

Mountain View Young Adult Offender Program

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Prisoner Handbook

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Mission
Department of Corrections

The mission of the Department of Corrections is to reduce the likelihood that juvenile and adult offenders will re-offend by providing practices, programs and services which are evidenced based and which hold the offenders accountable.

Directions to the Mountain View Young Adult Offender Program

From the North:

Via – Town of Dover Foxcroft- take Route 15 South out of Dover Foxcroft, travel approximately 11 miles until you get to a very large hill. MVYDC is on the right-hand side.

From the South:

Via – I-95 – Take Broadway Exit – Route 15 North towards Charleston – travel approximately 20 miles. DO NOT TAKE SIGNS TOWARD CHARLESTON. Stay on Route 15 we are on the left hand side when you get to a very large hill.

From Newport:

Via – I-95 - Follow Routes 7/11 into Corinna approx. 15 minutes. In Corinna veer right toward Exeter Route 43, continue on Route 43 until you reach Corinth. At flashing light take a left, stay on Route 15 DO NOT TAKE SIGNS TO CHARLESTON. We are on the left hand side of a very large hill.

Introduction

The Mountain View Young Adult Offender Program provides short and medium- term, minimum, medium, and community custody (18-26 year old young adults) from across the State of Maine held under provisions of the Maine Statutes. We are dedicated to helping each prisoner develop the skills and judgment that will allow them to be successful and make a positive contribution to society. We intend to provide programs and services that will promote each prisoner's growth toward mature thinking and decision making, realistic understandings of themselves and others, and the knowledge and competence to deal well with problems and challenges encountered in daily life.

It is our intention to provide a comprehensive treatment program in a structured, safe and supportive environment. Objectives of the treatment program will include: assisting prisoners to accept responsibility for behavior, helping prisoners develop pro-social skills, increase prisoner's self-awareness of the consequences of poor decisions, enhance prisoner's ability to empathize with victims, enabling prisoners to employ more adaptive thinking patterns and utilizing effective problem solving strategies. The overall program goal for each prisoner is to focus on a treatment and educational foundation that will support the individual to achieve future life goals as well as increase the likelihood that they use these skills in their personal lives, both within and outside the facility.

We will provide living conditions that are safe, sanitary, and humane, and will work to prevent prisoners from doing harm to themselves or others. While we have to place certain restrictions on activities, we will provide each prisoner with opportunities to achieve success.

Message from the Commissioner

Date: March 6, 2013

Prisoner safety concerning the Prevention of Sexual Misconduct

It is important that each and every prisoner is safe from sexual misconduct from other prisoners and/or staff. To that end, **the Maine Department of Corrections has a zero tolerance policy for sexual misconduct.** This guide will give you information as to what you can do to reduce the chance of being sexually assaulted or the subject of other sexual misconduct, how to report a sexual misconduct, and what the facility's response to such a report will be. Again, sexual misconduct from any source will not be tolerated at any Departmental facility.

It is the policy of the Maine Department of Corrections that staff-on-prisoner and prisoner –on-prisoner sexual misconduct will not be tolerated -- **all sexual conduct, including sexual contact, is against the Department's rules and considered to sexual misconduct.** All allegations of sexual misconduct or threats of sexual misconduct will be thoroughly investigated. Furthermore, any perpetrator will be disciplined and/or prosecuted.

Under prisoner discipline, Policy 20.1, any prisoner sexual activity involving duress, force, or violence is a Class A disciplinary violation. Any prisoner sexual activity not involving force, violence, or duress is a Class B violation.

Departmental Policy 6.11, Sexual Misconduct (PREA and Maine Statutes), provides definitions and Maine Criminal Statute references. These definitions and references are also included with this guide.

NOTE: It is not sexual contact or touching when an employee is doing a physical search or medical staff is doing a medical examination according to approved departmental policies and/or procedures.

Because of the difference in power between prisoners and staff, legally **there can never be a consensual relationship between the two. Also, any consensual relationships between prisoners are prohibited.**

You have the right to be safe from sexual misconduct. While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual misconduct or pressure to engage in unwanted sexual behaviors regardless of your gender, age, size, race, ethnicity, sexual orientation, or other characteristics. You have the right to be safe from unwanted sexual advances and acts.

ABOUT YOUR SAFETY: If you feel that someone is pressuring you or sexually harassing you, staff are available to help you deal with this problem. If you are being pressured, threatened or extorted for sex, you should report this to staff. You should feel free to discuss your concerns about sexual misconduct, or implied or threatened sexual misconduct with any staff member. If you are in an emergency situation, approach any staff member. You may also use the prisoner phone to directly call the Correctional Investigator (phone number provided in your handbook). In addition you should report any retaliation you experience for reporting or cooperating with an investigation of sexual misconduct or sexual harassment.

AVOIDING SEXUAL MISCONDUCT

Here are some things you can do to protect yourself against sexual misconduct.

- 1) Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- 2) Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

- 3) Do not accept an offer from another prisoner to be your protector.
- 4) Find a staff member with whom you feel comfortable discussing your fears and concerns.
- 5) Be alert! Do not use contraband substances such as drugs or alcohol: these can weaken your ability to stay alert and make good judgments.
- 6) Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other prisoners regarding your wishes for sexual activity.
- 7) Stay in assigned areas of the institution.
- 8) Choose your associates wisely. Look for people who are involved in positive activities such as education programs, counseling programs or religious activities. Stay involved in positive activities.
- 9) Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What to do if you are a victim of sexual misconduct. If you become a victim of sexual misconduct, you should report it immediately to staff, which will offer you immediate protection and, in the case of sexual assault will refer you for a medical examination and clinical assessment. Assistance will be provided regardless of whether or not you name the responsible prisoner or staff member; however, specific information may make it easier for staff to help you. Even though you may want to clean up after an assault, it is important to see medical staff BEFORE you shower, wash, drink, eat, smoke, change clothing or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. You may also be checked for sexually transmitted diseases and gather physical evidence of assault. All medical and mental health care provided to you as a result of a report of sexual misconduct will be provided to you at no cost. The individual or individuals responsible can only be disciplined and/or prosecuted if the misconduct is reported.

How do you report an Incident of Sexual Misconduct? It is important that you tell a staff member if you have been sexually assaulted. **You can tell any caseworker, mental health worker, chaplain, security staff member, medical practitioner, administrative staff member, investigator, or any other employee.** Department staff members are instructed to keep the reported information confidential and only discuss it with the appropriate officials on a need to know basis. You also have the option of reporting the misconduct or threats in writing. You may write to a member of the administrative staff, a caseworker, a mental health staff member, a chaplain, a security supervisor, a member of Central Office, the investigator, or any other employee you trust. However, any delay in reporting an incident will make investigating the incident far more difficult. The toll- free PREA hotline number is **1-855-279-4763**.

What happens when you report an incident of Sexual Misconduct? Allegations of sexual misconduct are first assigned to one of the Department's investigators. The allegations will be thoroughly investigated. A report made in good faith based upon a reasonable belief that the alleged conduct did occur does not constitute lying for the purpose of disciplinary action even if investigation does not establish evidence sufficient to substantiate the allegation. No reprisals of any kind shall be taken against a prisoner for good faith reporting of sexual misconduct or sexual threats. However, if investigation discloses that a person who knew that the information was false made the allegation intentionally or with malice, he or she may be charged with falsely reporting an incident and/or may be subject to disciplinary action. A person is guilty of falsely reporting an incident if it is proven beyond a reasonable doubt that, knowing the information reported, conveyed or circulated to be false or baseless, he or she reports to a law enforcement officer or agency the alleged occurrence of an offense or incident which did not in fact occur.

Seek Medical Attention: If you have been sexually assaulted, you should seek medical attention

immediately. Although it may be difficult, it is important that you do not shower after the assault. Showering may wash off the hair and body fluids which are critical evidence, especially with the potential use of DNA technology. Also, do not wash, destroy or discard the clothes and underwear that you had on at the time of the assault, as these items may be used to collect critical evidence. You will be checked at a hospital for the presence of physical evidence. A medical professional will perform a medical examination as deemed appropriate based upon his or her professional judgment, and document the existence of physical evidence which remains after the assault. This physical evidence is crucial in corroborating that the sexual assault occurred and in identifying the assailant. The examination will be conducted privately and professionally at the hospital. You should seek medical help if you have been sexually assaulted or had sexual relations with others, to determine if you have been exposed to the HIV virus or other sexually transmitted diseases.

Confidentiality: Information concerning the identity of a prisoner victim reporting sexual misconduct, and the facts of the report itself, shall be limited to those who have a need to know in order to make decisions concerning the prisoner victim's welfare. If a case is forwarded for prosecution, certain information may have to be shared during the court proceedings.

Counseling Programs for Victims of Sexual Misconduct: If you have been the victim of sexual misconduct by staff or prisoners, you will be referred for counseling and/or advice from a mental health clinician. Crisis counseling, coping skills, suicide prevention and mental health counseling are all available to you. Often, people may require help to recover from the emotional effects of sexual misconduct. If you are a victim of a sexual misconduct while in prison, or if you were victimized in the past, professional staff are available to provide treatment.

In summary, the Department of Corrections has a zero tolerance policy for sexual misconduct. Accordingly, all allegations of sexual misconduct or sexual threats will be thoroughly investigated. Any victim of sexual misconduct will be treated in a sensitive manner with due consideration to the effects of sexual misconduct. Furthermore, any perpetrator of a sexual misconduct incident will be dealt with severely through discipline and/or prosecution to the fullest extent permitted by law.

Criteria for Admission

Prisoners who:

- Are between the ages of eighteen (18) and twenty-five years and three months (25.3) years of age who have been transferred from other jurisdictions within the State of Maine (except for safe keepers and federal hold prisoners).
- Are classified as Minimum, Medium, or Community custody
- Are first time offenders in the adult prison system
- Have an LSI score indicating moderate, high, or maximum risk/needs
- Have at least nine (including good time) months of a sentence to complete but not more than five years.

Housing and Treatment Information

Identified prisoners will be transferred to Mountain View at the end of a full reception processing. Once at Mountain View, prisoners will be assigned to a housing unit and will receive a brief orientation within the first twenty-four (24) hours and a more comprehensive orientation during the first fourteen (14) days that includes the purpose, rules, policies, and procedures of the facility, and of the Unit.

Prisoners will also be oriented to the school program, vocational programs, recreational opportunities, the Phase and Level System, treatment groups, and work details.

Additional assessments may be completed at the recommendation of the Treatment Team.

Information will be sought from each prisoner, the Probation Officer and the transferring facility.

Based on information from the sending facility, the prisoner and the treatment team will develop an Individual Case Plan outlining goals and required services.

While at Mountain View, prisoners will have Annual Classification Review meetings and Interim Reclassification or Program Review Classification Meetings as required.

To the Prisoner

You are at this facility because of your commitment through the courts and the review of program criteria that identified your need to receive the services offered through this program. Your future is in your hands and the choices you make from now on will determine that future. Please remember that you are not alone and the staff are here to assist you along the way.

This hand book has been prepared to help you understand the operations of the Mountain View Young Adult Offender Program. It should also help you to understand what is expected of you during your stay here. Read it carefully and ask questions if anything is unclear.

The Rules and Regulations contained in this booklet do not cover all situations that may arise, but rather serve as a basic guide. These Rules and Regulations are subject to change and changes will be posted inside the facility.

All information regarding your conduct/progress here at the facility will be forwarded, as appropriate, to the Courts/Probation Officer/ and others as necessary. This information will identify any issues you may need to continue to work on to be successful in your community, as well as identify any progress you have made. We hope that we can report on your involvement in programs and services here, rather than problems and disciplinary reports.

If you have any questions, staff will do their best to provide answers for you. At Mountain View, you have the chance to be successful and experience personal growth and change.

What is Expected of You:

R esponsibility	Take responsibility for behavior.
E ncouragement	Encourage peers to make better choices.
S elf-Control	Follow rules/expectations, keep anger in check.
P ositive Attitude	Maintain a positive attitude and be a role model/leader.
E mpathy	Consider other's feelings.
C onstructive Criticism	Accept feedback without arguing.
T reat Others	As You Would Like to be Treated.

You Can, In Turn, Expect Staff to:

- Treat you fairly, consistently and respectfully.
- Hold you accountable for your actions, behaviors, and choices.
- Listen and communicate with you.
- Answer questions and explain things you do not understand.
- Offer support and guidance.
- Give you praise and encouragement for your efforts.

Rights and Responsibilities:

Committed Prisoners have the following rights and responsibilities:

Prisoners have the right to be treated respectfully, impartially, fairly and with dignity. In turn, prisoners will treat others in the same manner.

Prisoners have the right to be informed of the rules, procedures and schedules concerning the operation of the facility. In turn, prisoners will follow the rules, procedures, schedules and staff directives while in the facility.

Prisoners have the right to be supervised by trained staff and/or trained volunteers only. In turn, prisoners will interact respectfully with trained staff and/or volunteers.

Prisoners have the right not to be subjected to corporal punishment, harassment, intimidation, harm, physical, psychological, sexual or verbal abuse, threats, assault or humiliation by other prisoners or staff. In turn, prisoners will not subject any other person to similar mistreatment.

Prisoners have the right not to be discriminated against and will have equal access to recommended services and programs, without regard to race, religion, national origin, gender, age, sexual preference, disability, or political views, unless a security risk exists. In turn, prisoners will not discriminate against any other prisoner or staff member or use language or behavior that would imply prejudice or discrimination.

Prisoners have the right to participate in religious services and religious counseling on a voluntary basis, subject only to the limitations necessary to protect the safety of persons, security, or orderly management of the facility. Prisoners shall have access to clergy, religious publications and related services that assist them to adhere to their religious practices, subject only to the limitations necessary to protect the safety of persons, security, or orderly management of the facility. In turn, prisoners will not abuse any of the religious opportunities and provisions they are afforded.

Prisoners have the right to nutritious food in adequate quantities, living conditions in which there is an acceptable level of sanitation, ventilation and light, and a reasonable amount of sleeping space per person. In turn, prisoners will clean and maintain their living quarters and respect the rules of the chow hall.

Prisoners have the right to adequate medical care and adequate professional mental health care treatment which does not include medical treatment or mental health treatment requested by the prisoner that the facility's treating physician or treating psychologist determines unnecessary. In turn, prisoners have the responsibility to work cooperatively with providers and staff.

Prisoners have the right to confidential visits, telephone calls and correspondence with their attorneys and representatives of legal advocacy organizations. In turn, prisoners will follow the process of requesting such services through the facility and will follow all guidelines set down by the facility.

Prisoners have the right to legal materials. In turn, prisoners will not share personal/legal materials with others.

Prisoners have the right to a reasonably secure area for the maintenance of permitted personal effects. Prisoners have the right not to be subjected to intentional destruction of or damage to permitted personal effects by other prisoners or staff. In turn, prisoners will adhere to the guidelines for storage of personal effects and will respect the property of the facility and others.

Prisoners have the right to correspond with others. In turn, prisoners will respect the rules of correspondence and will not attempt to send or receive contraband through the mail.

Prisoners have the right to a reasonable opportunity to visit with relatives and friends, in accordance with the departmental policies and institution's program, provided that the department may restrict or prohibit visits when the restriction or prohibition is necessary for the security of the institution. In turn, prisoners shall respect the rules of visitation and will not attempt to send or receive contraband through visits.

Prisoners have the right to access a process for the reporting of any problems they have while at the facility, without penalty or threat of penalty (grievance process, grievance process medical and mental health care) In turn, prisoners will follow the process of filing grievances as identified by the facility.

Prisoners have the right to reasonable access to the media, pursuant to Departmental policy, unless limitations must be imposed to protect the safety of persons, security, or orderly management of the facility.

Prisoners of foreign nationality have the right to access a diplomatic representative of their country of citizenship. The facility shall facilitate access with diplomatic representatives by assisting the prisoners in contacting diplomatic representatives and by permitting access. In turn, prisoners of foreign nationality will follow the department's process for accessing diplomatic representatives of their country of citizenship.

Prisoners with disabilities have the right, in accordance with the Americans with Disabilities Act and Departmental policy, to all services, programs, and activities offered by the institution, without fear of exclusion based on the disability.

Prisoners have the right to appeal any formal disciplinary action against them as a result of a rule violation. In turn, prisoners have the responsibility of initiating an appeal and following the proper procedures.

Classification

Each prisoner will be invited to attend an annual Classification Review as well as all Interim Reclassification or Program Review Meetings, as needed. These meetings will be attended by the prisoner, at least three (3) members of the treatment team, and are facilitated by the Unit Manager or designee. Every prisoner has the right to a 48-hour notice of classification reviews and each prisoner can waive his right to a 48-hour notice. Prisoners have the right to decline participation but are encouraged to personally attend all reviews. Prisoners may submit written comments to the Classification Committee prior to the review date or may ask their Psychiatric Social Worker or Care and Treatment Worker to make comments at the review on their behalf. Decisions are made by majority rule.

Phases and Levels of Treatment

Phase 1: Transfer and Orientation

Minimum fourteen days

Prisoners will enter the facility and be considered Phase 1 of the program.

Program Criteria:

- Successfully complete all components of the Intake Process and be familiar with the basic facility expectations.
- Actively and appropriately participate in all recommended assessments
- Familiarize self and participate in the daily schedule
- Actively participate in the development of the individualized Case Plan and Discharge Planning
- Begin required work hours
- Progress to phase 2 at the recommendation of the treatment team
- Bedtime 2145

Required Programs:

- Orientation to the facility
- Additional assessments as assigned
- Work detail on the unit
- Proper hygiene and cell cleanliness
- Wears a green shirt

Services available:

- Recreation five days weekly (gym and weight room)
- Use of the outdoor recreation yard daily
- Church services
- Laundry as assigned by the housing unit
- Use of the library

Privileges:

- Two fifteen minute phone call weekly
- Two visits weekly with immediate family (parents, grandparents, spouse, children)
- Use of up to \$20 personal funds weekly for Commissary for writing supplies and hygiene supplies only
- Three phone numbers of approved contact list
- Activity room twice a week
- Gym use five times a week

Phase 2: Treatment Phase
Completion of the Case Plan
Minimum six months

Phase 2 is divided into three levels of performance. The Green Level is for all newly assigned prisoners to Phase 2 and is a minimum of thirty days. If the prisoner is consistently meeting all criteria for the Green Level, the prisoner may apply for advancement to the Blue Level. The Blue Level is a minimum of thirty days. If the prisoner is consistently meeting all criteria for the Blue Level, the prisoner may apply for advancement to the Red Level. The Red Level is a minimum of 4 months. Phase 2 is completed when the prisoner has successfully completed the primary goals in their Case Plan. If a prisoner is not consistently maintaining the criteria for the level they are assigned, the treatment team may make a recommendation for immediate demotion of the level.

Criteria for Green Level:

- Wears a green shirt
- Fully oriented to the expectations of the facility
- Has completed the reception and orientation process
- Putting more effort into following the rules and respecting others
- Exhibits willingness to participate in programming
- Participates in assigned work details
- Participates in individual educational requirements
- Participates in individual vocational requirements
- Proper hygiene and cell cleanliness

Criteria for Blue Level:

- Meets all criteria for the Green Level plus:
- Wears a blue shirt
- No major violations
- Fully participates in therapeutic programming and exhibits success in this regard
- Seldom engages in behavior that adversely affects others
- Encourages other inmates to positively participate in their program
- Open and honest in discussing the issues and factors that led to their incarceration

Criteria for Red Level:

- Meets all criteria for the blue level plus:
- Wears a red shirt
- Showing increased capacity for independence
- Have earned the trust of staff
- Making significant progress in work relating to discharge from the program
- Actively developing job readiness skills

Required Programs:

- All goals identified in the Case Plan
- Education (GED, HS Diploma, Adult Ed)
- Vocational classes
- Work Details on and off the unit
- Mentoring another inmate (blue level and up)
- Weekly unit meetings
- Life skills training

Services Available:

Green Level:

- Recreation seven times weekly (gym and weight room)
- Use of the Outdoor Courtyard daily
- Church services
- NA/AA meetings
- Laundry as assigned by the Unit
- 3 hours weekly of computer access
- Support through a mentor
- Use of the library
- Bedtime 2200

Blue Level:

- Recreation seven times weekly (gym and weight room)
- Use of the Outdoor Courtyard daily
- Church services
- NA/AA meetings
- Laundry as assigned by the Unit
- Use of the library
- Involvement in NCCER, OSHA 10, or Serve Safe
- 5 hours weekly of Computer access
- Bedtime 2230

Red Level:

- Recreation seven times weekly (gym and weight room)
- Use of outdoor courtyard daily
- Church Services
- NA/AA meetings
- Use of the library
- Involvement in NCCER, OSHA 10, or Serve Safe
- 7 hours weekly of Computer access
- Drivers Permit testing
- Bedtime 2300

Privileges Available:

Green Level:

- Three fifteen minute phone calls weekly
- Visits weekly with immediate family (parents, grandparents, spouse, children and one approved non-family member)
- Use of up to \$30 personal funds weekly for Commissary (hygiene, writing supplies, clothing, snacks, CD Player/MP3 Player and headphones)
- Use of the activity room three times weekly
- Five approved numbers on their contact list

Blue Level:

- Five fifteen minute phone calls weekly

- Visits with immediate family (parents, grandparents, spouse, children, and three approved non-family members)
- Use of up to \$40 personal funds weekly for Commissary (hygiene, writing supplies, clothing, snacks, CD player/MP3 Player with headphones)
- Use of the activity room four times weekly
- Wrist watch
- Photo album in their room
- Seven approved numbers on their phone contact list

Red Level:

- Daily fifteen minute phone calls
- Visits weekly with immediate family (Parents, grandparents, spouse, children, and five approved non-family members)
- Use of up to \$50 personal funds weekly for Commissary (hygiene, writing supplies, clothing, snacks, CD player/MP3 Player with headphone)
- Guitar in room
- Harmonica in room
- Use of the activity room five times weekly
- Wrist watch
- Photo album in room
- Ten approved numbers on their contact list

**Phase 3
Transition Phase
Minimum two months**

When a prisoner has successfully completed all the goals in their case plan and has been consistently meeting the criteria of Phase 2, Red Level, the prisoner may apply for Phase 3. Prisoners in this phase will reside in the pre-release pod to focus on independent living skills and finalize their discharge plan from the program. If a prisoner is not consistently maintaining the criteria for this phase, the treatment team may make a recommendation for immediate demotion of the phase.

Program Criteria:

- Are meeting all the criteria from phase 2 plus:
- Shows increased capacity for independence
- Consistently follows all rules of the facility
- Does not affiliate with other inmates who are engaged in wrongdoing
- Have completed their therapeutic programming
- Have developed trusting relationships with staff and others
- Discipline free
- Are actively working on job readiness

Required Programs:

- Assists staff in the presentation of therapeutic programming
- Work details on and off the unit
- Vocational opportunities

- Provide mentoring to other inmates
- Independent Living Skills programming
- Weekly Unit meetings
- A minimum of 40 hours of community service work
- Actively participating in job readiness services
- Bedtime 2300

Services Available:

- Recreation daily (gym and weight room)
- Use of the outdoor courtyard daily
- Use of the library
- Church services
- NA/AA meetings
- DEEP classes
- 10 hours of computer access weekly

Privileges:

- Unlimited phone calls
- Visits weekly (up to twenty approved contacts-family and friends)
- Special visit on birthday
- CD player with headphones in room
- Radio in room
- T.V in room
- Guitar in room
- Daily activity room use
- Use of up to \$60 personal funds weekly for Commissary (unlimited selection)
- Choice of work details
- Cell lamp
- Play station in room
- Twelve approved numbers on their phone contact list
- Prisoners with minimum custody levels may be considered for a work release program

Allowable Items

All allowable items are listed in the Attachment A, Policy 10.1, Prisoner Allowable Property List-Male Prisoners. This list is posted in the unit for your review. Any items not listed within Attachment A will be confiscated and handled as contraband. Some allowed items such as a CD player and Television are based on an approved level system. Please refer to "Phases and Levels of Treatment.

Mail

Mail is delivered to the facility Monday through Saturday with the exception of state and federal holidays. All mail is opened and stamps, money and non-allowable items are removed. Money will be counted, recorded and placed in the prisoner's account. Non allowed items will be confiscated and placed in personals or destroyed, as appropriate. Incoming legal mail will be opened in the presence of the prisoner. General mail can be prohibited due to contraband, information related to criminal activity, safety of the person sending the mail, or a violation of the facility rules.

Prisoners must receive the Warden's permission to communicate with other incarcerated individuals.

Visits

Prisoners are allowed regularly scheduled visits. The number of weekly visits and allowed visitors are outlined in the Phases and Levels of Treatment section of this handbook. Prisoners are responsible for providing Visitor Application Forms to potential regular visitors. An incomplete application form may result in denial of visiting privileges. All visitors must have prior approval by the prisoner's treatment team. At any time, a prisoner may request in writing to delete a regular visitor from the approved visitor list. Additions to the visit list must be requested in writing by the prisoner who must also provide a visitor application to the potential visitor. It is the responsibility of the prisoner to notify their visitors of all limitations placed on their visits. Visitors on the Prohibited Visitor List will not be allowed to schedule visits.

Visitation times:

Mondays	6:30- 8:00 p.m.
Wednesdays	6:30- 8:00 p.m.
Fridays	6:30- 8:00 p.m.
Saturdays	12:30 – 2:00 p.m.
Sundays	12:30-2:00 p.m. and 6:30-8:00 p.m.

Please note: Visits can only be scheduled for the CURRENT WEEK.

Professional visitation must occur outside of regular visit times, be approved by the Warden, and must be scheduled in advance through the Unit Manager or Psychiatric Social Worker.

Minors (under 18 years of age) who are approved visitors must be accompanied to the visit by an immediate family member or legal guardian who is an adult over the age of 18.

All visitors must follow the Rules and Regulations outlined below. Failure to follow these rules and regulations may result in termination of a visit or denial of future visits.

- Visitors arriving for scheduled visits will not be allowed to enter the lobby area unless a staff is present and no sooner than 15 minutes prior to the scheduled visit times.
- Visits may be contact, or non-contact as determined by the Treatment team and/or Security personnel.
- All visitors must check in to the designated visit area and must provide picture identification, such as a driver's license.

- No visitor shall be allowed in Mountain View if he/she is under the influence of drugs or alcohol, in possession of contraband, or wearing inappropriate apparel.
- **All items are to be shown to the visitation officer prior to the start of visits.**
- No item shall be handed from a visitor to a prisoner.
- Cash, checks, and/or money orders, **cannot** be accepted and must be sent through the US Postal Service. ALL items must be presented to, and approved by a staff member using appropriate channels.
- All prisoners shall be escorted to and from the visit area. All prisoners and their visitors must remain in the visiting area.
- Bathrooms in the visit area are for visitor use only.
- Hats & Jackets are not allowed in the visit room.
- Tobacco use is prohibited inside the facility and on the grounds.
- No photographs shall be taken during the visit.
- If any prisoner or visitor exhibits behavior which is disruptive or inappropriate, including excessive physical contact, or otherwise is a threat to the good order of the Mountain View Young Adult Offender Program, the visit shall be terminated.
- Visitors shall be scanned with a metal detector, and may be subject to search (including their vehicle) when staff has reason to suspect that a visitor may be carrying contraband. If a visitor refuses a search, they will be removed from the facility, escorted off facility grounds, and future-visiting privileges may be revoked.
- Under no circumstances shall a visitor for one prisoner be allowed to communicate with any other visitor or prisoner during the visit.
- Visitors may not be on the visit list of more than one prisoner unless there is a family connection.
- Loud and/or profane language is NOT allowed.
- Visitors shall leave all handbags, suitcases, and other items not necessary during visits locked in their automobiles. The facility will not assume the responsibility for visitors' personal effects.
- All visitors who leave the Visiting Room must go directly to their vehicle.
- The Mountain View Young Adult Offender Program reserves the right to refuse or terminate any visit, which may be deemed detrimental to the prisoner(s) or detrimental to the safety, security, or good order of the facility.

Telephone Calls

Prisoners are not allowed to receive incoming calls and unless it is an emergency situation, staff will not pass on messages. In cases of emergency, the Unit Manager, Psychiatric Social Worker, or Captain on duty should be contacted.

Prisoners will receive an initial phone call (10 minutes) upon arrival to the facility that does not go against the weekly phone call. All other calls are paid for by the prisoner.

Calls to professionals such as Lawyers, Probation Officers, etc., need to be requested in writing and made during business hours. **Calls to Lawyers will be collect calls.**

Clothing and Personal Property

All prisoners are issued facility clothing and hygiene supplies upon admission. Shirt colors are based upon the prisoners approved phase/level. Sneakers and shower shoes are the only approved footwear in the facility. All personal property is placed in a personal property envelope and the

prisoner is expected to send it out of the facility at the first available opportunity. All personal clothing is stored in the personal property room after being laundered. Money is applied to an account.

Uniform Standard

Daytime: Monday-Sunday

Prisoners are expected to be in facility uniforms as described below:

Day Area of Units & Throughout Facility

- Colored shirt . A sweatshirt can be worn under or over it but the color of the shirt must be visible.
- Shoes (Laced/Fastened Properly) & Socks. Flip-flops can be worn in the day area.
- Uniform Pants worn properly above the hip. Gym shorts can be worn in the pods or the gym but must be covered by pants enroute to the gym.

Pod Area

- T-Shirt/Tank Top
- Sweat Pants/ Sweat Shorts worn properly above the hip
- Flip-Flops
-

Recreation (Outside & Inside)

- T-Shirt (Worn Appropriately, I.e. Not bunched up exposing the stomach)
- Shoes (Laced/Fastened Properly) & Socks /**Not** flip-flops
- Sweat Pants/Sweat Shorts/Uniform Pants worn properly above the hip
- Tank Top is allowed in the Gymnasium and outdoor recreation yards

Facility Events/Programs/Visits (Anytime & Any day)

- Colored shirt
- Shoes (Laced/Fastened Properly) & Socks/**Not** flip-flops
- Uniform Pants worn properly above the hip

In Room (At a minimum for sleeping)

- At a minimum, prisoners must wear shorts

Work crews

- Prisoners must wear the full uniform. For workers in the kitchen, a kitchen issued jacket is required. For some work crews, boots may be required as part of the work safety requirements.

Counts

All Units

Formal Counts:

During Formal Counts **all prisoners** will be locked in their rooms until count clears. The only exception to this is a medical emergency. Prisoners must stand at their door for Formal Counts.

Informal Counts:

Prisoners are not locked in their rooms. **At the 1400 count only**, Prisoners **on the Unit** will be sent to their Pods so security staff may complete shift change duties, inventories, etc.

0600 Formal Count

1100 Formal Count

2100 Formal Count

2200

Formal Count (Do not need to stand)

Discipline:

Prisoners who fail to stand for formal count will be receive formal discipline for failure to follow a posted rule.

Medical Services

Prisoners are given a Health Screening and Mental Health Screening within 14 days of arrival to MCC. Prisoners are not allowed to have prescribed medications in their room . Unauthorized medication is not allowed under any circumstances. Over the counter medication such as aspirin is allowed in the room on Phase 3, Transition Phase.

Medical staff is available 24 hours a day. The facility Doctor is available one day weekly to see prisoners on a needed basis and provides on-call coverage, as needed. In some cases, Physicians-in-training and nurse practitioners will also participate, under the doctor's supervision, in providing care to prisoners. Interns may be involved in providing annual physicals. Any prisoner wishing medical attention must fill out a sick call slip and place it in the sick call box. Sick call is done once a day. Prisoners are expected to pay a \$5 copay for sick call and \$3 charge for medications. Emergency medical/dental services are provided as needed.

Refusing Medications

Prisoners must go to Med Call to refuse any prescribed medications. If a prisoner refuses medications, the medical department may decide to eliminate the medication due to inconsistent use. If a prisoner refuses to go to Med Call to refuse medications, they will be held accountable for failure to follow a posted facility rule. Prisoners on Phase 3 are allowed to keep certain medications secured in their rooms.

Mental Health Department

Please Note: If you have been a victim of Sexual Abuse, you may report that to any staff in the facility, including psychologists & psychiatrists, whether they work with you or not.

The mental health staff at Mountain View serve to develop an understanding of psychological issues prisoners may have, and use those understandings to develop treatment plans and goals that will help prisoners be as successful as possible in the program and in the community.

Mental health staff may perform psychological tests to identify strengths or problems a prisoner may have in intellectual and personality functioning. Mental Health staff provide psychotherapy, either individually or group as well as recommended family therapy.

Prisoners wishing to access additional Mental Health services should fill out a Request for Services-Information form and give it to their Correctional Case Worker. To access mental health staff in a crisis, prisoners must notify correctional staff who will notify the medical department.

Social Services

Each prisoner will receive social services from their assigned Psychiatric Social Worker and/or Care and Treatment Worker. Both individuals are here to help prisoners resolve problems and provide support. Prisoners may request to meet with the Social Worker or Care and Treatment Worker by submitting a request for services form. Both staff are an integral part of planning for community re-integration and necessary services.

Education

The Education Department is comprised of a Principal, Guidance Counselor, Special Education/504 Coordinator, Teachers, Vocational Instructors and an Instructor for the Employment Skills Preparation Program (ESP). Services are based on individual need. Before a prisoner can be involved in Vocational Instruction, they must first obtain their HS Diploma or HiSET Diploma. Special Education Services are available where needed.

Involvement in classes, vocational studies and/or job readiness is a required component of every prisoner's program at Mountain View.

Library

All prisoners may utilize the library to check out books. Prisoners are expected to handle all materials appropriately and will be held responsible for any damages.

Recreation

Prisoners will have access to a variety of activities, based on their phase/level in the facility. Activities typically occur in the gym, outdoor courtyard, field, and activity room. Prisoners must be on phase 2 to be eligible for activities in the field.

Facility staff will ensure that the proper safety procedures are followed at all times and that all equipment is used properly and in its intended manner.

Canteen

Normally on Tuesdays & Fridays, certain restrictions or provisions may apply, as outlined below:

- The amount of money prisoners can spend on canteen is determined by a prisoners phase/level.
- Canteen will be withheld from any prisoner serving disciplinary restrictions.
- Swapping or giving of canteen items is strictly prohibited.
- Canteen items can be restricted or denied for medical reasons, as designated by the Medical Staff Office.

Canteen item orders will be turned in on Monday and Thursday before bedtime, for delivery on Tuesday and Friday.

Food Service

Any Prisoner has an issue or would like to ask any questions that pertain to menus or Food Service meals may fill out a request form and send it to the Deputy Superintendent of Support Services. Please respect the process and we will respect your request, and get back with you.

Volunteer Services

The Office of Volunteer Services provides many services to prisoners. It matches both men and women from communities with Young Adult Offenders at Mountain View . The volunteers go through a process of training before being assigned to the facility.

Tutors: Tutors are available for prisoners having trouble with school subjects and/or for those who have gaps in learning. The Adult Ed Director/Principal and the Chief of Volunteer Services can arrange for an experienced tutor to assist a resident.

Mentors: Mentors are available to prisoners and may visit weekly to play games, share hobbies, and assist in other ways. Prisoners interested in having a Tutor/Mentor should express their interest through the Social Worker. Additionally, prisoners on higher phases are required to provide mentoring support to individuals assigned to them.

Religious Services

Religious services are available to all prisoners. All program times and Bible class schedules are posted within the facility. Requests for religious services other than those posted, need to be in writing on a Request Form. The Chaplain is available for one-on-one meeting times during the week, per written request. The Chaplain is also responsible for all religious materials and artifacts. These will be reviewed and distributed per request, and as needed.

Sanitation & Hygiene

Prisoners shall be permitted the freedom in personal grooming as long as their appearance does not conflict with the facility's requirements for safety, security, identification and hygiene. Showers will occur during scheduled shower times on the unit. Prisoners will be assigned cleaning duties in the unit. Prisoners will be responsible for doing their own laundry according to their housing unit laundry schedule. Prisoners may be subject to discipline or other administrative actions for violating rules regarding safety, sanitation, and/or health.

Haircuts: Each prisoner will have the opportunity to receive a free haircut at least once every two months. Additional haircuts can be received at the prisoner's expense. Prisoners requesting a haircut must complete a Request for Haircut form before they are placed on the list. Hair care service times will be posted in each block.

Razors: Razors are issued to each prisoner and are stored in the staff office. Prisoners on the Transition Phase are allowed one razor in their room. Replacement of razors is on a 1 for 1 exchange basis. Misuse of a razor and/or loss of a razor will result in loss of razor privileges and further discipline. Razors will be replaced a maximum of once per week.

Daily Room Inspections: Prisoner rooms will be inspected every day for cleanliness and neatness. The prisoner (s) assigned to the room are responsible for having the room ready for inspection no matter what their status. Prisoner(s) assigned to the room are responsible for any unauthorized items found.

Room Inspection Standard

- Nothing in windows
- Nothing attached to, or hanging from, walls, lights, ceiling, door, fixtures, etc.
- Bed made – neat in appearance (Prisoners are allowed one gray blanket, two white blankets, one set of sheets and one pillowcase)
- Clothes/personal items must be stored in an orderly fashion
- Prisoners may hang **personal** photos inside the designated area over the desk.

All prisoners are expected to keep their rooms neat and orderly at all times. This includes cleaning windows & doors, sweeping the floor, keeping the walls, ceiling, bed, desk, etc. free of markings. Failure to do so may result in discipline, as appropriate, at inspection time. Defacing property will result in further discipline.

Smoking: State Law does not permit smoking at the facility.

General Rules

Respect the rights of others
No Gang-related/Hate related signs, symbols, graffiti, or clothing are allowed
No actions, pictures, signs, symbols, etc., which promote violence, drugs, and/or disrespect are allowed
No physical contact, other than a handshake, is allowed with other residents and staff
Show respect for and follow the directions of all staff
Treat the building and equipment properly
Keep the rooms clean, neat, and orderly
Maintain personal hygiene
Take part in all required activities
No passing notes, including pictures, drawings, or other forms of communications

Dining Rules

Each Unit will enter the dining area as a group and leave as a group
Prisoners will get all food items when they are going through the serving line. You will not be permitted to return to the serving line after receiving the tray
Prisoners will wait to be seated before eating from their tray
Prisoners will empty trays when directed by staff.
Prisoners will not visit or talk between tables (it is appropriate to talk quietly with others at the table)
Swapping of food items is not allowed
Proper manners and treatment of food should be demonstrated at all meals
Tampering with the trays of others is not allowed
No food or utensils are allowed to leave the dining area
Each prisoner will be given a minimum of 20 minutes to complete each meal

General Housing Area Rules (Unit Specific Rules Are Posted in Each Unit)

Get out of bed on the first call
Respect other's personal hygiene needs without interference
Prisoners are not allowed in other prisoner's rooms
No use of call boxes except in an emergency
No sitting on tables
Prisoners must stand in front of cell doors during formal counts

Recreation Rules

Exhibit good sportsmanship at all times. No inappropriate physical contact related to sporting activity
Treat all equipment with care and do not deliberately misuse or destroy
Leave the gym or recreational area in an orderly fashion and at the designated time
Do not touch or lean on the fence while outside

Movement Rules

You must remain in direct supervision of staff at all times
During movement, there will be no talking, running, horseplay, or disruptive behavior. Prisoners may talk to staff if spoken to.

Discipline

Discipline is necessary, not only to maintain control and security, but also to provide a safe, sound, and civilized environment. Disciplinary actions may restrict any activity or privilege. Prisoners may

appeal a Disciplinary Action. Those Appeals must be placed in the Chow Hall box by the prisoner within the required time frame. Please address Appeals to the Deputy Superintendent.

Informal and Formal Resolutions

When prisoner conduct is considered a violation of any rule, staff shall dispose of such incident informally or formally.

Informal Resolution: Staff shall counsel, warn, verbally reprimand, assign extra work, require restitution in cases of property destruction, or impose restrictions on privileges. In the case of extra work, restitution and restrictions, the staff and prisoner must both agree to the resolution and an agreement shall be in writing (Policy 20.01, Attachment A, Informal Resolution of Rule Violation Agreement). Extra work and restrictions are imposed for a maximum of 7 days. The Shift Supervisor, Unit Manager or designee must approve the agreement. An informal resolution does not affect the eligibility of the prisoner to participate in any program.

Formal Resolution: Any proposal to proceed with formal resolution without first attempting an informal resolution must first be approved by the Shift Supervisor, Unit Manager or designee. When a prisoner refuses the proposed informal resolution, staff shall complete and submit a disciplinary report for a formal resolution. A prisoner will not be segregated pending discipline unless that prisoner poses a continuing threat, in which case he may be placed on observation status and restricted. Within twenty-four (24) hours of receipt of a discipline report, a security staff who has not been involved in the incident or documentation of the incident shall perform an investigation and forward the results to a staff designated as a disciplinary hearing officer. The disciplinary hearing officer will make a decision to dismiss the report or pursue a hearing. If a hearing is recommended, within 24 hours the prisoner will receive a Letter of Notification of Disciplinary Hearing, a list of counsel substitutes, a copy of the disciplinary report, and any photographs taken of the incident. Disciplinary hearings shall occur within seven (7) days, excluding holidays and weekends. The prisoner has a right to a counsel substitute during the hearing and witnesses that have information to share about the incident. Upon completion of the hearing, the hearing officer will determine guilt or innocence. If the hearing officer finds the prisoner guilty, the prisoner will be advised of the decision as well as disposition of the incident. The hearing officer will prepare a written summary of the evidence presented, the decision, a statement of the reason, and evidence relied upon. This information will be forwarded to the prisoner within twenty-four (24) hours of the conclusion of the hearing. Prisoners have the right to appeal the decision and disposition and must do so within fifteen (15) days to the Deputy Superintendent. The prisoner shall be notified in writing as to the decision on the appeal.

The following are standard punishments that may be imposed upon a finding of guilt of a violation:

Class A Dispositions:

1. Disciplinary segregation or disciplinary restriction or both, up to a total of thirty (30) days.
2. Loss of good time or deductions, up to thirty (30) days.
3. Loss of privileges for no more than thirty (30) days.
4. Assignment of extra work in lieu of recreation for no more than thirty (30) days.
5. Monetary sanctions, up to \$100.00.

6. Restitution (to replace or repair property destroyed or damaged or to pay the cost of medical care).
7. Restitution (to replace or repair property destroyed or damaged or to pay the cost of medical care).
8. Counseling/verbal reprimand/warning.
9. Any combination of the above.

Class B Dispositions:

1. Disciplinary segregation or disciplinary restriction or both, up to a total of twenty (20) days.
2. Loss of good time or deductions, up to twenty (20) days.
3. Loss of privileges for no more than twenty (20) days.
4. Assignment of extra work in lieu of recreation for no more than twenty (20) days.
5. Monetary sanction, up to \$75.00.
6. Restitution (to replace or repair property destroyed or damaged or to pay the cost of medical care).
7. Counseling/verbal reprimand/warning.
8. Any combination of the above.

Class C Dispositions:

1. Disciplinary segregation or disciplinary restriction or both, up to a total of ten (10) days.
2. Loss of good time or deductions, up to ten (10) days.
3. Loss of privileges for no more than ten (10) days.
4. Assignment of extra work in lieu of recreation for no more than ten (10) days.
5. Monetary sanction, up to \$50.00.
6. Restitution (to replace or repair property destroyed or damaged or to pay the cost of medical care).
7. Counseling/verbal reprimand/warning.
8. Any combination of the above.

Class D Dispositions:

1. Disciplinary segregation or disciplinary restriction or both, up to a total of five (5) days.
2. Loss of good time or deductions, up to five (5) days.
3. Loss of privileges for no more than five (5) days.
4. Assignment of extra work in lieu of recreation for no more than five (5) days.
5. Monetary sanction, up to \$25.00.
6. Restitution (to replace or repair property destroyed or damaged or to pay the cost of medical care).
7. Counseling/verbal reprimand/warning.
8. Any combination of the above.

Acts Prohibited (Violations)

Absence. Absence from any work, education, or other program assignment without authorization from the program Supervisor, or Unit Manager, or designee. Class D.

Alcohol. Trafficking, possession or use of any alcoholic beverage or the adulteration of any food or drink for the purpose of making an intoxicating beverage. Class A.

Administrative Burden. Performing any action with the intention to cause or with the knowledge it will cause a waste of Department of Corrections staff time. Class C.

Animal. Mistreatment of an animal, including abuse, neglect, or harassment. Class A.

Assessment. Refusing or failing to appropriately participate in a required program screening or assessment, such as substance abuse screening, sex offender risk assessment, etc. Class A.

Bodily Injury. Inflicting bodily injury on oneself or another person or any attempt to inflict bodily injury on oneself or another person. Class A.

Body Fluid. Spitting, excreting, urinating on/at another individual, throwing any body fluid or any fluid appearing to be or stated to be a body fluid on/at another individual, or contaminating any item with any body fluid or any fluid appearing to be or stated to be a body fluid. Body fluid includes feces, urine, blood, saliva, vomit, semen, or any other human body fluid. Class A.

Business. Engaging in any business activity or profession without authorization from the Chief Administrative Officer. Class B.

Canine. Mistreatment of a Department canine, including inflicting bodily injury, threatening to strike or otherwise injure, or harassment, or interference with the canine's performance of its duties, including blocking or hindering its access, substantially restricting its movement, and disguising a scent. Class A.

Communicating. Communicating, directly or indirectly, with any person who the prisoner is prohibited from having contact with as a condition of probation, or supervised release for sex offenders, by a court order, or as a result of having been forbidden to harass that person pursuant to 17-A M.R.S.A. Section 506-A. Class A.

Community Release Violation. Any violation of a community release program agreement, e.g., public service release, work release, education release, furlough leave, furlough pass, supervised community confinement. Class A.

Count. Intentional non-presence at, interference with, delay of, or refusal to cooperate with the taking of a prisoner count, formal or informal. Class A.

Counterfeiting. Counterfeiting, forging, or reproduction of any document, article of identification, stock or other security, cash, check, money order, or any other legal currency, telephone calling card, credit, debit or ATM card, or prisoner store card, debit card, or money transfer, or the possession of any counterfeit, forged, or reproduced document, article of identification, stock or other security, cash, check, money order, or any other legal currency, telephone calling card, credit, debit or ATM card, or prisoner store card, debit card, or money transfer. Class A.

Currency. Possession or use of any article of identification, stock or other security, cash, check, money order, or any other legal currency, telephone calling card, credit, debit, or ATM card, or prisoner store card, debit card, or money transfer, bank account number, credit, debit, or ATM card number, telephone PIN number, computer password, or any other PIN number, password, or access code unless authorized by the Commissioner of Corrections. Class A.

Deadly Instrument. Possession of, or the trafficking in, any firearm, knife, weapon, sharpened instrument, chemical, explosive, ammunition, or device which could be a deadly instrument. Class A.

Debt. Incurring any debt, to include but not be limited to, subscribing to a magazine or ordering a book without pre-payment, taking out a loan, applying for a credit card, or any other action designed to obtain goods or services prior to paying for them. Class B.

Deception. Creating or reinforcing a false impression, including a false impression as to identity, value, knowledge, or intention, for the purpose of depriving another party of money or other property. Class A

Demonstration. Organizing, engaging in, or encouraging any unauthorized group demonstration. Class A.

Destruction of Property (More than \$50). Willful destruction of any property not the prisoner's, of which the cost of replacement or repair, including labor, is in excess of \$50.00. Class A.

Destruction of Property (\$50 or less). Willful destruction of any property not the prisoner's, of which the cost of replacement or repair, including labor, is \$50.00 or less. Class B.

Disorderly Behavior. Failure of the prisoner to conduct himself/herself in an orderly and courteous manner at all times. Class C.

Disregard of Orders, Encouraging. Encouraging others to disregard orders, instructions, rules, or assignments. Class B.

Disturbance, Property Damage or Personal Injury. Planning, attempting to create, or creating a disturbance resulting in property damage or personal injury to others, or the reasonable result of which, if not quelled, could be the destruction of property or personal injury to others. Class A.

Disturbance. Planning, attempting to create, or creating a disturbance involving no destruction of property or injury to another person or threat of such destruction or injury. Class B.

DNA Sample, Refusing to Provide. Refusing to cooperate with the collection of a DNA sample as required by Title 25 M.R.S.A. Section 1574. Class A.

Electronic Communication Devices. Possession of any electronic communication device, including, but not limited to, cell phone, radio, or pager, without authorization from the Commissioner. Class A

Equipment. Using machinery, computers, or other equipment without authorization from the staff in charge of the equipment or using authorized machinery, computers, or other equipment for an unauthorized purpose. Class B.

Escape. Escape, attempting to escape, or planning an escape. Class A.

Escape Tool. Possession of any tool, item, or material which could reasonably be expected to aid in an escape or escape attempt. Class A.

Evidence. Willful destruction or concealment of any item that is evidence or appears to be evidence of a disciplinary violation or a crime. Class A.

Exposure. Exposing one's private body parts to another person for the purpose of causing discomfort or offense to the other person or gratifying sexual desire. Class A.

Extortion. The demanding and/or receiving anything of value, in return for protection of any kind, by threat of bodily harm or duress. Class A.

False Statement (Force or Duress). Soliciting a false statement, whether verbal or written, by any means involving force or duress. Class A.

False Statement. Making or soliciting a false statement, whether verbal or written. Class B.

Fighting. Any physical encounter between two or more persons the object of which is bodily injury. Class B.

Fire (Intentional). The intentional ignition of combustible materials, the reasonable result of which could be injury to any person or the destruction of property. Class A.

Fire (Negligence). Negligent ignition of combustible materials, the reasonable result of which could be property damage or personal injury. Class B.

Gambling. Gambling, including participation in legal gambling, such as state sponsored lottery games, or possession of instruments of gambling. Class B.

Giving or Receiving. The giving or receiving of any article of identification, stock or other security, cash, check, money order, or any other legal currency, telephone calling card, credit,

debit, or, ATM card, store card, or prisoner debit card, bank account number, telephone calling card or PIN number, or credit, debit, or ATM card number, or other item between a prisoner and another prisoner, visitor, or volunteer. The giving or receiving of any of the above between a prisoner and the family or friend of another prisoner or between a prisoner and staff without authorization from the Chief Administrative Officer. Class C.

Harassment. Harassment by words, gesture, or other behavior of any person that is motivated by the person's race, color, ethnicity, national origin, religion, creed, gender, sexual orientation, or similar circumstance, physical or mental disability, or crime. Class A.

Horseplay. Engaging in horseplay and physical encounters not part of an organized recreation program. This violation does not include physical encounters the object of which is threat of injury or actual injury to another prisoner. Class D.

Hostage Taking. Taking of or being an accessory to the taking of a hostage or substantially restricting the movement of another person. Class A

Housing Regulations. Failure to abide by housing regulations not specifically covered in this policy but approved for use in the housing area concerned and conspicuously posted in the area. Class D.

Hygiene. Failure to maintain personal hygiene and/or failure to maintain assigned living space in a sanitary and safe condition, as prescribed by the housing area rules. Class B.

Identification. Failure to display issued identification in the required manner. Class C

Influencing Staff. Promising, offering, or giving to any department staff any monetary or other benefit for the purpose of influencing such staff in the performance of official duties. Class A.

Informal or Formal Resolution. Failing to abide by an informal or formal resolution of a disciplinary incident. Class B.

Interference. Interfering or encouraging others to interfere with any staff in the performance of his/her duties, to include passive physical resistance. Class B.

Leaving a Place of Assignment. Leaving a place of assignment or otherwise moving through the correctional facility without authorization from the staff in charge of the place of assignment. Class C.

Mail. Violating mail rules. Class B.

Martial Arts. Demonstrating or practicing wrestling, boxing, or other martial arts without authorization. Class C.

Medication. Unauthorized possession, giving, receipt, concealment, or hoarding of any medication or any medication related item, or abuse of any medication or medication related item. Class B.

Money. Failure to deposit money earned, or inherited by or otherwise credited to the prisoner into the prisoner's account at the facility. Class D.

Noises. Making loud noises, except for sounds made as part of an athletic or similar event, e.g., clapping, cheering, etc. Class D.

Order, Refusing to Obey. Refusing to obey any lawful order, instruction, rule, or assignment. Class C.

Order, Negligent Failure to Obey. Negligent failure to carry out any lawful order, instruction, or assignment. Class D.

Possession. Possession of any item which was not issued to the prisoner, sold through the commissary, or otherwise authorized to be in the prisoner's possession or unauthorized alteration of an authorized item. Class C.

Provocation. Provocation by words or gesture of any person. Class C.

Rioting. Rioting or being an accessory to a riot. Class A.

Rules. Failure to abide by the rules of any program not specifically covered in this policy. Class D.

Running. Running, except when engaged in an authorized activity or during an emergency. Class C.

Safety. Failure to follow any safety procedure or use proper safety clothing or equipment provided by the correctional facility, whether during practice or actual performance of work or other activity. Class C.

Security Threat Group Affiliation. Being affiliated with, possessing or displaying any materials, symbols, colors, or pictures of any identified security threat group, or engaging in behavior that is uniquely or clearly associated with a security threat group. Class A.

Sexual Activity by Force or Duress. Any sexual activity involving duress, force, or violence. Class A.

Sexual Activity Not under Duress or Force. Any sexual activity not involving force, violence, or duress. Class B.

Smoking. Trafficking, possession or use of tobacco, or trafficking or possession of tobacco related devices, including, but not limited to, pipes, lighters, matches, cigarette papers, and cigarette rollers, without authorization from the Commissioner. Class B.

Soliciting. Soliciting money or other property from another party other than a family member without authorization from the Chief Administrative Officer. Class B.

Tampering. Tampering with, blocking, or obtaining control of any safety or security device, including, but not limited to, any locking device, key or key card, door, fire alarm, smoke alarm, heat sensor, fire sprinkler, security touch screen, radio, or causing a false alarm. Class A.

Tattooing. Tattooing or any other intentional puncturing of one's own skin or the skin of another or the possession of tattooing equipment. Class A.

Telephone. Violating telephone rules. Class B.

Test, Refusing to Take Alcohol Test. Refusing or failing to take an alcohol test, refusing or failing to provide an adequate specimen, tampering with the specimen, or refusing or failing to follow instructions for providing an adequate and uncontaminated specimen. Class A.

Test, Refusing to Take Drug Test. Refusing or failing to take a drug test, refusing or failing to provide an adequate specimen, tampering with the specimen, or refusing or failing to follow instructions for providing an adequate and uncontaminated specimen. Class A.

Theft (More than \$25). Theft of the property of another party, where the value of such property is greater than \$25.00. Class A.

Theft (\$25 or less). Theft of the property of another party, where the value of such property is \$25.00 or less. Class B.

Threatening. Threatening to strike or otherwise injure another individual, to include direct or indirect communication. Class B.

Throwing. Throwing any object or substance. Class B.

Trafficking. Trafficking of a drug, regardless of whether or not prescribed to the prisoner, or possession or use of a prescription drug not prescribed to the prisoner by the facility healthcare staff, or possession or use of a non-prescribed scheduled drug of the W, X, Y classification, or related paraphernalia, as defined by 17-A M.R.S.A. Class A.

Trafficking Marijuana. Trafficking, possession or use of a non-prescribed Schedule Z substance or related paraphernalia (marijuana or its derivatives and paraphernalia related to its use). Class A.

Under the Influence or Taking of Substance. Drinking, sniffing, ingesting, or otherwise taking and/or being under the influence of any alcoholic, chemical, or medicinal substance, other than one prescribed to the prisoner by facility healthcare staff. Class A.

Visiting. Violating visiting rules. Class B.

Waste (More than \$10). Waste, misuse, or negligent destruction of State property with a value in excess of \$10.00. Class C.

Waste (\$10 or less). Waste, misuse, or negligent destruction of State property, with a value of \$10.00 or less. Class D.

Work, Refusal. Refusing to work, failing to work as instructed, or leaving work without permission. Class B.

Written Communication. Unauthorized passing, giving or receiving of any written communication without authorization. Class C.

THE AFOREMENTIONED VIOLATIONS INCLUDE THE PLANNING OF, ATTEMPT OF, AND/OR PARTICIPATION AS AN ACCESSORY IN THE VIOLATION. An attempt is an act which constitutes a substantial step in a course of conduct that will end in the commission of a prohibited act. A prisoner is an accessory if he knowingly provides assistance to another prisoner committing a violation.

For purposes of any violation which includes possession as an element, possession means to have physical possession or otherwise exercise control over an item on the prisoner's person or in his/her assigned area, e.g., room, cell, work area, or locker.

Grievances

Prisoners may file a Grievance and request an administrative review of any policy, procedure, practice, condition of confinement, sentence calculation, action, decision, or event that directly affects the prisoner, violates their rights, or is in violation of departmental Policies/Procedures without fear of reprisal. (Per DOC Policy 29.01 Grievance Process, General. During the orientation process, prisoners will receive a copy of the policy pertaining to grievances and the process will be explained. *Please note: All policies **not** classified confidential are available in the Library and may be viewed during regularly scheduled library times.

Exceptions: Prisoners may not file a grievance regarding the following subjects as there exists separate appeal procedures for these matters:

1. Classification procedures and decisions
2. Disciplinary procedures and decisions
3. Furlough pass/furlough leave procedures and decisions
4. Out of State transfer procedures and decisions

The resident must use the Appeal Process to request a review of these decisions.

Grievances about Medical or Mental Health Care must follow DOC Policy 29.2 Grievance Process, Medical and Mental Health Care.

If a prisoner believes they have a Grievance, staff are available to assist them in filling out the appropriate forms. If the prisoner does not understand the process, staff will explain it to them.

Suspension of the Grievance Process

If the Commissioner of Corrections determines that a prisoner is abusing the grievance process and the grievance(s) is frivolous, {not serious} the Commissioner may suspend the prisoner's use of the grievance process for up to 90- days. When the Commissioner suspends the prisoner's grievance privilege, the prisoner will be notified in writing.

False Statements

If a resident knowingly makes a false statement in a grievance, appeal, or other official report, disciplinary action may be taken against the resident including criminal prosecution.

Emergency Procedures

In the event of a fire or other emergency, it is extremely important that you follow all staff directives and remain silent. Familiarize yourself with the evacuation plans in each housing area.

Facility Policies

Copies of NON-Confidential Policies are available in the Facility Library

Court Ordered Restitution/Fines

For prisoners with court ordered restitution and/or fines, the MVYAOP Business Office shall deduct 25% of money received by the resident from any source. Deductions shall be made on a single docket number, one at a time, commencing with the oldest.

Facility Restitution may be imposed for the purpose of replacing or repairing property destroyed or damaged by a prisoner, or for the purpose of paying the cost of medical care incurred as a result of a prisoner, while the prisoner is at the MVYAOP. Prisoners will be notified as part of the disciplinary process. Restitution will deducted at 25% of any funds the prisoner receives and will be credited toward the cost.

Advocacy

In order to address your concerns you have the ability to address them with appropriate staff at your facility, grieve the issue through the grievance process or contact a number of outside advocacy agencies or attorneys appropriate to the issue you have raised. Issues dealing with the disciplinary or the classification process have their own built in appeal mechanisms that you should utilize if it falls into this area.

Issues dealing with Americans with Disabilities Act compliance will be forwarded to a staff person designated as a compliance officer.

Please contact your Social Worker or Care and Treatment worker to assist you in obtaining any necessary addresses for outside advocacy agencies or attorneys.

Cooperation with Treatment Programs

Prisoners will work with their treatment team to design an individualized Case Plan that outlines recommended programs and services. The program at Mountain View is based on a phase and level system. Progression in the program is connected to the prisoner's compliance with daily, active involvement in their recommended services. Failure to comply with recommended services may affect accumulated good time and result in discipline.

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