


Chapter:	Facility Case Management	Classification:	Public Document
Subject:	Orientation and Security Assessment – Adult Custody		
For:	Adult Correctional Facilities	 Authorized by Executive Director	


1. Policy

- 1.1 Adults entering, or re-entering, custody will receive an orientation to the facility to assist them in transitioning appropriately within the facility.
- 1.2 Security assessment processes will be facilitated to gather information on the security levels and risks will assist staff in determining the placement of the individual within the facility.

2. Procedures

- 2.1 Superintendents will ensure that the orientation program at their facilities will include, an orientation to
 - 2.1.1 correctional services rules and regulations
 - 2.1.2 facility rules
 - 2.1.3 disciplinary system
 - 2.1.4 custody handbook
 - 2.1.5 facility physical layout accessed by those in custody, e.g., fire escape routes, program services, living unit
 - 2.1.6 items permitted in cell
 - 2.1.7 telephone system, access and rules
 - 2.1.8 request and complaint process
 - 2.1.9 visit request and procedures
 - 2.1.10 programs, activities and services
 - 2.1.11 routines (i.e., meals, medications, cleaning, inspection)
 - 2.1.12 privileges
 - 2.1.13 fire safety rules and posted evacuation plans and routes
 - 2.1.14 ombudsman role and access
- 2.2 In addition to the procedures outlined in sections 2.1 and 2.2 of this policy, designated correctional staff will complete the following during the orientation and security assessment of an adult in custody
 - 2.2.1 Institution Security Assessment (ISA), see Policy and Procedures [28.03.00, Security Risk Assessment - ISA](#)
 - 2.2.2 review of any Risk Designation information, as appropriate
 - 2.2.3 CPIC request form

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- 2.2.4 approved visitor list
- 2.2.5 review of person search procedures
- 2.3 Orientation Checklist form [34.00.00 – A](#) will be initiated upon the admission of an individual to custody and completed within 72 hours of admission
- 2.4 The completed Orientation Checklist form will be uploaded to JEIN FileNet under the Custody Term Management/Custody Documents using the document type “O&A Checklist”.

3. Standard Operating Procedures (SOP)

- 3.1 Superintendents will develop SOP identifying the orientation and security assessment process for their facility, the SOP will identify correctional facility staff responsible for
 - 3.1.1 orientation and security assessment of individuals in custody in accordance with section 2.1 and 2.2
 - 3.1.2 specific timelines within 72 hours for completion of orientation and security assessment tasks
 - 3.1.3 uploading of Orientation Checklist to JEIN