

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Institutional Operations	<b>3. 5. 4</b>
<b>SECTION:</b>	5	Inmate Processing In / Out	<b>EFFECTIVE DATE:</b> 4 / 8 / 2020
<b>SUBJECT:</b>	4	<b>Inmate Orientation</b>	
<b>STANDARDS: ACA – 4 – ALDF: <a href="#">2A-22</a>, <a href="#">2A-28</a>, <a href="#">2A-29</a></b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 4 / 8 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			<b>REVISION DATE:</b> 6 / 24 / 20
Rescind: 3.5.4 dated 7/31/12 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to provide inmates with orientation prior to assignment in the general population housing.

**II. RESPONSIBILITIES**

All Division of Corrections staff assigned to the **City Justice Center (CJC)** and the **Medium Security Institution (MSI)**, volunteers and inmates are responsible for adhering to the following procedures.

**III. DEFINITIONS**

**Inmate Card:** A card with a photograph of the inmate and pedigree information obtained from the Arrest Register Form, labeled as the Inmate Housing Unit Sheet.

**Inmate Handbook:** A written booklet issued to inmates admitted to the Division, during classification. The booklet provides a guide to facility operations pertaining to the inmate’s rights, the Division’s rules and regulations, and various procedures affecting the inmate.

**Level II Classification:** The process for identifying the custody level, special need and program requirements of inmates. The Classification unit determines inmate security level placement, provides facility orientation and assign inmates to appropriate permanent housing unit.

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**Level II Medical Screen:** Secondary medical screen for all inmates admitted to the Division is performed at CJC for inmates assigned to remain at CJC, and MSI for those assigned for housing at MSI.

**Orientation:** Communication provided to inmates in oral, audio/visual or written format, which provide information as to programs, general welfare, rules, and regulation regarding the inmate stay while in custody of the Division.

**Processing:** A designated area at M.S.I. where Level II classification of inmates take place, among other things.

**Property Release Form:** A Division of Corrections form used to release inmate property.

#### **IV. PROCEDURES**

##### **A. General Information**

Audio/visual orientation is provided continuously via, Cable Communication TV (CCTV) in the admitting Open Seating area of CJC and in Processing, at MSI. This mode of orientation is supplemented with oral information provided to inmate during inmate classification process by classification staff, and inmate question is answered further.

##### **B. Facility Initial Orientation**

1. At the arrival of inmates in the admission area of CJC on 2<sup>nd</sup> floor or at MSI Processing, all inmates will receive initial facility orientation via CCTV. The orientation will specify the Division's expectations and responsibilities of inmates while they are under the custody of the Division.
2. As an overview of the facility's policies and procedures and expectations, the information provided will include but not limited to the following:
  - a. Explanation of mail and visiting procedures,
  - b. Explanation of transportation options for visitors,
  - c. Explanation of grievance procedures,
  - d. Explanation of all fees, charges, or co-payments that may apply,
  - e. Description of services, programs, and eligibility requirements,
  - f. Information on how to access medical care, and

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- g. Identification of available pretrial release options.
- 3. Information for sexual abuse/assault and its prevention/intervention, self protection, reporting sexual abuse, treatment and counseling will be provided to inmate as part of the initial orientation.
- 4. During level II classification, the inmate will be issued with written materials (the Inmate Handbook) describing facility rules, expectations and sanctions. The Classification staff will ask inmate if they have any question relative to the audio/visual orientation, and answer any applicable question. Inmate will sign an acknowledgement receipt of the handbook.
- 5. If the inmate cannot read, the Classification staff explains the information to the inmate. If the inmate does not speak and understand English language, the inmate's native tongue is determined and the case worker is contacted to arrange for an interpreter to assist the inmate. A record of the assistance is maintained in the inmate's general folder.
- 6. If the inmate has no further question about the orientation, the Classification staff directs the inmate to sign and date the Orientation Acknowledgement Form. The Classification staff ensures that a copy of the signed orientation form is placed in the inmate's general folder.
- 7. Once the inmate has been classified and assigned a housing unit, if the inmate does not speak English the classification staff contacts the Caseworker to arrange for an interpreter and assure availability to assist inmate upon arrival in the housing unit
- 8. The Classification Staff notifies the Floor Officer who escorts the inmate to the assigned housing unit, and hands the Inmate Card to the Housing Unit Officer.

**C. Housing Unit Orientation (CJC and MSI)**

- 1. At arrival in the housing unit, the Housing Officer ensures that the inmate is in the right assigned unit. The Housing Officer introduces self to the inmate and escorts the inmate to assigned cell.
- 2. The Housing Officer gives the inmate a brief overview of the housing unit rules (specific to the unit) and any programs and activities specific to the housing unit and floor.
- 3. The officer monitors the inmate to inspect the cell and signs the Cell Inspection Form with noted damages.

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4. The Housing Officer files the completed Cell Inspection Form behind the photo sheet inside the plastic sleeve of the Inmate Card.
5. The Housing Officer explains to the inmate, noting the shower, telephones, televisions, and dining areas; bulletin board and daily schedule, bookcases and recreation areas and personal laundry machines.
6. The Housing Officer records the entry, orientation, and cell inspection in the IJMS/Daily Activity Log.