

DOWNEAST CORRECTIONAL FACILITY PRISONER HANDBOOK

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DOWNEAST CORRECTIONAL FACILITY PRISONER HANDBOOK

The Downeast Correctional Facility is a minimum security/work release facility that provides a variety of programs and services within a supervised environment. The prisoner handbook is designed to provide prisoners with an overview of information regarding programs, services, custodial and supervision issues. It is important that all prisoners are informed regarding treatment and work program goals, available services, security rules and regulations.

Treatment programs include Medical and Mental Health counseling, Education, Pastoral and Recreation activities. Work programs in Industries include Motor Pool, Garments, and Woodworking. Work programs in institutional services include but are not limited to Kitchen, Commissary, Housing and Laundry. Vocational training programs include Welding and Carpentry.

Institutional services include Business Services and Mail Center. Commissary is provided by Keefe.

This handbook is primarily intended to serve as a guide for prisoners.

Prisoners temporarily assigned to the Special Management Unit (SMU) may be governed by additional rules and/or restrictions based on specific security requirements.

The information contained in this book is intended as a guide and will be updated as necessary. This handbook is not intended to provide all the answers to the many questions that may arise. If you have questions please refer to the Prisoner Communication Request/information sheets and address them to the appropriate Correctional staff person usually the caseworker assigned to you or the Unit Manager.

Security and discipline play a major role in providing a safe and orderly facility. Each prisoner should ensure that they are well informed as to the rules and regulations of this facility. You are subject, by law, to the authority of the Department of Corrections. You are responsible for familiarizing yourself with the contents of this handbook. This handbook will assist you in determining what your obligations are and what programs and services are available to you.

Scott Jones
Director

DOWNEAST CORRECTIONAL FACILITY PRISONER HANDBOOK

Mailing address

Downeast Correctional Facility
64 Base Road
Machiasport, Maine 04655

SMOKING

Maine Department of Corrections medium and higher security facilities are non-smoking facilities. Minimum security facilities such as DCF now allow smoking in smoking areas only, smoking and possession of lighters in areas other than the approved smoking areas are prohibited. Possession of tobacco related items not purchased from Keefe found in your possession, places you as subject to disciplinary and/or criminal action. (See attached smoking rules)

HOUSING

The Downeast Correctional Facility is organized under dormitory housing and is a progressive system using the level system. There are three (3) Dorms: Dorm I the receiving/disciplinary dorm, where you will be initially housed or returned to serve any disciplinary restrictions. Dorm II is a progressive dorm for those prisoners who maintain at least a level II security status and above, Dorm III is also a progressive dorm housing prisoners who have achieved and maintain a level III.

The Dorms are supervised by a Correctional Officer (s) who report to the Unit Sergeant (s). All prisoner movement throughout the facility will be coordinated through the Correctional Officer (s).

Any prisoner needing Protective Custody will be reviewed for transfer to a Higher Security Facility. **Downeast Correctional Facility has no protective custody!** Those needing SMU will be transferred to a higher security facility.



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ORIENTATION

It is the policy of the Department of Corrections that each adult facility provides a comprehensive orientation program for each prisoner. The purpose of the orientation is to provide information to the prisoner that will support the goals of the facility and inform the prisoner of programs, services, expectations and appropriate personal conduct.

Within the first hours of arrival at the Downeast Correctional Facility you will be given an orientation providing you with the verbal and written information that you will need to know. You will also be provided with clothing, assigned to a housing unit, and provided a free 5 minute phone call.

The facility Caseworker will be available to assist you during your confinement at this facility. The Department of Corrections and the Downeast Correctional Facility employ a Unit Management System that consists of staff members who make recommendations regarding your classification status, job placement, needs assessment, risk evaluation, program participation, transfers, etc. Unit Management will initially assign you to a temporary job in either the kitchen or utility labor pool and will normally meet with you within two (2) weeks after your arrival.

COMMUNICATION

The Request/Information forms provide prisoners with the most efficient and effective means of directing questions or concerns about institutional policy, procedure or practice to the most appropriate correctional staff person. The request/information forms are available in the Control Office of each Dorm.

It is imperative that this request form is utilized so the person(s) most able to respond to your questions will be able to do so in an accurate and timely manner.

Do not ask any staff member or other prisoners to pass on messages to other staff.

PRISONER TELEPHONES

Prisoner telephones are operational from 8:30AM-9:30PM each day. As soon as you are assigned a room in your prospective dorm your pin number will be activated. You are responsible for filling out a Telephone trouble form if you have any problems with your phone. Any personal telephone calls may be monitored. Legal calls will not be monitored.

There is an indigent telephone program which, if you qualify, provides telephone time for prisoners to call family members. Applications are in the Correctional Officer's (CO's) office.

PERSONAL CONDUCT

You are required to conduct yourself in a responsible, courteous and lawful manner at all times. You must obey all lawful orders issued to you by any Correctional staff member. Failure to comply with a lawful order or directive may result in disciplinary action. All Staff are committed to protecting your rights and treating you with dignity. (Specific rule violations and their respective sanctions can be found in Departmental Policy Number: 20.1 located in the Prisoner Law Library).

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PRISONER SEARCHES & CONTRABAND

Searches; cell, pat, strip;

- a. You, your room and your property are subject to a search at any time.
- b. Room searches may be conducted **with** or **without** the prisoner present.
- c. Pat down searches may be conducted at any time for any reason and/or randomly.
- d. Strip searches will be conducted when Correctional staff determines there is reasonable suspicion that a prisoner may have contraband on his person that cannot be retrieved using a less intrusive type of search.

Contraband;

Contraband is anything not authorized to be in your possession or under your control. In general, any item is contraband if:

- a. It has not been issued by the facility.
- b. It has not been approved by Correctional staff as incoming property.
- c. It has not been purchased through the commissary.
- d. It has been altered in any way from its original state.
- e. The amount of authorized items in your possession exceeds the allowable limit.
- f. Property issued to another prisoner and found in your possession.

NOTE: All persons, property and areas within the Downeast Correctional Facility are subject to search at any time.

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DRUG and ALCOHOL TESTING

The Department of Corrections is committed to ZERO tolerance practices that combat the illegal use of drugs and alcohol by prisoners at the Downeast Correctional Facility. While incarcerated at DCF you may be required to submit to drug and alcohol testing according to departmental policy.

PERSONAL PROPERTY / PRISONER CLOTHING

While you are housed at the Downeast Correctional Facility, you will be required to wear State issued prisoner clothing. You are permitted to have personal property in your possession subject to the property standards of the facilities allowable items list.

The following requirements for the appropriate wearing of prisoner clothing are as follows:

- a. Pants must be worn above the hip and pant legs down to ankles.
- b. Shirts must be buttoned.
- c. Unauthorized alterations to any clothing are prohibited.
- d. Wearing of any headgear while indoors is prohibited.
- e. The wearing of non-prescribed sunglasses while indoors is prohibited.
- f. Appropriate footwear must be worn outside the dorms. No shower shoes/flip flops, crocs etc.
- g. Recreation clothing may be worn during official and unofficial recreation period only and must be to MDOC standards.
- h. A prisoner's property is retained at the prisoner's own risk. The Department will not be responsible for any property personally retained by the prisoner which is lost, stolen, damaged, consumed or discarded while in the prisoner's room or on the prisoner's person.
- i. A prisoner's personal property; i.e. radio, TV, etc., will be permanently marked with the prisoner's name and number. Any alteration to personal property will result in contraband of said item and may result in disciplinary action.
- j. Any prisoner's personal property that needs to be discarded needs to go through the property Sergeant.
- k. Disposal of Contraband will be in accordance with Department policy.
- l. Swapping lending or loaning of any personal property item may result in the loss of the item and disciplinary action.
- m. In accordance with MDOC Policy 10.1 food/drink items, opened hygiene items and health/comfort items are not transferable to a higher security facility.

SAFETY & SANITATION

A. Personal Safety

If you believe that your safety or health or that of another person is at risk, immediately report your concerns to any staff member. The Maine Department of Corrections and this Facility are committed to ensuring everyone's safety.

B. Fire Safety

- a) You must familiarize yourself with the fire exits in all areas of the institution you may travel through. Fire evacuations routes are posted in all buildings within the institution.

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- b) State law and institutional regulations prohibit you from tampering with or blocking any locking device, door, and/or fire alarm, smoke alarm, heat sensor, electrical outlet or any other safety device or causing a false alarm.
- c) When a fire alarm is activated, **STOP** whatever you are doing and **immediately** evacuate the building through the designated exit. It does not matter whether you are playing cards or sleeping. If you should be in the shower, grab your clothes, wrap yourself in a towel and get out, don't stop to take the time to get dressed; your safety is of the utmost importance.

C. Sanitation

You are expected to maintain a satisfactory level of personal and living area hygiene as prescribed by housing and work area rules. Laundry services are available to all prisoners.

PRISONER ACCOUNTS

Prisoner trust and phone accounts are established and maintained at the Facility to allow prisoners to engage in authorized monetary and phone transactions.

Funds received for deposit into prisoner's accounts in the form of U.S. Postal money orders, State of Maine checks, or payroll checks shall be posted into the prisoner's account within three working days after receipt. All funds from other sources will be deposited into the prisoner's account within three working days but shall be placed on hold and be unavailable for fourteen calendar days.

Deposits must specify the account they are for (phone or trust). Unspecified deposits will be deposited into prisoner's trust account. (Additional procedures governing prisoner accounts can be found in Department Policy Title 2.12)

Prisoners are not allowed to receive or send monies to other prisoners or other prisoner's families.

CANTEEN

The Downeast Correctional Facility through Keefe offers a variety of approved items for sale to prisoners such as radios, TVs, food, drink, and hygiene items as well as over the counter medication products. Keefe items will generally be delivered to the visit area on Thursday each week and will be picked up by the prisoner requesting the purchase only. ID's must be worn in order to receive commissary orders. All orders are placed on the kiosks that are in each dorm.

DINING FACILITY

The Downeast Correctional Facility is committed to providing prisoners with nutritious meals served in a sanitary manner. Dorm I and II are divided into North and South sections. Chow will be called by the North side first and the South side last. Prisoners must go to chow with the section of their assigned room.

While in the Dining Facility you must be:

- a. Dressed appropriately and conduct yourself in a courteous and orderly manner at all times.
- b. Cutting in line is not permitted.
- c. There are no assigned seats in the Dining Facility.

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- d. You cannot take extra food from the serving line. All food must be consumed in the Dining Facility. No items may be taken into or from the Dining Facility.
- e. No loitering is allowed and you must leave the Dining Facility after you finish eating.
- f. Footwear must be worn at all times. Sandals and shower shoes are not allowed.
- g. T-Shirts will be tucked in at all times.
- h. No sunglasses/safety glasses or hats are to be worn.
- i. ID must be worn.

PRISONER GRIEVANCE POLICY

The purpose of this policy is to establish a process for reviewing and resolving grievances brought by prisoners, other than grievances concerning medical, mental healthcare, for which there is a separate process. Prior to filing a grievance you are required to attempt an informal resolution with the supervisor having jurisdiction in that area of concern. **(Specific procedures governing this policy can be found in Departmental Policy Title: 29.1 & 29.2.)**

PRISONER VISITATION

The Downeast Correctional Facility has established a visitation program to allow prisoners reasonable opportunities to visit with relatives and friends in addition to professional visits involving the prisoner and an attorney or other representative of a legal advocacy organization.

Failure of either the prisoner or visitor to comply with all visitation rules may require the visit to be terminated and/or result in suspension of visitation privileges by the Chief Administrative Officer or designee. Visitation appointment schedules, rules, dates and times will be provided during your orientation. See Attachment: Visiting Procedure.

EDUCATIONAL SYSTEM

The Downeast Correctional Facility Education program is geared for a high school diploma and/or G. E. D. There is also a Plato program which allows prisoners to increase their skills in grades 6 through 12. This facility focuses on prisoners completing their education through HS diploma or GED.

Rosetta Stone (Spanish), typing, music, and college correspondence courses are other programs offered.

The Library also has an extensive collection of books and a Law Library.

Carpentry and Welding vocational programs are offered. They are both six month programs.

RELIGIOUS SERVICES

The Downeast Correctional Facility will attempt to accommodate any prisoner who expresses a desire to practice a religion of their choice provided this does not present a threat to safety, security or the orderly management of the Facility.

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Religious activities at DCF include, but are not limited to:

- a. Protestant Church Services
- b. Catholic Services
- c. Jehovah Witnesses
- d. Bible Study
- e. Muslims
- f. Native American Spirituality Groups

We accommodate all religions. Contact the Chaplin for different denominations.

MEDICAL SERVICES

This Facility will ensure that necessary health care services are administrated to prisoners regardless of their ability to pay. Routine access to health care services is done through submitting a Sick Call Slip into the Medical Box located in each Dorm. If you have an emergency medical or mental health issue, immediately notify any Correctional Staff person. Our Medical Department is staffed 12 hours a day by a Registered Nurse with visiting Doctors, PA's, and Dental and Optical staff as needed. A list of applicable co-pays is available in the Medical Department.

SUBSTANCE ABUSE TREATMENT SERVICES

Differential Substance Abuse Treatment (DSAT) an eight week program is offered. Individual substance abuse treatment is also offered.

AA is held every Tuesday night in the chapel area.

MENTAL HEALTH SERVICES

A mental health counselor is available for individual counseling. Group programs such as Anger Management and DBT are also available.

GROUPS

Thinking For A Change is a cognitive behavioral group which meets weekly focusing on judgment, decision making and social skills.

Inside Out Dads is a parenting group for incarcerated fathers.

TV LOANER PROGRAM

A TV loaner program is available at DCF. You must be Level II or III. Must be discipline free for 3 months prior to receiving a TV. Must be in compliance with case plan. Must sign an agreement regarding responsibility for the TV while in your possession. Must meet financial requirements, no more than \$500.00 has gone through your account in the six months prior to receiving a TV or after receipt of TV.

There currently is a waiting list kept for those requesting a TV which will be given out to those first on the list if they meet all requirements.

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RECREATION

The Downeast Correctional Facility provides indoor and outdoor recreational activities. Formal evening outside recreation runs from May 1st through September 14th, weather permitting.

During inside recreation you may also utilize the music room.

Yard Privileges---Prisoners will be granted use of the facility yard. The Yard will be considered that area between the Kitchen, Dorm I, Dorm III, the Visit/Nurse building, and the yellow marked area by the vehicle gate. Do not be near any of these buildings or areas, without permission. Dorm duties will be completed before prisoners are allowed to use the Yard. Yard privileges will be granted from 9:00AM to 11:00AM and 1:00PM to 4:00PM.

BARBER SERVICES

Haircuts are provided on a regular basis. Sign-up sheets are made available near the scheduled dates.

PRISONER MAIL

Prisoners shall be allowed to send mail and receive mail to and from whomever they wish, except for persons incarcerated in a juvenile or adult correctional facility or victims of your crime and those prohibited by court order.

The Downeast Correctional Facility shall provide envelopes and writing materials in reasonable quantities to prisoners to ensure an opportunity for constructive correspondence. The Facility also provides each prisoner free postage for up to two (2) one-ounce letters per week.

All incoming mail shall be inspected for contraband. Cash is not permitted at this Facility. Incoming mail determined to be of a privileged nature shall be inspected in the presence of the prisoner. A copy of all rules and regulations pertaining to prisoner mail may be found in Prisoner Policy manuals located in the library.

You will place all outgoing correspondence in the designated mailbox located in the Dining Facility entrance. Mail will be picked up by 8:00am. Any mail received after this time will be picked up the following day. There is no mail on weekends and holidays.

Address for incoming mail include your MDOC# number

DOWNEAST CORRECTIONAL FACILITY
64 BASE ROAD
MACHIASPORT, MAINE
04655
Phone 207-255-1100

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Rules and Regulations for Prisoners

1. You will abide by all Federal, State and Municipal laws.
2. You are expected to conduct yourself in an orderly and courteous manner at all times.
3. All lawful orders and instructions given by a member of the staff must be obeyed. Any prisoner aggrieved by any order or instructions shall obey such order or instructions, but may appeal therefore to a superior officer.
4. Horseplay and physical encounters between prisoners are prohibited, except as part of the athletic program at this Facility.
5. You will refrain from any verbal or physical activity which may reasonably lead to violence or present a clear and present danger to the security of this Facility.
6. All loud verbal and other noises are prohibited, except for those reasonable occurring at athletic and similar events.
7. The use of vulgar and obscene language is discouraged. Abusive or provoking language, words or gestures addressed to other persons is prohibited.
8. You are expected to adopt habits and practices which will assure the maintenance of personal hygiene and sanitary conditions.
9. There will be no cutting of another prisoner's hair.
10. The dorm will be cleaned to the satisfaction of the officer on duty and the dorm clean-up can be ordered at any time at the discretion of the officer on duty. All prisoners must do any dorm cleaning assignment when assigned.
11. Keep the immediate area assigned to you neat and clean at all times. You are also expected to clean the sink after you have used it and pick up your own towels and clothes after you have used the shower.
12. Nude pictures will not be hung up. They may be kept in drawers.
13. Inspection will be done on prisoner's sleeping area daily.
14. Contraband is prohibited and will be confiscated. Any item not issued to you, sold to you through Commissary, altered, permitted by the rules or specifically authorized to be in your possession is considered contraband. Any acceptable item in your possession but being misused is contraband.
15. There will be no selling, swapping, loaning or giving away of radios, televisions, play stations or any other article of value.

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16. Gambling is not allowed.
17. Any radio or other article of value found in the possession of another prisoner will be contrabanded.
18. You will be accountable for any contraband found in your area or on your person. Any item not issued to you, purchased through the Commissary or allowed through visits is considered contraband.
19. Do not give or receive gifts from visitors without permission.
20. All prisoners will be subject to search at any time.
21. Downeast Correctional Facility will not assume responsibility for any allowable item in your possession.
22. Prisoners will not be allowed to have money on their person or in their housing area.
23. You will not waste or misuse State property. If you do so, in addition to being subject to disciplinary action, you may be required to pay for any loss to the State caused thereby.
24. The use or possession of liquor, drugs, unauthorized medicine or any substance which may produce intoxication, stimulation, depression or dizziness, etc., is prohibited.
25. Medication prescribed and authorized by the Medical Department shall be taken as prescribed. Keep-on-person medications will be kept locked in the designated boxes.
26. The use of or possession of tobacco not purchased from Keefe, outside of the designated smoking area is prohibited.
27. Prisoner movement within the Facility will be by verbal approval of a dorm officer except as otherwise specifically authorized.
28. It is against the law to escape and legal charges will be placed against you.
29. You are prohibited from entering all out-of-bounds and restricted areas.
30. Prisoners will go to meals when called; prisoners going to meals late will not be served.
31. All prisoners will wear shoes, long pants, and shirts (NO TANK TOPS) to the Dining Facility.
32. There will be no gathering outside or in hallways before meals. You will either be in your dorm, room or in the TV room.
33. There will be no entering another prisoner's room.

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34. You are required to abide by the written rules and regulations pertaining to the living area in which you are housed.
35. Wake-up will be at 6:30AM each day.
36. Prisoners assigned to work crews or have work release are expected to be up, showered and ready for crew boss or work release pick-up.
37. Prisoners entering or leaving any dorm will check in and out with the Control Officer for that dorm.

Violation of these Rules and Regulations will cause the following action:

- A. Warning
- B. Incident report which may result in formal disciplinary action
- C. Loss of privileges
- D. Recommendation of job assignment transfer

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DCF Commissary Rules and Information

The Downeast Correctional Facility commissary operates every Thursday, beginning at approximately 3:00pm. This will be conducted by a representative from Keefe all items will be checked when received discrepancies will be handled at that time. You must check your order **before** leaving the Visit Area. Errors will not be corrected if you leave the Visit Area and then return. Only errors of addition/subtraction will be corrected. Items that are missing will be credited to your account.

All Keefe orders must be in the Keefe kiosk by Friday unless there is a Holiday any changes will be posted.

The dorms will be called down to the Visit Area separately for prisoners to pick up their orders. Prisoners may only pick up their own order. ID must be worn. You **may not** pick up another prisoner's order.

All electronic items purchased through the commissary will need to be engraved with the prisoner's MDOC # by the On-Duty Sergeant before being delivered to the prisoner.

If you are in a class or meeting during commissary hours, after you return to your dorm, you will be called to pick up your commissary order.

Commissary is your responsibility to be ready at the right time, on the right days.

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VISITING PROCEDURE

Visit Appointments

1. All visits at Downeast Correctional Facility are by appointment only.
2. Appointments will be taken by telephone only.
3. The visit appointment telephone number is 255-1133.
4. Visit appointments will be accepted on the following days and times:
 - a. Monday - 9:00 to 11:00 a.m. and 1:00 to 3:00 p.m.
 - b. Tuesday - 9:00 to 11:00 a.m. and 1:00 to 3:00 p.m.
5. Visitors may make appointments for that week only.
6. A designated potential regular adult visitor shall be required to complete a Visitor Application Form. An incomplete application shall not be processed. False information on an application form may result in denial of visiting privileges. The visitor shall be responsible to be aware of the facility's visitation rules.
7. A maximum of three (3) scheduled visitors per prisoner will be permitted at any one time. Infants and children small enough to be held on the visitors lap will not be counted as part of the total. No additional chairs will be added to any table. Only those persons who have filled out a Visitor Application and had it approved and are listed on the Visitor Card will be allowed to visit. Visitors may visit one (1) prisoner per visit period unless another prisoner is an immediate family member documented in the prisoner's file, and approved by the Assistant Director. Visitors who wish to leave the Visit Area to be replaced by another visitor must also have prior approval of the Assistant Director.

Visit Hours

1. Visit hours for general population prisoners shall be as follows
 - a. Saturday - 1:00 to 3:00 p.m.
 - b. Sunday - 1:00 to 3:00 p.m.

Frequency of Visits

1. Prisoners will be allowed two 2-hour visits during the calendar week.
2. There will be a maximum of 16 scheduled visits in the Visit Area during any one visit period.

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Special Visits

All special visit requests must be directed to, and approved by, the Assistant Director.

Visits by Former Prisoners

1. Former prisoners of the Department of Corrections must have been released a minimum of one year prior to being considered for visiting privileges. Former prisoners who meet this requirement must obtain written approval from the Director of this Facility prior to visitation. Immediate family members may be granted an exception to the one year release requirement.
2. All individuals who are on probation or parole must obtain written permission from their Probation/Parole Officer prior to visiting at this Facility.

Search of Visitors

If there is a reasonable belief that a visitor has contraband on his/her person, a search of that person may be required as a condition of that visit. All searches of visitors must be authorized by the Director or the Assistant Director.

Search of Prisoners

Prisoners may be searched prior to, during or after visits.

Personal Items for Prisoners

Nothing will be left for prisoners at visits. All personal property items, including money, must be sent via the U.S. Mail.

General Rules of Conduct

1. All persons in the Visit Area must be properly attired. Footwear must be worn while inside the Facility.
2. Visitors must leave all handbags, briefcases, games, etc. locked in their vehicles. Visitors with infants may bring in only those items necessary to tend to the infant for the duration of the visit.
3. Visitors may embrace with prisoners upon arrival and departing only. All physical contact during visits will be conducted in an appropriate manner and in consideration of other visitors, prisoners and Correctional Facility employees.

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4. Loud and/or profane language is prohibited.
5. Weapons of any type are prohibited on the grounds of this Facility. Pocket knives of any size are not to be carried by visitors.
6. Small children will remain in the immediate area of the visit and will be properly supervised at all times. Children are not allowed to roam the Visit Area.
7. Nothing will be passed between visitors and prisoners unless cleared by the Visit Officer.
8. Prisoners shall remain seated for the duration of the visit. If, at any time, the prisoner leaves the Visit Area, the visit will be terminated. Prisoners will not use the bathroom during visits.
9. Miscellaneous items such as photographs, lottery tickets, newspaper articles, paperwork, candy, etc. are not to be brought to visits.
10. Any person suspected of being under the influence of drugs or alcohol will be denied visitation privileges.
11. Adult visitors shall be required to present government-issued picture identification, such as a driver's license, prior to admittance into the facility. Minor visitors may be required to present government-issued picture identification such as a State of Maine identification card, or other government-issued identification, such as a birth certificate, prior to admittance into the facility. Professional visitors may also be required to present proof of professional capacity.
12. Prisoners may send out personal property items which have been pre-approved by the Property Supervisor. Paperwork may be sent out at any time.
13. Failure to adhere to the visitation rules and regulations may result in the immediate termination of the visit and the possible suspension of the future visitation privileges.

Special Note

Entering the Downeast Correctional Facility with contraband is a violation of Title 17-A, Section 757, Trafficking in Prison Contraband, a Class C Felony.

Examples of contraband are: tobacco, intoxicating beverages, narcotics, unauthorized drugs, deadly weapons, and items which could be used to facilitate an escape.

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Level System Downeast Correctional Facility Effective July 1, 2012

Level One – Disciplinary level

- Maintain a clean room
- Maintain an acceptable level of personal hygiene
- Wake up at 6:30AM weekdays and be up and ready for work; beds made by 7:00AM.
- Will act in a courteous and orderly manner with staff and other prisoners.
- Be case plan compliant.
- Volunteer hours of facility service
- Remain write-up free for a minimum of 30 days
- Apply to Unit Management Team (UMT) about why you deserve to move a level by completing a level application form.

Prisoners on Level I will be allowed to have electronics which includes video game systems

Prisoners on this level will be assigned to jobs on-grounds only (with the exception of Facility need).

Sunday through Thursday Down time is 10:00PM and lights-out at 11:00PM.

Prisoners assigned to jobs whose days-off fall during weekdays (Monday-Friday) will have their days-off treated the same as weekends.

Friday, Saturday, and the night before a holiday down time is 11:00PM and lights-out at 12:00AM.

In order to be eligible to request Level II you must be in total compliance with all Level I requirements. Failure to progress through the level system indicates a lack of incentive.

Level Two – Starting level for all prisoners transferred to DCF.

- Complete intake process
- Put in requests for programs/services in case plan and be case plan compliant
- Maintain a clean room
- Maintain an acceptable level of personal hygiene
- Wake up at 6:30AM weekdays and be up and ready for work; beds made by 7:00AM.
- Eligible for off-grounds and community work crew assignment.
- Eligible for community custody status

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- Will act in a courteous and orderly manner with staff and other prisoners.
- Apply to Unit Management Team (UMT) about why you deserve to move up a level
- Maintain positive reports from crew boss and dorm officers/staff
- Volunteer hours of facility/community service
- Remain free of write-ups
 - Prisoners on Level II will be allowed to have all electronics including video game systems.
 - Sunday through Thursday Down time is 11:00PM and lights-out at 12:00AM. Prisoners assigned to jobs whose days-off fall during weekdays (Monday-Friday) will have their days-off treated the same as weekends.
 - Friday, Saturday, and the night before a holiday down time is 12:00AM and lights-out at 1:00AM.

In order to be eligible to request Level III you must be in total compliance with all Level II requirements. You must also have been at DCF for a minimum of 90 days.

Level Three

- Must be sanction free
- Follow your case plan
- Maintain a clean room
- Maintain an acceptable level of personal hygiene
- Wake up at 6:30AM weekdays and be up and ready for work; beds made by 7:00AM.
- Eligible for off-grounds and community work crew assignment.
- Eligible for community custody status.
- Eligible for work release.
- Eligible for extra privileges (i.e extra furlough day, extended visit times, extra recreation time, Family day).
- Will act in a courteous and orderly manner with staff and other prisoners.
- Maintain positive reports from crew boss and dorm officers/staff
- Volunteer hours of facility/community service
- Remain free of write-ups

An increase in level may not result in an immediate housing change. However a waiting list will be kept and as soon as space becomes available placement will be made in the appropriate dorm.

DOWNEAST CORRECTIONAL FACILITY PRISONER HANDBOOK

**All level reductions or not recommending advancement will be decided by the Unit Management Team. The decision shall be based on the criteria for level advancement. Disciplines shall be cause for a level reduction or not recommended for advancement based on the seriousness of the write up.

All prisoners' current level will be determined by current dorm placement:

- Level III – All prisoners currently in Dorm III
- Level II – All prisoners in Dorm I and II (except those on disciplinary restriction)
- Level I – Any prisoner currently on Disciplinary Restriction

Note: All level system standards are subject to change.

DOWNEAST CORRECTIONAL FACILITY PRISONER HANDBOOK

PRISONER CLOTHING

The following requirements for appropriate wearing of prisoner clothing is as follows:

ID tags will be worn at all times with the exception of work as authorized by the crew supervisor.

Pants are to be worn above the hip and pant legs down to the ankle.

Shirts must be buttoned.

T-shirts will be tucked in.

Wearing of any headgear while indoors is prohibited.

Wearing of non-prescription sunglasses while indoors is prohibited.

Appropriate footwear must be worn outside the dorms. No shower shoes/flip flops.

Recreation clothing and/or sweats are not to be worn to the Dining Facility, Library/School or Medical Department. Such clothing is for Recreation only.

The prisoner clothing policy will be enforced and if violations are found, the prisoner will be subject to disciplinary action and/or a performance report which may cause a loss of good time. Prisoners are responsible to submit a request to the storeroom to exchange clothing that is too large or for any other clothing issue.

Unit Management Team