

Insert Name and Address of Detention Center Here

DETAINEE PRE-ADMISSION ORIENTATION PACKAGE

FOR REFERRALS CONTACT: _____, PROBATION OFFICER
Phone number of the center: () _____.

MISSION AND OBJECTIVES

The mission of the _____ Probation Detention Center is to provide short-term confinement of probationers, as sentenced by the courts, in a secure, safe, and highly disciplined work-oriented environment with program emphasis on drug and alcohol independence, self-discipline and life-skill development.

Specifically, the Center shall:

1. Provide care, custody and control of detainees at a level consistent with the public risk presented by the population housed.
2. Provide care, custody, control of and services to detainees within the parameters of legal mandates, departmental requirements, departmental/divisional policy, and accepted standards of correctional management.
3. Provide reasonable rehabilitative and community re-entry services to detainees, particularly those detainees identified as substance abusers.
4. Provide cost-effective, productive detainee labor to the public through supervised community service.
5. Promote increased detainee self-discipline, responsibility, and personal and social maturity.
6. Provide appropriate punishment consistent with detainee's offense and/or unacceptable behavior while under previous probation supervision.

Objectives of the Center shall be:

1. Establish and maintain effective leadership and coordination of staff support based on knowledge, understanding and support of the Center's mission, goals and objectives.
2. Continued development, maintenance and adherence by administration and staff to recognize detainee care, custody, control and program requirements.

Retention Schedule: Upon completion, this packet shall be placed in the Probationer's/Detainee's institutional file and maintained according to the retention schedule for that file.

3. Development and maintenance of public support for Detention Centers and other alternatives to incarceration by ensuring constant, credible and productive use of detainee labor supportive of community needs.
4. Identification of and programmatic response to individual and collective detainee rehabilitative service needs and pre-release preparation.
5. Maintenance of an environment in which the detainee may recognize the personal benefit that accrues through structure, self control, work ethic and conformance to expectations of appropriate behavior and conduct.
6. Consistent, fair and ethical imposition of facility control, restrictions and privileges reflective of the programs and adjustment of the detainee.

* * * * *

AUTHORIZED PERSONAL CLOTHING/SUPPLIES

Detainees are authorized to possess the following personal property at the _____ Probation Detention Center:

- * **1 pair shower shoes**
- * **2 pencils**
- * **1 non-retractable pen (plastic only)**
- * **1 ring** (wedding band type only)
- * **5 photographs** (subject must be clothed)
Photographs depicting or suggestive of lewd, obscene or vulgar conduct are prohibited.
- * **Legal material** (quantity limited to the amount that can be stored in the storage tray and when combined with other personal and issued property does not create a fire, sanitation, security, or housekeeping problem).
- * **Religious/Educational material** (1 Bible, Koran, Torah or other religious material)
- * **Essential health care items** (eyeglasses, hearing aids, prescribed medication - which will be collected and reviewed by Medical Staff)
- * **5 personal letters**

The amount of personal property allowed, including legal, religious and personal papers and materials, is restricted as to minimize fire, safety and sanitation hazards. Under no circumstances will any materials be accumulated to the point they become a fire, sanitation, security, or housekeeping problem. The Center will not be responsible for loss, theft, or damage of personal property unless specific staff negligence or abuse is proven.

The detainee store offers snack foods and personal hygiene items which may be purchased each _____ and _____ (excluding holidays). Items purchased from the detainee store will be limited to that which can be stored in assigned space. **A detainee can spend a maximum of \$60.00 per week. A detainee may bring cash, a cashier's check, or a money order upon arrival to be placed in his account.**

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NO Smoking/NO Vaping Policy:

Smoking/vaping is prohibited at the center. No type of tobacco or lighting devices allowed.

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AUTHORIZED STATE ISSUED CLOTHING/SUPPLIES

Upon admission to the _____ Probation Detention Center, each detainee will receive the following:

- * **1 bar soap (per week)**
- * **1 toothbrush**
- * **1 tube toothpaste (per week)**
- * **1 deodorant**
- * **1 razor (per week), exchange only**
- * **1 roll toilet paper (per week)**
- * **1 insect repellent**
- * **1 pair boots**
- * **1 pair work gloves**
- * **1 detail cap**
- * **1 toboggan hat (seasonal)**
- * **1 jacket/coat (seasonal)**
- * **2 pair thermal underwear (seasonal, by detail)**
- * **1 raincoat**
- * **1 sweatshirt (seasonal)**
- * **3 pairs of socks**
- * **3 T-shirts**
- * **3 pairs boxer shorts**
- * **2 jump suits/coveralls**
- * **2 towels**
- * **2 wash cloths**
- * **1 laundry bag**
- * **2 sheets**
- * **1 pillowcase**
- * **2 blankets**
- * **1 pillow**
- * **1 mattress**

Each detainee will be required to sign for the items received. Upon release, the non-consumable items will be returned.

The detainee will not be allowed to substitute personal items for any of the above. Should the detainee bring such items to the Center, they will be considered as contraband and will be

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handled accordingly. Possession of more than the indicated number of any of the above items, whether state issued or personal, may also be grounds for disciplinary action.

* * * * *

VISITATION

Visitation will be allowed but only from persons on the detainee's approved visitation list. Visitation days are Saturday, Sunday and state holidays. Visits are limited to one two-hour session each weekend.

Visitors will be received from 9 a.m.- 3 p.m.

* * * * *

RELEASE FROM THE () PROBATION DETENTION CENTER

Detainees will be notified of their tentative release date two weeks prior to that date. One week prior to release, the counselor will meet with detainee to confirm their release date, transportation arrangements and clothing. At this time, detainees will be given written reporting instructions and information regarding aftercare or holds. All case materials will be transferred back to the sentencing circuit if applicable.

NOTE: Neither the Detention Center nor the sheriff's department is responsible for providing the detainee with transportation home upon release; therefore, each detainee should arrange for his own transportation home.

PROBATION DETENTION CENTER
(Insert Mailing Address Here)

DETAINEE PRE-ADMISSION MANUAL

CERTIFICATE OF SERVICE

As a Detainee Assigned to the _____ Probation Detention Center, I Acknowledge That the Detainee Pre-admission Manual (Orientation Package) Has Been Furnished to Me. Furthermore, the Rules and Regulations Contained Within Have Been Thoroughly Explained to Me.

I Understand I Will Receive a Complete Orientation as to These and Other Rules and Regulations Upon My Arrival to the Center. I Understand the Approved Items I Will Be Permitted to Retain Upon Admission and Those Items That Will Be Furnished to Me.

Detainee Signature

Date

* * * * *

I Hereby Certify That I Have Provided a Pre-admission Manual For the _____ Probation Detention Center to the Above Stated Detainee. Furthermore, All Rules and Regulations Have Been Thoroughly Explained. The Above Stated Detainee Has Attested by Signature Receipt and Understanding of Said Pre-admission Manual.

Signature of Staff Member

Date

MEDICAL INFORMATION

NAME: _____

LAST

FIRST

MI

DOB: __/__/__

SS#:

1. Description of past or present chronic medical problems:

2. Treating physician's name and address:

Name:

Address:

3. Current prescription medication(s):

4. List any other pertinent medical information:

* * * * *

NOTE: Probationers should bring all prescription bottle(s) with them on the day of their admission.