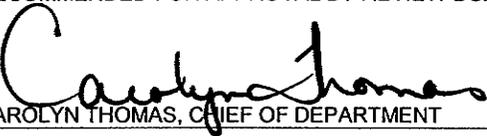




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 07/11/06		*TERMINATION DATE / /		INMATE ORIENTATION	
CLASSIFICATION # 3750	SUPERSEDES	DATED	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 CAROLYN THOMAS, CHIEF OF DEPARTMENT SIGNATURE			 MARTIN F. HORN SIGNATURE		

I. PURPOSE

To provide guidelines for a presentation to newly admitted inmates stating what is expected of them regarding conduct, safety, security, rules, regulations, programs and services that may be accessed in the New York City Department of Correction (DOC) during their period of incarceration and upon their discharge.

II. POLICY

- A. It is the policy of the Department to provide inmates with written information that is consistent with the State Commission of Correction Standard 7002.9. The Department further affirms its commitment to this Standard by providing all newly admitted inmates with an orientation that informs them about these policies, procedures and programs, which could affect their stay and/or assist their transition back to their communities.
- B. The Department endeavors to provide this information in formats that are suitable for a multi-lingual inmate population. Formats include oral presentations, the showing of closed-captioned VHS tapes and/or DVDs, and specially printed information, for inmates who need these formats.

III. PROCEDURES

- A. Each facility's Deputy Warden for Programs shall assign a Programs Officer to be responsible for conducting orientation sessions for all newly admitted inmates to their facility.
- B. In preparation for the orientation session, the Programs Officer shall ensure that the television, VHS/DVD player and VHS tapes/DVD discs are in good operating condition.

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III. PROCEDURES (cont.)

- C. Orientation must be held in an area where all inmates have clear views of the television screen(s) and are able to hear what is being said, except for those inmates who may have auditory or visual impairments. For those inmates with impairments, see paragraph III.J.
- D. Where necessary, facilities with Special Housing, such as punitive segregation and close custody, shall designate staff who will provide orientation information to those inmates, informing them of what is expected of them.
- E. Orientation sessions shall be conducted on a daily basis, at a set time, except on weekends and holidays. Those inmates admitted on a weekend or a holiday, will attend the next scheduled orientation session.
- F. The assigned Programs Officer shall obtain a list of newly admitted inmates from the General Office every day of the week except weekends and holidays. The Programs Officer shall locate, retrieve and assemble these inmates in a central location, where they will be provided with an orientation session. Every new admission inmate must receive an orientation presentation.
- G. Programs Officers shall ensure that inmates whose placement in special housing precludes their receiving orientation with other new admission inmates, are afforded the same presentation at another appropriate time.
- H. Orientation sessions must be provided in an area equipped with a television, VCR and/or DVD player in good working order.
- I. The assigned Programs Officer shall provide orientation sessions to the attending inmates and disseminate the following information in the manner indicated:
1. Showing of the following media in the order listed:
 - a. Orientation VHS tape/DVD disc; and
 - b. Suicide Prevention Video.
 2. Oral presentations can be done by any DOC staff, but approval must first be obtained from the facility's Warden.
 3. Distribution of any other written Security or Programs Services information, supported by a Directive, Operations Order or Teletype.

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III. PROCEDURES (cont.)

4. The Programs Officer shall read Form #3503A, "Inmate's Right to Educational Services," and then distribute Form #3503B "Request for Educational Services" to all inmates 18-21 years of age for their completion. Programs Officers shall follow procedures for processing the form, pursuant to Directive #3503R, "Inmate Access to Board of Education Services." (See Directive #3503R for related forms).
 5. Orientation should include information from any Directive or Operations Order, which specifically notes that parts of the content contained in that Order must be disseminated at orientation. This includes but is not limited to Directive 4013RR – regarding the Department's policy on restitution and fines; and Operations Order #49/89 regarding AIDS education.
 6. Presentations by individual community based organizations' staff, operating inside the facility, that are contracted to provide services to the inmates may be added to this session. The facility's Warden must approve these presentations first, as well as any written materials used and distributed.
- J. Programs Officers must be aware of and sensitive to the needs of inmates who have disabilities such as those with hearing, visual and speech impairments; mental illness or other impairments that may inhibit their ability to understand the orientation in the format that is being provided. For Spanish speaking inmates, Programs Officers shall play the Spanish VHS tape/DVD disc. If there are inmates that only speak and understand languages other than English and Spanish, Programs Officers shall contact the Language Bank at 212-266-1604 and make arrangements to have someone interpret the information for such inmates.
- K. Any other VHS tape/DVD disc that is not listed to be shown at orientation must first be approved by the Assistant Chief for the requesting facility.
- L. During the orientation session, Programs Officers shall provide facility specific information that is referenced in the VHS tape or DVD disc in a general manner. An example would be "Inmate Council meetings are held every Thursday, at 1 p.m. in the Chapel, and you should speak to the inmate representative in your Housing Area." Programs Officers must also inform inmates about specific posters, signs, and flyers that are posted in their housing areas as these posters contain information that are relevant to them during their stay.

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III. PROCEDURES (cont.)

- M. An orientation logbook will be maintained for the purpose of recording the following information:
1. Date and time of orientation;
 2. The inmate's name, book & case number, and housing area;
 3. The inmate's signature (if an inmate refuses to sign, or is not able to sign due to a disability, such information will be noted in the logbook); and
 4. Programs' Officer's signature and shield number.
- N. Requests for additional tapes can be made by calling the Programs Administration Trailer at (718) 546-8316. Non-operating equipment should be replaced by submitting a requisition to the Central Storehouse.
- O. Any other tapes or scripts that are currently being disseminated at new admission orientation are to be discarded.

IV. REFERENCES

- A. State Commission of Correction Subtitle AA, Minimum Standards and Regulations for Management of County Jails and Penitentiaries, effective 4/12/06.
- B. Directive #3503R, Inmate Access to Board of Education Services, dated 07/01/99.
- C. Operations Order #49/89, AIDS Orientation, Education & Information Discharge Kit, dated 11/06/89.
- D. Directive #4013RR, Restitution for the Intentional Damage or Destruction of City Property, dated 05/20/91.

V. SPECIAL INSTRUCTIONS

Each facility shall develop, promulgate and maintain an individual Institutional Order specific to the facility, which must include the information outlined in Section III. Once completed, a copy of the Institutional Order shall be forwarded to the appropriate Bureau Chief or Assistant Chief and the Deputy Commissioner for Programs & Discharge Planning.