


**HOWARD COUNTY DEPARTMENT OF CORRECTIONS
POLICY & PROCEDURE**

	SUBJECT:	Inmate/Detainee
	P & P #:	H-710
	TITLE:	Inmate/Detainee Orientation and Handbook
	EFFECTIVE DATE:	March 29, 2020
	REVIEWED BY:	<i>Kevin Brown 2.</i> Kevin J. Brown, Acting ICE Deputy Field Office Director
	REVIEWED BY:	<i>Andre McInnis</i> Andre McInnis, Classification Supervisor
	REVIEWED BY:	<i>Andrea King-Wessels</i> Andrea King-Wessels, Deputy Director
	AUTHORITY:	<i>Jack Kavanagh</i> Jack Kavanagh, Director

POLICY: A formal orientation is provided to all inmates/detainees upon admission to the Howard County Detention Center. The purpose of the orientation is to answer any questions inmates/detainees might have about the Howard County Detention Center and familiarize them with the facility. Adequate orientation is essential in the areas of emergency plans, classification, rules and regulations, disciplinary process, complaint process, searches, and access to case records/programs/medical services/sexual assault-harassment awareness/reporting, and services to assist each inmate/detainee in his/her adjustment at the Detention Center.

REFERENCES: Maryland Commission on Correctional Standards (MCCS), Adult Detention Center Standards; .05 F; Performance Based National Detention Standards (PBNDS) 2011 Sections 2.1 F and 6.1, HCDC Policies C-200 Intake; C-205 Immigration Customs Enforcement, D-300 Classification; H-736 Limited English Proficiency, Federal Law §1435 Prison Rape Elimination Act (PREA) of 2003 Section §115.33.

DEFINITIONS: None

PROCEDURES:

I. Intake

- A. Intake Officers shall issue each newly admitted inmate/detainee a copy of the "Inmate/Detainee Handbook" which contains rules, regulations, program descriptions and other pertinent and useful information. The Inmate/Detainee Handbooks are published in English, Spanish, Chinese and Braille. Issuance of the Inmate/Detainee Handbook shall be documented on the SallyPort JMS during the intake process or HCDC Form C-200e Admission Record if JMS is inoperable. If the inmate/detainee speaks a language other than English or Spanish, a written Incident Report shall be submitted to the Director/Deputy Director advising of the inmate's/detainee's need for an interpreter.

- B. Each inmate/detainee shall view the Department's videotaped orientation generally within 24 hours of admission. The 12 to 8 Shift Leader is responsible for ensuring the orientation is provided. A staff person shall be available to answer any questions following the viewing of the videotape and have each inmate/detainee sign the Inmate/Detainee Orientation/Bail Review/PREA, HCDC Form H-710b attached as Appendix 1 verifying that he/she has viewed the Orientation/Bail Review/PREA video.
- C. The 12 to 8 Shift Leader shall ensure that the list of inmates/detainees who have viewed the video is forwarded to the Compliance Manager each morning.
- D. ICE detainees shall receive the ICE Detainee Orientation and HCDC ICE Detainee Handbook. The ICE National Detainee Handbook shall be provided by ICE Officials prior to arrival at HCDC.

II. Initial Classification

- A. A Classification Counselor shall meet with each inmate/detainee at the initial classification, familiarizing him/her with the rules, regulations and programs of the Detention Center.
- B. The counselor shall confirm that the inmate/detainee has seen the orientation videotape and has been issued an Inmate Handbook. If the inmate/detainee has not viewed the video, the counselor shall notify the 12 to 8 Shift Leader by email with a copy to the Security Chief and request that the inmate/detainee view the videotape and that this be documented in the basefile. If the inmate/detainee has not been issued an inmate or detainee handbook the counselor shall provide one with documentation made in the inmate/detainee basefile. Inmate/Detainee Handbooks are also located on the kiosk.
- C. If the counselor suspects or is informed that the inmate/detainee cannot read, the counselor shall read the regulations to the inmate and document accordingly in the basefile.

III. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: Appendix 1, Inmate/Detainee Orientation/Bail Review Video and PREA/MRSA Pamphlets HCDC Form H-710b.

RESCISSIONS: HCDC Policy H-710 Inmate Orientation, effective May 6, 2019, February 17, 2019, February 17, 2018, February 21, 2017, June 14, 2016.

Howard County Department of Corrections

Orientation/Bail Review/PREA Video

To: Compliance Manager

From:

Date:

On the above date, the following inmates/detainees viewed the Orientation/Bail Review/PREA videos. Additional information on PREA and MRSA are in the Inmate/Detainee Handbook which was issued and signed for on the HCDC Form C-200e Admission Record and in accordance with HCDC Policies H-710 Inmate/Detainee Orientation, and C-200 Intake Screening.

Males

<u>Date Committed</u>	<u>Housing Unit</u>	<u>Inmate/Detainee Name</u>	<u>Inmate ID#</u>	<u>Inmate Signature</u>
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Females

<u>Date Committed</u>	<u>Housing Unit</u>	<u>Inmate/Detainee Name</u>	<u>Inmate ID#</u>	<u>Inmate Signature</u>
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Note:

- * Circuit Court Case-no bail review necessary
- ** Sentenced inmate-no bail review necessary
- *** Bail review has already been held
- **** Bail is pre-set-no bail review necessary

ICE-Immigration Detainee

USM-US Marshall