MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

INMATE ORIENTATION - HOUSING

POLICY

The Pod Deputy will provide a formal orientation to all inmates, explaining inmate rights, available programs, rules of conduct and disciplinary procedures, to aid the inmate in his/her stay at the facility.

PROCEDURE

Orientation will be conducted by the Pod Deputy upon the inmate's arrival into the Pod. The Deputy explains the rules of the Pod and times for the different Pod activities. The inmate receives his/her bedding, hygiene issue and orientation information. The Deputy escorts the inmate to his/her assigned cell/bed and shows him/her how to set up the cell and properly store the issued items.

The Pod Deputy informs the inmate where they can find information and how to use the phone system. The Deputy will insure the inmate understands the information given and answers any questions the inmate may have.

Inmate education shall be provided to all housed inmates regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and the Sheriff's Office policy and procedures for responding to such incidents. The education will be accessible to all inmates including those who are limited in English proficiency, deaf, visually impaired, or otherwise disabled, as well as to inmates who have limited reading skills. The Marin County Custody Division shall maintain documentation of inmate attendance. In addition to providing such education, informational material such as posters and/or handouts shall be accessible and visible to inmates throughout the facility.

RELATED STANDARDS:
Prison Rape Elimination Act Standards 28 CFR §115.33
Title 15, Article 6, Section 1069 (a)
Chapter 4, Sections 10, 12, 13, 14, 15, 16, 17, 18, 23
Chapter 5, Section 1
Chapter 7, Sections 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

DATE REVISED
5-10-16

By order of

JAMIE SCARDINA
BUREAU COMMANDER