



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUALS

REVISION DATE
12/27/21

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POLICY

TITLE

ORIENTATION

REVIEW/REVISION HISTORY:

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SUMMARY OF REVISION/REVIEW:

Major changes to include updated terminology throughout. Read carefully!

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

11/30/21

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 49.60](#); DOC 300.010 Behavior Observations; DOC 310.150 Reception, Initial Classification, and Custody Facility Plan; DOC 440.080 Hygiene and Grooming for Incarcerated Individuals; DOC 450.500 Language Services for Limited English Proficient Individuals; DOC 490.700 Transgender, Intersex, and/or Gender Non-Conforming Housing and Supervision; DOC 690.400 Individuals with Disabilities; [Americans with Disabilities Act \(ADA\) of 1990](#); [Prison Rape Elimination Act of 2003](#); [Statewide Orientation Handbook](#)

POLICY:

- I. Individuals sentenced to the Department will undergo an initial reception, admission, and orientation process at Washington Corrections Center (WCC) or Washington Corrections Center for Women (WCCW) Reception Diagnostic Centers (RDCs) unless exceptional circumstances exist.
- II. Individuals arriving at or transferred to a facility other than an RDC or to electronic home monitoring will receive an orientation delivering facility/program specific information including procedures, rules, and regulations unique to its purpose, physical plant, and security status.

DIRECTIVE:

- I. Admission
 - A. All newly received incarcerated individuals will participate in a program of interviews, testing, and other activities related to the admission process at the receiving facility per DOC 310.150 Reception, Initial Classification, and Custody Facility Plan.
 1. Initial reception and orientation will be completed within 4 weeks of admission to the RDC.
 - a. If medical, mental health, or behavioral issues prevent completion, it will be documented in the individual's electronic file and orientation will be conducted as soon as feasible.
 - B. The admission process will be documented in the incarcerated individual's electronic file and, at a minimum, include:
 1. Determination they are legally committed to the Department
 2. A thorough search of the individual and possessions
 3. Disposition of personal property

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4. Issuance of an initial hygiene bag per DOC 440.080 Hygiene and Grooming for Incarcerated Individuals
5. Issuance of clean, laundered state clothing
6. Photographing and fingerprinting, including notation of identifying marks or other unusual physical characteristics
7. Medical, dental, and mental health screening
8. Deoxyribonucleic Acid (DNA) testing, when applicable
9. Assignment to a housing unit
10. Assignment of a DOC number, if needed
11. Assignment of an Inmate Personal Identification Number (IPIN)
12. Record of basic personal data and information including emergency contact designation on DOC 20-414 Intake Questionnaire.
 - a. During intake at a Reentry Center, the case manager will:
 - 1) Update the Personal Characteristics screen in the individual's electronic file, if needed, and
 - 2) Print the individual's Legal Face Sheet to maintain at the front duty station.

II. Orientation Handbook/Handouts

- A. Incarcerated individuals will receive the Statewide Orientation Handbook and other handouts during orientation.
 1. The statewide handbook will be reviewed and updated when this policy is assigned for regular review and as needed.
- B. Facility/program specific orientation handbook/handouts will supplement the Statewide Orientation Handbook and orientation materials. The supplement will include only facility/program specific information, not repeating information in the Statewide Orientation Handbook, and will not exceed 23 pages.
 1. Reentry Center Orientation Handbooks will be maintained at the front duty station.
- C. Facility/program specific handbook/handouts will be reviewed and updated as needed.
 1. Major changes to procedures/processes will be updated and:
 - a. Promptly posted in living areas in Prisons and Reentry Centers.

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b. Provided as soon as possible to each participant on electronic home monitoring.

D. Incarcerated individuals attending Spanish orientation will receive the orientation handbook/handouts translated into Spanish by the Department-certified Spanish translator.

1. In addition to the information in the English handouts, Spanish versions of handouts must include information on:

- a. Requesting translation services
- b. Enrolling in English as a Second Language (ESL) classes, if available

2. The Spanish orientation handbook/handouts will be updated when the English version is updated.

E. At RDC orientation, incarcerated individuals will have the opportunity to mail an informational handout to their spouse/state registered domestic partner or family one time, with the cost of the mailing provided by the Incarcerated Individual Betterment Fund.

III. Orientation

A. Incarcerated individuals arriving at or transferred to electronic home monitoring or a facility, including transfers between an Intensive Management Unit (IMU), will receive an orientation to the new facility/program unless:

- 1. Medical, mental health, or behavioral issues prevent completion.
 - a. If medical, mental health, or behavioral issues prevent completion, it will be documented in the individual's electronic file and orientation will be conducted as soon as feasible.
- 2. The individual has violated a condition of their community supervision and is returning to a facility within 90 days of receiving an orientation.
- 3. The individual has been out to court or in a community hospital and is returning to a facility within 12 months of receiving an orientation.

B. Orientation will be conducted:

- 1. Within one week of admission to Prison.
- 2. Within 48 hours of admission to a Reentry Center.
- 3. Before transferring to the community for electronic home monitoring.

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- C. Employees will conduct the orientation by reviewing the contents of the orientation handbook/handouts and responding to questions.
1. Information will be provided, both orally and in writing, in a manner that is clearly understood.
- D. Prison orientation will include, at a minimum, information on:
1. Educational, religious, work, recreation, health care, family services, resolution, safety, and other facility programs
 2. Facility rules and regulations
 3. Classification and risk assessment processes
 4. Behavior observations per DOC 300.010 Behavior Observations
 5. Processes for communicating with all levels of employees (e.g., kiosk, kite)
 6. Sustainability efforts within the Department and how to participate
 7. The rights of individuals with disabilities per DOC 690.400 Individuals with Disabilities and the Americans with Disabilities Act
 8. Resources identified per DOC 490.700 Transgender, Intersex, and/or Gender Non-Conforming Housing and Supervision
 9. The Prison Rape Elimination Act (PREA)
 10. Suicide prevention, signs, and reporting
- E. Individuals in partial confinement will be notified of all appropriate policies and procedures that affect them, including payment of fees, disciplinary actions, programming, financial assistance, telephone use, safety programs, emergency procedures, family services, community resources, and PREA.
1. Orientation must occur before receiving permission to leave a Reentry Center.
- F. Individuals will be provided with the [Resolution Program Handout](#).
- G. When a literacy, language, or other cognitive/comprehension concern exists, employees will assist the individual in understanding the material per DOC 450.500 Language Services for Limited English Proficient Individuals.
1. Spanish speaking individuals will attend a Spanish version of the orientation program and be notified of available Spanish translated materials and services.
 2. Each facility will develop processes for non-Spanish speaking Limited English Proficiency individuals, including those requiring sign language interpretation, to receive orientation in a language they understand.

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H. Employees will document orientation in the incarcerated individual's electronic file. The individual will acknowledge receipt of orientation and the Statewide Orientation Handbook/facility specific handbook by signing:

1. DOC 21-992 Prison Orientation Checklist, or
2. DOC 05-512 Partial Confinement Orientation Checklist and DOC 02-322 Receipt of Handbook.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- DOC 02-322 Receipt of Handbook
- DOC 05-512 Partial Confinement Orientation Checklist
- DOC 20-414 Intake Questionnaire
- DOC 21-992 Prison Orientation Checklist