

# WEBER COUNTY CORRECTIONAL FACILITY

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Volume

## ADMISSION AND RELEASE

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Chapter

## JC 05 - PRISONER ORIENTATION

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JC 05/01.00 **GENERAL**

JC 05/01.01 **Purpose**

The purpose of this chapter is to provide policy, rationale and procedure for providing orientation to inmates incarcerated at the WCCF including information about inmate rules and regulations.

JC 05/01.02 **Cross Reference**

JC 05/01.03 **Definitions**

<b>R&amp;O</b>	Reception and Orientation
<b>WCCF</b>	Weber County Correctional Facility

JC 05/02.00 **PRISONER ORIENTATION**

JC 05/02.01 **Policy**

It is the policy of the WCCF that:

- A. prisoners be provided with facility inmate rules and regulations at the time of admission;
- B. prisoners be allowed access to selected WCCF policies and procedures;
- C. fair notice be given to prisoners prior to changes in WCCF policies to which prisoner access is allowed and/or which affect prisoner management; and
- D. WCCF staff assist prisoners who require assistance in understanding WCCF rules and regulations.

JC 05/02.02 **Rationale**

- A. Providing prisoners with basic prisoner rules and regulations at the time of admission:
  - 1. should reduce the need for staff to respond to numerous questions from prisoners concerning release, access to facility programs, etc;
  - 2. should provide fair notice to prisoners regarding rules with which they are required to comply; and
  - 3. may reduce prisoner anxiety resulting from not knowing what is expected during their incarceration.
- B. Functions of the WCCF such as prisoner classification, prisoner discipline, and grievances, etc., are highly procedural and would require extensive explanation if provided in a separate prisoner handbook. It is more efficient to allow prisoner access to selected sections of WCCF policy manual than to incorporate the same information in the prisoner handbook or other means of orientation.
- C. Fair notice should be given to prisoners prior to implementing changes regarding both required and prohibited conduct. Such notice is particularly important in the disciplinary process where rules and regulations are a critical element in ensuring due process.

- D. Some prisoners may not read the English language and others may lack the intellectual capabilities to understand what is expected of them during their incarceration; therefore, the prisoner would not benefit from receiving prisoner rules and regulations from means other than individual explanation from WCCF staff.

JC 05/02.03 **Procedure: Prisoner Orientation**

A. General

Prisoner orientation may be accomplished by:

1. verbal explanation by WCCF staff;
2. issuing prisoners a prisoner handbook; and/or
3. a prisoner orientation video.

B. Prisoner Handbook

1. A prisoner handbook shall be issued to all prisoners who are not able to secure their release at the time of booking and are assigned to the R&O housing unit within the WCCF.
2. The WCCF prisoner handbook shall contain an overview of:
  - a. prisoner rules and regulations;
  - b. prisoner sanitation requirements;
  - c. prisoner grievance system access and requirements;
  - d. prisoner communication access and requirements;
  - e. prisoner legal access and requirements; and,
  - f. any other information deemed appropriate by WCCF officials.
3. The prisoner handbook shall remain the property of the WCCF and shall not be released by the prisoner, i.e., mailed out of the facility, etc.
4. The prisoner handbook shall be retained by the prisoner during his incarceration and shall be returned to WCCF releasing staff at the time of his release.

C. Orientation Video

1. An orientation video has been produced by the WCCF. The video should be displayed using the televisions located in the R&O housing units.
2. The orientation video should contain the same information as described in the inmate handbook described above.
3. The orientation video shall be displayed on a schedule to be determined by the Inmate Services Coordinator. Officers shall log the event on the post log.

JC 05/02.04 **Procedure: Prisoner Policy and Procedure Manuals**

A. Prisoner Access

1. The WCCF maintains prisoner policy and procedure manuals that may be accessed by prisoners upon request.
2. Prisoners may access copies of WCCF policy from the prisoner policy and procedure manual by requesting a specific policy from the housing unit officer.
3. The housing unit officer shall process the prisoner request by:
  - a. providing the prisoner with the requested policy;
  - b. logging the specific policy as “out” to the prisoner using the log provided in the manual; and
  - c. logging the specific policy as “in” from the prisoner using the log provided in the manual.
4. Copies of WCCF policies and procedures shall remain the property of the WCCF and shall not be released by the prisoner, i.e., mailed out of the facility, etc.
5. Policies that have been accessed by prisoners shall be retrieved by the housing unit officer after the prisoner has had a reasonable amount of time to read the policy.

B. Fair Notice

1. Fair notice shall be provided to prisoners prior to implementing changes in the prisoner policy and procedure manual.

2. Fair notice shall generally be considered 14 days.
3. Time limitations regarding fair notice (less than 14 days) may be imposed for reasons of operational necessity or in exigent circumstances.
4. The Jail Commander shall approve time limitations on fair notice if less than 14 days.

JC 05/03.00 **LEARNING OBJECTIVES**

JC 05/03.01 **Orientation**

Staff shall identify:

- A. methods of prisoner orientation;
- B. how prisoners may access prisoner policy and procedures;
- C. what constitutes fair notice when changes are made to prisoner policies.