is familiarized with the inmate's rights and responsibilities; and
  - e. provide staff an opportunity to identify and assist inmates who may experience emotional stress.
3. Reception staff will involve inmates in a program of interviews, screenings, and other admission-related activities in accordance with *DOC 4.1.1 Inmate 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 inmates receive the following within 24 hours of arrival at the facility:
  - 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 3.4.1 Inmate Disciplinary System* and *DOC 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 inmates with information about sexual assault and sexual harassment including reporting methods in accordance with *DOC 1.3.12, Staff Association and Conduct with Offenders* and *DOC 1.1.17, Prison Rape Elimination Act (PREA)*;
  - b. thoroughly orient inmates to the grievance process in accordance with facility procedures and *DOC 3.3.3 Inmate Grievance Program*;
  - c. review *DOC 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations*;
  - d. identify inmates who may be involved in security threat group related activities as soon as possible in order to effect management decisions in accordance with *DOC 3.1.24 Security Threat Group Management*;
  - e. provide written orientation materials and/or translations of all required information in the inmate's own language (if a literacy barrier exists, an individual will be designated to assist the inmate in understanding the material); and
  - f. provide an opportunity for inmates 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 personal interaction.
6. At the completion of the orientation program, each inmate must date and sign a statement that the inmate has received and understood the required information.

## V. CLOSING

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

## VI. REFERENCES

- A. 53-1-203, MCA
- B. *DOC 1.3.12 Staff Association and Conduct with Offenders; DOC 1.1.17 Prison Rape Elimination Act (PREA); DOC 3.1.24 Security Threat Group (STG) Management; DOC 3.3.3 Inmate Grievance Program; DOC 3.3.8 Offender Visiting; DOC 3.3.15 Americans with Disabilities Act (ADA) Offender Accommodations; DOC 3.4.1 Inmate Disciplinary System; DOC 3.4.2 Prohibited Acts; DOC 4.1.1 Inmate Admission Process; DOC 4.2.2 Special Needs Offenders*