

Prisoner Handbook and Orientation Guide



Charleston Correctional Facility

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Welcome

Welcome to the Charleston Correctional Facility. This handbook tells you what to expect at this facility, and what CCF expects from you. Once you have reviewed the handbook in orientation, you are expected to know and follow the rules. You should also understand these two basic principles.

Briefing: Shortly after arrival, you will receive a briefing with the briefing officer and sign an intake sheet stating that you understand this information. Be sure to ask questions if anything is unclear.

Respect: Mutual respect is very important at CCF. You will be treated as an individual, and you will be expected to treat other prisoners and staff with respect. CCF is a small community where everyone knows everyone. There is no room for the “us against them” mentality that sometimes prevails in prison. Courtesy, cooperation, and tolerance are skills that everyone can work on, and are skills that improve the quality of life and work at CCF for all of us.

There are many opportunities for change and personal growth at the Charleston Correctional Facility. You can improve skills, employability, and self-knowledge through vocational training, academic and computer education, several kinds of counseling, and self-help programs like AA. The choices you make about how to spend your time reflect what you consider most important in getting ready for release. Efforts to use your time constructively will be recognized and supported.

Discrimination: Discrimination based on sex, race, color, religion, ancestry or national origin (including limited English proficiency), age, marital status, genetic information, physical or mental disability, sexual orientation, or whistleblower activity is a violation of Department policy. Discrimination based on these categories is unacceptable and will not be tolerated.

Intake: You will have an intake meeting with members of the Classification Committee, usually on the first Tuesday following your arrival. This is a chance for them to get to know you as an individual, your background, plans, and interests. It’s also to discuss activities, work and programs available to you, and to answer other questions you may have.

Work: CCF is a working facility. Everyone is expected to pull his own weight to the best of his ability. Good work habits are valued, and good time for work must be earned.

Prisoner Rights

1. Prisoners have a right to expect that they will be treated respectfully, impartially, fairly and with dignity.
2. Prisoners have the right to be informed, in writing, of the rules and the sanctions for violation of the rules, policies and procedures, and schedules concerning the operation of the facility, provided such information does not jeopardize the safety of persons, security, or orderly management of the facility.
3. Prisoners have the right not to be subjected to corporal punishment, harassment, intimidation, physical, psychological, sexual or verbal abuse, threats, assault or humiliation by other prisoners or staff.
4. Prisoners have the right to be supervised by trained staff and/or trained volunteers only.
5. Prisoners have the right to participate in 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.
6. Prisoners have the right to nutritious food in adequate quantities.
7. Prisoners have the right to adequate professional medical care and adequate professional mental health care, which do not include medical treatment or mental health treatment requested by the client that the facility's treating physician or treating psychologist determines unnecessary.
8. Prisoners have the right to living conditions in which there is an acceptable level of sanitation, ventilation and light.
9. Prisoners have the right to a reasonable amount of sleeping space per person.
10. Prisoners have the right to a reasonable opportunity for physical exercise.
11. 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.
12. Prisoners have the right to a reasonable opportunity to visit with relative and friends, in accordance with departmental policies and institutional procedures, provided that the department may restrict or prohibit visits when the restriction or prohibition is necessary for the security of the institution.
13. Prisoners have the right to correspond with others, as outlined by Policy 21.2, Prisoner Mail.

14. Prisoners have the right to equal access to facility programs and services without regard to race, religion, national origin, gender, age, sexual preference, disability, or political views.
15. Prisoners have the right to access a process for reporting of any problems they have while at the facility, without penalty or threat of penalty (see policy 29.1, Grievance Process and 29.2, Grievance Process, Medical and Mental Health Care).
16. Reasonable access shall be provided between prisoners and the media, pursuant to departmental policy (see policy 1.23). Limitations may be imposed to protect the safety of persons, security, or orderly management of the facility.
17. Foreign nationals shall have access to the diplomatic representative of their country of citizenship. The facility shall facilitate access with diplomatic representatives by assisting the prisoners on contacting diplomatic representatives and by permitting access.

Prisoners with Disabilities

In accordance with the Americans with Disabilities Act no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of the services, programs, or activities of the Department of Corrections. Services, programs and activities include, but are not limited to:

- | | |
|---------------------------------------|---|
| A. academic and vocational education | k. health care |
| B. exercise and recreational activity | l. Social services |
| C. work programs | m. release preparation and discharge |
| D. mail, telephone, and visiting | n. disciplinary and grievance procedures |
| E. library | o. access to media, courts, counsel and law library |
| F. religious services and programs | p. commissary/canteen |
| G. reception and orientation | q. volunteer programs |
| H. classification | r. mental health services |
| I. food service | |
| J. sanitation and hygiene | |

Accessibility: The department shall ensure that facilities are accessible to prisoners with disabilities and other individuals having dealings with the department.

Reasonable Modification: The Department shall make reasonable modification to practices and procedures on order to ensure equal access to programs and services.

Integrated Settings: The Department shall administer its programs and services in the most integrated setting appropriate to the needs of qualified individuals with disabilities, unless a separate setting is necessary to ensure equal opportunity or for safety or security reasons. An “integrated setting” enables individuals with disabilities to interact with non-disabled persons to the fullest extent possible.

Equally Effective Communication:

1. Prisoners with disabilities shall have the means to communicate as effectively as non-disabled prisoners. The Department shall take steps to ensure a disabled prisoner's communications with staff are as effective as those of non-disabled prisoners.
2. The Department shall provide auxiliary aids and services required to enable prisoners to have equally effective communication. Such auxiliary aids and services may include providing qualified interpreters, TTY/DD service, visual aids and any other means of ensuring adequate communication for prisoners with disabilities.
3. When determining what services or auxiliary aids or equipment are necessary to ensure equally effective communication, consideration shall be given to those measures requested by the prisoner.

Any prisoner who believes he or she has been discriminated against under the Americans with Disabilities Act, or Departmental policy may use the grievance process or may contact the Department of Corrections Equal Employment Opportunity Coordinator, at Department of Corrections, Human Resource Division, Statehouse Station 111, Augusta, ME 04333-0111.

Access to Religious Services

Religious services are provided at CCF. However, if any prisoner feels his religious needs are not being met, he should contact the facility Chaplin. If time is an issue, contact the Supervisor on duty.

Special/Religious Diets

Prisoners shall receive education concerning their special diets, to help them make self-selection decisions from the food service line. Approval and education concerning special diets will be done through the medical department. Prisoners must submit a "Request for Religious Diet" form to the Food Service Manager in order to be approved to receive religious diets.

Caseworker

Your caseworker is the person you should consult with about day-to-day concerns, problems and questions. The caseworker is also a member of the Classification Committee, which processes all prisoner requests.

Besides being your link to the Classification Committee, the caseworker is available for follow-up services including counseling, issues with individual treatment plans, crisis intervention, and contact with other agencies like the DHHS, treatment problems, and release planning including assistance with appropriate housing.

To see your caseworker, make a written request or ask the Control Officer in your Dorm to call your caseworker. If your caseworker is not here, direct your questions to the Sergeant on duty if the problem is urgent. Otherwise, it is best for you to wait until your caseworker is available.

Individual Case Plan

The Individual Case Plan is driven by the LSI-R score which addresses the areas of risk that led to your incarceration. The case plan is developed by you and the Caseworker and should move with you as you transfer from one facility to another. If you have not had a case plan prior to coming to CCF then one will be developed. Once the plan is developed it will be signed and dated by you and your caseworker and will be reviewed in classification. Compliance with the case plan will be expected and will impact other opportunities and privileges at this facility.

Work Release Program

Work Release is available through the Charleston Correctional Facility at various locations. Prisoners continue to be housed at Charleston Correctional Facility while on the program, are expected to pay room and board, make payments on any fines, restitution, and/or child support and have a savings account for your release. You are paid at least minimum wage for your work.

To apply a prisoner must:

1. Be on Level 3.
2. Have served 120 days in DOC.
3. Have been at CCF for 30 days.
4. Have resolved any pending retainers.
5. Be eligible for community custody level.
6. Not have had a C or D write-up within 30 days, or no A or B write-up within 90 days.
7. Be involved in programs recommended by Classification and in your Individual
8. Treatment Plan, i.e. substance abuse counseling, AA, psychological counseling, group participation GED studies.
9. Submit an application to your Caseworker. Applications are available in the dorms.

Grievance Procedure

A prisoner may file a grievance with the Grievance Review Officer to request administrative review of any policy, procedure, practice, condition of confinement, action, decision, or event that directly affects the prisoner, that he/she believes is in violation of his/her rights or is in violation of departmental policies and procedures, and for which he/she believes a departmental employee or contractor is responsible.

Prisoners shall make an attempt to resolve the complaint in an informal manner by contacting any supervisor with jurisdiction over the matter.

Standard forms are available in the living area (Dorm I), if you require assistance, see the security staff in your living area, your prisoner advocate, or your caseworker. More in-depth information concerning this process can be found in the MDOC Policy and Procedures Manual in chapter 29.1(grievance process). This manual is available for prisoner access in the law library.

Voting Rights

Prisoners have the right to register and vote by absentee ballot in state and national elections. See your caseworker for further information.

Prisoner Advocate

The Prisoner Advocate in Central Office in Augusta is available to help CCF prisoners. The Office of Advocacy is independent of CCF and is mandated by Title 34 –A §1203 M.R.S.A. The role of the Chief Advocate is to investigate complaints of the prison population, to provide information on current changes in institutional policies and advocate for compliance by the institution with all laws and administrative rules and regulations of the Corrections Department. In addition, the office seeks to help prisoners find assistance with legal problems and to maintain current information on resources available. Write: Chief Advocate, Department of Corrections, 111 State House Station, Augusta, ME 04333.

Canteen

The Canteen offers a variety of food, hygiene, non-prescription medicines and personal items for purchase by prisoners. Orders for approved non-stock items (i.e. video games, music CDs, musical instruments, etc.) can be made following established canteen guidelines.

Canteen schedules and procedures will be posted in the dorms.

PRISONER DORMITORY RULES, REGULATIONS AND GUIDELINES

1. Formal Count Prisoners will be expected to be *standing or sitting* on their bed for count and be prepared for work in the mornings.
 - 5:45 am
 - 12:00 pm
 - 5:45 pm
 - 9:30 pm
2. Prisoners will obtain permission from the Dorm Officer prior to leaving the Dorm. Upon returning to the Dorm from any area, the prisoner will stop at the Dorm Office and notify the Dorm Officer of their return. If an Officer is not present at the Dorm Office, the prisoner will wait at the entrance door until the Dorm Officer acknowledges their return.
3. Prisoners will be allowed to use the designated area outside the Dormitory, after first receiving permission from the Dorm Officer. Prisoners will not be allowed outside the designated area without further permission from the Dorm Officer. The outside area will be closed at dusk, when streetlights come on.
4. Prisoners will not loiter in the hallways, office area, laundry room, bathrooms, game area railings, the entrance ramp area of the dorm, the stairway to the outside exercise yard, or entrances to rooms. Prisoners are only allowed the use of bathrooms/showers located on the floor/walk on which they reside.
5. Prisoners are not to hang anything from the woodwork, walls, etc. Any pictures, etc., which prisoners desire to have displayed, will be on provided shelves. Nude pictures will not be displayed. Pictures displaying alcohol/drugs will not be displayed. Family photographs are the only photos/pictures that are allowed to be displayed.
6. Prisoners will not misuse furniture (i.e. leaning back in chairs, causing chairs to rock on two legs, putting their feet in chairs, etc.). Prisoners will not remove furniture from their rooms, or any of the common areas.
7. Prisoners will be subject to searches at any time.
8. Reveille will be played at 5:45 am, this will be your wake-up call, with the exception of earlier crews which will be woken up by an officer at the appropriate times.
9. Prisoners will have their rooms cleaned, trash cans empty, beds made, and dorm duties completed to the Dorm Officer's satisfaction, by 0750 hours [7:50 am], Monday through Sunday. The entire room will be cleaned on a daily basis. Rooms will be clean and orderly at all times. Room inspections will be conducted daily at 0750 hrs.
10. Prisoners will maintain personal hygiene at all times.
11. All Prisoners shall be solely responsible for doing their own laundry. Prisoners will not do other prisoner's laundry. Laundry and Cleaning Supply Rooms will be open from morning general 'wake-up' to evening 'in room time'.

12. Prisoners will maintain cleanliness of common areas after their use, i.e. sinks, toilets, showers, laundry rooms, lounge, etc.
13. Prisoners will not run, except when participating in an authorized recreation program.
14. Prisoners will not bring food or drink items into the dormitory from any other area, with the exception of canteen items.
15. Prisoners will not collect soda and drink cans, these items pose a health risk and must be placed in the designated area, they will be removed from the dorm as needed.
16. Prisoners will not take any item out of the dormitory, or bring any item into the dormitory, without authorization from a Dorm Officer.
17. Prisoners will be ready for scheduled appointments, school, counseling, meals, etc., when called for. Posted schedules should be checked on a daily basis.
18. Prisoner's radios must remain in their rooms, and are only to be played with the use of an ear jack or headphones. Radios will be turned off when leaving the room. All radios and TVs must be purchased in a D.O.C. canteen.
19. Prisoners will not be allowed in any staff parking area, unless escorted by a staff member.
20. All room doors will be closed when not in use, unless authorized otherwise by a Dorm Officer.
21. Prisoners will be responsible for all items in their room. Prisoners must keep their lockers locked when not in use.
22. Prisoners will go to their rooms during a power failure and/or whenever told to do so by a staff member.
23. Prisoners will not alter any issued item.
24. Visiting from room to room, with the Dorm Officer's permission, is only allowed on the walk on which the visiting prisoner lives. There will not be any visiting at a room housing a prisoner on restriction. Prisoners will not enter another prisoner's room. When visiting (by permission), the visiting prisoner's entire body will be visible from outside of the room.
25. Prisoners will be responsible to view the prisoner bulletin boards in the Dormitory and to make themselves aware of all postings. Prisoners will abide by all postings, listings, and new or updated rules. Prisoners will not remove, or place any document on the bulletin boards.
26. Prisoners will follow all emergency procedures (posted by all exits).
27. Prisoners will follow all instructions given by a staff member.

28. All prisoners must complete assigned dorm duties to the Dorm Officers satisfaction.
29. Any prisoner unable to work, or keep scheduled appointments, due to illness, will be placed on medical room restriction until the Nurse at the next scheduled Nurse's call sees them, unless prisoner is extremely ill. They may go to meals. Prisoners on medical room restriction will not be allowed in the TV or game areas until cleared by either the Nurse or Security Supervisor.
30. Room lights will be turned off by the designated in room times, and when unoccupied, see Level System.
31. There will be no loitering while in route from area to area, building to building, etc.
32. Prisoners will not have physical contact with one another.
33. Prisoners will travel on roadways or sidewalks not on grass/lawn areas.
34. Prisoner's TVs must remain in their rooms, and will only be played at a low volume with the door closed. TV s will be turned off when leaving the room. There will be a maximum of four TV s allowed per room. TVs will not be allowed on from 8:00 am to 4:00pm. Unless you are on Level 2 and on a day off, TV.'s must be off at lights out times.
35. Prisoners residing on A and B Walks will use the upper deck laundry room. C and D Walks will use the lower deck laundry room. All Walks may use laundry room on the main floor. Dorm 3 residents must use the laundry room on their floor.
36. Prisoners will be in their room by lights-out time as determined by their current level.
37. Prisoners will be allowed the use of the game area equipment consistent with their Level privileges. These times are totally dependent on prisoner's behavior and overall noise level. Prisoners on "no recreation status", per order of the medical department, will not use the game area equipment.
38. Video Game Rules:
 - a. All video game machines and discs will be numbered by staff. If a number is removed, the machine and discs will be considered as contraband, and will result in loss of video game privileges. Machine and disc numbers must match.
 - b. Prisoners who possess a machine will be allowed to possess up to thirty (30) game discs and audio discs, combined.
 - c. Prisoners are responsible to keep their video game machines and discs in their room at all times.
 - d. When operating any video game machine, the TV volume must be shut off, or a headphone must be used.

39. Due to fire codes all hallways within the dorms must be completely clear of obstructions, i.e. no shoes, boots, etc.
40. Prisoners are responsible for all state clothing issued to them both for monetary and disciplinary purposes.
41. Sunbathing is not allowed. From May through September, on weekends, holidays, [all day] and after 4:30 pm on regular weekdays, a minimum of a pair of gym shorts, an undershirt, and approved outdoor footwear will be worn while in the dorm yard and while going to/from and at recreation. Shirts may be removed while participating in inside recreation only.
42. Prisoners will be appropriately and neatly dressed at all times. When the prisoner is out of his room, he will wear gym shorts, or pants, footwear [no bare or stocking feet] and a T-shirt or shirt. Sandals, slippers, and shower shoes are only to be worn inside the dorm. A minimum of under shorts will be worn while sleeping.
43. Prisoners must be properly attired whenever leaving the housing unit with shoes/boots laced and tied and coats on in cold weather outside, pants must be pulled up around waist and not expose underwear or other private body parts. Flip flops, sandals, and bare feet are not allowed outside of the housing unit. When prisoners are inside the housing unit they should not be wearing hats or coats or exhibiting any other behavior or wearing anything that is symbolic of anything affiliating them with gangs or other types of security threat groups
44. Window shades will be closed while a prisoner is changing or in any state of undress.
45. Personal hygiene items will be issued on Sunday from 8:00 am to 9:30 am and Wednesday at 8:00 pm to 9:30 pm after the initial issue prisoners will be required to bring the used razor to receive another.
46. Prisoners are responsible for complying with DOC Policy 10.1 Prisoner Property; any items not listed are considered **contraband**. Policy 10.1 is posted on the Prisoner bulletin board in Dorm 1, and is in the back of this handbook (Appendix B).
47. Prisoners are responsible for securing their valuables in their individual lockers in their rooms. Combination locks are available to prisoners upon arrival. If locks are refused, CCF will not assume any liability for prisoner's belongings.
48. All Soda cans will be placed in a clear bag and removed from rooms on Tuesday and Friday, Prisoners cannot have more than one plastic bag of cans in his possession at any time.
49. Any injuries sustained must be reported immediately. Any prisoner that claims they injured themselves and has not reported this to staff may be subject to the disciplinary process for not following this directive. All prisoners are expected to report any injuries to a staff member as soon as the injury happens, not two or three days later.
50. Prisoners are not allowed to walk across the lawns unless you have been directed by a staff member to do so.

51. It is the expectation that the prisoners in the TV room be in majority agreement as to what is viewed and that priority and special consideration should be given to major sporting events. If agreement cannot be reached, day room TV privileges will be suspended for a reasonable time as determined by the on-duty supervisor.

Facility Room Standards

1. Nothing hanging from bed rails or posts except reading lamps
2. Trash empty each morning
3. Floor swept and washed as necessary to maintain shine. But not less than once a day
4. Nothing attached to walls, no screws in walls no stickers allowed in rooms
5. Beds made at all times in accordance with prisoner handbook or as approved by supervisor
6. No cardboard boxes allowed, coffee or other plastic containers are not to be used to drink from or cook in they must be discarded when empty
7. All possessions except TV or radio/headphones, PlayStation, fan; reading light, foot wear and one photo album must be in your locker
8. Nothing will be left on desks; they are for writing not storage areas no exceptions
9. All electrical items will be turned off before you leave the room
10. No socks or anything else over the chair legs
11. No flammable items on the TV stand or near the TV one photo album may be displayed in this area, nothing else
12. One mattress and pillow per bed unless ordered otherwise by medical department
13. One photo album may be displayed on the TV stand; no photos displayed in lockers, photos removed from magazines are contraband as is the magazine after being altered these items will be confiscated
14. No kitchen food allowed in the room unless ordered by medical, and no hoarding of medically approved snacks, consume as issued
15. Room must be kept neat and clean at all times even weekends and holidays, dirt dust, odor, unclean windows are not acceptable
16. Door window will be kept unobstructed at all times no stickers or covering with towels etc. Doors will not be blocked with any object (socks, towels, etc.)

17. One open soda can allowed per prisoner, all empty cans must be placed in the collection receptacles
18. Do not cover any lights with anything this includes paper or cloth to diffuse or reduce the output
19. Electrical or other cords cannot be run under mattresses or along bed rails
20. Locker doors must remain closed and locked at all times
21. Rolls of toilet paper or paper towels or cleaning bottles (spray) are not allowed to be left in rooms
22. All footwear must be in boot trays under the bed
23. Prisoners must wash all bedding weekly as a minimum
24. Maintaining a clean room should give you great pride and a sense of accomplishment. Please keep your room and the dorm clean
25. Progressive discipline may result from failure to comply with acceptable room standards.



Personal Hygiene

Personal Hygiene is the responsibility of each prisoner. Prisoners should take showers regularly in order to keep themselves neat and clean. Personal hygiene items including soap, razors, toothbrush, toothpaste, shampoo, and comb are issued on Sunday 8:00 am to 9:30 am and Wednesday 8:00 pm to 9:30 pm. Prisoners have access to toilet paper at any time from the storage closet in the Dorm. Shower shoes will not be worn outside the Dorm. All prisoners are expected to clean up after themselves in the bathroom, shower and common areas. Prisoners must be properly dressed both in and outside the housing unit.

Bathroom Rules

1. Flush all toilets and urinals after using them.
2. Dispose of all toilet paper and all other trash properly.
3. Turn off all faucets when you finish using them.
4. Clean up after any messes you make.

Telephone Rules

1. To use the telephone for the first time Please allow the duty Sergeant to move you into your room in the CORIS database (1-2 days). If you add phone numbers submit a “Telephone Request Form” to the Sergeant’s Office (It may take a couple business days to activate your numbers).
2. Report all telephone problems to the Sergeant’s office by filling out a “Trouble Request Form” and put it in the in-house mail box.
3. Telephones may be used from 6:00 am to lights out, 7 days a week.
4. If someone is waiting to use the telephone there is a 15 minute time limit.
5. Remember to conduct yourself in a respectful manner at all times while using the telephone.
6. Be considerate of others who are using the telephones.
7. You may only use the telephones on your walk.
8. Telephone conversations (with the exception of legal calls) may be monitored and/or recorded without notice.
9. There is a TTY device available for prisoners who may require its use. Please notify the Director if you need this assistance.

Contraband and Searches

1. You are prohibited from having or using contraband. Contraband is anything not authorized to be in your possession or anything used in an unauthorized or prohibited manner. In general, an item is contraband if it has: (a) not been issued by the facility, (b) not been approved by staff as incoming property, (c) not been purchased through the Canteen, (d) been altered for other than its intended use, or (e) the amount in your possession exceeds the authorized limit.
2. Materials, symbols, colors, or pictures involving any Security Threat Group are contraband, and may result in a disciplinary report and an STG Member Report.

3. Institutional equipment and supplies found in a prisoner's possession, other than the authorized area, are contraband.
4. You, your room and your property are subject to a search by staff at any time. Searches may be conducted **with** or **without** the prisoner present. All areas of the facility are subject to search at any time by an authorized staff member. Supervisors need not be present during searches.
5. Contraband will be confiscated and disposed of in accordance with Department policy.

Contraband

M.R.S.A. Title 17A, § 756 and 757. As used in this section, "contraband" means a dangerous weapon, any tool or other thing that may be used to facilitate a violation of section 755, or any other thing which a person confined in official custody is prohibited by statute or regulation from making or possessing.

A person is guilty of Trafficking in Prison Contraband if:

1. An individual intentionally conveys contraband to any person in official custody; or
2. An individual in official custody intentionally makes, obtains or possesses contraband. Trafficking in prison contraband is a Class C crime, punishable by imprisonment in excess of three years, but no more than five years.

Dining Room Procedures

1. You must wear some type of approved outdoor footwear: **NO BARE OR STOCKING FEET.**
2. You must wear a shirt with sleeves. No tank tops or t-shirts with the sleeves cut off.
3. You will not be allowed to wear shorts in the dining room.
4. All headwear **WILL BE REMOVED** upon sitting at the table and shall remain off until you get up to leave the building.
5. There will be no eating or swapping of food on the serving line.
6. Tableware and napkins will be available on the serving line.
7. You will get all your food when you go through the line. You will not return for forgotten items.
8. You may return to the line only to speak to the cook working in the kitchen after receiving permission from the dining room security officer.
9. You are expected to eat all your meals promptly and leave the dining area. **NO LOITERING.**

10. You may choose the standard cereal and toast breakfast or the alternate breakfast, when offered, but you may not choose both or combinations from either meal offered.
11. You may take one glass of juice and two milks for breakfast.
12. You will receive your order of toast when going through the line, up to 4 slices; this is the maximum allowable for breakfast. You may not return for additional servings.
13. Sugar will be available in bulk form on the serving line for all meals.
14. Breads, rolls or biscuits will be provided for each meal. You will be served 2 slices or rolls or biscuits upon request. Additional rolls or bread may be placed on the condiment table when available.
15. Jams, jellies, peanut butter, mayonnaise, ketchup, mustard, relish, as well as other condiments may be placed on the line for your use at the discretion of the cook on duty. Other condiments will be provided from the serving line.
16. The lunch menu will provide an alternative to the scheduled meal. You must select the meal in its entirety, combinations are not allowed.
17. You may take one dessert of your choice from the line, not to be exchanged once placed on your tray.
18. You may have two beverages for lunch and supper meals.
19. You may make only one trip to salad bar, filling the black salad bowl only.
20. Only take what you will eat so it isn't wasted. Please respect the rules that go with the salad bar as well as the privilege.
21. Once seated, you will not change tables, and the noise level will be kept to a minimum.
22. You will remove all your utensils and refuse from the table when you leave. Flatware is not to be thrown in the trash.
23. NO food item is to leave the dining room.
24. Special diet and religious meals will be served as directed by the food service manager and ordered by the appropriate medical or dental staff.
25. There is absolutely no assigned seating in the dining hall. Any behavior eluding to prisoners creating assigned seating is subject to disciplinary action.

General Program and Activity Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0700							
0800							
0900							
0915	Class Time - Library 9:15-10:30	Class Time - Library 9:15-10:30	Class Time - Library 9:15-10:30	Class Time - Library 9:15-10:30	Class Time - Library 9:15-10:30	Class Time - Library 9:15-10:30	Visits 9:00-10:30
0930							
0945							
1000							
1015							
1030							
1045							
1100							
1115							
1130							
1145							
1200	DSAT - Visit Rm 12:00-1:30					DSAT - Visit Rm 12:00-3:00	Visits - Level 3 only 12:00-2:00
1215	Class Time - Library 12:15-3:30	Class Time - Library 12:15-3:30	Class Time - Library 12:15-3:30	Class Time - Library 12:15-3:30	Class Time - Library 12:15-3:30	Class Time - Library 12:15-3:30	
1230							
1245							
1300							
1315							
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1500							
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1530							
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1600							
1615							
1630							
1645							
1700							
1715	Library for Restricted 5:15-5:30						
1730							
1745							
1800	Library for Dorm 3 5:45- 6:45	Thinking for a Change - Admin Conf Rm 6:00-7:00	Recreation - ALL 6:00-7:00	5:45-6:45 Thinking for a Change - Admin Conf Rm 6:00-7:00	Recreation - ALL 6:00-7:00	Recreation - Level 1&2 6:00-8:00	Recreation - ALL 6:00-8:00
1815	Recreation 6:00-8:00 Level 1&2		Recreation 6:00-8:00 Level 1&2				
1830	Library for D1 6:45-8:00		Library for D1 6:45-8:00				
1845							
1900							
1915							
1930		Visits 7:30-9:00					
1945				Visits 7:30-9:00			
2000							
2015							
2030							
2045							
2100							
2200							
2300							
2400							

Room Inspections ~ 0750 hrs. / **Formal Counts** ~ hourly / **Work Schedule** ~ all crews ready by 0700, early morning crews (Kitchen, Boiler Room, A.C., DOT) ready by 0430 hrs. (B.R.), 0545 hrs. (Kit), 0600 hrs. (AC, DOT)

Note: All events and times are subject to change. _____

Recreation

The gymnasium, weight room and ball field are available for a variety of free time activities when it is not being used for organized events. The hours of use and rules for the gymnasium and ball field are listed below.

- Mon./Wed./Fri. 6:00 pm to 8:00 pm – Level 1 & 2 only
All day starting at 6:00 am – Level 3 only
- Tues. /Thurs. 6:00 pm to 7:00 pm - All Levels
- Sat./Sun. 6:00 pm to 8:00 pm – All Levels
- Recreation will close at 8:00 pm for all prisoners regardless of dorm assignment or level.

Recreation Rules

1. Prisoners must remain at recreation until specific callbacks are made. Once a prisoner leaves during a callback, he cannot return to recreation. This includes prisoners on Level 3 in Dorm 1.
2. All prisoners must report to the officer on duty when entering the gym or when going to outside recreation, and when leaving either area during a callback. This includes prisoners on Level 3 in Dorm 1.
3. When recreation moves from outside to inside, prisoners are to wait at the side door of the gym (facing the softball field) until called in by an officer.
4. Prisoners who wish to participate in any activity on the gym floor must wear sneakers. During cold weather months, prisoners must carry sneakers to the gym.
5. Prisoners must leave musical instruments in the instrument cabinet when they are not in use. Musical instruments are to be used only by the owner.
6. Prisoners wishing to use the weight room may do so, but must ensure that all weights are picked up and put away. Free weights will not be dropped. Those prisoners using the weight room will not be involved in any other activity during that period. After using weight equipment, prisoners should use the Sanizide and paper towels provided and wipe down the contact surfaces of the equipment, please be considerate of the prisoner who may use the equipment after you.
7. Prisoners must notify the officer on duty of any injury sustained while engaged in any recreational activity, no matter how minor it may seem.
8. The assigned recreational officer controls recreational activities and times.
9. Abuse/misuse of any recreational equipment by a prisoner may result in loss of recreation privileges and/or disciplinary action.

10. Whenever the assigned recreation officer so directs, all prisoners are required to stop whatever activity they are involved in, and stand in place until instructed differently.
11. Prisoners using the recreation area may be assigned basic cleaning duties by staff prior to returning to the dorm.

Library

The CCF Library has a varied selection of books, magazines and newspapers, and is open during the posted hours.

Current newspapers and magazines are for use in the Library and are NOT to be taken out without permission.

If you are looking for a book that is currently not in our Library, it can be borrowed through the interlibrary loan program, see the Teacher for details.

Legal resources are available, through our law library, for all prisoners to use. Contact the Teacher for specific details and scheduling.

The Department's Policy and Procedures Manual is located in the Library. Contact the teacher to schedule a time when you may sit down in the Library office to review the manual.

Library Rules

1. Library users shall conduct themselves in a reserved manner to avoid disturbing others.
2. Users may borrow up to six (6) books and/or magazines at a time.
3. Books and magazines may be checked out for two weeks.
4. Books and magazines may be renewed once if others have not reserved them.
5. Books and magazines must be brought back to the library in order to be renewed.
6. Users may not check out additional books or magazines if they have overdue material.
7. Users must get books in person unless there are special circumstances.
8. Replace books in shelves as you found them.
9. Books not in the C.C.F. Library may be requested from other libraries through the Inter-Library Loan System.

10. Extended use and special requests:

- a. Typewriter, audio tapes, sound filmstrip viewer and computers are available in library during your dorms library hours on a first come first served basis. To reserve one of these and/or request extended library time, submit a written request to: The teacher and put it in your dorm mail box by 0700.
- b. Your request should contain the exact dates and hours for which you are requesting the item. Each request form covers only one week.
- c. Your dorm CO will be notified as to whether your request has been accepted by 6:00 pm on each requested date.

Law Library

1. The Law Library is available Monday through Friday during normal school hours at the user's request. The Law Library is also available Monday and Wednesday nights during regular library hours.
2. Ask the Learning Center staff for permission to use the Law Library materials.
3. Enter the Law Library only with permission of the staff person.
4. The Policy and Procedure Manual is available in the Law Library.
5. Prisoners at CCF seeking judicial relief will not be subject to reprisals or penalties because of their decision to seek such relief.

Extended Library Usage and Special Request:

For extended research time, a written request must be submitted to the teacher.

1. Make the request out to the teacher and put it in the Dorm 1 mailbox by 0700 hours before the requested date.
2. Your request should contain the exact date (or dates) and hours for which you which you are requesting extra time.
3. To insure typewriter use, please submit a request reserving a specific time and date. The staff person will determine the availability.
4. Your dorm CO will be notified and you will be called.
5. If the legal materials in the library do not meet your needs, submit a written request to the Teacher identifying the specific research materials needed.

Education

All CCF prisoners are encouraged to pursue educational goals and use the resources of the Education Department. Some popular programs are described below; any of these that are appropriate may be recommended by the Classification Committee and added to your case plan. Each can be individualized to fit the prisoner's needs, interests, and time.

1. Adult Basic Ed: Skill building in math, reading and writing.
2. GED preparation and testing for the high school equivalency diploma.
3. Vocational Backup: work on specific skills needed for a vocational training program.
4. PLATO: Access high school refresher courses, vocational learning etc.
5. Life Skills Counseling: Parenting class – learn family building techniques.
Choices – an excellent program to help you find out about yourself, and explore options.
6. Wilson Reading Program: Basic reading skills.
7. Computer study: Microsoft Excel – Business spread sheets.
Microsoft Word – Word processing.
General Typing – Typing practice.
8. College math for those prisoners under 25 years old.
9. AutoCAD: Computer Assisted Drafting.
10. Correspondence Courses.
11. Smoking Cessation

Some prisoners choose several learning activities, including a vocational program, to make the most of their time. Your goals may change while you're here; feel free to come back to Education and discuss your interests as you go along.

Classification Committee

The Charleston Correctional Facility has a Classification Committee/Unit Team that includes the Unit Manager, Chair; the Classification Officer; two Case Workers; Maintenance staff when available and one security staff. The Classification Committee / UMT normally meets weekly on Tuesday.

The purpose of the Classification Committee / Unit Management Team is to have your concerns and requests channeled through a team who have regular contact with you and know you as an individual. The Classification Committee / UMT review all requests from both prisoners and staff. Decisions made by the team will be sent to you in writing. All recommendations and decisions are subject to review and approval by the Director. Appeals of decisions should be addressed to the Director.

The Case Worker is responsible for presenting your LSI-R score (Level of Service Inventory-Revised) and areas of risk. Those risk factors should tie into a case plan that you have agreed to follow. You may submit requests for classification to the Unit Manager; all other requests should be sent to the Case Worker. Job Applications must be completed for **ALL** job requests and should be submitted to your Caseworker.

Besides your initial meeting, the Classification Committee / UMT will also meet with you for an annual review. The purpose of this annual hearing is to review how you are doing with your behavior, work and program participation. You will have the opportunity for personal input and discussion, and to sign off on your individual treatment plan review.

CCF LEVEL SYSTEM

There is an application process for all prisoners to advance in level. This will include close examination of your Behavior Management comments.

New prisoners that arrive at CCF will be placed on Level 2 probationary status. These prisoners will have all of the privileges of Level 2 but will need to apply and be approved for permanent Level 2 after 30 days. You must be on permanent level 2 before they can apply for Level 3.

Behavioral Expectations and Privileges for each level

Level 1

- Complete intake process
- Maintain a clean room
- Show up for work on time and do what is asked by the Crew Boss/staff.
- Put in requests for programs/services in case-plan and be case-plan compliant
- Remain free of write-ups
- Remain on Level 1 for 30 days for observation
- Apply to Unit Management Team (UMT) about why you deserve to move up a level
 - Will be allowed to have their electronics
 - Are not eligible for a paying job.
 - Will be assigned to jobs on-grounds only (with the exception of facility need).

- Day room will open at 6:00am, must remain on own walk after last formal count and in room with lights out at 11:00 pm weekdays, 12:00 pm weekends and holidays.

Level 2

- Be case-plan compliant
- Apply to UMT about why you deserve to move up a level by noting accomplishments.
- Maintain positive reports from Crew Boss and Dorm Officers/staff
- Remain free of write-ups
 - May be community status.
 - May be in a paying job.
 - Day room will open at 4:30 am, must remain on own walk at 10:00 and in room with lights out at 11:00 pm weekdays, 12:00 pm weekends and holidays.
 - Prisoners may use TV and Play Station in their rooms during the hours of 8:00am-4:00pm for the following reasons:
 1. Day off
 2. Completed Work Day
 3. In between work hours

Level 3:

- Remain free of any write-ups
- Maintain positive reports from Crew Boss and Dorm Officers/staff
- Must not be “on-grounds restricted” due to discipline or security concerns unless placement on this status is due to your crime.
 - Day room opens at 4:30am and may remain open until Midnight during the weekdays
 - **This rule is different for level 3 in Dorm 1: Day room will close at 11:00 pm, prisoners will be able to watch TV in their room until Midnight.**
 - There will be no restrictions for TV times in Day Room or in rooms.
 - **This rule is different in Dorm 1: Day room will close at 11:00pm weekday or 12:00 pm weekend.**
 - Lights out at Midnight on weekdays and 1:00am on weekends.
 - Netflix will continue (TV channels cannot be changed at this time)
 - Sunday visits will be 2 hours and it will be up to the Duty Sgt. to decide if it’s inside or outside.
 - Prisoners will be eligible for work-release.
 - Prisoners will be considered for furloughs and when approved, furlough passes.
 - Dorm 3 will have an extra recreation period T, W, Th & F starting at 5:15-until close.
 - Phone privileges extended from 6:00am to 11:00pm.

NOTE: Prisoners returning from work may check in with Dorm Officer then go straight to recreation.

Due to the housing situations in Dorm 1, the level 3 privileges will not be exactly the same as they are in Dorm 3. Every attempt will be made to keep level 3 prisoners moving to Dorm 3 as soon as space becomes available.

Prisoners are held in for medical appointments or programming could be given a task associated with the General Labor crew for the remainder of that day.

Prisoner is exhibiting behaviors that are not consistent with level 2 or 3 expectations, but do not rise to the level of a write-up may be moved back to level 2 or level 1 respectively. The purpose of level drop is to encourage pro-social behavior without entering into the formal disciplinary process. Prisoners may earn their way back up in level by doing the following:

- Comply with rules
- Have acceptable and positive notes in behavior management
- Follow all staff Directives
- Maintain Respectful attitude towards staff and other prisoners

Substance Abuse Services

Charleston Correctional facility offers a number of substance abuse services. They are: Differential Substance Abuse Treatment (DSAT), Psycho-educational substance abuse groups and limited individual counseling. In the event that your case-plan requires you to meet with the substance abuse counselor to determine the type of treatment that is appropriate for you, request forms are located in your living area, and they should be forwarded to the substance abuse counselor. These services are available to everyone who has an interest or a need. A substance abuse counselor is available on-site 24 hours per week.

The substance abuse treatment services provided at CCF focus on substance abuse, dependence, and relapse prevention planning. “DSAT is Differential Substance Abuse Treatment, psycho-educational substance abuse groups and individual counseling.” The groups focus on: the stages of change, understanding motivation, developing a solution-focused recovery environment, understanding seemingly irrelevant decisions as a pathway to relapse, practicing safe decision-making to safely navigate risky situations, roadblocks to healthy thinking, and thinking and behavior cycles that prevent successful recovery. Individual counseling is usually time-limited and focused.

Alcoholics Anonymous

These meetings are frequently attended by volunteers from outside the facility.

Charleston Correctional Facility hosts the following AA groups:

- Wednesdays at 6:30 pm – AA discussion group. This meeting is usually attended by members of the “Top of the Hill Group”.
- Wednesdays at 7:30 pm – AA study group. This meeting is usually attended by members of the “Big Book Study Group”.

VISITS

A. Scheduling Visits

1. All visits are by appointment only. The Visit Appointment Telephone number is: 285-7027. All visitors must have an appointment regardless of age. There will be no exceptions to this pre-appointment process. If there is a change needed to a visit, then it can be made by calling on the next appointment time.
2. Visiting hours will be held as follows:

Tuesday	7:30 PM – 9:00 PM
Thursday	7:30 PM – 9:00 PM
Saturday	9:00 AM - 10:30 AM and 2:00 PM - 3:30 AM
Sunday	12:00PM – 2:00 PM <u>Level 3 prisoners only</u>
3. Visit appointments will be taken by telephone only on Sundays 8:00 AM – 11:00 AM and again 12:00 PM – 3:00 PM.
4. Visits may be scheduled at the times listed above and can only be made for the immediate week. Visitors who wish to schedule two visits may do so on the same call, however any additional visit appointments will not be made until after 3:00.
5. No more than three (3) visitors may visit a prisoner at any given time. A fourth person may visit, but must be under the age of (6).
6. Only visitors who are on the prisoner's approved visiting list will be permitted to visit. Any person wishing to visit who has not previously been an approved visitor must submit a visitor application, Prisoners will be notified if their potential visitors are approved or denied visitation.
7. Visitors may only visit only one prisoner at a time, unless they receive prior approval in writing from the Director.
8. Former prisoners of the Charleston Correctional Facility or from other Department of Corrections' facilities must have been released at a minimum of one year before being considered for visitation. Former prisoners who have been released one year must obtain advanced approval in writing from the Director before a visit will be allowed.
9. Special consideration for visitation will be given to relatives of prisoners who are former prisoners regardless of their release date. Anyone on Probation/Parole must obtain written permission from their Probation/Parole Officer as well as the Director in order to schedule a visit.

10. Visitors will not be allowed through the traffic gate until fifteen (15) minutes prior to the start of the scheduled visiting period. Adult visitors shall be required to present government issued photo identification upon admittance (such as a driver's license). Minor visitors may be required to present government issued photo identification, such as a State of Maine identification card or other government issued identification, such as a birth certificate, upon admittance to the facility.
11. All visitors are to remain in their vehicles until the Visiting Room door is opened.
12. The Facility reserves the right to search any visitor and vehicle it deems necessary under the authorization of the Director or designee. Prisoners may be subject to a search for contraband at any time, during or after visits if the need is indicated by any of the officers on duty or the On-duty Sergeant.
13. Sunday (Family) visits for prisoners on Level 3 only. 8 prisoners will be allowed to have visits on Sunday on a first come, first serve basis. Appointments for Sunday are to be made the same as regular visits. The supervising officer will determine if the visits can be done outside or not. Some food may be brought to these visits, is subject to inspection and may be denied by the supervising officer.

B. Attending Visits

1. Visitors must be properly attired. **ACCEPTABLE DRESS:** Jeans and slacks, skirts and dresses knee length or longer. Tops and shirts that are loose fitting and completely cover the upper torso. **UNACCEPTABLE DRESS:** Gym shorts, boxer shorts, short-shorts or any items of clothing with revealing holes. Clothing which makes reference to drugs, alcohol, sex, violence or with vulgar or obscene language. Bare midriffs, half shirts, halter tops, tank tops, pajamas, lingerie, or see-through clothing of any kind. No bare feet. Dress code rules may be waived in cases where children (0-10) and senior citizens (60 and over) are involved. Officers will use common sense, respect and discretion. In instances where clothing worn by a visitor comes into question, the Visiting Desk Officer will notify the Duty Sergeant. Following a visual inspection, the Sergeant will make the determination if the visitor will be permitted to visit. If the visit is not allowed, the visitor will be advised to leave the property. There is no appeal.
2. Prisoners will be properly dressed for visits. This includes a shirt buttoned up and tucked in, boots/shoes properly tied. Jackets and hats will not be worn in the visit room.
3. A prisoner and visitor may embrace or kiss briefly at the beginning and end of the visit. Prisoners and visitors may hold hands during the remainder of the visit. Petting or sexual contact may be considered reason for ending the visit. The hands of the prisoner and visitor must be visible at all times. Unless otherwise restricted, prisoners may hold their minor children in their laps. All conduct during visits must be within proper limits of decorum out of respect for others.
4. The on-duty supervisor may choose to assign seating.

5. Visitors will keep their children under close supervision at all times. Visitors will not be allowed to bring food or drink into the visiting room with the exception of infant's nutrition. All children must be seated within the immediate vicinity of the parents or guardians. They may not sit unsupervised. They may not climb on furniture or disturb other visitors in any way, which includes yelling, screaming, throwing things.
6. Nothing will be passed between the visitors and the prisoner unless it has been cleared by the Visit Officer. Contraband for the purpose of this section is defined as "a dangerous weapon, any tool or other thing that may be used to facilitate a violation of Section 757 (Escape), or any other thing which a person confined in official custody is prohibited, by statute or regulation, from making or possessing. Examples of contraband are: weapons, cutting blades, drugs, marijuana, alcohol, files, money, and tobacco. Persons violating this rule will be suspended from visiting and are subject to criminal prosecution. It is a felony to aide in the escape of a prisoner.
7. There will be NO LOUD or PROFANE language. Be respectful of others.
8. Visitors will leave all handbags, suitcases, briefcases and other items not necessary during visits locked in their automobiles. No property will be allowed to be brought in by visitors. Visitors who bring diaper bags into the visit room must leave them with the Visit Officer. Visitor's coats/jackets will be stored in the prescribed area. The Facility will not assume responsibility for any of the visitor's personal effects
9. Persons suspected of carrying a weapon, who appear to having been drinking intoxicants, or appear to be under the influence of a controlled substance will be not admitted. Consuming or possessing alcohol or drugs on State property is a violation of State law.
10. No cameras or cell phones are allowed. Visitors will not be allowed to take photographs in or about the Facility.
11. Prisoners will remain seated once visits commence unless to speak to the Visit Officer. Prisoners and visitors shall not move about the visit room or visit with other prisoners or their visitors.
12. If there is only one visitor, then the visitor and prisoner must sit across from each other. Prisoners are required to sit facing the Visit Officer at all times.
13. All items purchased in the canteen machines for the prisoners will be consumed in the visiting room.

C. Conclusion of Visits

1. All visitors who leave the visiting room must go directly to their vehicle.
2. Prisoners will remain seated at the end of the visit until the Visit Officer directs him to leave. The prisoner will straighten the chairs and clean up his/her visit area.

3. A prisoner may be prohibited by the Director from receiving a visit from any other person when there is reasonable suspicion that allowing a visit between them would facilitate criminal activity or violation of facility rules and/or would create a risk to the safety of persons, security, or orderly management of the facility.

D. Other Visit Provisions

1. The Director may allow special visit accommodations, provided space and staff are available. Some examples of special visits which may be considered are:
 - a. A visitor traveling from out of state.
 - b. A family making a one-time visit from out of state.
 - c. And other special circumstances.
2. Professional visits may be allowed after receiving approval from the Director. Professional visitors may include an attorney, a representative of a legal advocacy organization, Department of Corrections' staff from outside of the facility, law enforcement officials, clergy and others, as determined by MDOC Policy & Proc. 21.4. Professional visits shall be provided in an area that affords an opportunity for confidentiality.
3. Failure to comply with the visiting policy may result in termination of the visit, as well as suspension of future visiting privileges.
4. The Facility will provide a private area to accommodate breastfeeding mothers for mothers and children only, prisoners will not be allowed in these areas.

Mail

Incoming:

1. Incoming letters must include the prisoner's name and MDOC # and be addressed as follows:

Prisoner Name MDOC #
Charleston Correctional Facility
1202 Dover Road
Charleston, Maine 04422

2. Incoming mail must include a verifiable name and return address.
3. They are opened to remove, checks, money orders and to inspect for contraband. Checks are forwarded the business office for deposit. Money orders and checks go to the Business Office for deposit to the prisoner's account.
4. Privileged mail is opened and inspected for contraband in the prisoner's presence, and must be signed for.
5. Prisoners will be notified when incoming mail is returned or outgoing mail is withheld.
6. Any cash that is sent in via mail will be returned to sender and will NOT be placed on prisoner's accounts.

Outgoing:

1. The state pays postage for two letters per week per prisoner.
2. Outgoing letters must be sealed in envelopes with complete return address and the following message:

"This correspondence is from the Charleston Correctional Facility. The contents have not been evaluated and the Charleston Correctional Facility is not responsible for the content of the enclosed communication".

These envelopes are available at the control office.

3. Legal mail is sent free if the prisoner has no funds. Large manila envelopes may be used only for legal mail addressed to a court or an attorney.
4. Packages will be accepted or mailed with a prisoner's MDOC number in the address.
5. Correspondence between prisoners is not allowed except as noted in Department Policy and Procedure 21.2.
6. Any outgoing mail that is suspected of containing contraband may be searched.

Media and Literature Review

CCF does not interfere with the right of prisoners to receive literature expressing unpopular or divergent views. However, material will not be allowed which constitutes a threat to security of the institution, contains sexually explicit material which by its nature or content poses a threat to the good order and discipline of the institution, or which facilitates explicit criminal activity.

Therefore, any material which depicts penetration, explicit homosexual behavior, torture, sex with animals or children, the use or manufacture of drugs, alcoholic substances, firearms, explosives, weapons, or other skills or implements which could reasonably be used to effect escape, cause harm to persons or damage to property; violates these standards and is prohibited. Material which is presumed to be or suspected of being contrary to the above guidelines will be reviewed by the Head of Security or designee.

Vocational Training

Vocational programs and industries programs are provided in wood harvesting, small saw mill operations, and finished lumber production. The finished lumber is sold to other DOC institutions and state agencies. The lumber is also used in the CCF industries program to manufacture fine furniture, wood crafts, prefabricated shelters, and construction projects.

Off Grounds Crews

D.O.T. – This unpaid crew is supervised by a Department of Transportation employee who has received DOC training as a Correctional Trades Instructor. The crew performs bridge cleaning and repair throughout central and northern Maine.

General Maintenance – The unpaid General Maintenance crew’s primary function is to perform Public Restitution tasks in the surrounding communities. Examples include remodeling/repairing public buildings.

Fire Crews – CCF maintains a volunteer firefighting crew that is available to the Forest Service for fighting fires statewide. Crew members are compensated by the Forest Service for their time.

Real Life Work Experience Opportunities

Prisoners, who are assigned to and actively participate with our various CTI work crews, can gain useful real life work experiences. Prisoners could quite conceivably find that the skills they acquired while on a CTI work crew, could be helpful upon their release. The following is a short list of our CTI work crews: Plumbing Crew, Welding Crew, Motor Pool Crew, Boiler Room Crew, and Waste Water Treatment Plant Crew. CCF also has an Industries Program, Sawmill crew and a Wood Harvesting Vocational Program.

Access to medical, dental and psychiatric care

The procedure for accessing medical, dental and psychiatric care is outlined below.

1. Sick call slips are available in racks outside the dorm offices. Each prisoner should fill out the top portion of the sick call slip completely. Completed sick call slips are to be placed into the designated locked boxes, marked "sick call", outside the dorm office before 6:30 am.
2. Nursing staff pick up sick call slips every morning before 7:00am, any sick call slips submitted after this time will not be evaluated until the next morning.
3. Nursing staff conduct sick call each morning at approximately 8:00am. Dorm officers will call prisoners to the medical department, at the request of the nursing staff. It is the prisoner's responsibility to be up and ready to go to the medical department when called.
4. Prisoners once evaluated by nursing staff will either be placed on no work/no gym status and /or other appropriate restrictions for a designated time or will be cleared for work. Prisoners who submit sick call requests but do not go to the medical department when called will be placed on medical room restriction until they are seen by the nurse. They may go to meals, but will not be allowed in the TV or game areas until cleared by either the nurse or the security supervisor.
5. Medication calls at the medical department are not sick calls! Prisoners requesting information or evaluation at this time will be sent back and instructed to submit a sick call slip for the following day. Medication call is a pill line only!
6. Medication passes conducted by nurses at in the dorms will be at the following times:

AM (morning)	6:00 am in Dorm 1	PM (bedtime)	8:30 pm in Dorm 3
	7:00 am in Dorm 3		9:00 pm in Dorm 1
7. Prisoners on level 3 may have the privilege of KOP (keep on person) medication. Medical staff with discuss this with prisoners when appropriate. Over the counter medication may be purchased through canteen.
8. Prisoners do not participate in medical, pharmaceutical, or cosmetic experiments. This does not preclude individual treatment of a prisoner based on his/her need for a specific medical procedure that is not generally available.
9. Any prisoner who suspects he/she may be infected with a communicable disease should contact the medical department as soon as possible, so a medical examination may be conducted.
10. At any time if a prisoner is in an emergency situation, access to medical care can be obtained by making this need known to the dorm officer, who will make the appropriate medical personnel aware. (Emergency - a situation that develops suddenly and calls for immediate action or extreme harm will result).

Prisoner Co-Pay Guidelines

1. A fee for medical and dental visits, prescriptions, non-prescription medications, and prosthetic devices shall be charged to prisoners and all such fees collected shall be retained by the facility to offset the cost of medical and dental care.
2. All prisoners shall be assessed a fee of \$5.00 for each visit for medical or dental services and \$3.00 for each prescription, non-prescription, medication and prosthetic device.
3. The following prisoners are exempt from the payment of a fee:
 - a. Prisoners receiving services initiated by facility staff.
 - b. Pregnant prisoners.
 - c. Prisoners who, as a result of a mental disorder or developmental disability, exhibit emotional or behavioral functioning that is so impaired as to interfere substantially with treatment or services of a long term or indefinite duration as determined by the facility's psychologist or psychiatrist.
 - d. Prisoners who are undergoing follow-up treatment ordered by facility health care staff, except that if unrelated problems are presented for assessment during a follow-up visit, a new co-pay charge shall be made.
 - e. Prisoners receiving emergency treatment, as determined by facility health care staff.
 - f. Prisoners receiving treatment for an injury which occurred while performing a work assignment.
4. If the prisoner has less than \$15.00 in his facility account at the time of the provision of the medical or dental service, prescription, medication, or prosthetic device, the fee shall not be collected immediately, but the charge shall remain active in the prisoner's facility account and be paid from money received by the prisoner from any source during the six months following the provision of the medical or dental service, prescription, medication, or prosthetic device, regardless of the balance in the account at the time of receipt of the money. After six months, the charges shall be deleted from the prisoner's facility account. New charges shall continue to accrue.

No prisoner shall be denied necessary health care because of a lack of ability to pay.

Informed Consent

Each prisoner will be provided general information regarding medical, dental and mental health care as part of the admissions health screening process. Each prisoner will be provided a general Consent to Treatment form for completion after being provided information to make **Informed Consent**. If a prisoner has a legal guardian for health care decisions, the health care staff will contact the prisoner's legal guardian to obtain consent.

For invasive medical or dental diagnostic or treatment procedures, the prisoner or guardian will be provided information about the condition, the nature and duration, benefits, consequences, and risks of the proposed procedure, any alternatives or options to the proposed procedure, and the consequences of refusing the proposed procedure. After the prisoner or guardian has had the opportunity to consider this information, and if the prisoner or guardian consents in writing, the procedure will be provided.

“Implied consent” is assumed if the prisoner has requested health care in writing and does not verbally refuse routine recommended care.

General HIV Guidelines

1. Prior to obtaining a blood sample HIV testing, written consent will be obtained from the prisoner.
2. Pre- and Post-test counseling will be made available to prisoners who are being tested for HIV.
3. Standard laboratory determinations will be used to confirm the HIV positive status of a tested prisoner.
4. Confidentiality regarding the HIV/AIDS status of a prisoner will be maintained in accordance with community standards and state regulations.
5. Medical records will not be marked in any way to highlight the HIV status of prisoners.
6. Educational programs will be offered to the healthcare and correctional staff, as well as the prisoners, regarding appropriate protection and other information regarding HIV disease.
7. HIV prisoners may be seen in the Chronic Care Clinic using current disease management guidelines.

Further information regarding health care services (HIV) can be accessed in the Library, by utilizing the MDOC Policy and Procedure Manuals.

Drug Testing

The Charleston Correctional Facility aims to provide a substance abuse free environment where prisoners who have had problems with alcohol or illegal drugs can maintain sobriety. Drug and alcohol use are strictly forbidden; penalties for use are severe and there is zero tolerance for trafficking. Random urine testing is routinely conducted; observations of behavior and suspicious activity may also be used as grounds for testing. Prisoners returning from furloughs and any Community Program such as D. O. T., work restitution, are also subject to urine testing. Alcohol testing may also be done when deemed appropriate by trained Security Staff.

When being tested, the prisoner must remain under staff supervision until he provides a urine specimen. Failure to provide a specimen within two hours will be treated as a refusal to do so, and the prisoner shall be subject to disciplinary action.

Mental Health

Mental Health services are available on a request basis and may also be a part of your case plan. Submit a sick call slip or request form to access services. In emergency situations see your caseworker, Unit Manager, Shift Supervisor or Mental Health staff.

If a staff member refers you to mental health for a Substance Abuse & Mental Health Assessment, you will be contacted concerning this assessment.

Following that assessment, treatment recommendations will be made. Those treatment options might be:

1. Short term individual counseling
2. Mental Health education
3. Crisis intervention
4. Psychological evaluation and testing
5. Referral to the staff Psychiatrist

Community Programs

Furlough

The Classification Officer oversees the furlough program which is designed to re-integrate the prisoner back into the community. This gradual re-integration gives the prisoner an opportunity to strengthen family ties.

Furloughs allow the prisoner time to spend with family outside the facility. First furloughs are up to 24 hours; subsequent furloughs may be extended to full week-ends.

There are two types of furlough applications: One is for an INITIAL furlough and the other is for a SUBSEQUENT furlough. These forms can be found in the dorms.

To be furlough eligible you must have served half of your total time, must have a good work and behavior record including being disciplinary free for at least 90 days. Case history factors will also be considered. You will be expected to write an essay as part of your furlough application. The furlough program is a privilege that must be earned. Excellent work and behavior records must be maintained to continue in the furlough program. Prisoners may apply for a furlough regardless of level if they meet eligibility

Consider these questions when you submit a furlough or SCCP essay. What brought you to prison? What you have done during your incarceration to address your areas of risk? What you have done to change your behaviors so you don't return to prison. Have you completed any programs? If so, which ones and where?

Applications for first furloughs must be submitted at least **(12) weeks** in advance; for routine furloughs **(5) weeks** lead time is required. Furlough applications may be found in the Housing Units. Once a first furlough has been approved, furloughs may be taken every **(60) days** and once a month in the last **(6) months**, twice in the last **(30) days**.

Prisoners leaving or returning from furlough will only be allowed to take out or bring back a reasonable amount of clothing, (normal wear for the duration of the furlough) prescription glasses, wedding ring and a watch.

Prisoners who arrive at CCF with a furlough approval may be granted their furlough regardless of level.

Special Furloughs may be recommended for prisoners who are furlough eligible in certain cases, including hospital stays, serious illness, and a death in the family.

Work Release enables some prisoners to work at jobs in the community for up to the last year of their sentence. To be eligible for work release 2 forms of identification are required, one must be a photo ID.

NO FOOD OR BEVERAGES MAY BE BROUGHT BACK FROM OFF GROUNDS.

Supervised Community Confinement (SCCP) enables prisoners to serve some of their sentence in the community under the supervision of their probation officer. To be eligible;

- You must have been in a Department of Corrections' facility for at least 120 days, and
- You must have completed at least half of your sentence if your term of imprisonment is 5 years or less or 2/3 if more than 5 years, and
- You must be down to your last 18 months of incarceration.

Your Caseworker can provide you with an application packet and assist you with the application process. Prior to submitting your written application you will be interviewed by a Community Corrections Supervisor who will make a recommendation whether or not you should be considered. The written application includes an essay similar to the furlough essay.

Good Time

Prisoners are awarded good time in accordance with the code in effect at the time of sentencing.

1983 Sentencing Code: Prisoners sentenced after 10/01/83 and whose crimes are committed before 10/01/95

- Have (10) days per month statutory good time deducted from their sentences when they enter the system.
- May earn up to (3) days per month for satisfactory work reports
- an additional 2 days per month for satisfactory work reports for minimum/community security work or programs, for a possibility to earn up to 5 days per month.

1995 Sentencing Code: Sentenced for crimes committed on or after 10/1/1995 but before 8/1/2004

- May earn 2 days for satisfactory behavior and
- 3 days for satisfactory work reports
- On unassigned status may earn 2 days for good behavior. (Those under the 1983 code are not eligible to earn good time in this status).

2004 Sentencing Code: crimes committed on or after 8/1/2004

- May earn up to 4 days for satisfactory conduct
- May earn up to 3 days for satisfactory work performance
- May earn up to 2 days for satisfactory community work/program performance

A prisoner may apply to have good time restored no later than 90 days prior to the prisoners projected release date if the prisoner has been found guilty of a Class A or B disciplinary violation within the previous 12 months. The prisoner shall include with the application the exceptional circumstances regarding outstanding conduct and outstanding participation in programs since the finding of guilt that warrant the restoration of good time deductions.

The request should include date of the write-up(s), a brief description of the write-up(s), the number of days lost, the number of days you are requesting to be restored.

This information must be submitted to the Chief Administrative Officer of the facility in which you are currently housed.

Good time may not be earned for periods with negative performance reports.

Prisoner Accounts

The Business Office maintains a trust account for each prisoner under his DOC number. A prisoner that has account activity receives an account slip documenting all money that goes into or out of his account. Account slips should be saved to verify statement transactions. Any questions on prisoner accounts should be sent to the accountant in charge of prisoner accounts in writing.

When money comes in through the mail, it is sent to the Business Office for deposit. Checks are put on hold for 10 working days. Postal money orders are treated as cash and are not put on hold.

Each trust account is divided into the following categories:

1. Current: funds available for discretionary spending.
2. Payables: summary of restitution, victim assistance, fines and child support.
3. Trust summary: transactions of funds received and disbursed.

You may accumulate income only after certain obligations are fulfilled. Obligations could include, but are not limited to, restitution, victim assistance, fines, filing fees, and child support. These obligations are met by deducting a percentage of certain types of receipts. The remaining income is placed in your account.

To send money out, complete a Money Transfer form and place it in the appropriate mail box in the Dorm for approval. Include a stamped and addressed envelope. Allow three business days, after being received in the Business Office (except holidays), for the check to be issued.

Rules and Procedures for Money Transfers

1. Transfer of funds to others is done via Inmate Authorization Form. On this form the prisoner states to whom, amount, and purpose of transfer.
2. Each prisoner may transfer money to two persons. The two persons shall be listed at time of admittance and approved by the Director. Each prisoner is responsible for notifying the two persons of this regulation and for making arrangements with them to pay bills, purchase orders, etc.
3. A prisoner may only transfer money to persons outside the institution that have been listed at the time of admittance. Changes will only be considered on a quarterly basis. If it becomes necessary to add/change/or delete the names listed, prisoner must submit a formal request to the Director stating the change and the reason it is necessary. Whether or not to honor the request will be contingent upon a full investigation.
4. For your own protection, do not give out the name, address, or telephone number of the persons on your money transfer list.

5. It is against institutional policy to send money to another prisoner, his family or friends, or on another prisoner's behalf.
6. A prisoner shall not transfer money from his account to the account of any other incarcerated prisoner.
7. **NO** financial transactions are permitted between prisoners and staff, or prisoners and volunteers.
8. It is against institutional policy to enter into a subscription contact with a magazine, record club, newspaper, etc. However, one of your two designated money transfer persons can do this for you.
9. Upon authorization of a money transfer, a pink receipt stating the date of posting and balance of account is given to the prisoner for his/her records.
10. Prisoners should retain their copies of all Money Receipts for reference and accounting.

More information can be found in Department Policy 2.12 Prisoner/Resident Accounts.

Prisoner Correspondence with Staff

It is a goal of the Charleston Correctional Facility that prisoners possess constructive living skills upon their return to the community. For that reason, CCF staff encourages prisoners to contact the proper staff on their own to resolve problems or questions at the informal level. This should help foster self-confidence and independent functioning.

The following procedures should provide any prisoner the opportunity to resolve complaints or to make inquiries informally. These procedures are not intended to restrict any prisoner's right to file a formal grievance, as permitted under Department Policy 29.1 Grievance Policy, or to appeal Classification Committee or Disciplinary Hearing decisions.

Correspondence Procedures

In the event you have a complaint or want to make an inquiry regarding a specific issue or concern, you should:

- A. Contact the first level staff person responsible for that issue/concern, as identified on the CCF Communication Contact List below.
- b. If you are unable to resolve your complaint after contacting the first level contact person, or you do not receive a response to your complaint/inquiry, you should contact the second level staff person, as identified on the CCF Communication Contact List for that specific issue/concern.
- c. When you have a problem, take it to the most appropriate staff member as indicated on the Communication Contact List. Usually this will be someone who works with you: the

staff in your living area, your caseworker, your crew boss. Don't leapfrog the chain of command; that is, not trying to resolve your issue at the lowest possible level.

Please refer to the CCF Communication Contact List below.

If you have any questions regarding the CCF Communication Contact List procedures, please contact your assigned caseworker or a security supervisor for explanation.

Communication Contact List


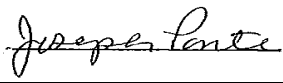
Administration	1st Level Staff Person	2nd Level Staff Person
Restoration of lost good time	Classification Officer	Director
Marriages (requests only)	Director	
Fiscal Management		
Prisoner Accounts	Business Office	
Personnel		
Complaints about staff	Employee's Supervisor	Next Higher Supervisor
Records		
Prisoner Files	Administrative Secretary	Caseworker
Release Date	Classification Officer	
County Jail Time	Classification Officer	
Security		
Housing-general questions	Unit Officer	Sergeant/OIC
Property	Property Officer	Sergeant/OIC
Food Services		
All General Services	Food Service Manager	Deputy Superintendent for Support Services
Sanitation/Hygiene		
Personal Hygiene	Unit Staff	Sergeant/OIC
Laundry	Unit Staff	Sergeant/OIC
Medical/Health Care		
Medical Treatment	Nurse	CMS Administrator
Eye Care	Nurse	CMS Administrator
Dental	Nurse	CMS Administrator
Mental Health	Nurse	CMS Administrator
Institutional Rights		
Legal Services	Caseworker	Director
Communication		
Correspondence	Unit Staff	Sergeant/OIC
Magazines/Packages	Unit Staff	Sergeant/OIC
Telephone Problems	Unit Staff	Sergeant/OIC
Visits	Unit Staff	Sergeant/OIC
Special Mail Requests: Certified, registered, large packages	Administrative Secretary	Duty Sergeant

Programs		
Educational Programs	Teacher	Director
Counseling Substance Abuse	Substance Abuse Counselor	Caseworker
Special Programs (AA, etc.)	Caseworker	Director
Library Services		
General Services	Teacher	Duty Sergeant
Law Library	Teacher	Duty Sergeant
Recreation Activities		
Recreational Programs	Recreation Staff / Officer	Sergeant/OIC
Canteen	Warehouse Superintendent	Deputy Superintendent for Support Services
Religious Services		
Services/Counseling	Chaplain	Director
Social Services		
Crisis Intervention	Caseworker	Duty Sergeant
Outside Agency (Resource Coordinator)	Caseworker	
General Counseling	Caseworker	
Release Planning	Caseworker	
Marriages (arrangements)	Caseworker	
Industries		
Wood Shop	Wood Shop Supervisor	Director
Community Programs		
Furloughs	Community Programs Coordinator	Director
Work Release	Community Programs Coordinator	Director

Note: If you need assistance in contacting the first or second line staff person or need to make an inquiry or feel that you have a complaint that is not covered on the Communication Contact List, please contact your Caseworker.

Counsel Substitutes

Counsel substitutes are prisoners trained by the Advocate to assist other prisoners in disciplinary actions. Any prisoner is entitled to consult with a counsel substitute and/or have the counsel substitute present at the disciplinary hearing.

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CHAPTER 20: PRISONER DISCIPLINE		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: July 30, 2002	LATEST REVISION: April 15, 2013

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Sections 1402, 1403, and 3032.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections to designate prisoner disciplinary violations and dispositions for the purpose of maintaining the orderly management of correctional facilities, as well as safety and security. This policy also applies to prisoners of the Department who are outside a Departmental facility at the time of the violation. It is also the policy of the Department of Corrections to assure that, in all matters of prisoner discipline, procedures that are consistent with the constitutional and statutory rights of the individual prisoner shall be followed. Disciplinary action is not to be capricious or retaliatory in nature, and a fair and impartial disposition shall be made in each case. Each facility shall ensure that all prisoners are provided with the information outlined in this policy and procedures. This policy and procedures shall be reviewed annually and revised as necessary.

IV. CONTENTS

- Procedure A: Informal Resolution
- Procedure B: Formal Resolution
- Procedure C: Disciplinary Hearing
- Procedure D: Classes of Violations and Dispositions
- Procedure E: Acts Prohibited (Violations)
- Procedure F: Classification Review

V. ATTACHMENTS

- Attachment A: Informal Resolution of Rule Violation Agreement
- Attachment B: Disciplinary Report
- Attachment C: Letter of Notification of Disciplinary Hearing
- Attachment D: Notice of Continuation – Disciplinary Hearing
- Attachment E: Disciplinary Hearing Summary
- Attachment F: Appeal and Decision on Appeal
- Attachment G: Disciplinary Report Information
- Attachment H: Disciplinary Segregation Report to Commissioner
- Attachment I: Disciplinary Chronology

VI. PROCEDURES

Procedure A: Informal Resolution

1. Any facility staff that observes, receives a report of, or otherwise discovers prisoner conduct that is considered a violation of any rule shall dispose of such incident informally or formally.
2. To resolve a rule violation informally, the facility staff may propose to the prisoner to counsel, warn, verbally reprimand, assign extra work, require restitution if property was destroyed or damaged, or impose restrictions on privileges. Any extra work, restitution, or restrictions shall be:
 - a. In accordance with informal sanctions approved by the Commissioner;
 - b. Imposed by agreement between the prisoner and the staff who observed or discovered the behavior (or if observed or discovered by a person who is not facility staff, by agreement between the prisoner and the facility staff to whom the conduct was reported). The agreement shall be in writing, include the prisoner's waiver of his/her right to a formal hearing on the rule violation, and be signed by the prisoner, the facility staff, and the Shift Supervisor or Unit Manager. (see Attachment A, Informal Resolution of Rule Violation Agreement);
 - c. Imposed for no more than seven (7) days, which may be consecutive or intermittent (if extra work or restrictions); and
 - d. Documented by recording an entry in CORIS.
3. If the prisoner refuses the proposed informal resolution, then the staff shall complete and submit a disciplinary report in accordance with the formal resolution process.
4. Any proposed informal resolution of a rule violation that has been agreed to by a prisoner shall be reported immediately to a Shift Supervisor or Unit Manager for approval, modification, or disapproval. If the Shift Supervisor or Unit Manager

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does not approve the proposed informal resolution, he/she may: (1) modify the resolution, with the agreement of the prisoner, (2) direct the staff to proceed formally, or (3) direct the staff to drop the issue.

5. The Shift Supervisor, Unit Manager, or designee, shall ensure an approved informal resolution is satisfactorily completed and documented on the Informal Resolution Rule Violation Agreement and in CORIS.
6. A rule violation that is informally resolved does not constitute a disciplinary violation for the purpose of determining eligibility for a furlough pass or furlough leave or for participation in any other program. However, a prisoner counsel substitute receiving an informal resolution may not continue in that position.
7. The conduct leading to an informal resolution may be one factor used in considering whether to actually grant a furlough pass or furlough leave or approve participation in any other program.
8. If a prisoner does not abide by the informal resolution, the prisoner shall be charged with the original rule violation, as well as a disciplinary violation of Informal or Formal Resolution.

Procedure B: Formal Resolution

1. Any facility staff that observes, receives a report of, or otherwise discovers prisoner conduct that is considered a violation of any rule shall dispose of such incident informally or formally.
2. Any proposal to proceed with a formal resolution of a rule violation without first attempting an informal resolution shall be reported immediately to a Shift Supervisor or Unit Manager for approval or disapproval. If the Shift Supervisor or Unit Manager does not approve proceeding with a formal resolution, he/she may direct the staff to (1) attempt an informal resolution with the prisoner, or (2) drop the issue. If the Supervisor or Manager approves proceeding formally, the following procedures apply.
3. When facility staff considers a formal resolution of an alleged rule violation necessary for proper discipline and control, and the Shift Supervisor or Unit Manager agrees, or a prisoner refuses a proposed informal resolution, or a prisoner fails to abide by an agreed to informal resolution, the staff shall complete a Disciplinary Report (see Attachment B) and deliver it personally to a Shift Supervisor or Unit Manager prior to the end of the next day that the staff is working, unless that would be more than 72 hours, in which case the staff shall complete and deliver the report prior to going off duty. When the charge involves drug or alcohol testing, the request for test form, a printout, photocopy, or photograph of the test results, and the chain of custody form, if any, shall be

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attached to and become part of the disciplinary report. The timeframe for submission of the disciplinary report begins when the behavior is observed or discovered by facility staff. If a violation is observed or discovered by any person who is not facility staff and is reported to facility staff, the timeframe for submission of the disciplinary report begins after receipt of the report by facility staff.

4. The Shift Supervisor or Unit Manager receiving the disciplinary report shall review the report with the reporting facility staff without unnecessary delay to ensure that the report clearly sets forth the incident and the charge. If it does not, the Supervisor or Manager shall assist the reporting staff in writing the report more clearly. The Shift Supervisor or Unit Manager shall sign the report once approved.
5. A prisoner may not be segregated or otherwise restricted merely because of a pending discipline. However, as a separate matter, a prisoner who may pose a continuing threat may be placed on emergency observation status and otherwise restricted as provided in Policy 15.1, Administrative Segregation Status. This is not punishment and shall not be considered in determining the appropriate disposition for a disciplinary violation.
6. If the alleged violation might constitute Murder or a Class A, B, or C crime, the Chief Administrative Officer of the correctional facility shall refer the matter to the appropriate prosecutor. If the alleged violation might constitute any other crime, the Chief Administrative Officer of the correctional facility may refer the matter to the appropriate prosecutor. Even when a decision to refer for prosecution is made, the alleged violation may be processed as a disciplinary matter. The time frames for processing the alleged violation as a disciplinary matter may be suspended by the Chief Administrative Officer if processing the alleged violation as a disciplinary matter might compromise a criminal investigation or prosecution.
7. Once a disciplinary report has been reviewed and signed by the receiving Shift Supervisor or Unit Manager, that Supervisor or Manager shall forward the report to a security staff person for investigation.
8. The investigator shall be someone other than the receiving Shift Supervisor or Unit Manager and shall not be involved in either the incident or its write up. The investigator shall initiate an investigation into the alleged violation within twenty-four (24) hours and shall complete the investigation without unnecessary delay. The investigator shall read the disciplinary report to the prisoner and ask the prisoner if he/she wishes to make a statement. If the investigator cannot contact the prisoner due to the prisoner's unavailability (e.g., at court, in the hospital, or on escape), the contact shall take place as soon as possible after the prisoner becomes available. The prisoner shall notify the investigator of any known witnesses. The investigator shall forward the prisoner's statement, including the

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names of any known witnesses, to a staff person designated by the facility Chief Administrative Officer to process disciplinary paperwork.

9. The facility Chief Administrative Officer shall designate facility staff to act as disciplinary hearing officers. No person may act as a disciplinary hearing officer unless he/she has been trained in this policy and procedures. The training shall be documented in the staff person's training file.
10. Only a designated disciplinary hearing officer, or the Chief Administrative Officer, or designee, may dismiss a disciplinary report and only if the facts as described in the disciplinary report do not constitute a violation, the timeframe for completing and submitting the disciplinary report was not adhered to, or there appears to have been a violation of the prisoner's statutory or constitutional rights. Before dismissing a report due to an apparent violation of the prisoner's rights, the disciplinary hearing officer or Chief Administrative Officer, or designee, shall consult with the Department's legal representative in the Attorney General's Office. Whenever a report is dismissed, the person making the decision to dismiss shall document the reason(s) for the dismissal in writing.
11. If the disciplinary report has not been dismissed, a staff person designated to process disciplinary paperwork shall provide to the prisoner without unnecessary delay a Letter of Notification of Disciplinary Hearing (see Attachment C); a list of counsel substitutes; and copies of the disciplinary report, other reports of the incident (unless confidential), any photographs relating to the incident (unless it would compromise safety or security), and the prisoner's statement, if any, to the investigator. Under no circumstances may a prisoner be provided a photograph of a victim, personal information relating to a victim (e.g., social security number, personal address, or phone number), an audio or video recording, or an actual exhibit.
12. The notification shall inform the prisoner of the name and class of the violation(s) charged, the name of the disciplinary hearing officer scheduled, and that, if he/she wishes to call witnesses at the hearing, he/she shall inform the disciplinary hearing officer of the witnesses he/she wishes to call within twenty-four (24) hours after he/she receives the notification.
13. The disciplinary hearing officer shall be someone other than the receiving Shift Supervisor or Unit Manager and shall not be involved in either the incident or its write up, but may be a person who merely processed the disciplinary paperwork. The fact that a person took some action outside the disciplinary process after the incident was over including, but not limited to, placing the prisoner on emergency observation status, does not disqualify the person from acting as the disciplinary hearing officer. A change in the scheduled disciplinary hearing officer does not require a new notification to the prisoner.

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14. The notification shall also inform the prisoner that, if he/she wishes to be represented by counsel substitute, he/she shall inform the disciplinary hearing officer of the counsel substitute he/she has selected within twenty-four (24) hours after he/she receives the notification. It is the responsibility of the prisoner to secure counsel substitute and inform him/her of the date and time of the hearing. Facility staff shall facilitate communication between the prisoner and the counsel substitute he/she requests. If the date or time of the hearing is changed, the prisoner shall receive written notice of the change sufficiently in advance of the hearing to permit the attendance of his/her counsel substitute, if any.
15. A counsel substitute is a staff member of the Department of Corrections or a prisoner approved by the Chief Administrative Officer who voluntarily assists a prisoner in preparing and presenting his/her defense at a disciplinary hearing. If it is determined at any time during the disciplinary process that a prisoner is not capable of preparing and presenting his/her defense effectively on his or her own behalf, the disciplinary hearing officer shall assign a staff counsel substitute to assist the prisoner and shall continue the disciplinary hearing, if necessary, to permit the counsel substitute to effectively assist the prisoner. A prisoner may not be approved as a counsel substitute unless he/she has not been found guilty of a Class A or B disciplinary violation for six (6) months prior to approval. The prisoner must remain free of disciplinary violations, whether resulting in an informal or formal resolution. No person may act as counsel substitute unless he/she has been trained in this policy and procedures. Each facility shall have a minimum of one (1) facility staff member trained and available to act as a counsel substitute. The training shall be documented in the staff person's training file.

Procedure C: Disciplinary Hearing

1. The disciplinary hearing officer shall hold a hearing on the alleged violation without unnecessary delay, provided that the hearing may not be held sooner than twenty-four (24) hours after the prisoner receives the notification of the hearing, unless the prisoner waives, in writing, his/her right to the twenty-four (24) hour notice. The hearing shall be held no later than seven (7) days, excluding weekends and holidays, after the prisoner receives the notification of the hearing, unless it is continued for good cause shown. If a hearing cannot take place within the seven (7) days due to the prisoner's absence from the facility (e.g., court, hospital, escape), it shall be scheduled for as soon as practicable, but no later than seven (7) days, excluding weekends and holidays, after the prisoner's return to Departmental custody. The reason(s) for any delay or for any continuance shall be documented.
2. At any time prior to his/her hearing, the prisoner may waive, in writing, his/her right to a formal hearing. Such waiver may be made in connection with either a

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plea of guilty or a plea of no contest. The waiver shall be submitted to the disciplinary hearing officer, who shall review the case with the prisoner charged in order to recommend an appropriate disposition. By waiving his/her right to a formal hearing, the prisoner waives his/her right to appeal the finding of guilt. He/she does, however, maintain his/her right to appeal the recommended disposition.

3. Either before or during the hearing, the disciplinary hearing officer may continue the hearing for good cause shown, but in no case may the continuance be for more than thirty (30) additional days (see Attachment D, Notice of Continuation-Disciplinary Hearing). Requests to the disciplinary hearing officer for continuance made by the prisoner shall be in writing and shall be submitted to the disciplinary hearing officer prior to the hearing, unless the cause for the continuance arises during the hearing. Generally, hearings will not be continued to permit recreation, visits, programs, or other similar activities.
4. Either before or during the hearing, the disciplinary hearing officer may dismiss the disciplinary report if and only if one of the reasons set out in Procedure B. 10 exists.
5. The prisoner charged has a right to be present at the hearing, which right may be waived by the prisoner. He/she also has the right to be assisted at the hearing by a counsel substitute. The disciplinary hearing officer may, however, conduct the hearing in the absence of the prisoner charged or counsel substitute, if the prisoner or counsel substitute fails to appear for the hearing after he/she has been duly notified or if, immediately prior to or during the hearing, the prisoner's behavior or counsel substitute's behavior is inconsistent with the hearing process to the extent that the prisoner or counsel substitute must be excluded or removed from the hearing room. If a hearing is conducted without the prisoner or counsel substitute being present, the circumstances of the prisoner's or counsel substitute's absence shall be documented in the written summary.
6. At the opening of the hearing, the disciplinary report and charge(s) shall be read and fully explained to the prisoner by the disciplinary hearing officer. The prisoner shall enter a plea to the charge(s). The prisoner shall be given an opportunity to reply to the charge(s). The disciplinary hearing officer may ask the prisoner questions.
7. The disciplinary hearing officer may permit the prisoner, or his/her counsel substitute, to call one or more witnesses and to question any witness who testifies in person or by telephone at the hearing. The disciplinary hearing officer may require that the prisoner, or the counsel substitute, question any witness indirectly by relaying questions through the disciplinary hearing officer. Testimony from witnesses may be presented in writing with the permission of the disciplinary hearing officer. A prisoner shall not be given permission to have a

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witness from outside the correctional facility physically brought to the disciplinary hearing. However, testimony from an outside witness may be presented by telephone or in writing with the permission of the disciplinary hearing officer. The disciplinary hearing officer may call one or more witnesses and question any witness who testifies in person or by telephone at the hearing.

8. Permission to call or question a witness, including a witness testifying by telephone, shall not be unreasonably withheld or restricted. Whenever permission to call or question a witness is withheld or restricted, the disciplinary hearing officer shall document the reason(s) in the written summary. If a witness is to be permitted to testify, the disciplinary hearing officer shall take all reasonable steps to ensure the testimony of the witness is presented at the hearing. Whenever permission has been granted to call a witness and the witness does not testify, the disciplinary hearing officer shall document the reason(s) in the written summary.
9. The disciplinary hearing officer may permit the prisoner, or his/her counsel substitute, to present or examine exhibits. Permission to present or examine exhibits shall not be unreasonably withheld or restricted. The disciplinary hearing officer may present and examine exhibits.
10. Whenever permission to present or examine exhibits is withheld or restricted, the disciplinary hearing officer shall document the reason(s) in the written summary. When examination by a prisoner of an exhibit would compromise security or safety, the disciplinary hearing officer may permit the prisoner to examine a photograph of the exhibit or may permit an examination of the actual exhibit or a photograph of the exhibit by staff acting as counsel substitute. When a prisoner's listening to an audio recording or viewing a video recording of an incident would compromise security or safety, the disciplinary hearing officer may permit staff acting as counsel substitute to listen to or view the recording.
11. When confidential information is necessary to support a finding of guilt, a written summary of the confidential information that does not reveal the identity of the informant shall be presented at the hearing in the presence of the prisoner. The Shift Supervisor or Unit Manager who received the disciplinary report shall ensure that the written summary is provided to the disciplinary hearing officer prior to the hearing, and the disciplinary hearing officer shall ensure that the written summary is read to the prisoner or otherwise presented at the hearing and is made part of the record of the hearing.

The Shift Supervisor or Unit Manager who received the disciplinary report shall ensure that the identity of the informant, the detailed statement of the informant, and the reason(s) for relying on the informant or the information is provided to the disciplinary hearing officer prior to the hearing, and the disciplinary hearing officer shall ensure that this confidential information is not presented at the hearing or otherwise revealed to the prisoner who is the subject of the hearing, a

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prisoner acting as counsel substitute, or any other prisoner. This confidential information shall be retained in accordance with Department policy and procedure but shall not be made part of the disciplinary documentation accessible to the prisoner.

12. Upon completion of the hearing, the disciplinary hearing officer shall determine guilt or innocence for any charge not dismissed. The finding of guilt or innocence must rest solely upon evidence produced at the hearing, including, but not limited to, the disciplinary report, the prisoner's statement, if any, to the investigator, any exhibits, and the testimony of any witnesses. In the case of a charge for which possession is an element, and more than one prisoner exercises control over an area in which the item was found, a finding of possession by one or more prisoners may be based on a determination that there is some evidence that the prisoner or prisoners exercised control over the item. Otherwise, a finding of guilt must be based on a determination that it is more probable than not that the prisoner committed the violation. A positive drug or alcohol test result (confirmed by an independent test, if required by the Department's Drug and Alcohol Testing Policy) is sufficient to meet this standard for the disciplinary violations of Alcohol, Trafficking, Trafficking Marijuana, or Under the Influence or Taking of Substances, whichever is applicable. A prisoner may be found guilty of a lesser violation than the one charged, provided that the lesser violation is of the same nature as the violation charged. The disciplinary hearing officer shall recommend a disposition authorized for each violation of which the prisoner was found guilty. The disciplinary hearing officer shall separately specify the recommended disposition for each charge a prisoner is found guilty of.
13. In the case of a prisoner who has been found guilty and who has been identified as mentally ill or developmentally disabled, the disciplinary hearing officer shall consult with the appropriate mental health staff prior to determining the disposition.
14. The prisoner shall be advised of the decision and the basis for it and of the disposition recommended for each guilty finding. The disciplinary hearing officer shall prepare a written summary of the evidence presented, the decision, a statement of the reason(s) and evidence relied on for the decision and the recommended disposition for each guilty finding (see Attachment E, Disciplinary Hearing Summary). The summary shall also contain documentation of any consultation with mental health staff.
15. A copy of this summary shall be provided to the prisoner, as soon as possible following the conclusion of the hearing. This summary must be provided within twenty-four (24) hours of the conclusion of the hearing, unless the prisoner has less than forty-eight (48) hours until release, in which case, it must be provided

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immediately following the conclusion of the hearing. Upon request, a copy shall be provided to the reporting staff.

16. When the prisoner is provided the summary, the prisoner shall be advised by the disciplinary hearing officer that he/she may appeal the decision and recommended disposition within fifteen (15) days (or other timeframe for a prisoner who has less than fifteen (15) days until release) to the Chief Administrative Officer, or designee, of the facility where the disciplinary hearing was held. The disciplinary hearing officer shall ask the prisoner whether the prisoner wishes to waive the right to appeal.
17. If the prisoner signs the waiver or if a prisoner who does not sign the waiver does not submit a timely appeal, no appeal will be considered and the prisoner's Unit Manager shall ensure that the disposition(s) are imposed.
18. If the prisoner does not sign the waiver, an appeal (see Attachment F) may be submitted to the Chief Administrative Officer, or designee, within fifteen (15) days (or other timeframe for a prisoner who has less than fifteen (15) days until release) of the prisoner's receipt of the summary. If a timely appeal is submitted, the Chief Administrative Officer, or designee, shall review and consider the appeal, the decision, and the recommended disposition. The timeliness of the appeal is determined by the date and time it is received by the Chief Administrative Officer, or designee.
19. Prisoners shall have the right to appeal the disciplinary decision and the recommended disposition made by the disciplinary hearing officer.
 - a. For prisoners who have at least fifteen (15) days until release, then, within fifteen (15) days from the prisoner's receipt of the summary of the disciplinary hearing officer's decision and recommended disposition, a prisoner found guilty may submit to the Chief Administrative Officer, or designee, an appeal, with reasons therefore, prepared by the prisoner or counsel substitute on a form provided to the prisoner by the disciplinary hearing officer.
 - b. For prisoners who have less than fifteen (15) days until release, no later than one (1) hour prior to release, a prisoner found guilty may submit to the Chief Administrative Officer, or designee, an appeal, with reasons therefore, prepared by the prisoner or counsel substitute on a form provided to the prisoner by the disciplinary hearing officer.
20. The Chief Administrative Officer, or designee, may affirm, modify, or reverse the decision and/or recommended disposition(s) of the disciplinary hearing officer, dismiss the disciplinary report if and only if one of the reasons set out in Procedure B. 10 exists, or remand the matter to the disciplinary hearing officer

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for a new hearing or to the Shift Supervisor or Unit Manager who received the disciplinary report for an attempt at an informal resolution. The Chief Administrative Officer, or designee, may not reverse a decision or remand a matter unless the prisoner has been found guilty of a disciplinary charge and may not increase the severity of the disposition recommended by the disciplinary hearing officer.

21. The prisoner shall be notified in writing as to the decision on the appeal of his/her case by the Chief Administrative Officer, or designee (see Attachment F). The disposition(s) may not be imposed prior to the review, which must be completed within thirty (30) days of receipt of the appeal.
22. Any written waiver signed by a prisoner as part of the disciplinary process is final and may not be withdrawn.
23. Designated staff shall complete and maintain appropriate documentation for every disciplinary case in which a prisoner is found guilty. (see Attachment G, Disciplinary Report Information, Attachment H, Disciplinary Segregation Report to Commissioner and Attachment I, Disciplinary Chronology)
24. If, at any time during the disciplinary process, the prisoner is found not guilty or the disciplinary report is dismissed, the disciplinary report and any other disciplinary documents shall be forwarded to the Chief Administrative Officer, or designee, who shall examine the documents and then destroy them. In a case in which a prisoner is found guilty of some, but not all charges, the parts of the disciplinary documents listing the charges for which the prisoner was found not guilty or which were dismissed shall be blacked out after review by the Chief Administrative Officer, or designee. Documents, other than disciplinary documents, which describe the incident, such as emergency observation documents, log book entries, etc., shall not be destroyed, or blacked out.
25. The Chief Administrative Officer, or designee, may at any time modify a disposition of disciplinary segregation time to a disposition of disciplinary restriction time of the same number of days.
26. The Chief Administrative Officer, or designee, may at any time suspend some or all of any disciplinary disposition that the prisoner has accumulated if the prisoner has demonstrated an extended period of good behavior. The suspension may be revoked in whole or in part by the Chief Administrative Officer, or designee, if the prisoner is found guilty of having committed a new violation at any time.
27. After consultation with appropriate medical or mental health staff, the Chief Administrative Officer, or designee, may at any time suspend some or all disciplinary segregation time or disciplinary restriction time that a prisoner has accumulated to the extent necessary to address medical or mental health needs.

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After consultation with appropriate medical or mental health staff, the suspension may be revoked in whole or in part by the Chief Administrative Officer, or designee, if the prisoner's medical or mental health condition allows.

28. The Chief Administrative Officer, or designee, shall review all disciplinary hearings and dispositions to assure conformity with Departmental Policy.

Procedure D: Classes of Violations and Dispositions

1. The purpose of this section is to define and grade violations in order to limit official discretion and to give fair warning to the prisoner of what conduct is prohibited and what the possible consequences of disciplinary violations are. It is also the purpose of this section to prescribe punishments that are proportionate to the seriousness of the violation.
2. Disciplinary segregation is confinement in a cell, room or other living space assigned to a prisoner on disciplinary segregation status. A prisoner on disciplinary segregation status shall be treated in accordance with Departmental Policy 15.2, Disciplinary Segregation. Disciplinary restriction is confinement to the prisoner's own cell, room, or other living space. Privileges, including work, programming, and recreation, are suspended, unless specified otherwise. Prisoners on disciplinary restriction shall not be allowed any electronic entertainment equipment or musical instruments.
3. Violations are divided into four (4) categories: A, B, C, and D, with A being the most serious violation. A prisoner found guilty of more than one (1) charge may receive concurrent or consecutive dispositions. Dispositions received for new violations are consecutive to any dispositions received for prior violations and not yet completed.
4. If a prisoner commits another violation within one hundred and twenty (120) days of committing a previous violation of the same class or a higher class, the prisoner may receive a disposition for a "multiple violation" of the class of the more recent violation and receive a disposition allowed for the next higher class of violation, e.g., a Class "C" violation may be disposed of as a Class "B" violation upon a finding of guilt if the prisoner committed a Class "C" or higher class violation within the 120 days prior to the commission of the new violation.
5. In any case, the disciplinary hearing officer may recommend the imposition of a punishment and the suspension of all or some of its execution. The Chief Administrative Officer, or designee, may accept or reject the recommendation. If the prisoner commits another violation within ninety (90) days from the date of suspension of the punishment by the Chief Administrative Officer, or designee, the suspension may be revoked in whole or in part by the Chief Administrative Officer, or designee, upon a finding of guilt of the new violation.

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6. Non-contact visitation may be required by the Chief Administrative Officer for a prisoner who is found guilty of a disciplinary drug or tobacco violation (Test, Refusing to Take Drug Test; Trafficking; Trafficking Marijuana; Under the Influence or Taking of Substance {other than an alcoholic substance}; Smoking) or found guilty of a criminal violation of Trafficking in Prison Contraband or Trafficking in Tobacco. Such a restriction may be imposed for either a definite or indefinite period of time.
7. A prisoner found guilty of a Class A or B disciplinary violation shall be required to dispose of all grandfathered personal property within thirty (30) days by one of the pre-approved disposition methods for non-allowable property (mailing the property out at the prisoner's expense, sending the property out with a visitor, or donating the property to the facility for disposition).
8. The following are the 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 sanction, up to \$100.00.
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 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.

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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.

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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.

Procedure E: 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

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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.

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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.

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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

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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.

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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.

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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.

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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/she 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.

Procedure F: Classification Review

1. Conduct constituting a disciplinary violation may result in changing a prisoner's custody level, housing status, and/or programs, or the taking of any other action based on a determination that such action is in the interest of the prisoner, in the interest of the prisoner population, or in the interest of safety, security, or orderly management of the facility, regardless of whether the disciplinary process is initiated and, if initiated, regardless of whether the conduct leads to an informal resolution or formal resolution of the violation. A dismissal or a finding of not guilty does not preclude taking any such action. Such action is not in the nature of punishment.

VII. PROFESSIONAL STANDARDS

ACA:

- ACI – 4-4226** Written rules of inmate conduct specify acts prohibited within the institution and penalties that can be imposed for various degrees of violation.
- ACI – 4-4227** There is a written set of disciplinary procedures governing inmate rule violations.
- ACI – 4-4228** A rulebook that contains all chargeable offenses, ranges of penalties, and disciplinary procedures is given to each inmate and staff member and is translated into those languages spoken by significant numbers of inmates. Signed acknowledgement of receipt of the rulebook is maintained in the

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inmate's file. When a literacy or language problem prevents an inmate from understanding the rulebook, a staff member or translator assists the inmate in understanding the rules.

- ACI – 4-4229 All personnel who work with inmates receive sufficient training so that they are thoroughly familiar with the rules of inmate conduct, the rationale for the rules, and the sanctions available.
- ACI – 4-4230 There are written guidelines for resolving minor inmate infractions, which include a written statement of the rule violated and a hearing and decision within seven days, excluding weekends and holidays, by a person not involved in the rule violation; inmates may waive their appearance at the hearing.
- ACI – 4-4231 Written policy, procedure, and practice provide that, where an inmate allegedly commits an act covered by criminal law, the case is referred to appropriate court or law enforcement officials for consideration for prosecution.
- ACI – 4-4232 Written policy, procedure, and practice provide that when rule violations require formal resolution, staff members prepare a disciplinary report and forward it to the designated Supervisor.
- ACI – 4-4233 Disciplinary reports prepared by staff members include, but are not limited to, the following information:
- specific rule(s) violated
 - a formal statement of the charge
 - any unusual inmate behavior
 - any staff witnesses
 - any physical evidence and its disposition
 - any immediate action taken, including the use of force
 - reporting staff member's signature and date and time of report
- ACI – 4-4234 Written policy, procedure, and practice specify that, when an alleged rule violation is reported, an appropriate investigation is begun within 24 hours of the time the violation is reported and completed without reasonable delay, unless there are exceptional circumstances for delaying the investigation.
- ACI – 4-4235 Within the disciplinary procedures document there is a provision for prehearing detention of inmates who are charged with a rule violation. The inmate's pre-hearing status is reviewed by the warden/superintendent or designee within 72 hours, including weekends and holidays.
- ACI – 4-4236 Written policy, procedure, and practice provide that an inmate charged with a rule violation receives a written statement of the charge(s), including a description of the incident and specific rules violated. The inmate is given the statement at the same time that the disciplinary report is filed with the disciplinary committee but no less than 24 hours prior to the disciplinary hearing. The hearing may be held within 24 hours with the inmate's written consent.
- ACI – 4-4237 Written policy, procedure, and practice provide that an inmate may waive the right to a hearing provided that the waiver is documented and reviewed by the chief executive officer or designee.

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- ACI – 4-4238 Written policy, procedure, and practice provide that inmates charged with rule violations are scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after being charged with a violation. Inmates are notified of the time and place of the hearing at least 24 hours in advance of the hearing.
- ACI – 4-4239 Written policy, procedure, and practice provide for postponement or continuance of the disciplinary hearing for a reasonable period and good cause.
- ACI – 4-4240 Written policy, procedure, and practice provide that disciplinary hearings on rule violations are conducted by an impartial person or panel of persons. A record of the proceedings is made and maintained for at least six months.
- ACI – 4-4241 Written policy, procedure, and practice provide that inmates charge with rule violations are present at their hearings unless they waive that right in writing or through their behavior. Inmates may be excluded during the testimony of any inmate whose testimony must be given in confidence; the reasons for the inmate’s absence or exclusion are documented.
- ACI – 4-4242 Written policy, procedure, and practice provide that inmates have an opportunity to make a statement and present documentary evidence at the hearing and can request witnesses on their behalf; the reasons for denying such a request are stated in writing.
- ACI – 4-4243 Written policy, procedure, and practice provide that a staff member or agency representative assists inmates at disciplinary hearings if requested. A representative is appointed when it is apparent that an inmate is not capable of collecting and presenting evidence effectively on his or her own behalf.
- ACI – 4-4244 Written policy, procedure, and practice provide that the disciplinary committee’s decision is based solely on information obtained in the hearing process, including staff reports, the statements of the inmate charged, and evidence derived from witnesses and documents.
- ACI – 4-4245 Written policy, procedure, and practice provide that a written record is made of the decision and the supporting reasons, and that a copy is given to the inmate. The hearing record and supporting documents are kept in the inmate’s file and in the disciplinary committee’s records.
- ACI – 4-4246 Written policy, procedure, and practice provide that if an inmate is found not guilty of an alleged rule violation, the disciplinary report is removed from all of the inmate’s files.
- ACI – 4-4247 Written policy, procedure, and practice provide for review of all disciplinary hearings and dispositions by the warden/superintendent or designee to assure conformity with policy and regulations.
- ACI – 4-4248 Written policy, procedure, and practice grant inmates the right to appeal the decisions of the disciplinary committee to the warden/superintendent or designee. Inmates have up to 15 days of receipt of the decision to submit an appeal. The appeal is decided within 30 days of its receipt, and the inmate is promptly notified in writing of the results.

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- ACI – 4-4252** Written policy, procedure, and practice provide that an inmate is placed in disciplinary detention for a rule violation only after a hearing by the disciplinary committee or hearing examiner.
- ACI – 4-4255** There is a sanctioning schedule for institutional rule violations. Continuous confinement for more than 30 days requires the review and approval of the warden/superintendent or designee. Inmates held in disciplinary detention for periods exceeding 60 days are provided the same program services and privileges as inmates in administrative segregation and protective custody.
- ACI – 4-4399** There is consultation between the facility and program administrator (or a designee) and the responsible health care practitioner (or designee) prior to taking any action regarding chronically ill, physically disabled, geriatric, seriously mentally ill, or developmentally disabled offenders in the following areas:
- housing assignments
 - program assignments
 - disciplinary measures
 - transfers to other facilities
- When immediate action is required, consultation to review the appropriateness of the action occurs as soon as possible, but no later than seventy-two hours.
- 4-ACRS-6C-01** There is a process for informal resolution of minor infractions of facility rules.
- 4-ACRS-6C-02** An offender charged with a major rule violation receives a written statement of the alleged violation(s), including a description of the incident and specific rules violated.
- 4-ACRS-6C-03** The facility’s disciplinary process is defined and provides appropriate procedural safeguards, to include:
- Report of incident and charge
 - Notice
 - Time to prepare for hearing
 - Assistance as needed
 - Timely hearing
 - Opportunity to present evidence
 - Fair decision
 - Written notice of decision
 - Opportunity to appeal
- 4-ACRS-6C-04** The facility implements a system of progressive discipline.

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Safety

Disposal of Flammable Rags

Prisoners must follow all safety instructions given by staff. Remember that any rags used to clean up flammable liquids must be placed in the appropriate noncombustible containers as provided. If you are in doubt, seek assistance from a staff member.

CCF Fire Exit Maps

What to do in a fire drill.

- Follow the directions on the Fire Exit Map in the housing unit or other building you are in unless directed otherwise by a security Staff. All prisoners must evacuate the buildings immediately but calmly. Remain in one spot and be as quiet as possible until count is taken and cleared.

What to do in case of fire:

Follow the same procedure as in fire drills unless directed otherwise by a security officer.

Remember:


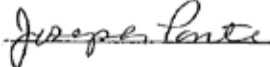
- Fire is not likely to chase you down and burn you to death; it is the byproducts of the fire that will kill you. Superheated gasses, smoke and panic will almost always be the cause of death before the flame arrives, if it ever does.
- Panic is especially a problem in unfamiliar surroundings. It can set in if you find that you're lost, disoriented or if you don't know what to do.
- A wet towel around your nose and mouth will help filter out smoke if you hold it in a triangle and put the corner in your mouth.

Even if you could tolerate the smoke while standing, don't! Get to your hands and knees where the air could be clearer; find your way to the designated safe area.

CCF Fire Evacuation and Immediate Action Plan for All CCF Buildings

Immediate Action upon discovery of a fire, take the following actions:

1. Notify the CCF Control Officer and/or Sergeant's Office or designate a person to notify them by the quickest possible means.
2. Evacuate all unnecessary prisoners to the predetermined area indicated on the evacuation plan diagram for the area effected at least 50' from the building.
3. Remove any endangered property or equipment if possible without creating additional risk.
4. Do not allow any persons back into the area until declared safe to do so by the staff in charge – in most cases the fire safety officer.
5. Evacuation--All non-essential personnel will depart quietly and orderly by way of the primary exit route, unless obstructed, to the designated meeting area for that area found on the posted fire evacuation plan.

POLICY TITLE: PRISONER ALLOWABLE PROPERTY		PAGE <u>1</u> OF <u>10</u>
POLICY NUMBER: 10.1		
CHAPTER 10: PRISONER PROPERTY		
 <p>STATE of MAINE DEPARTMENT OF CORRECTIONS</p> <p>Approved by Commissioner:</p> 		PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: January 15, 2004	LATEST REVISION: June 10, 2013	CHECK ONLY IF APA []

I. AUTHORITY:

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY:

All Adult Correctional Facilities

III. POLICY:

It is the policy of the Department of Corrections that the property allowed to prisoners be consistent, except as otherwise provided by this policy and other applicable Departmental policies.

IV. CONTENTS:

- Procedure A: Allowable Property, General
- Procedure B: Medical Items
- Procedure C: Religious Items
- Procedure D: Extra Allowable Personal Property
- Procedure E: Record Keeping
- Procedure F: Other Provisions

V. ATTACHMENTS

- Attachment A: Prisoner Allowable Property List (Male Prisoners – Female Prisoners)
- Attachment B: Prisoner Property Inventory (Male Prisoners – Female Prisoners)
- Attachment C: Prisoner Acknowledgement of Receipt of Property
- Attachment D: Disposition of Property by Facility Form
- Attachment E: Disposition of Property by Prisoner Form

VI. PROCEDURES:

Procedure A: Allowable Property, General

1. Each prisoner shall receive a copy of this policy and the appropriate Prisoner Allowable Property List (Attachment A) during the prisoner's initial orientation at a Department of Corrections facility.
2. Each facility shall allow property to prisoners as described on the Prisoner Allowable Property List, except as otherwise provided in this policy or other applicable Departmental policies. No items additional to those on this list shall be allowed to prisoners, except for those prisoners at minimum or community security facilities, or as otherwise specified in this policy. Items on the list shall not be determined non-allowable or otherwise restricted, except for those prisoners on administrative segregation status, disciplinary segregation status, or reception status, or as otherwise specified in this policy.
3. At minimum or community facilities, prisoners shall be allowed to purchase personal clothing items in styles and colors other than those allowed at facilities with a higher security level, but must remain within the maximum quantities of each item, as set out on the allowable property list. All personal clothing items must be purchased through facility canteen services or purchased through special order or other arrangements made by the facility. These items are not transferable to Department of Corrections facilities with a higher security level and, in the event of such a transfer, shall be disposed of by the prisoner as set out in Procedure F.
4. At minimum or community facilities, the Chief Administrative Officer, or designee, shall establish facility specific written practices regarding state issued or personal work-related clothing, footwear, tools or other work-related items, e.g., lunch coolers for work crews. All personal work-related clothing or footwear items must be purchased through the facility canteen services or purchased through special order or other arrangements made by the facility. Work-related items may not be obtained via any other means. Work-related items are not transferable to other Department of Corrections facilities with a higher security level. Work-related items purchased by the prisoner that are no longer required for work purposes shall be handled as set out in Procedure F.
5. Prisoners on administrative segregation status or disciplinary segregation status shall only be allowed those property items listed in Chapter 15, Special Management. Prisoners on reception status shall only be allowed property items in accordance with facility-specific written practices for prisoners on that status. In addition, a prisoner not on one of these statuses who is housed in a housing unit primarily used for prisoners on one of these statuses shall only be allowed those property items allowed prisoners on one of these statuses, unless otherwise approved by the Commissioner of Corrections. Personal property items generally

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allowed prisoners under this policy, but not allowed to a prisoner under this procedure, shall be stored at the facility until allowed to the prisoner, except for food/drink items and property considered non-allowable or contraband as outlined in this policy. Food/drink items shall be immediately disposed of by the facility and non-allowable or contraband personal property items shall be handled as set out in Procedure F.

6. Any item not allowed under this policy shall be considered non-allowable property. If possession of the item is prohibited under state or federal law or under Department Policy 20.1, Prisoner Discipline, it shall be considered contraband for purposes of this policy.
7. Each facility shall provide prisoners with written information as to those items available for purchase through the facility canteen services or through special order arrangements made by the facility and approved by the Commissioner, or designee.
8. All allowable property must be acquired as set out on the Prisoner Allowable Property List. No means of acquiring property other than those specified are permissible.
9. A prisoner may not acquire, directly or indirectly, personal property from a volunteer or staff. A prisoner may not acquire personal property during visits.
10. Only authorized staff may issue state property to prisoners.
11. A prisoner may not acquire, directly or indirectly, any property from another prisoner.
12. A prisoner may not acquire, directly or indirectly, personal property from the family or visitors of another prisoner, without the prior written approval of the Chief Administrative Officer, or designee.
13. A prisoner may acquire through the mail only those items specified as allowed in Department Policy 21.2, Prisoner Mail.
14. A prisoner leaving on a furlough pass/furlough leave or participating in a community transition program may not take any property, other than item(s) approved by the Chief Administrative Officer, or designee, out of the facility. When returning from the furlough pass/furlough leave or a community transition program, the prisoner may bring back to the facility only those items taken out by the prisoner.
15. Prisoners are responsible to secure all property allowed to them utilizing storage containers and locking devices issued by the state. In addition, prisoners shall:

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- a. Maintain copies of all Prisoner Property Inventory forms (Attachment B) provided by staff to document proof of issuance of state property and ownership of personal property and shall show these forms upon request of any staff. If a prisoner fails to show proof of issuance of state property or proof of ownership of personal property, said property shall be considered contraband, unless the facility has conclusive documentation;
 - b. Ensure that property is used only for its intended use and as authorized in this policy;
 - c. Ensure that no property is used to manufacture contraband or conceal non-allowable items or contraband;
 - d. Ensure that no property is altered or tampered with in any manner; and
 - e. Not dispose of any inventoried property without the approval of the facility property officer.
16. Prisoner property is subject to search at any time for any reason without the consent of the prisoner.
17. All allowable prisoner personal property, with the exception of open food/drink items and opened hygiene items, are transferable between all Departmental facilities. State issued items, with the exception of state issued clothing, footwear, and work-related items allowed at the receiving facility, are not transferable. Unopened hygiene items are transferrable when a prisoner is transferred to an equal or lesser security level facility only. The receiving facility shall inventory items received and remove any non-allowable or contraband items. Any non-allowable or contraband personal property items shall be handled as set out in Procedure F. Unless the item is secured as evidence for a disciplinary or court proceeding, any reusable non-allowable or contraband state issued items shall be returned to the sending facility and any non-allowable or contraband state issued items that are not reusable shall be disposed of by the receiving facility.
18. All allowable property shall be stored at all times within state issued storage containers, with the exception of state issued linens, items currently being worn or used by the prisoner, items allowed to be displayed in the prisoner's room, and items that do not fit within the issued storage containers. Letters and legal documents shall be limited to a maximum of one (1) letter size accordion folder for personal documents and two (2) legal size accordion folders for legal documents. A prisoner may request extra storage outside of the prisoner's room for legal documents pertaining to current or anticipated legal proceedings.
19. A property item shall be considered non-allowable property or contraband if it:

- a. Does not meet the description of an item on the Allowable Property List;

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- b. Was not acquired by a means allowed as set out on the Prisoner Allowable Property List or Policy 21.2 Prisoner Mail;
 - c. Was acquired from a person not allowed under this policy;
 - d. Was acquired in a way that constitutes a violation of Policy 20.1, Prisoner Discipline;
 - e. Has been used for other than its intended use and as authorized in this policy;
 - f. Has been altered, tampered with, used to manufacture contraband, or used to conceal non-allowable property or contraband;
 - g. Exceeds the maximum quantity allowed; or
 - h. As otherwise specified in this policy.
20. Unless an item is secured as evidence for a disciplinary or court proceeding, any reusable non-allowable or contraband state issued items shall be returned to facility inventory and any non-allowable or contraband state issued items that are not reusable shall be disposed of by the facility.
21. A property item considered non-allowable or contraband shall be confiscated immediately and handled as set out in Procedure F.
22. Otherwise allowable personal property shall not be allowed to a prisoner if, upon the item's receipt at the facility, a search that is necessary to maintain safety or security causes damage to the item.
23. Prisoners are responsible to report immediately any missing state issued property to the property officer, or other staff designated by the Chief Administrative Officer. A prisoner may be held accountable for missing state issued property.
24. Prisoners are responsible to report immediately any missing personal property to the property officer or other staff designated by the Chief Administrative Officer. Personal property shall be considered contraband if the property appears to belong to a person other than the prisoner in whose possession it is found or if it is unclear to whom it belongs, as determined by the Chief Administrative Officer, or designee. Unless the property is secured as evidence for a disciplinary or court proceeding or the property is able to be returned to its rightful owner, the property shall be disposed of by the facility.
25. Prisoners may display allowable religious items in their rooms in a way that does not interfere with safety or security. If permitted by the Chief Administrative Officer,

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or designee, prisoners housed at minimum or community security facilities may display other allowable personal property items in their rooms. Rules regarding those items permitted for display shall be established in writing and available to all prisoners and staff. These requirements shall be reviewed at least annually and revised as necessary.

26. A committee, comprised of Department staff appointed by the Commissioner, shall meet at least semi-annually to review the facilities' compliance with this policy, review any requests for revisions to the Prisoner Allowable Property List, and make recommendations to the Commissioner regarding revision(s). The Chief Administrative Officer, via the facility's committee representative, shall submit facility requests for revision to the Prisoner Allowable Property List.

Procedure B: Medical Items

1. Medical items provided by the facility's health care department, purchased through special order arrangements made by the facility, or purchased through facility canteen services are allowable property.
2. If an item creates a safety or security concern, designated supervisory staff shall consult with designated health care staff in order to determine how to meet the medical needs of the prisoner without creating an undue risk to safety or security, including, but not limited to, modifying the item, restricting the prisoner, or providing an alternative item.

Procedure C: Religious Items

1. Religious items that are permitted by and acquired in accordance with Department Policy 24.3, Religious Services, are allowable property.

Procedure D: Extra Allowable Personal Property

1. Allowable musical instruments (guitar {including effects pedal} and harmonica) and game systems (Play Station 2 {including games and controllers}) are extra allowable property. Unless more than one of these items is already in the possession of a prisoner as of the latest revision date of this policy, a prisoner shall be allowed to purchase and possess only one (1) of these items at a time.
2. Any finding of guilt for a class A or B disciplinary violation shall result in the extra allowable property being considered non-allowable and being handled as set out in Procedure F.
3. The prisoner may request permission from the Chief Administrative Officer to purchase a replacement ninety (90) days after a finding of guilt and completion of imposed disciplinary sanctions only if the prisoner has not been found guilty of any other disciplinary violation of any class since the finding of guilt and has no

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disciplinary matter pending. If the request is approved, the prisoner may only purchase and possess one (1) extra allowable property item (and its allowed accessories) at a time.

Procedure E: Record Keeping

1. At intake or transfer, an accurate accounting shall be completed of all state issued property, all allowable personal property with a value of \$100.00 or more, and non-allowable and contraband property brought with each prisoner received at a Departmental correctional facility. Staff shall use the Prisoner Property Inventory form (Attachment B), Prisoner Acknowledgement of Receipt of Property form (Attachment C), Disposition of Property by Facility Form (Attachment D), and Disposition of Property by Prisoner Form (Attachment E), and the prisoner property form in CORIS, as applicable. The staff completing the form(s) and the prisoner shall sign the form(s) and the prisoner shall be given a copy of the form(s).
2. After intake or transfer, any item received at the facility and allowed to a prisoner, other than canteen items, photographs, correspondence and items sent with correspondence, legal materials, and newspapers and magazines, shall be accounted for using the Prisoner Acknowledgement of Receipt of Property form, and the prisoner property form in CORIS, as applicable. The staff completing the form(s) and the prisoner shall sign the form(s) and the prisoner shall be given a copy of the form(s).
3. Any item sent out from the facility by a prisoner shall be noted on the Disposition of Property by Prisoner form, and removed from the prisoner property form in CORIS, as applicable. All items otherwise disposed of shall be noted on the Disposition of Property by Facility form, and removed from the prisoner property form in CORIS, as applicable. The staff completing the form(s) and the prisoner shall sign the form(s) and the prisoner shall be given a copy of the form(s).
4. Any time the property in a prisoner's possession is physically inventoried, the Prisoner Property Inventory form shall be completed, signed, and dated by the staff conducting the inventory. A physical inventory of all property shall be done whenever a prisoner is to be transferred to another facility, is placed on administrative segregation status or disciplinary segregation status, the prisoner's property is placed in storage, a prisoner's room is searched, or the prisoner is released. If any non-allowable or contraband property is found, it shall be accounted for using the Disposition of Property by Facility Form and Disposition of Property by Prisoner Form, and the prisoner property form in CORIS, as applicable. The staff completing the form(s) and the prisoner shall sign the form(s) and the prisoner shall be given a copy of the form(s).
5. If a physical inventory has not been conducted for a reason outlined above within the previous quarterly period, the Personal Property Inventory form, and the

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prisoner property form in CORIS, as applicable, shall be updated using the Prisoner Acknowledgement of Receipt of Property forms, Disposition of Property by Facility Forms, and Disposition of Property by Prisoner Forms. The staff completing the form and the prisoner shall sign the form(s) and the prisoner shall be given a copy of the form(s).

6. Any prisoner property to be stored for any reason shall be placed in secure storage at the facility prior to the end of the shift. A copy of the appropriate form(s) shall be affixed to or placed in the bag with the property. When a prisoner receives property from storage, it shall be accounted for using the Prisoner Property Inventory form and the prisoner property form in CORIS, as applicable. The staff completing the form and the prisoner shall sign the form and the prisoner shall be given a copy of the form.
7. Prisoners receiving property shall examine each item and note any problems at the time of signing for its receipt.
8. All forms related to prisoner property shall be maintained by the facility property officer.

Procedure F: Other Provisions

1. The Chief Administrative Officer, or designee, shall ensure that provisions are made for the secure storing of prisoner personal property being stored by facility staff. The Chief Administrative Officer, or designee, shall also ensure that each prisoner is provided the means for secure storing of allowable property in the possession of the prisoner.
2. Although prisoners are allowed personal property at their own risk, a prisoner may make a claim for replacement/reimbursement of any item(s) lost or damaged due to the fault of staff. The prisoner shall be required at the time of the claim to provide proof of purchase and ownership. If it is determined that staff were at fault, the value of the item(s) shall be depreciated, depending on the date of purchase and the condition of the item(s), if known by staff. All claims shall be reviewed on a case-by-case basis and replacement/reimbursement decisions shall be made by the Chief Administrative Officer, or designee. The maximum allowable amount for replacement/reimbursement for a single item is \$100.00, with the exception of a guitar (acoustic or electric), which may be valued above \$100.00 and with a cap of \$300.
3. Unless an item is secured as evidence for a disciplinary or court proceeding, non-allowable or contraband prisoner personal property without substantial monetary value (e.g., stickers, paper clips, etc.) shall be disposed of by staff.

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4. Unless an item is secured as evidence for a disciplinary or court proceeding, non-allowable, non-transferable, or contraband personal property that would create a risk to safety or security if handled or stored (e.g., food/drink item(s), broken item(s) with sharp edges, etc.) shall be disposed of by staff. Prior to its disposal, staff shall take a photo of any nonfood/drink item that, in its original state, had substantial monetary value and of any item that is evidence for a disciplinary proceeding but is disposed of because it cannot be safely handled or stored pending the proceeding.
5. Unless an item is secured as evidence for a disciplinary or court proceeding, personal property that is contraband because its possession is prohibited by federal or state law (e.g., alcohol, illegal drug(s), weapon(s), escape tool(s), etc.) shall be turned over to the facility Correctional Investigative Officer, or other designated staff for disposal.
6. Except for an item disposed of by staff as set out above, allowable personal property that is non-transferable must be disposed of by the prisoner within thirty (30) days of when the prisoner is notified of the transfer or, if the prisoner has not been notified, within thirty (30) days of when the transfer has taken place. The Disposition of Property by Prisoner Form shall be completed for all such property. During the thirty (30) days, the property shall be stored at the transferring facility (unless the prisoner requests it to be stored during those 30 days at the receiving facility and both facilities agree).
7. Except for an item disposed of by staff as set out above, non-allowable personal property that is not contraband must be disposed of by the prisoner within thirty (30) days of when the prisoner is notified that it is not allowable. The Disposition of Property by Prisoner form shall be completed for all such property.
8. Unless an item is secured as evidence for a disciplinary or court proceeding and except for an item disposed of by the staff or returned to its rightful owner as set out above, contraband property must be disposed of by the prisoner within thirty (30) days of when the prisoner is notified it is contraband. The Disposition of Property by Prisoner Form shall be completed for all such property.
9. If contraband personal property is secured as evidence for a disciplinary or court proceeding, it shall be handled as follows:
 - a. If the item is used as evidence in a court proceeding, its final disposition shall be determined by the prosecuting attorney or the Department's legal representative in the Attorney General's office.
 - b. If the item is used as evidence only in a disciplinary proceeding, it shall be disposed of by designated staff after notifying the prisoner using a Disposition of Property by Facility form. A photo shall be taken of the item prior to its disposal and the photo shall be retained in the disciplinary record.

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- c. If the item planned for use as evidence in any proceeding is not used, but it is clear it is contraband, it shall be disposed of by designated staff after notifying the prisoner using a Disposition of Property by Facility form. A photo shall be taken of the item prior to its disposal.

VII. PROFESSIONAL STANDARDS

ACA:

- ACI - 4-4292** Written policy and procedure govern the control of personal property and funds belonging to inmates and are made available to inmates upon admission and when updated.
- ACI - 4-4293** Written policy, procedure, and practice specify the personal property inmates can retain in their possession.
- ACI - 4-4294** Written policy and procedure govern the control and safeguarding of inmate personal property. Personal property retained at the institution is itemized in a written list that is kept in the permanent case file; the inmate receives a current copy of this list.
- 4-ACRS-1A-15** Offenders are permitted to decorate their living and sleeping quarters with personal possessions. Rules regarding the decorating of living/sleeping quarters are available to all offenders and staff. The rules are reviewed annually and revised, if necessary.
- 4-ACRS-7D-13** Procedures specify the personal property that offenders can retain in their possession and govern the control and safeguarding of such property.
- 4-ACRS-7D-14** Personal property stored in the facility is itemized on a written list that is signed by the offender, and kept in a permanent file. The offender receives a copy listing the property retained for storage.

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**MAINE DEPARTMENT OF CORRECTIONS
PRISONER ALLOWABLE PROPERTY LIST**
MALE PRISONERS**

** Does not include prisoners described in Policy 10.1, Procedure A. 4.

ITEM(S) ALLOWED	MAXIMUM QUANTITY ALLOWED	ADDITIONAL INFORMATION/REQUIREMENTS
ID CARD	1	State Issue (Replacement at prisoner's expense) PROPERTY OF THE STATE
STORAGE BOX OR LOCKER	1	State Issue * Non-transferable
BOX LOCK, COMBINATION	1	State Issue (Replacements will be prisoner's responsibility – one for one basis) * Non-transferable NOTE: Prisoners required to secure property box. Staff will secure lock upon completion of inventory

FOOTWEAR/CLOTHING:

SHOWER SHOES	1 PAIR	State Issue or Canteen Purchase
SNEAKERS/SHOES/ BOOTS	2 PAIR	One pair of sneakers/shoes allowed in at Intake State issue or Canteen purchase NOTE: Purchase price may not exceed \$100
SHOELACES	1 SET PER FOOTWEAR PER YEAR	Received with footwear
ODOR EATERS	1 SET PER FOOTWEAR	Canteen Purchase
UNDERWEAR (boxers or briefs)	7	White Only State Issue or Canteen purchase
SOCKS	7 PAIR	White Only State Issue or Canteen purchase
T SHIRT	4	White Only State Issue or Canteen purchase
T SHIRT (Maroon)	1	Hospice Volunteer Only when fulfilling hospice responsibilities
JEANS	4 PAIR	State Issue
SWEATPANTS	2 PAIR	State Issue Gray Only
BELT OR SUSPENDERS	1	State Issue Belt – Tan Only
THERMAL UNDERWEAR (IF MEDICALLY REQUIRED OR ISSUED DUE TO WORK ASSIGNMENT)	2 PAIR	State Issue or Canteen purchase * Non-transferable (if State issued)

FOOTWEAR/CLOTHING (CONTINUED)		
GYM SHORTS (NO CUT OFFS) (WORN IN LIVING AREA AND TO AND FROM REC. ONLY)	2 PAIR	7" – 9" inseam Gray Only Canteen purchase
SHIRTS	4	State Issue – Blue Only
SWEATSHIRTS	2	State Issue – Gray Only
TANK TOPS – APPROVED TYPE (WORN IN LIVING AREA AND TO AND FROM REC. ONLY)	3	Gray Only Canteen Purchase
BALL CAP	1	Gray Only Canteen Purchase
BALL CAP (WHITE)	1	Food service worker Only, if allowed by facility, and when fulfilling job duties. Replacement will be prisoner's responsibility
WINTER HAT	1	State Issue
WINTER COAT *	1	State Issue
GLOVES/MITTENS (SEASONAL)	1 PAIR	State Issue
COAT HANGERS	IF ALLOWED AT FACILITY	State Issue - * Non-transferable
LAUNDRY BAGS	2	State Issue – white Only (If required by facility)
ATHLETIC SUPPORTER, GROIN	1	Canteen purchase
ATHLETIC SUPPORTERS, i.e., ANKLE, KNEE, WRIST	2 EACH	Canteen purchase
WEIGHTLIFTING BELT	1	Canteen purchase
WEIGHTLIFTING STRAPS	1 SET	Canteen purchase
WEIGHTLIFTING GLOVES	1 PAIR	Canteen purchase

HYGIENE ITEMS

TOOTHBRUSH	1	State Issue or Canteen Purchase
TOOTHPASTE	1	State Issue or Canteen Purchase Transferable if in original packaging unopened. Permitted in State storage as allowed by facility.
TOOTHBRUSH HOLDER	1	Canteen Purchase Clear Only
DENTAL FLOSS	1	SHORT LENGTHS ONLY Canteen Purchase
DENTURE CUP	1	Canteen Purchase

MOUTHWASH	1	Canteen Purchase - Transferable if in original packaging unopened. Permitted in State storage as allowed by facility.
DENTURE ITEMS (CLEANING TABLETS, POLIGRIP, ETC.)	1 EACH	Canteen Purchase - Transferable if in original packaging unopened. Permitted in State storage as allowed by facility.
LIP BALM	1	SQUEEZE TYPE ONLY Canteen Purchase - Transferable if in original packaging unopened. Permitted in State storage as allowed by facility.
COMB	1	State Issue or Canteen Purchase
HAIR BRUSH	1	Canteen Purchase
HAIR PICK	1	Canteen Purchase
NAIL CLIPPER (TOENAIL OR STANDARD)	1	Canteen Purchase
PONYTAIL HOLDERS	1 PKG	Canteen Purchase
SOAP BOX, CLEAR	1	Canteen Purchase
SOAP	1	State Issue or Canteen Purchase
DEODORANT	1	State Issue or Canteen Purchase Transferable if in original packaging unopened. Permitted in State storage as allowed by facility.
SHAMPOO	1	State Issue or Canteen Purchase Transferable if in original packaging unopened. Permitted in State storage as allowed by facility.
HAIR CARE PRODUCTS (IN ADDITION TO SHAMPOO)	3 (AT ANY ONE TIME)	Canteen Purchase Transferable if in original packaging unopened. Permitted in State storage as allowed by facility.
SKIN CARE PRODUCTS (IN ADDITION TO SHAVING CREAM & SOAP)	3 (AT ANY ONE TIME)	Canteen Purchase Transferable if in original packaging unopened. Permitted in State storage as allowed by facility.
SHAVING CREAM	1	Canteen Purchase Transferable if in original packaging unopened. Permitted in State storage as allowed by facility.
DISPOSABLE RAZOR	1	State Issue – NOTE: 1 for 1 BASIS - Permitted in State storage as allowed by facility.
ELECTRIC RAZOR	1	Canteen Purchase

STATE ISSUED BEDDING/LINEN

MATTRESS	1	State Issue *Non-transferable
PILLOW	1	State Issue *Non-transferable
BEDSHEETS	2	State Issue *Non-transferable
PILLOW CASE	1	State Issue *Non-transferable
BLANKETS	2	State Issue *Non-transferable
TOWELS	3	State Issue *Non-transferable
WASHCLOTHS	2	State Issue *Non-transferable

PERSONAL ITEMS ALLOWED

WEDDING RING, BAND TYPE, WITHOUT STONE – NO OTHER PERSONAL JEWELRY FROM HOME ALLOWED	1	MAY BE BROUGHT IN AT INTAKE OR RECEIVED AS PART OF APPROVED MARRIAGE CEREMONY
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MISCELLANEOUS ITEMS

DRINKING CUP, NOT INSULATED	1	State Issue
CEREAL/SOUP BOWL W/ LID	1	Canteen Purchase
ACCORDION FOLDERS (LEGAL SIZE) TO HOLD LEGAL MATERIALS	2	State Issue – Replacement will be prisoner's responsibility – one for one basis
LEGAL MATERIALS	MUST FIT IN THE TWO (2) LEGAL SIZE ACCORDION FOLDERS PROVIDED. ALL OTHER LEGAL MATERIALS WILL BE STORED BY FACILITY	MAY BE BROUGHT IN AT INTAKE, RECEIVED THROUGH MAIL, OR VIA LIBRARY
ACCORDION FOLDER (LETTER SIZE) TO HOLD PERSONAL MAIL	1	State Issue – Replacement will be prisoner's responsibility – one for one basis
PERSONAL CORRESPONDENCE		MUST FIT IN THE LETTER SIZE ACCORDION FOLDER PROVIDED.
POSTAGE STAMPS	2 BOOKS	Canteen Purchase
WRITING SUPPLIES (PAPER, ENVELOPES, ETC.) PENS (BLUE CLEAR BARREL ONLY), GREETING CARDS	AS SPECIFIED BY FACILITY	Canteen Purchase
PHOTO ALBUM	1	Canteen Purchase

PHOTOGRAPHS (NO POLAROID) (NO NUDE PHOTOS, e.g., EXPOSED FEMALE BREASTS, MALE OR FEMALE BUTTOCKS OR GENITALS ALLOWED)	60	(RECEIVED VIA MAIL) MUST BE KEPT IN PHOTO ALBUM
TYPEWRITER	1	Canteen Purchase CLEAR PLASTIC
ART SUPPLIES (DRAWING PAPER PADS, COLORED PENCILS)	1 PAD 1 SET PENCILS (not to exceed 36 pencils)	Canteen Purchase
WRIST WATCH	1	Canteen Purchase Only – Not allowed to be brought in at Intake (WATCH BATTERY MUST BE IN WATCH)
CALCULATOR, CLEAR	1	Canteen Purchase
ADDRESS BOOK – SOFTCOVER, NO WIRE	1	Canteen Purchase
SUNGLASSES (NON-MIRRORED – NON-METAL)	1	Canteen Purchase
PLAYING CARDS	2 DECKS	Canteen Purchase
CALENDAR	2	Canteen Purchase for personal OR one religious (via publisher, commercial distributor or religious catalog)
CELL LAMP	1	Canteen Purchase
REPLACEMENT BULBS FOR LAMP		Canteen purchase – One for one basis
CELL FAN 6"	1	Not allowed at MSP – Upon transfer to MSP, will be processed as non-allowable
SURGE PROTECTORS	1	IF ALLOWED FOR SALE AT FACILITY) * Non-transferable
MESH BAG FOR CANS	1	State Issue (if used by facility) One for one basis – Prisoners will be charged for replacements - * Non-transferable
MULTIVITAMIN	1 PKG.	Canteen purchase
ASPIRIN, TYLENOL, ADVIL, COUGH DROPS, ANTACIDS, AND OTHER OTC MEDICATIONS	DETERMINED BY FACILITY	Canteen purchase
HANDKERCHIEFS	3	Canteen purchase May not be worn on head, altered or marked. White Only.
WATCH BATTERY	1	In watch – One for one exchange

MEDICAL ITEMS

MEDICAL DEVICES, e.g., DENTURES, PROSTHETICS		May be brought in at Intake. Any item creating a safety or security risk must be approved by Chief Administrative Officer, or designee.
PRESCRIPTION EYEGLASSES		May be brought in at Intake. All new prescriptions provided by Medical
MEDICATIONS		Other than OTC medications sold in Canteen and allowed in amounts specified by the facility, all medications will be provided by Medical

MUSICAL INSTRUMENTS -- MUST BE ORDERED THROUGH PRACTICES ESTABLISHED BY FACILITY

GUITAR W/ FOLLOWING ACCESSORIES: Guitar Strings (exchanged on a one to one basis, as established by facility) Soft Case Plastic Guitar Picks Plastic Key Winder Guitar Strap	1 Allowable as extra allowable property as set forth in the Department's Policy 10.1, Prisoner Allowable Property	Purchase price may not exceed \$600 (electric) and \$400 (acoustic). Storage and use of guitars and guitar effects pedals will be determined by each facility based on space constraints, etc., (e.g.) stored in cells/rooms, stored in music room, stored in recreation – allowed for use in cells/rooms, in music room, in recreation, etc.)
GUITAR EFFECTS PEDALS	1 Allowable as extra allowable property as set forth in the Department's Policy 10.1, Prisoner Allowable Property	
HARMONICA	1 Allowable as extra allowable property as set forth in the Department's Policy 10.1, Prisoner Allowable Property	

ELECTRONIC EQUIPMENT & COMPONENTS

15" OR LESS (DIAGONALLY MEASURED) TV – CLEAR CASE	1	Canteen purchase No speakers
DISC PLAYER w/ AC ADAPTER & MINI HEADPHONES	1	Canteen purchase
AM/FM RADIO – CLEAR CASE, NO SPEAKERS	1	Canteen purchase
ANTENNA (AS APPROVED BY DEPT.)	1	Canteen purchase
VIDEOGAME PLAYER – PLAYSTATION 2 – NO MODEM – CD TYPE ONLY w/ APPROPRIATE CABLES/ADAPTERS)	1 Allowable as extra allowable property as set forth in the Department's Policy 10.1, Prisoner Allowable Property	MAY ONLY BE USED TO PLAY VIDEO GAMES OR AUDIO CDs
MEMORY CARD FOR VIDEOGAME PLAYER	2	Canteen purchase
HEADPHONES w/ ADAPTER	1	Canteen purchase (In addition to mini headphones w/ disc player)
HEADPHONE EXTENSION	1	Canteen purchase – NOT TO EXCEED 6'
CABLE SPLITTER, TV CABLES, ADAPTERS, ETC.	DETERMINED BY FACILITY	Canteen purchase – If items are determined necessary by facility.
AUDIO CDs (NO EXPLICIT LYRICS) AND CD CLEANING DISC – ALL MUST HAVE FACTORY LABEL)	30 Religious CDs and videogames will be included in total count	NO HYBRID CDs – NO DVDs OR COMBINATION AUDIO/VIDEO CDs – MUST BE MARKED WITH PRISONER'S NAME & MDOC NUMBER – EXPLICIT LYRICS, EITHER FACTORY LABELED OR DETECTED DURING REVIEW, ARE NOT ALLOWED
CD STORAGE CASES	2	Clear – Canteen purchase Only
CD PLAYER LENS CLEANER	1	
VIDEOGAME CDs	Included in total of 30 (with audio CDs)	MAX RATING "T"

PUBLICATIONS

DICTIONARY	1	Canteen purchase – Will be counted in total book count
HARDCOVER/SOFTCOVER BOOKS, NEWSPAPERS, MAGAZINES	15	Newspapers or magazines DIRECTLY from publisher or commercial distributor, books DIRECTLY from publisher or APPROVED commercial distributor. In addition to the above sources, religious publications may be received directly from religious catalogs available from the facility chaplain, or other designated facility staff. – Overall count includes dictionary and any religious books. Packing list/invoice must be included with shipment for books.
POLITICAL OR RELIGIOUS MATERIALS, e.g., BROCHURES, PAMPHLETS, CATALOGS	MUST FIT IN THE LETTER SIZE ACCORDION FOLDER (PROVIDED)	
EDUCATIONAL AND TREATMENT PROGRAM MATERIALS		AS PROVIDED BY PROGRAM STAFF – MUST BE FOR CURRENT EDUCATIONAL/TREATMENT NEEDS

RELIGIOUS ITEMS (OTHER THAN RELIGIOUS PUBLICATIONS) MUST BE ACQUIRED IN ACCORDANCE WITH POLICY 24.3, PROCEDURE D.

No items, other than the types listed in the previous paragraph, shall be added to Canteen/Commissary inventory or purchased through special order arrangements without review by the Department's Property Committee and approval by the Commissioner.

Guitar effects pedals will be an allowable item for adult facilities effective January 26, 2004. Storage and use of these items (both guitars and pedals) will be determined by each facility based on space constraints, etc., (i.e., stored in cells/rooms, stored in music room, stored in recreation – allowed for use in cells/rooms, in music room, in recreation, etc.). The only model allowed for special order will be the **RP50 Modeling Guitar Processor**. Only that model will be allowed for purchase and transferable. Any effects pedals purchased prior to the above referenced effective date are grandfathered for the current facility only and not transferable.

Should this particular model become unavailable at some future point, it will be the responsibility of Canteen staff or staff approving special orders to notify their respective Property Committee representative who will, in turn, bring the issue to the committee to select an alternative model

PREA, Sexual Misconduct, and Sexual Harassment

In accordance with the United States Prison Rape Elimination Act of 2003 (PREA), 42 U.S.C. Sections 15601 *et seq.*, and 17-A M.R.S.A Sections 253, 255-A, 260, and 760, it is the policy of the Department of Corrections to prohibit staff, which includes Department employees and persons providing services by agreement with or under contract with the Department, and volunteers from engaging in sexual misconduct with a client or sexual harassment of a client. It is also the policy of the Department to require the reporting of any sexual misconduct or sexual harassment or suspicion of either. Any staff or volunteer who engages in or threatens to engage in, fails to report, or otherwise fails to take appropriate steps in response to sexual misconduct with a client or sexual harassment of a client is subject to appropriate action, up to possible criminal prosecution.

It is also the policy of the Department of Corrections to prohibit any prisoner from engaging in sexual misconduct with another prisoner. Any prisoner who engages in sexual misconduct with another prisoner is subject to disciplinary action and may be subject to criminal prosecution. The Department has zero tolerance toward all forms of sexual misconduct or sexual harassment.

1. This policy implements the United States Prison Rape Elimination Act of 2003 (PREA), 42 U.S.C. Sections 15601 *et seq.*, and 17-A M.R.S.A Sections 253, 255-A, 260, and 760 by, among other things, prohibiting sexual misconduct and sexual harassment toward prisoners, residents, and persons under the supervision of the Department.
2. “Sexual misconduct” is defined to include a “sexual act” as set out in 17-A M.R.S.A. section 251(1)(C), “sexual contact” as set out in 17-A M.R.S.A. section 251(1)(D), and “sexual touching” as set out in 17-A M.R.S.A. section 251(1)(G) or the threat of any of the above. These definitions also include attempt, solicitation, or participation as an accessory. (See Attachment A).
3. For the purpose of this policy, “sexual misconduct” is also defined to include any other act, criminal or non-criminal, for the purpose of arousing or gratifying sexual desire, including, but not limited to, kissing, exposure of genitals or buttocks, and, in the case of a female, exposure of breast or soliciting another person to engage in any of these acts. It also includes peering at or taking images of a person’s naked body or of a person performing bodily functions for reasons unrelated to official duties.
4. For the purpose of this policy, sexual harassment is defined as harassment by words, gesture, or other behavior that is motivated by the person’s gender, sexual orientation, or similar circumstance. It includes, but is not limited to, threats, jokes, ridicule or gestures of a sexual nature, sexually suggestive or derogatory comments about a person’s gender, sexual orientation, body or clothing, or sexual advances or requests for sexual favors.
5. Any conduct encompassed within any of these definitions is prohibited, regardless of any claim that the client consented.

6. Each Chief Administrative Officer and Regional Correctional Administrator shall ensure that all staff and volunteers are informed and acknowledge that sexual misconduct between prisoners is prohibited, that sexual misconduct with a prisoner or person under supervision of the Department is prohibited, that a claim of consent shall not be accepted as an excuse for engaging in any form of sexual misconduct, and that a prisoner or person under supervision has a right to report if sexual misconduct occurs
7. If any staff or volunteer learns that a prisoner is at a substantial risk of being a victim of imminent sexual misconduct, the staff or volunteer shall immediately notify the facility Chief Administrative Officer, or designee, for a determination of whether the prisoner is subject to such a risk and, if so, to take immediate remedial action.

PREA Coordinator

Ensure that all prisoners are screened for risk of sexual victimization or abusiveness, in accordance with the timeframes set out in policy.

Ensuring that all prisoners are provided timely, comprehensive education, through written materials and/or video, regarding their rights to be free from sexual misconduct and sexual harassment and to be free from retaliation for reporting such incidents as well as Departmental policies and procedures for reporting and responding to such incidents. This education shall also include prevention, self-protection, and the availability of treatment and counseling.

Education

1. Within ten (10) days of intake to the facility, each prisoner shall receive the comprehensive education on Maine's PREA Statutes and the Department's Sexual Misconduct policy. The prisoner shall acknowledge receipt of such information.
2. Current prisoners who have not received such education shall receive it within one (1) year of the effective date of the national PREA standards (August 20, 2013) as well as the relevant attachments.
3. All prisoners shall receive such education upon transfer to a different facility to the extent that the practices of the prisoner's/resident's new facility differ from those of the previous facility.
4. This education shall be in formats accessible to all prisoners, including, but not limited to, those who are limited English proficient, hearing impaired, visually impaired, developmentally disabled, or have limited reading skills. Receipt of this education shall be documented for each prisoner.

Special Management Housing or Protective Custody Housing

1. Prisoners screened as at high risk for sexual victimization shall not be placed in a special management housing unit or protective custody housing unit due to this risk unless there has been a consideration of all possible available alternatives, and it is determined that there is no available alternative means of separation from likely perpetrators.

2. If such a determination cannot be made immediately, the prisoner may be housed in a special management housing unit or protective custody housing unit for no more than twenty-four (24) hours, pending the determination.
3. If a determination has been made that there is no available alternative means of separation from likely perpetrators, the initial placement in a special management housing unit or protective custody housing unit shall only last until there is available an alternative means of separation and, in any case, the initial placement shall not exceed thirty (30) days.
4. The placement must be reviewed at least every thirty (30) days to verify whether it is necessary to retain the prisoner/resident in a special management housing unit or protective custody housing unit.
5. Any placement or retention of a prisoner in a special management housing unit or protective custody housing unit shall be documented in accordance with Departmental policies and procedures.
6. Any prisoners placed in a special management housing unit or protective custody housing unit due to this risk shall have access to programs, privileges, education, and work opportunities similar to prisoners/residents in the general population, except to the extent that they must be limited consistent with reasonable precautions designed to protect prisoner safety, security and orderly management of the facility and shall otherwise receive treatment in accordance with Departmental policies and procedures.

Lesbian, Gay, Bisexual, Transgender, or Intersex (LGBTI) Prisoners/Residents

1. The determination whether to assign a transgender or intersex prisoner to a facility for male or female prisoners and other housing and program assignments shall be individualized, take into account the views of the prisoner, and be based on protecting the prisoner's/resident's safety and mental health and preventing security problems.
2. Facility, housing, and program assignments for each transgender or intersex prisoner shall be reviewed through the facility classification process at least every six (6) months to consider any threats to safety experienced by the prisoner.
3. Transgender and intersex prisoners shall be given the opportunity to shower at separate times from other prisoners.
4. Lesbian, gay, bisexual, transgender, or intersex prisoners shall not be housed in dedicated facilities, units, or wings solely on the basis of such identification or status.

Reporting Sexual Misconduct or Sexual Harassment

1. A prisoner may report to any staff person within the Department that he/she has been a victim of sexual misconduct or sexual harassment by a staff person, a volunteer, or another prisoner or resident.

2. If a staff person or volunteer observes, receives a report of, or otherwise discovers what appears to be sexual misconduct or sexual harassment between prisoners or sexual misconduct or sexual harassment by a staff person or volunteer with a prisoner, that person shall immediately verbally report the incident to the facility Chief Administrative Officer, or designee, and, as soon as possible, to the facility PREA Monitor, who shall then immediately report it to the Department's PREA Coordinator.
3. Any staff person or volunteer found to have failed to report sexual misconduct or sexual harassment is subject to disciplinary or other appropriate action, including dismissal, termination of contract, or being barred from Departmental property, and may also be subject to criminal prosecution.
4. A staff person or volunteer shall not attempt to deter any person from reporting sexual misconduct or sexual harassment and shall not take retaliatory action against any person who reports sexual misconduct or sexual harassment or who otherwise provides information related to an allegation of sexual misconduct or sexual harassment.
5. Any staff person or volunteer found to have attempted to deter any person from reporting sexual misconduct or sexual harassment or taken retaliatory action against any person who reports sexual misconduct or sexual harassment or who provides information related to alleged sexual misconduct or sexual harassment is subject to disciplinary or other appropriate action, including dismissal, termination of contract, or being barred from Departmental property, and may also be subject to criminal prosecution.
6. Retaliatory action shall be reported and investigated in the same manner as described above for reports of sexual misconduct or sexual harassment.
7. The Chief Administrative Officer, or designee, shall provide multiple internal processes for prisoners to report sexual misconduct or sexual harassment, attempts to deter them from reporting sexual misconduct or sexual harassment, retaliation for reporting sexual misconduct or sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents, including verbally, in writing, anonymously, and by way of third parties.
8. The Chief Administrative Officer, or designee, shall provide the means for prisoners to make reports directly to the Department's PREA Coordinator, either by writing to or calling the hotline number for the PREA Coordinator, who shall, if requested, keep confidential the identity of the prisoner/resident.
9. The Chief Administrative Officer, or designee, shall also provide the means for prisoners to make reports of sexual misconduct to sexual assault response services agencies in the community by providing the contact information for local agencies.
10. The Department shall establish a method to receive third-party reports of sexual misconduct or sexual harassment and shall distribute through its website information on how to report sexual misconduct or sexual harassment on behalf of a prisoner.

11. Upon receiving an allegation that a prisoner was subjected to sexual misconduct or sexual harassment while confined at another detention or correctional facility or while receiving community corrections services, in addition to notifying the Department's PREA Coordinator, the Chief Administrative Officer, or designee, of the facility where the allegation was made shall notify the Chief Administrative Officer, or designee, of the facility where the alleged sexual misconduct or sexual harassment occurred, or the Regional Correctional Administrator, or designee, of the region where the community corrections staff alleged to have perpetrated the sexual misconduct or sexual harassment worked.
 - a. Such notification shall be provided as soon as possible, but no later than seventy-two (72) hours after its receipt by the Chief Administrative Officer, or designee.
 - b. The Chief Administrative Officer, or designee, providing the notification shall document that such notification has been provided.
 - c. The Chief Administrative Officer, or designee, of the facility where the prisoner is currently confined shall ensure that the prisoner is offered any appropriate services that would have been available if the allegation had been that the alleged sexual misconduct or sexual harassment occurred at that facility.
 - d. The Chief Administrative Officer, or designee, of a Department facility who receives such notification, shall ensure that the allegation is investigated in accordance with these standards.

Sanctions and Other Actions in Response to Substantiated Sexual Misconduct or Sexual Harassment

1. Disciplinary sanctions for a violation of this policy by a prisoner shall be commensurate with the nature and circumstances of the person's act, the person's disciplinary history, and the sanctions imposed for comparable violations by other prisoners with similar histories, in accordance with the applicable Department disciplinary policy.
2. A prisoner may not be disciplined for sexual activity with staff, except upon a finding that the staff person did not consent to such activity.
3. A prisoner may be disciplined for knowingly making or soliciting a false report of sexual misconduct or sexual harassment or otherwise knowingly making or soliciting a false statement related to a report of sexual misconduct or sexual harassment. A statement made or solicited in good faith shall not constitute making a false statement, even if an investigation does not establish evidence sufficient to substantiate the statement.
4. If the investigation is of a report of sexual harassment, the Chief Administrative Officer, or designee, shall ensure that appropriate steps are taken in response to the investigation.

Grieving Sexual Misconduct

1. A prisoner who is alleging that he or she has been a victim of sexual misconduct by a Departmental staff person or a victim of sexual misconduct by a volunteer or another prisoner, for which he or she believes a Departmental staff person is responsible, in addition to, or as an alternative to, making a report of sexual misconduct, may file a written grievance with the facility Grievance Review Officer as set out below.
2. The prisoner may be assisted in filing the grievance by any Departmental staff person or by any other person with whom the prisoner is permitted to have contact. Such a person may also file the grievance on behalf of the prisoner, provided that the prisoner consents to the filing. If there is any question about consent, the Grievance Review Officer may personally speak to the prisoner to ascertain whether he or she consents to the filing of the grievance on his or her behalf. If he or she does not consent, the Grievance Review Officer shall document that fact.
3. The grievance, which may be submitted by a letter or other writing, must be clearly marked as a grievance about sexual misconduct. It must be addressed to the facility Grievance Review Officer and may be submitted in a sealed envelope or by another means that does not reveal its content or subject matter to a casual observer. If the facility Grievance Review Officer is the subject of the grievance, it must be submitted to the Chief Administrative Officer.
4. No subject other than sexual misconduct may be brought up in the grievance. The grievance must describe the nature of the alleged sexual misconduct and must name or sufficiently describe the perpetrator of the alleged sexual misconduct. If the alleged perpetrator is not a Departmental staff person, the grievance must explain the basis for believing that a Departmental staff person is responsible for the alleged sexual misconduct and must name or sufficiently describe the person believed responsible. If the information provided is not sufficient, the Grievance Review Officer shall immediately send the grievance to the prisoner, along with a note outlining what is missing. The Grievance Review Officer shall make a copy of the grievance and the note for the file. The missing information must be provided by the prisoner within thirty (30) days of the date the Grievance Review Officer signs the note and sends out the note and the grievance. Sexual misconduct alleged in a grievance that is dismissed for failure to supply the missing information within this timeline may be the subject of a later grievance.
5. There is no time limit on the filing of the grievance, and there is no requirement that the prisoner attempt an informal resolution of the grievance. The investigation and other steps in the formal resolution of the grievance must be done only by those who are not named or described in the grievance as a perpetrator or staff person responsible for the sexual misconduct.
6. The Grievance Review Officer shall send to the prisoner a response to the grievance, in writing, within thirty (30) days of its receipt. If a response cannot be made within the thirty (30) days, the Grievance Review Officer shall so advise the prisoner in writing and shall indicate when the response will be made, which must not be later than an additional ten (10) days.

7. If the prisoner is not satisfied with the response from the Grievance Review Officer, he or she may file a clearly marked appeal, by letter or other writing, to the facility Chief Administrative Officer within fifteen (15) days of the date the Grievance Review Officer signs and sends out the response. The prisoner must file the grievance appeal on his or her own behalf.
8. The facility Chief Administrative Officer, or designee, shall send to the prisoner a response to the appeal, in writing, within thirty (30) days of its receipt. If a response cannot be made within the thirty (30) days, the facility Chief Administrative Officer, or designee, shall so advise the prisoner in writing and shall indicate when the response will be made, which must not be later than an additional ten (10) days.
9. If the prisoner is not satisfied with the response from the facility Chief Administrative Officer, or designee, he or she may file a clearly marked appeal, by letter or other writing, to the Commissioner of Corrections within fifteen (15) days of the date the facility Chief Administrative Officer, or designee, signs and sends out the response. The prisoner must file the grievance appeal on his or her own behalf.
10. The Commissioner of Corrections, or designee, shall send to the prisoner a response to the appeal, in writing, within thirty (30) days of its receipt. If a response cannot be made within the thirty (30) days, the Commissioner of Corrections, or designee, shall so advise the prisoner in writing and shall indicate when the response will be made, which must not be later than an additional ten (10) days.
11. No prisoner using this grievance process in good faith shall be subjected to retaliation in the form of an adverse action or the threat of an adverse action for using this grievance process. However, a prisoner may have his/her access to this grievance process suspended and/or may be subjected to disciplinary action for abuse of this grievance process.

To: All Prisoners
From: Commissioner Ponte
Date: March 06, 2013
Re: 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 be 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 Department's toll- free PREA hotline number is **1-855-279-4763**. The Maine Coalition Against Sexual Assault crisis and support's toll- free number is **1-800-871-7741**.

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. Female prisoners may be tested for pregnancy when appropriate.

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.