

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**



Department Regulation
No. IS-A-2

30 August 2013

**INSTITUTIONAL SERVICES / HEALTH CARE POLICIES
Reception and Orientation
Orientation**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **REFERENCES:** ACA Standards 2-CO-4A-01 (Administration of Correctional Agencies); 4-4228, 4-4285 through 4-4291, 4-4344, and 4-4442 (Adult Correctional Institutions); Department Regulation No. PS-C-1 "Louisiana Prisoner Reentry" and all applicable Department Regulations and institutional policies, procedures and offender posted policies.
3. **PURPOSE:** To state uniform procedures regarding orientation for all offenders housed in Department of Public Safety and Corrections facilities.
4. **APPLICABILITY:** Deputy Secretary, Chief of Operations, Undersecretary, Assistant Secretary, Regional Wardens and Wardens. Each Warden is responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
5. **POLICY:** It is the Secretary's policy that each Warden shall be responsible for the development and implementation of an orientation program for newly arrived offenders. Orientation shall be provided to offenders within one week of arrival, except when medical, mental health or behavioral issues preclude completion of the process.
6. **PROCEDURES:**
 - A. All offenders arriving at a state correctional facility shall receive a facility specific orientation packet on the date of arrival.
 - B. Offenders shall receive orientation information both verbally and in writing. The orientation shall, at a minimum, include:
 - 1) Information on educational, religious, work, recreation, health care, grievance procedures and other facility programs;
 - 2) Facility rules and regulations;
 - 3) Processes for communicating with all levels of staff;
 - 4) Prison Rape Elimination Act;
 - 5) Legal access;
 - 6) Telephone use;
 - 7) Fire safety requirements, including general evacuation procedures;
 - 8) Identification requirements;
 - 9) Available volunteer programs and services;

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- 10) Visiting hours and requirements for both offenders and visitors. If there is a volunteer transportation program, written information shall be provided to enable offenders to accurately inform their family of these services;
 - 11) Reentry preparation (including information to help the offender prepare for a parole hearing).
- C. During the orientation process, staff shall review the contents of the orientation packets and respond to offender questions.
 - D. Each offender shall sign an Intake Information Sheet (Form IS-A-1-c) to acknowledge receipt of orientation information, including but not limited to, the Disciplinary Rules and Procedures for Adult Offenders and a facility specific orientation handbook.
 - E. Accommodations shall be made to assist offenders who have a disability (e.g. hearing or sight impairment, literacy deficiency or language barrier etc.) to understand the information provided during orientation.
 - F. The orientation program shall include information to help reduce the anxiety related to incarceration and assist offenders with adjusting to institutional living.
 - G. Offenders shall be advised of the seriousness of escape and the consequences which could result.
 - H. Orientation should include representatives from the facility's general population who have demonstrated maturity and have earned the confidence of both staff and other offenders. These offender representatives shall explain the purpose and role of offender representatives and how the representatives serve as liaisons between staff and offenders.

s/James M. Le Blanc
Secretary

Form IS-A-1-c: Intake Information Sheet

This regulation supersedes Department Regulation No. B-08-014 dated 03 March 2009.

Reviewed as of: October 1, 2019