Authority
In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

References
- Standards for Adult Correctional Institutions, 3rd Edition 1990
  3-4272, 4274 thru 4278
- Standards for Adult Local Detention Facilities, 3rd Edition 1991
  3-ALDF-4A-01 thru 4A-02

Purpose
To establish uniform procedures within the Department for provision and annual review of an orientation program for all prisoners received at a correctional facility.

Application
All staff and prisoners.

Policy
The Department shall provide an orientation to all prisoners.

A. Orientation Purpose
   The purpose for providing a prisoner orientation is to:
   1. Assist prisoners in transition to institutional living;
   2. Explain institutional rules, prohibited acts, and discipline;
   3. Describe available programs;
   4. Acquaint prisoners with institutional activities and schedules;
   5. Disseminate written orientation material;
   6. Identify special needs, abilities, or problems; and
   7. Conduct testing and examination, as required.

Procedures
A. Orientation Coordinator
   The Superintendent shall designate a staff member to coordinate and be responsible for the orientation program.

B. Orientation
   All prisoners shall receive orientation to the Department as a whole, and to the specific institution housing the prisoner. This shall be completed within one week of a prisoner’s arrival at a facility. During this week, the prisoner is eligible to participate in programs unless an individualized determination is made restricting eligibility.

C. Translation or Interpretation Assistance
When necessary, prisoners shall receive oral and/or written orientation translations in their own language. When a literacy problem exists, a staff member shall assist the prisoner in understanding the material.

D. Orientation Content

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

1. Introduction
   A brief introduction to the Department and/or institution, and an explanation of the orientation program.

2. Rules and Discipline
   A thorough discussion of rules and regulations, standards of conduct, facility rules, disciplinary process, and the reports and appeal process of the Department shall be provided.

3. Work
   Explanation to prisoners that all prisoners are required to be productively employed in accordance with AS 33.30.191 and a description of the opportunities for productive employment available at the institution.

4. Housekeeping and Sanitation
   Explain to all prisoners that they are required to maintain their person and living areas in a clean and sanitary condition, and any requirements specific to the institution.

5. Educational Opportunities
   Encourage educational participation, and explain educational opportunities available and schedules specific to the institution.

6. Health Care
   Explain health care parameters, requirements for prisoner co-pay, sick call, mental health services, and dental care as well as health care availability and schedules specific to the institution.

7. Fire and Safety
   Explain institutional safety rules, fire control, and fire procedures.

8. Correspondence and Visiting
   Explain Departmental rules regarding visiting and mail.

9. Property and Currency
   Explain the specific institution’s authorized personal property, quantity, type, and safekeeping or disposition of same. Discuss prisoner commissary transactions, money, receipts, jobs and gratuities, rules for withdrawing funds, and related subjects.

10. Classification Procedures
    Summarize the Department’s classification procedures, custody levels, and transfers and explain schedules and locations specific to the institution.

11. Recreational Programs and Library Procedures
    Explain the schedules, locations, and procedures to be followed for the use of library facilities, recreational facilities, and the law library.

12. Religious Programs
    Explain the available programs, schedules, locations, and methods for involvement.

13. Correctional Industries Program
Provide basic information on the Correctional Industries program and explain institution specific information regarding available Industries programs, operations, production, and employment requirements.

14. Specialized Programming Available
   Outline all of the institution specific programs available, such as substance abuse, volunteer services, community programs, furlough, etc.

E. Documentation
   Completion of orientation is documented by a statement signed and dated by the prisoner, which shall be placed in the prisoner’s institutional file.

F. Program Review
   The Program Coordinator shall ensure the orientation program is reviewed annually by key staff associated with the various sections presented in the orientation, and approved by the Superintendent.

Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Division Director.

April 9, 2002
Date

Margaret M. Pugh, Commissioner
Department of Corrections