

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 9/1/1997	Policy Number: 8 . 3
	Updated: 8/31/2020	Page Number: 1 of 2
Section: Admission & Release of Inmate/Detainees	Reference: R791.718 ACA 4-ALDF-7B-05 NDS 2019 – Admission and Release	
Subject: Inmate-Detainee Orientation	Authority: Michael D. Bitnar, Sheriff	
Rescinds: All Previously Issued Policies, Procedures, Directives, or Memoranda Relative to this Topic		

I. POLICY

It is the policy of the Chippewa County Correctional Facility to provide an orientation process to all inmate/detainees.

II. INFORMATION

- A.** Local, state, and Federal Inmates will receive orientation through the Inmate/Handbook process.
- B.** INS Detainees will receive a formal orientation.

III. PROCEDURE – ORIENTATION – ICE DETAINEES

- A.** A formal orientation will be provided to all INS detainees. The orientation process will consist of the following:
 1. Familiarize and answer any questions the detainee may have regarding the facility operations that will most affect the detainee.
 2. Facility Rules/regulations.
 3. Facility Programs.
 4. Facility Trust Funds and/or billing information.
 5. Facility Privileges.
 6. Sexual Assault Awareness (PREA).
 7. Grievance process information.
 8. Procedures for the detainee to contact the ERO deportation officer handling his/her case.
 9. How to use the telephone system to make telephone calls.
 10. Advisement that violations of statute and/or ordinance will be forwarded to the Prosecutor's Office for review of criminal charges.
 11. American Bar Association – Know Your Rights video presentation (*Spanish and English versions*).

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12. Information of disability accommodations, including the inmate/detainee's right to request reasonable accommodations and how to make such requests.
 - B.** The Orientation Officer will ask each detainee to sign his/her admission verifying that he/she has been orientated and understands the facility rules, regulations, and programs.
 - C.** Any questions regarding the orientation process will be answered by the orientation officer. Under no circumstances will an officer give advice about a legal matter and/or recommend a professional service.
 - D.** If a detainee does not understand due to a language barrier, the facility may provide an interpreter for the orientation process.
 - E.** All reasonable efforts will be made to show the orientation video within seventy-two (72) hours of a detainee's admission. If circumstances prevent the showing of the orientation video within the seventy-two (72) hour timeframe, written documentation explaining the circumstances will be submitted to the Jail Administrator.