



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON**  
FACILITY/SPANISH MANUALS

EFFECTIVE DATE  
11/6/24

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 910.000**

## POLICY

TITLE

**ORIENTATION AT WOMEN'S PRISONS**

### REVIEW/REVISION HISTORY:

Effective: 11/6/24

### SUMMARY OF REVISION/REVIEW:


New policy for women's Prisons. Read carefully!

### APPROVED:

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

10/14/24  
\_\_\_\_\_  
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 940.080 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 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments; DOC 690.400 Individuals with Disabilities; DOC 910.000 Orientation at Women's Prisons; [Americans with Disabilities Act \(ADA\) of 1990](#); [Family Support & Navigation Guide](#); [Prison Rape Elimination Act of 2003](#); [Resolution Program Handout](#); [Statewide Orientation Handbook](#); [Washington Way Foundational Principals](#)

## POLICY:

- I. The Department recognizes that an individual's life experiences are unique, and orientation and admission procedures must include gender responsive and trauma informed practices that respect gender identity.
- II. Individuals sentenced to the Department will undergo an initial reception, admission, and orientation process at the Reception Diagnostic Center (RDC) unless mental health, medical or safety concerns require placement in alternative housing.
- III. Individuals arriving at or transferred to another facility 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 30 days of admission to the RDC.
      - a. If medical or behavioral health issues prevent completion, it will be documented in the individual's electronic file and orientation will be conducted as soon as feasible.
      - b. Individuals who have not completed orientation and are discharging from the Treatment Evaluation Center (TEC)-Acute to general


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population or TEC Residential will be scheduled to attend classes at the next available orientation.

- B. The admission process will be documented in the individual's electronic file and, at a minimum, include:
1. Determination they are legally committed to the Department
  2. A respectful and thorough search of the individual and possessions
  3. Disposition of personal property
  4. Issuance of an initial hygiene bag per DOC 940.080 Hygiene and Grooming for Incarcerated Individuals that is person-centered (e.g., shampoo/conditioner for coarse/long hair)
  5. Issuance of clean, laundered state clothing
  6. Photographing and fingerprinting, including notation of identifying marks or other unique 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) within 2 business days of arrival
  12. Prison Rape Elimination Act (PREA) Assessment per DOC 490.820 Prison Rape Elimination Act (PREA) Risk Assessments and Assignments
  13. Record of basic personal data and information including emergency contact designation on DOC 20-414 Intake Questionnaire

## II. Orientation Handbook/Handouts


- A. Incarcerated individuals will receive the Statewide Orientation Handbook and other handouts during orientation.
- 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.
- C. Facility/program specific handbook/handouts will be reviewed at least annually and updated as needed.
  1. Major changes to procedures/processes will be updated and promptly posted in living areas.

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- 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 Language Learners classes, if available
  2. The Spanish orientation handbook/handouts will be updated when the English version is updated.
- E. During orientation at the RDC, incarcerated individuals will have a one-time opportunity to mail Family Support & Navigation Guide to their spouse/state registered domestic partner or family, with postage paid by the Incarcerated Individual Betterment Fund.

### III. Orientation

- A. Incarcerated individuals arriving at or transferring to a facility/program will receive an orientation, including the Statewide Orientation Handbook, for the new facility/program unless:
1. Medical 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 possible within 30 days.
  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.
  4. Transferred to the RDC and they have already attended an orientation at the RDC during their current incarceration.
- B. Orientation will be conducted within one week of admission to Prison
- C. Employees will conduct the orientation by reviewing the contents of the orientation handbook/handouts and responding to questions and concerns.

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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. Religious, cultural, recreation, mental health and medical care, safety, peer support groups, sustainability, and other facility programs
  2. Movement schedule and callout processes
  3. Communication processes (e.g., phone call, mail, electronic, tablets)
  4. Visitation processes including provision of the facility specific Visitors Guidelines
  5. Family services including reunification, participation, and information on the Parent Navigator
  6. Child support services
  7. Replacement of personal documents (e.g., social security card, birth certificate)
  8. Community Parenting Alternative
  9. Veteran's Affairs information
  10. Program orientation presented by Women's Village
  11. Washington Way Foundational Principals
  12. Facility rules and regulations
  13. Classification and risk assessment processes
  14. Behavior observations per DOC 300.010 Behavior Observations
  15. Processes for communicating with all levels of employees (e.g., kiosk, kite)
  16. Programming opportunities (e.g., educational, work/ volunteer programs) and how to participate
  17. The rights of individuals with disabilities per DOC 690.400 Individuals with Disabilities and the Americans with Disabilities Act
  18. Available resources per DOC 490.700 Transgender, Intersex, and/or Gender Non-Conforming Housing and Supervision
  19. PREA
  20. Suicide prevention, signs, and reporting
  21. Resolution Program presented by incarcerated individuals and provision of the Resolution Program Handout
  22. A guided tour that includes the layout of the facility and building name/locations
- E. 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.

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1. Spanish speaking individuals will attend a Spanish version of the orientation program and be notified of available Spanish translated materials and services.
    - a. Individuals will be provided with the Spanish translation of the Statewide Orientation Handbook.
  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.
- F. 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 DOC 21-992 Prison Orientation Checklist.

#### **DEFINITIONS:**

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

#### **ATTACHMENTS:**

None

#### **DOC FORMS:**

DOC 20-414 Intake Questionnaire  
DOC 21-992 Prison Orientation Checklist