1. Introduction

The initial period of imprisonment can be unsettling for prisoners, the orientation process facilitates a smooth and supportive transition for prisoners entering custody for the first time or transferring between facilities. The orientation process also enables staff to explain the standards expected in prison and assists to establish a safe environment.

2. Purpose

To assist prisoners with the assimilation into the prison environment by providing an orientation programme that gives an awareness of prison life and prisoner’s rights, responsibilities, entitlements, programme opportunities, disciplinary processes and routines.

3. Scope

This policy directive applies to both public and private prisons.
4. Definitions

Orientation
The process whereby prisoners are informed about prison life, including the regime, their responsibilities and prison systems and services.

Professional Interpreting Service
A service that provides interpreters that adhere to the AUSIT Code of Ethics. Under this code interpreters must respect the clients rights to privacy and confidentiality. Interpreters are accredited or recognised by the National Accreditation Authority for Translators and Interpreters (NAATI).

Translation
An activity comprising the interpretation of the meaning of a text in one language and the production of a new, equivalent text in another language.

5. Policy

5.1 Each prisoner, on admission or transfer to a prison, shall participate in an orientation process.

5.2 The orientation process shall provide prisoners with an awareness of their entitlements, rights and responsibilities, development opportunities, the disciplinary process, and prison operations.

5.3 The orientation process should be communicated clearly and in a manner, pace and language understood by each prisoner.

5.4 The orientation process shall ensure that the prisoner is fully informed and involved during all stages.

5.5 The orientation process shall be provided to prisoners in a timely manner and in accordance with the prescribed procedures.

6. Appendices

- Appendix 1 – Prisoner Orientation – Procedures
- Appendix 2 – Orientation Programme Checklist
- Appendix 3 – Notification to Consular (English)
- Appendix 4 – Notification to Consular (Bahasa)

The Deputy Commissioner Adult Custodial may update the supporting appendices to this policy as required.
7. Approved

Commissioner:
Signature:
Date: 27 February 2013

8. Policy sponsor
Assistant Commissioner Custodial Operations.

9. Contact person
The following person may be approached on a routine basis in relation to this policy:
Principal Operational Policy Officer (+61 8 9264 1958).

10. Version history

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