

MAINE DEPARTMENT OF CORRECTIONS

ADULT RESIDENT HANDBOOK

Bolduc Correctional Facility



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Commissioner

June 11, 2021

BOOKLET MUST BE RETURNED UPON RELEASE OR TRANSFER

Introduction

Welcome to the Bolduc Correctional Facility. This handbook tells you what to expect at this facility, and what BCF 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:

Work

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

Respect

Mutual respect is very important at BCF. You will be treated as an individual, and you will be expected to treat other adult residents and staff with respect. BCF is a small community where everyone knows everyone. Courtesy, cooperation, and tolerance are skills that everyone can work on, skills that improve the quality of life and work at BCF for all of us.

There are many opportunities for change and personal growth at the Bolduc Correctional Facility. You can improve skills, employability, and self-knowledge through vocational training, academic and computer education, several kinds of counseling, as well as core programming. 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.

Russell L. Worcester Jr., Director

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Housing

On arrival, you will be assigned to Unit II. This will be your housing unit until you become eligible for work release. Any changes that are made to your housing will be on an individualized need.

Adult residents will be placed into the unit work pool. If a resident is interested in a job on the grounds of this facility, they may submit a written request to their Case Manager. Adult residents may not apply for jobs until they have between 36-48 months on their sentence. Adult residents under this time frame may apply after 30 days. Adult residents may not get their preferred job assignment right away, but BCF staff does try to match work assignments with skills and interests. When adult residents accept a job placement, they must stay in that job for 120 days, exceptions will be made for transfer into a paying job or vocational training.

Any adult resident fired from their job or vocational placement will be placed on unassigned (Work Pool) status pending review by the Unit Management Team. If a resident quits their job or vocational placement, they may be subject to the same Unit Management review and disciplinary action.

CASE MANAGER

Your Case Manager is the person you should consult with day-to-day concerns, problems, and questions. The Case Manager is also a member of Unit Management, which processes all resident requests. Turn in all requests, from job changes to furloughs, to your Case Manager.

Besides being your link with Unit Management, the Case Manager is available for follow-up services including counseling, crisis intervention, and contact with other agencies, treatment programs, and release planning.

To see your Case Manager put in a request form or ask a Unit Officer to call your Case Manager. If your Case Manager isn't there and it's an emergency have the Unit Officer contact one of the other Case Manager's. If Case Manager is unavailable, then direct your question to the Shift Commander. Otherwise it's best for you to wait until your Case Manager becomes available.

Adult residents who wish to have general photocopying done should do it through their Case Manager. The cost is 25 cents per page. To copy something in your file, contact the Classification Officer.

Orientation

Shortly after arrival, you will view a facility and PREA orientation video. You will also receive a handbook, and sign an intake sheet stating that you understand this

information. Be sure to ask questions if anything is unclear. Each section of this handbook covers one subject. Any rules related to that subject are either given at the end of the section or on a page listed at the end of the section. The table of contents on page 3 and 4 shows you where you can look up each subject in this handbook.

Intakes

You will have an intake meeting with your Case Manager within the week following your arrival at the facility. This is a chance for them to get to know you as an individual, your background, plans and interest. They will also discuss activities, work, and programs available to you, and answer any questions you may have.

Policies and Procedures Manual

The Policies and Procedures Manual is in the Library in the Administrative Building for your access.

Important: Problem Resolution/Chain of Command

When you have a problem, take it to the most appropriate staff member (see Communication Contact List). Usually this will be someone who works with you; the officer-in-charge in your housing unit, your caseworker/Case Manager, or your crew boss. Try to resolve your issue at the lowest possible level.

Room Inspections

Rooms are to be cleaned and ready for inspection prior to 8:00am and 12:00 noon on workdays and 9:00am on weekends and holidays. Residents who have unsatisfactory room inspections will receive a deficiency slip. The following are guidelines for a clean room.

1. Floors are to be swept and mopped both AM and PM.
2. Trash cans are to be emptied both AM and PM.
3. Beds are to be made prior to 8:00 am on work days and 9:00 am on weekends

and holidays. (Note: Residents will be allowed to lay ON their beds after the bed has been made.) Residents that are working nights may get their sleep.

4. The room common desk is to be kept clean, neat, and free from clutter.
5. The TV stands are to hold the TV, and must be clean, neat, and free from clutter.
6. All footwear is to be kept in the locker or lined up neatly under the bed.
7. Nothing can be attached to the walls, ceiling, or the outside of the lockers.
Residents may attach acceptable photographs within the painted frame near their bed if the photos do not extend outside the boundary of the frame.
8. Locker doors are to be kept closed when residents are not in their rooms.
9. The tops of the lockers are to be kept clean and free of all items.
10. Nothing is to be placed behind the lockers
11. Window sills are to be kept clean and free of all items
12. All clothes and towels are to be kept in the lockers when not being used.
13. Coolers are to be kept in the lockers when not being used.
14. Bags and boxes are to be kept in the lockers when not being used.

All residents are responsible for the condition and cleanliness of their room.

Daily Schedule and Counts

The Bolduc Correctional Facility has a full-day work schedule. Activities like visits, AA, and recreation are scheduled for weekends and/or evenings. Residents may attend scheduled education classes and/or counseling twice weekly during the workday by prior arrangement with their supervisor.

Workday Schedule

4:30 AM	Breakfast begins
5:45 AM	Wake up call, Formal Count
6:30 AM	Medication line announced
6:50 AM	Medication window closed
7:00 AM	Breakfast ends
7:30 AM	Residents must be in their rooms, residents are to be up and dressed, beds are to be made and rooms cleaned.
8:00 AM	Residents released to AM activities, room inspections begin
10:00 AM	Units secured, Early chow / Unit 1 to Chow, residents released by corridor to lunch
10:45 AM	Return from work.
11:00 AM	Residents must be in their rooms for formal count, when count clears Unit 2 residents released by corridor to lunch
11:45 PM	Chow ends, residents released to PM activities, residents must remain up and dressed, room inspections begin
2:30 PM	Medication line announced
2:45 PM	Medication window closed
3:00 PM	Unit 2 secure / Unit 1 to Chow / Unit 2 Informal count
3:40 PM	Unit 1 secure / Unit 2 to Chow / Unit 1 Informal count
4:10 PM	Chow ends / ACO emptied / Kitchen secured
5:45 PM	Residents must be in their rooms for formal count, when count clears residents released to night activities
7:00 PM	Medication Line announced
7:20 PM	Medication Window closed
9:00 PM	Mail call
9:30 PM	Mail call ends

- 9:45 PM** Residents must be in their rooms for formal count, when count clears residents released to unit recreation
- 11:00 PM Curfew-Residents must be in their assigned rooms (Sun-Thurs.), overhead lights out
- 11:30 PM Televisions, radios, video games off (Sun-Thurs.) (reading lamps are allowed until 1:00 AM)

Saturday, Sunday, Holidays

- 4:30 AM Breakfast begins
- 5:45 AM** Wake-up call, formal count
- 6:30 AM Medication line announced
- 6:50 AM Medications Window closed
- 7:00 AM Breakfast ends
- 8:00 AM Residents released to AM activities
- 8:15 AM Visits begin (**See visit section for COVID-19 schedule**).
- 9:00 AM Residents are to be up and dressed, beds are to be made and rooms cleaned
- 9:30 AM Units secured, Unit 1 to chow; residents released by corridor to lunch
- 10:15 AM Visits end / Resident and area searches conducted
- 10:20 AM ACO emptied and searched
- 11:00 AM** Residents must be in their rooms for formal count, when count clears Unit 2 residents released by corridor to lunch
- 11:45 AM Chow ends
- 12:00 PM Visits begin
- 2:00 PM Visits end / Resident and area searches conducted
- 2:20 PM Visits begin
- 2:30 PM Units secured / Unit 1 to Chow / Unit 2 Informal count
- 2:30 PM Medication Line announced / Missed meals announced
- 2:45 PM Medication Window closed
- 4:00 PM Unit 1 secured / Unit 2 to Chow / Unit 1 Informal count
- 4:00 PM Chow ends / ACO emptied / Kitchen secured

4:30 PM	Visits end / Resident and area searches conducted
5:45 PM	Residents must be in their rooms for formal count , when count clears residents released to night activities
7:00 PM	Medication Line announced
7:20 PM	Medication Window closed
8:40 PM	Razors (1 for 1) and laundry detergent passed out (Sunday only)
9:45 PM	Residents must be in their rooms for formal count , when count clears residents released to unit recreation
1:00 AM	Curfew- Residents must be in their assigned room (11:00 PM Sunday); overhead lights out, televisions, radios, video games off

TIMES ARE SUBJECT TO CHANGE DUE TO INSTITUTIONAL NEEDS

Rules for Counts

1. Residents will return to their rooms for all formal counts.
2. All residents will remain in their rooms after count until their corridor is released. Formal counts may be conducted at any time. Residents shall be in their rooms for all scheduled formal counts and will return to their assigned rooms whenever an unscheduled formal count is announced.
3. Officers doing a count may request that a resident face the officer for a visual identification during any count.
4. Residents will stand beside their bunk for the 11:00 a.m. Formal Count and the 17:45 Formal Count. All other formal counts residents will sit on or stand beside their bunk.

NOTE: For the purposes of formal counts, sitting is defined as being in a seated position, facing forward with the legs hanging from the bunk.

ID Cards

Upon arrival at BCF residents that do not have a MDOC ID Card will be issued a ID. During the Orientation process a photo will be taken so that a personal ID can be made and issued. BCF will supply each resident with a picture ID at no cost. Any requests for replacement IDs should be directed to the Property Officer.

A free ID card will be issued once every 6 months in the event that a resident's appearance changes i.e. beard, shaven etc. Residents will pay \$5.00 to replace ID if appearance changes earlier than the 6-month limit.

Residents are responsible for notifying the appropriate staff member when a new ID is needed due to its loss or damage. Replacement ID cards will be issued at no cost if the Property officer determines that the ID was damaged/lost through no fault of the resident. If it is determined that it was damaged/lost due to negligence or an intentional act, there will be a \$5.00 charge to replace the ID.

ID cards will be worn whenever a resident is outside of his room. The ID is to be worn clipped onto the outermost article of clothing or on the approved lanyard in order that it is displayed in the chest area with the picture facing out. Failure to do this could result in disciplinary action for: Class B - Identification.

Residents are forbidden to have in their possession an ID card that belongs to another resident or to alter or deface an ID card.

Housing Unit Rules

1. Residents must comply immediately to all instruction from staff.
2. All new residents will be confined to their units or the Administration Building until they have received "Resident Orientation" i.e. seen the videos and received a resident handbook.
3. Residents are not to loiter in the bathrooms, the corridors or at the end of the corridors.
4. Movement into and out of the housing units will be through the main entrances.
5. Residents are not allowed to wear sunglasses while inside any building.
6. Telephones are provided for the use of all residents. Be considerate of others and do not tie up the phone for long periods of time (15 minutes maximum if people are waiting to use the phones).

7. Institutional phones will not be used by Residents except with permission of the Case Manager or the Shift Commander on duty.
8. Residents are only allowed in the unit they are assigned to unless authorized by staff.
9. Residents are not allowed on any corridor except the one they are assigned to. Residents are not allowed in any room other than the one they are assigned to unless given specific authorization. For clarification purposes, if any part of your body breaks the plane of the doorframe then you are considered in the room.
10. Guitars/musical instruments may be played in your room only after 11:00 AM count until noon Monday – Friday, holidays excluded. They may be played in your room or outdoors before 7:30 AM and after 4:30 PM Monday – Friday, weekends and holidays excluded. On weekends and holidays, they may be played outdoors after 5:45 AM count and before the 9:45 PM count.
11. Headphones must be used with radios, TV's, and stereos. These should not be audible outside the room. Speakers are contraband. Radios, TV's, and stereos will be turned off along with lights when out of the room.
12. Do not lie on or put your feet up on the furniture in day rooms, common areas or the desk in your room. Furniture is not to be abused nor is it to be moved from the area assigned. This includes moving chairs for use while on the phone.
13. Do not put your feet on the metal rails or on the walls.
14. A square is marked on the wall near your bunk. Appropriate photos may be displayed inside of the square. Photos that depict nudity or anything sexual in nature. No STG, Drug related pictures, paraphernalia, or alcohol are not appropriate for display in this square.
15. Do not block or cover any window or light.
16. Do not place items on the window ledge.
17. Loitering is not allowed in front of Administration building, around the control area or in front of the Units.
18. Residents are always expected to conduct themselves in an orderly fashion. Obscene language will not be tolerated at any time.
19. Do not misuse or abuse the pool table or equipment. Violators may lose their privilege to use this equipment. Continued disregard for this rule may result in a formal disciplinary action. Pool playing, card or board games are only allowed after 11:00am count to Noon and after 4:10pm Monday-Friday, and during non-sleep hours on holidays and weekends.

20. All personal property will be stored in the resident's wall and footlockers except for electronic devices, headphones, guitar, and personal photo displayed in the approved frames. At no time will clothing or footwear be left in the corridor. Your locker door and footlocker lid are required to be closed when not in use.
21. Residents going to and from the showers must be appropriately dressed, including shower shoes. Underwear and/or towels are not acceptable clothing to be worn to and from the showers.
22. Residents outside their rooms in the dorms must always be appropriately dressed, including shirt, pants or shorts, shoes, and ID cards.
23. Watching television, playing video games, radio, stereo, Discman, and Walkman are only allowed before 7:30am, after 11:00am until Noon and after 4:30pm Monday – Friday and during non-sleep hours on holidays and weekend.
24. Residents are not allowed in the stairwells located behind the fire doors at the end of each corridor with specific staff permission.
25. Letter writing, legal work, and reading may be done during work hours in residents' rooms only, provided all assigned work/program is completed.
26. Each unit has its own "smoke shack" and residents are to use the "smoke shack" at their assigned unit. There are three areas approved for smoking at BCF, they are the only areas where smoking is allowed.
27. Residents are not to do anything that impairs the staff's view into a room or inside the room. This includes but is not limited to placing items to cover windows or parts of them, draping items so they cover part of the bed or any other practice that will obstruct the view of staff.
28. Residents are not allowed to leave units without proper footwear, no shower shoes, or flip flops outside the units.
29. Residents will not store cleaning supplies in their rooms.

Contraband and Search

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 resident's possession, other than the authorized area, are contraband.
4. You, your cell, and your property are subject to a search by staff at any time. Searches may be conducted **with** or **without** the resident present. All areas of the facility are subject to search at any time by an authorized staff member. Shift commanders need not be present during searches.
5. Contraband will be confiscated and disposed of in accordance with Department policy.
6. 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.

Bathroom Rules

1. Flush toilets and urinals after using them.
2. Dispose of all trash properly.
3. Return all soap bars to their proper places after use.
4. Turn off faucets when you finish using them.
5. Clean up after any messes you make.

Administration Building Rules

1. Residents must check in and out with the Administration Control Office.
2. Residents entering the administration building may do so only with prior staff authorization which should be preceded by a phone call to the Admin. Control Office by a staff person. Exceptions to this rule will be made for the following reasons:
 - A. going to a work assignment.
 - B. going to a regularly scheduled class or group

- C. going to the resident dining hall for meals
 - D. going to the Library
3. No containers (including coffee cups) can be brought into the Administration building.
 4. Residents that wish to see someone in the administration area must first see the officer in their housing unit. The officer will call the staff member to find out if they are available to see the resident. If they are available, the officer will notify the ACO and send the resident there to check in. The ACO officer will direct the resident to wait in the visit area and then notify the staff member that the resident is there.
 5. Residents are prohibited from wearing sunglasses or hats inside the administration building. Only jeans must be worn while in the ACO, no sweatpants.

Safety

What to do in case of a fire drill:

Follow the directions on the posted Fire Exit Map in the housing unit or other building you are in unless directed otherwise by a staff person. All Residents must evacuate the building immediately, but calmly. Go directly to the gym and enter through the doors at the rear, lower level.

What to do in case of fire:

Follow the same procedure as in fire drills unless directed otherwise by a staff person.

Remember:

- Fire is not likely to chase you down and burn you to death; it is the by-products 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 is the product of your imagination running wild, and it can set in on you as soon as it dawns on you 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! You'll want to save your eyes and lungs as long as possible. The air five feet from the floor could already be laden with odorless carbon monoxide.

Unit Management

The Bolduc Correctional Facility utilizes the Unit Management System which relies heavily on the skills and expertise of the Case Manager. Under the Assistant Director's direct supervision, the Case Manager is responsible for all case management matters concerning Residents on their caseload and other duties as assigned by the Assistant Director. **All requests** should be submitted to Unit Management through your Case Manager. There are specific forms for furloughs and work release; for all other requests, use the "BCF Request Form". All forms are available at the control desk in your unit.

Unit Management meets weekly on Wednesday mornings to review all resident requests. Recommendations are made to the Director on matters such as furloughs, work release and SCC. Requests must be turned in by 9:00 AM Monday to be considered that week.

The purpose of Unit Management is to have your concerns and requests channeled through a team who have regular contact with you and know you as an individual. The Unit Management Team reviews all requests, makes decisions on some, and refers others to the Director with comments and suggestions. The team also reviews requests by staff concerning job changes, suspensions, program changes, etc.

The Unit Management Team will also meet with you for an annual review, semi-annual review, and work release requests. The purpose of this annual hearing is to review how you are doing with your case plan, behavior, work, and program participation. Additionally, the Unit Management Team will make recommendations regarding current and future program participation and release planning. You will receive a written response on all requests and decisions from the Unit Management Team. All recommendations are subject to review and approval by the Director.

Appeals of decisions from the Unit Management Team should be addressed to the next level of authority within 5 working days of notification: Unit Management Team Director.

Substance use Department

Substance use treatment services are available to Residents who, through various assessments, are identified as having substance use issues. Recommended services may include *Cognitive-Behavioral Interventions for Substance use (CBISA)*, *Relapse Prevention*, *Alcoholics Anonymous* and *Narcotics Anonymous*, individual and/or group counseling and discharge planning.

In addition to intake screening (upon reception) and follow up need's assessments, Residents may request substance use services through their Case Manager, LCPC or directly to the substance use treatment staff via written request. The Unit Management Team may also refer Residents, but the needs assessment and any recommended treatment plan will be done by a licensed substance use counselor.

Alcoholics Anonymous

The ***Gull Group*** meets at 7:00 p.m. every Thursday night. This meeting is often attended by volunteers from the outside. The third Thursday meeting of each month hosts outside speakers. There is also a non-credited AA meeting on Sundays at 7:00 p.m.

Narcotics Anonymous

The ***Just For Today Group*** meets every Saturday night at 7:00 to 8:00 p.m. NA is a group designed for people whose primary concern and addiction are drugs other than alcohol, not just narcotics. The group is in the process of developing a network of outside volunteers to attend meetings and, occasionally, to speak at them. There is no furlough component for the NA group at present.

12-Step Group

Every Monday at 6:30p.m., an AA volunteer mentors a journey through the twelve steps. This process represents a commitment of at least six months and is limited to a few highly motivated Residents. Although the volunteer is from AA, members of other 12-step groups are welcome to enroll.

Recreation

The Recreation Department offers several organized programs for Residents. Programs include intramural basketball, volleyball, weightlifting and various other tournaments.

The gymnasium 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 will be posted in the gymnasium.

Recreation Rules

1. Rec. equipment is for everyone; abuse of equipment will not be tolerated.
2. Dispose of trash in available trash receptacles.
3. Excessive noise or horseplay will not be tolerated.
4. Misuse or willful destruction of the building, its fixtures or any recreational

equipment will not be tolerated.

5. Outside recreation equipment must be signed out and back in and be in the same condition as when issued.
6. Recreation equipment is to be used only for the purpose it was intended for.
7. Food and beverages are not allowed in the gym.
8. Basketball sneakers are the only allowable footwear in the gym. Residents must ensure that their sneakers are free from dirt, mud, stones, etc. prior to going on the court. Noncompliance with this rule may result in a resident not being allowed use of the basketball court.
9. Hanging on the backboard supports, rims, nets, etc., is prohibited.
10. Residents must view the weight lifting safety video to be eligible to use the weight room or the multi-station.
11. All weights, bars, and other equipment must be returned to their proper place when you finish using them. No equipment can be leaned against the walls. No weights on padded benches.
12. Weights, bars, and other equipment must not be dropped, thrown, or misused in any way.
13. No weights or weight equipment will be removed from the weight room or the multi-machine room.
14. Residents taking medications that could affect their judgment or motor skills may be barred from weight lifting and all competitive sports activities.
15. Horseshoe Pits: Only those Residents actually participating in the playing of horseshoes will be allowed to be in that area.

Ball field Rules

1. No walking around the ball field during outside games. No walking past the scoreboard while the outside team is here.
2. All Residents must be sitting on the home team bleachers or standing between the bleachers and the double gate to watch the game.
3. Only the person designated to keep score is allowed behind the backstop.
4. Only authorized personnel are allowed in or around the tool shed.
5. The porta potty is only for the use of the outside team and their observers.
6. Residents are always to act appropriately and do or say nothing that could be offensive to the outside team or their observers.

Education

All Residents are encouraged to pursue their educational and academic goals. Residents are invited to meet with Education staff to plan their work on short-term and long-term educational goals. Education staff and volunteers also discuss with Residents their educational and professional plans for post-release. Post-secondary educational planning and support are provided by a TriO Maine Educational Opportunity Center (MEOC) advisor and/or a University of Maine at Augusta (UMA) Rockland Center advisor who connect with Residents. The Unit Management Team may recommend educational programming such as HiSET study classes to prepare for the HiSET tests if appropriate. Learning plans are individualized to meet a Resident's needs, goals, learning styles, and timeline.

1. Do you want and/or need to earn your high school equivalency? HiSET preparation study sessions are available days and evenings Monday through Friday. Study materials, workbooks, and HiSET Academy software in the computer lab are provided for use by HiSET students. Resident tutors assist students to prepare for the HiSET subtests. Residents wishing to be tutors should meet with Education staff. Official HiSET tests are administered at Bolduc.
2. Would you like to improve and practice your skills in reading, writing, and/or math? Discuss with Education staff your personal and/or professional needs and goals as they relate to literacy and math. Reading Horizons software is available in the computer lab.
3. Thinking about college or trade school? The TriO Maine Educational Opportunity Center advisor helps Residents with college applications and financial aid applications in preparation for post-secondary education. This advisor also can research trade schools and college options when Residents discuss their goals for outside work and school. See Education staff to sign-up to meet with the MEOC advisor.
4. Getting ready for work? See Education staff for assistance with creating a resume for Work Release and/or release planning. Peers assist Residents with successful resume completion and help on the computer software in the Computer Lab.

Residents may choose to participate in several learning activities to make the most of their time at Bolduc. As individual's goals can change during the learning process, it is recommended that Residents keep in close communication with Education staff and Case Manager's. BCF invites Residents to volunteer in the Education department and to share their ideas with Education staff.

Vocational Training

Requests for vocational schools should be directed to your Correction Case manager or CASE MANAGER who will, in turn, forward all requests to the Unit Management Team for review. There is one vocational program offering you the chance to learn or improve job skills you can use when you get out:

Auto Mechanics: Focuses on suspension repair and 4-wheel alignment using the Hunter Alignment System, brake diagnostics and repair, electrical repair and tune-ups including computer diagnostics and repair using the O.T.C. Monitor Scan Tool. ASE testing is offered to students who show a lot of interest in the program.

Welding Program: The welding program offered at BCF is tailored to entry level in a welding career using the NCCER curriculum plan including the National Center for Construction and Research (NCCER) Core pre-requisite followed by an elective AWS proficiency test.

The NCCER is an organization whose mission is to provide a workforce of safe and productive craft professionals through portable certification and registration that is accepted industry wide thus enabling candidates to acquire gainful, permanent employability anywhere.

In this class you'll learn Mechanical Inert Gas (MIG) welding, Shielded Metal Arc Welding (SMAW), Flux Core Arc Welding (FCAW), Carbon arc cutting, plasma arc cutting, and will touch on Oxyacetylene cutting as well as Tungsten Inert Gas (TIG) welding.

This program will prepare you for an entry level employment with most any employer in the steel working, construction, or building trades throughout the United States and several other countries. Both the NCCER and the AWS are world recognized for training standards.

While attending this training attendance, behavior, and participation is mandatory as there is a wide spectrum of material covered and very difficult to make up. The Core curriculum is a 4-week program and the welding curriculum is approximately 3-4 months in length.

To be considered for the program you must write an essay describing why you wish to participate and what plans you must implement what you've learned for the future.

Library

The BCF Library offers many materials and services that are present at other libraries. The following are offered during posted hours: book borrow, newspapers, law computer, legal forms, computer lab, a quiet place to study, and free informational brochures about outside resources. All materials must be signed out by the librarian staff. No library material may leave the Administrative building without being checked out. Newspapers are for use in the Library and are not to be taken outside the library. Residents interested in volunteering are welcome to talk with Education staff. Legal resources are available for all Residents to use on the law computer.

Medical/Health Care

Office hours are every day from 6:00 a.m. to 10:30 p.m. by appointment only unless it is an emergency. Walk-in's that do not have an appointment or who have not had a staff person call in advance, will be considered to be out of place and may be subject to disciplinary action.

A system of Health Care Services has been put in place to ensure a responsible health care authority addresses all levels of health care and provide for the physical and mental wellbeing of the resident population.

This facility will ensure that necessary health care services are administered to Residents regardless of their ability to pay.

Resident Co-Pay

1. A fee for medical and dental visits, prescription and non-prescription medications and prosthetic devices shall be charged to Residents and all such fees collected shall be retained by the facility to offset the cost of medical and dental care.
2. No resident shall be denied necessary health care because of his inability to pay.
3. Unless specifically exempted by policy, all Residents shall be assessed a fee of \$5.00 for each medical visit and \$3.00 for each prescription, non-prescription and prosthetic device.
4. In accordance with MDOC Policy and Procedures, an obligation in the amount of the co-pay owed shall be placed on the account of any offender whose account does not have sufficient funds at the time the co-pay is incurred. The obligation will be paid as funds become available. This obligation will be in effect regardless of which MDOC facility the resident is housed at, until a period of six months from the date of service has passed.

Mental Health Care

Limited Mental Health services are available on a request basis. A service request box with forms is located on a table outside of the library. Fill the form out completely and put it in the box.

In emergency situations, see the mental health person or, if unavailable, any BCF staff member.

All new Residents to the facility will have an intake interview within a week of their arrival. During this interview the mental health person will be in attendance and will assist the Unit Team in making treatment recommendations. A treatment plan will be developed following the meeting, a copy of which will be given to you as soon as possible.

Treatment recommendations for mental health could include:

1. Short term, individual counseling.
2. Mental Health education group such as Anger Management, Thinking for a Change, Long Distance Dads, or Relationships.
3. Crisis intervention, which may include a recommendation for transfer to a more secure facility.
4. Referral to the staff psychiatrist or psychologist; or
5. Referral to the Substance use Department for treatment.

Mental Health staff will additionally perform a follow-up assessment of Residents requesting furloughs, home confinement, work release, or transfer to another facility.

Medical and Mental Health Services

1. If you have an emergency medical or mental health issue, immediately notify any staff person. Emergency response is available 24 hours every day.
2. Routine access to medical, dental, optical, and mental health care is accomplished by submitting a Sick Call Slip. Place your completed Sick Call Slip in the request box located outside the Medical Office. Medical staff will collect Sick Call Slips daily Mon.-Fri. You will receive an appointment notice indicating the time and date of your appointment.
3. Cancellation of any appointments may be done either in person to medical staff or by writing the reason for cancellation on the back of the Appointment Slip, signing

the slip, and placing the slip in the Sick Call box.

4. Medications will be administered to Residents by the Nursing Staff.
 - A. Residents must wear I.D. Cards and state his name to the Nurse.
 - B. Each resident must take the medication as prescribed under the observation of the Security Officer who will check to ensure all medications are swallowed. Residents also need to have water in an approved cup. Failure to comply with the administration of medication may result in disciplinary action and/or transfer. Some Residents may participate in the "Keep on Person" medication program; further details are available at the medical office.

Preventive care is essential for good health. Mandatory Tuberculosis testing is done annually. Flu vaccines are available each fall. All Residents are encouraged to participate in annual physical exams. HIV and Hepatitis C information is available through the Medical Office.

Drug Testing

The Bolduc Correctional Facility aims to provide a substance use-free environment where Residents who have had problems with alcohol or illegal drugs can maintain sobriety. Drug and alcohol use are strictly forbidden; penalties for trafficking and use are severe and there is zero tolerance. Random urine testing is routinely conducted; observations of behavior and suspicious activity may also be used as grounds for testing. Residents returning from furloughs and any Community Program such as D.O.T. and 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 resident 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 resident shall be subject to disciplinary action.

Religious Services

Services and meetings are held in the Administration Building as scheduled by the Chaplain:

Sunday	Jehovah's Witness	06:30-8:00PM
Sunday	Church Services	07:00-8:00PM
Monday	Protestant Service	06:30-8:00PM

Tuesday	Bible Study	06:30-8:00PM
Wednesday	Jehovah's Witness	06:00-8:00PM
Wednesday	Inmate Fellowship	04:30-6:00PM
Thursday	Pastoral Chaplain's Visit	11:00-2:00PM
Thursday	Yokefellows	05:00-6:45PM
Friday	Bible Study	06:00-8:00PM
Saturday	Protestant Services	06:30-8:15PM

The PM meetings are announced in the units.

All are welcome to attend. If you have any questions the Chaplain has a mail box in Administration, Box #38.

NOTE: Religious Items (Other than religious publications): Must be acquired in accordance with Policy 24.3

Community Programs Furloughs

The furlough program is designed to re-integrate the resident back into the community. This gradual re-integration gives the resident an opportunity to strengthen family ties. Furloughs allow the resident time to spend with family outside the facility. First furloughs are up to 24 hours; subsequent furloughs may be extended to full week-ends. To be furlough eligible you must have served half of your total time and must have a good work and behavior record including being disciplinary free for at least 90 days. Case history factors will also be considered. The furlough program is a privilege that must be earned. Excellent work and behavior records must be maintained to continue in the furlough program as well as involvement in recommended programming.

Applications for first furloughs must be submitted at least **12 weeks** in advance; for routine furloughs **5 weeks** lead time is required.

All furlough requests are reviewed by the Unit Management Team. When a first furlough is referred to the Community Programs Coordinator by the Unit Management Team, the requests for information is sent to the Probation Officer who conducts an investigation in the community. This investigation consists of a home visit, contact with Law Enforcement agencies, District Attorneys and any other requested individuals in the community. Upon receipt of the furlough packet, the Unit Management Team reviews all

relevant information and makes a recommendation to the Director. The Director makes the final decision. 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**.

Residents 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. No hygiene items will be taken out or allowed back in. Nothing will be brought back from furloughs; you only come back with what you take out.

Special Furloughs

May be recommended for Residents who are furlough eligible in certain cases; including hospital stays, serious illness, and death in the family or DEEP related counseling. AA meetings and Church services.

NO FOOD OR BEVERAGES MAY BE BROUGHT BACK FROM FURLOUGHS.

Work Release

Local Work Release enables Residents to earn money by working in the local community (Knox, Lincoln and Waldo Counties). Residents may apply for Local Work Release when they are down to 24 months current release date.

To request Work Release fill out a request form. When completed, it should be submitted to your Case Manager. Two forms of identification must be on file when applying for work release i.e. state issued picture ID and Social Security card. Upon approval by the Unit Management Team, your application is forwarded to the Community Programs Coordinator for processing. Your name is placed on a waiting list. Your custody level is reduced to "community" at the time of employment. As with furloughs, good work and behavior and recommended program involvement is required before recommendation is given for work release.

Residents must have been in the Department of Corrections system for a minimum of **120 days** and at the Bolduc Correctional Facility for a minimum of **30 days**. Good work and behavior must be maintained to be a part of Local Work Release.

The Community Programs Coordinator may be contacted for any further information regarding furloughs or work release.

Work Ready

The Work Ready Program is a partnership program between the Bolduc Correctional Facility Community Programs and Education Department, the Department of Labor, and Coastal Economic Development Corporation for the purpose of integrating service strategies to promote successful community reintegration for offenders. This partnership also includes the offenders, community members and other service providers statewide.

INDIVIDUAL ASSISTANCE

Individuals can request meetings to access information and receive assistance with resume and cover letter writing, job seeking, self-employment, and education, credit, labor market statistics, and community resources. The request should be given to your Case Manager.

WORKSHOP SERIES

Session One – “Look for Work”: This workshop was designed to give an overview and special advice to Residents seeking to reenter the workforce.

Session Two – Resume and Applications: includes resume development, cover letter writing, applications, addressing the felony question.

Session Three – Job Search Skills/Techniques: continued discussion on addressing the felony question, reviewing network of contacts, effective job search techniques

Session Four – Interviewing Skills/New Technology: review job applications and various computer applications

Session Five – Transitioning into Communities: community resource handouts, review of transition issues from the inside, self-employment, goal setting, release planning

Session Six – Mock Interviews: individual interviews with workshop panel

Supervised Community Confinement Program (SCCP)

Supervised Community Confinement Program allows our resident population to complete their sentences outside the correctional facility in the community. At 18 months, or less current release date, and completion of half of your sentence you may apply for SCCP. In order to utilize the program the resident must meet the eligibility requirements outlined in policy 27.2. The Unit Management Team reviews the resident's application, work record, behavior, program involvement and compliance with their case plan. If the application is approved by the Unit Team and the Director, it is then forwarded to Probation for the

community investigation process to begin. Upon completion of the community investigation, the SCCP packet is reviewed by the Unit Team and then the Director who works in conjunction with the Director of Classification to make a final determination to approve or deny the application.

Plate Shop (License)

1. Residents must reside at BCF for a minimum of 30 days.
2. Residents must have good work and behavior record, with 30 days continuous satisfactory work, and no disciplinary infractions in the last 90 days or any pending infractions.
3. Residents must have no more than 12 months left to serve on current release date to apply.
4. Residents with less than 4 months on current release date are not eligible to apply.
5. Residents must be medically cleared, on regular duty status and be able to lift 40 lbs. Minimum.
6. Residents must be willing to help make deliveries when necessary, if eligible.
7. Residents must be eligible for and willing to accept full time employment.
8. Residents must be willing to work more than 40 hrs. Per week if needed.
9. Residents must be literate
10. Residents will be on a probationary period and evaluated after their first two weeks.
11. Residents must be in compliance with their individual case plan and attending recommended programs.
12. We also have two long term positions, with a minimum of 3 years remaining on sentence, Residents must commit to a minimum of two years working at the Plate Shop and not have any current or past sex offense convictions. This position will be posted when an opening becomes available.
13. Candidates will be interviewed by the Plate Shop staff and then Residents will be reviewed by the Unit Management team for a final decision.

School Release

Residents may apply for school release to attend post-secondary school while housed at a pre-release center during their last six months; exceptions to this time limit must be approved by the Commissioner. Only Residents who have shown a serious commitment to educational goals will be considered for this program. Applicants will be referred to the Education Department for evaluation of plans, goals, and aptitude. Prior approval for furloughs is required. Recommendation for school release is subject to:

1. Admission to the school
2. Satisfactory financial arrangements
3. Acceptance by the pre-release center

For further information on work release programs, see the Community Programs Coordinator.

Personal Hygiene

Personal Hygiene is the responsibility of each resident. Residents should take showers regularly in order to keep themselves neat and clean. Personal hygiene items including soap, razors, etc. are issued on Sunday evenings at 8:40 PM. Shower shoes will not be worn outside of the unit. All Residents are expected to clean up after themselves in the bathroom, shower and common areas. Residents must be properly dressed both in and outside the housing unit.

Clothing (See Allowable Property)

State clothing items are not to be altered at all. Residents who alter state clothing may be subject to disciplinary action including restitution for the cost of the clothing. Any clothing that have holes in inappropriate places will not be worn anywhere (no exceptions).

Shorts, sweat pants, tank tops and clothing with holes will not be worn by Residents working off the BCF grounds, going inside MSP for any reason, going to any appointment away from the Unit, in the BCF dining room, to Administration Building or Visitation areas. The aforementioned clothing items will not be worn in the immediate boundary areas of BCF during business hours (Monday-Friday, 7:30 AM – 4:00 PM except holidays and shutdowns). Hooded clothing will not be allowed on grounds. Hats are not allowed in the administration building. Hats will be allowed to be worn behind the serving line in the mess hall by kitchen workers.

In the Housing Units, these clothing items (in #2 above) will be allowed.

Crew bosses working in the fields/woods around BCF, taking safety into consideration, will determine what appropriate wear is, adhering to the above guidelines, including sunburn protection. Residents will be properly dressed when they leave that work area to return to the grounds.

Residents participating in the local work release program are representatives of BCF and are expected to dress accordingly. We realize that work clothes may be stained but they

should be clean and not torn. If the local work release employer requires specific items be worn (ex: Steel Toed Boots) it is the Residents responsibility to obtain written permission from the Assistant Director prior to ordering or receiving these items. For the employers that approve work clothing, the approved clothing is to be worn to and from work release. No clothing that is approved for work purposes that violates BCF's clothing procedures can be worn on grounds.

Laundry

A washer and dryer is available on each tier of each unit from 6:00 AM to curfew for Residents to wash their clothing, towels, and bedding. Sheets, pillow cases, and blankets may be exchanged as needed through Property.

Mail / Incoming

“Per Department Adult Facility Policy 21.2, which governs resident mail, residents are required to hand deliver to (deposit with) designated collecting staff all outgoing mail to any court on a schedule determined by the Chief Administrative Officer, or designee. The schedule does allow for the deposit of such mail by residents on a daily basis, including Saturdays, Sundays, and holidays. Staff collecting outgoing mail to the courts will document the name of the court the mail is addressed to, the name and MDOC# of the resident, the date of deposit (i.e., the date of hand delivery to collecting staff), and the name of the collecting staff. The collecting staff will ensure that the resident signs for the deposit and that the document is maintained.”

1. Incoming letters must include a verifiable return address and the resident's name and MDOC # and be addressed as follows:

Resident Name and #

Unit #1

Bolduc Correctional Facility

516 Cushing Road

Warren, ME 04864-4601

Resident Name and #

Unit #2

Bolduc Correctional Facility

516 Cushing Road

Warren, ME 04864-4602

2. Incoming mail is opened to inspect for contraband. All Money orders and checks must be sent to this facility at the above address. Money orders and checks will

then go to the business office to be deposited into the resident's account. All funds, other than US postal money orders and government checks are placed on hold for 14 days after being posted to the account.

NO CASH WILL BE ACCEPTED AT THIS FACILITY:
NOTE: Residents are not allowed to possess any currency.

3. Stamps cannot be mailed in.
4. Privileged mail is opened and inspected for contraband in the resident's presence and must be signed for.

Mail / Outgoing

1. The state pays for two letters per week.
2. Outgoing letters must be sealed in envelopes with complete return address including the resident's name and MDOC # and the following disclaimer: "This correspondence is from the Bolduc Correctional Facility. The contents have not been evaluated and the Bolduc Correctional Facility is not responsible for the content of the enclosed communication. " These envelopes are available at the control desk.
3. Large manila envelopes may only be used for privileged mail addressed to a court or an attorney. See your Case Manager for them. Privileged mail may be sent free of charge if the resident has no funds.
4. Packages will only be accepted with a resident's MDOC number in the address.
5. Correspondence between Residents is not allowed except as noted in Department Policy.
6. Once photos have been mailed out they are not allowed to be mailed back nor are multiple copies of photos allowed to be mailed back.
7. **WARNING** – It is possible that communication by or with a resident made during visits will be listened to and/or recorded by an investigative officer or other employee of the Maine Department of Corrections authorized to exercise law enforcement powers. This does not apply to attorney/client privilege calls.
8. **NOTE** – The Maine Department of Corrections policies for resident communications have been revised to include the following; "a resident who is convicted of/or otherwise known to have committed a domestic violence offense against a person" shall not be allowed to contact the victim through mail, telephone, or visits "without prior approval of the Commissioner or designee".

This recent policy revision supersedes any previously approved Visitor Application.

9. **NOTE** – The Maine Department of Corrections policies for resident communications have been revised to include the following: “a resident who is convicted of/or otherwise known to have committed a sex offense or child abuse against a minor” shall not be allowed to contact the victim through mail, telephone, or visits “without prior approval of the Commissioner or designee”. This recent policy revision supersedes any previously approved Visitor Application.

Media Review

BCF does not interfere with the right of Residents 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 sexual 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.

For additional information regarding mail refer to MDOC Policy 21.2, Resident Mail.

RESIDENT VISITATION

DUE TO COVID-19 THE FOLLOWING SCHEDULE WILL BE IN EFFECT UNTIL FURTHER NOTICE.

In order to keep Residents and families safe, please follow our current guidelines until further notice:

- Residents are allowed one (1) visit per week. This visit will last one (1) hour;
- Up to two (2) of the same household will be allowed;

- Starting October 31, 2020 visits will be conducted inside the visit room. To ensure social distancing four (4) Residents will be allowed to visit at a time;
- Only visitors living in the State of Maine, Massachusetts, Vermont, New Hampshire, New York, New Jersey and Connecticut will be allowed to visit'
- Temperatures will be taken of all visitors (fevers will be sent away);
- In the event of inclement weather, visits will be cancelled per the Shift Commander;
- Cloth masks are required to be properly worn by all visitors and Residents. Cloth masks need to cover both nose and mouth;
- No touching or embracing will be allowed. Residents and visitors will always remain 6 feet away from each other;
- No food or any items will be allowed onsite. Nothing shall be passed or shared;
- Video visitation will double starting November 1, 2020.
- Tentative schedule is as follows for both Saturdays and Sundays.

08:00 – 09:00

09:15 – 10:15

12:00 - 13:00

13:30 – 14:30

15:00 – 16:00

Failure to comply with above guidelines could result in the termination of visitation. Thank you for your understanding and cooperation.

The regular visit schedule is to follow for your convenience when and if the COVID-19 schedule is no longer necessary.

No visitor except immediate family members shall be on more than one (1) resident's visit list.

Immediate family includes spouse; natural, foster or adoptive mother, father, son, daughter, grandfather or grandmother, grandchild, brother or sister; step-mother, step-father, step-son; step-daughter; step-grandfather; step-grandmother; step-grandchild; step-brother; or step-sister.

Visitor Clearance Forms (Applications) can be obtained in your housing unit; make sure you have the most updated edition. You can either send out the forms to family and friends or inform them they are available from the Visit Officer or from the Website.

<http://www.maine.gov/corrections/facilities/msp/MSPVisiting.htm>

or

Clearances may take up to six (6) weeks for processing. It may take longer if an applicant has a criminal record.

NO CASH WILL BE ACCEPTED AT THIS FACILITY:

All Money Orders or Checks Must Be Mailed

NOTE: Residents are not allowed to possess any currency.

Time: Visits are held on weekends and holidays in two hour periods:

08:15 AM to 10:15 AM

12:00 PM to 02:00 PM

02:30 PM to 04:30 PM

The maximum visit time is (6) hours per week, not counting legal and other special visits. Visits are scheduled by having your visitor call 273-5125, Monday through Thursday during the following times: 8:00AM-3:00PM.

Number of Visitors

Only three adult visitors and three children under the age of seven (7) will be allowed to visits both inside and outside.

Visit Procedures

All visitors must report to the Visiting Officer upon arrival (but not before the starting time for the visit period) and fill out the Visitors Log Book. Visitors will leave handbags and briefcases in the office lobby or in their vehicle; lockers are available to secure items not allowed in the visiting area. All visitors are expected to dress in a reasonable fashion to ensure the good order of the visiting area. All visitors are expected to conduct themselves appropriately or they will be asked to leave. The shift commander on duty may ask visitors to leave if they are not dressed appropriately or act inappropriately.

Conduct

1. When anticipating a visit Residents are to wait in their units until called over for a visit.
2. Moderate physical contact is permitted, i.e. embracing and kissing, but only upon the visitor's arrival and departure. After the initial greeting is made, only holding of hands will be permitted. All other physical contact is forbidden until the end of the

visit.

3. Loud and/or offensive language will not be tolerated.
4. Residents must be properly attired for visits. Sweat pants, shirts, jackets, and T-shirts worn by themselves may not be worn at visits.
5. Visitors must be properly attired. **Acceptable Dress:** jeans and slacks, skirts and dresses knee length or longer. Knee length shorts. 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 rips, tears or revealing holes. Clothing which makes reference to drugs, 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.
6. Residents are responsible for the conduct of their visitors, including children. If children or other visitors are unruly to the point of disturbing other visitors, the supervisor on duty may terminate the visit.
7. Be considerate of others in the visiting area.
8. During outside visits the use of umbrellas will be permitted, but Security Staff may request for it to be repositioned if it is blocking Security from being able to supervise the visit.

Parking

All visitors should park in the lot in front of the Administration Building; use the area across the street only if this lot is full. Parking on the grass is not allowed.

Hospital Visits

Per Directive of the Commissioner of Corrections Residents will not be allowed visitors while at the hospital.

Visiting Area

There are two visiting areas at BCF, one indoors and one outdoors. The outdoor area is limited to good weather only, Memorial Day Weekend through Labor Day Weekend. The Shift Commander on duty will determine if the outside area will be open to visits at visiting time. The indoor visiting area is located upstairs in the Administrative Building. No smoking or eating, this includes candy and gum, is allowed in the indoor visiting area. Movement from one visiting area to the other is not allowed. **After visits start, visitors are not allowed to return to their vehicles until the conclusion of the visits, except where prior approval has been given by the Shift Commander.**

No Pets Allowed

Visitors may not bring pets to BCF. It is the resident's responsibility to be sure visitors are aware of this. Visitors arriving at BCF with pets in their vehicles will not be allowed to visit. Service Dogs will be allowed with prior approval from the Director with proper medical paperwork.

1. **WARNING** – It is possible that communication by or with a resident made during visits will be listened to and/or recorded by an investigative officer or other employee of the Maine Department of Corrections authorized to exercise law enforcement powers. This does not apply to attorney/client privilege calls.
2. **NOTE** – The Maine Department of Corrections policies for resident communications have been revised to include the following; “a resident who is convicted of/or otherwise known to have committed a domestic violence offense against a person” shall not be allowed to contact the victim through mail, telephone, or visits “without prior approval of the Commissioner or designee”. This recent policy revision supersedes any previously approved Visitor Application.
3. **NOTE** – The Maine Department of Corrections policies for resident communications have been revised to include the following: “a resident who is convicted of/or otherwise known to have committed a sex offense or child abuse against a minor” shall not be allowed to contact the victim through mail, telephone, or visits “without prior approval of the Commissioner or designee”. This recent policy revision supersedes any previously approved Visitor Application.

For additional information regarding visitation refer to MDOC Policy 21.4, Resident Visitation.

Showroom

The prison showroom employs BCF Residents to stock shelves, move furniture, load and unload trucks, and assist with sales. A showroom job is a position of trust, involving some contact with the public. Eligible Residents may apply for the waiting list. As openings develop, Residents will be selected from the approved waiting list. All resident assignments to the showroom must be approved by the Unit Team. The Unit Team considers case history factors as well as work and behavior in making selections to the approved list. Residents accepted by the showroom usually start part-time. All showroom workers must review and sign an agreement to abide by the showroom rules of conduct.

1. Residents must reside at BCF for a minimum of 60 days, and have 3 years or less remaining on their sentence.

2. Residents convicted of any type of sexual offense will not be considered.
3. Residents convicted of any drug related crimes or have a history of drug involvement while incarcerated in the MDOC, will not be considered.
4. Residents must have good work and behavior record, with 30 days continuous satisfactory work, and no disciplinary infractions in the last 90 days or any pending infractions.
5. Residents must have 30 months minimum left to serve on sentence.
6. Residents must medically be regular duty status.
7. Residents must be eligible for and willing to accept full time employment at time of interview.
8. Residents must be able to work more than 40 hours per week if needed.
9. Residents must be literate and able to do math.
10. Residents will be on a probationary period for 60 days. If work performance is not satisfactory, the resident can be terminated at any time during this period.

Counsel Substitutes

Counsel substitutes are Residents or staff who are trained to assist other Residents in disciplinary actions. Any resident is entitled to consult with a counsel substitute and/or have the counsel substitute present at the disciplinary hearing. The Assistant Director shall provide oversight and supervision for Counsel Substitutes.

Good Time

Residents are awarded good time at different rates depending on the code in effect at the time of sentencing. If you want to review the good time policy it is available in the Library. If you need further clarification send a BCF request form to the Classification Officer.

Resident performance reports for conduct, work/programs may be submitted to the Classification Department at the end of each month by work/housing supervisors. These reports are only submitted if a resident has not been compliant with good work/behavior.

Procedure J: Restoring withdrawn Statutory Good Time or Deductions

A resident may apply for the restoration of withdrawn statutory good time or deductions for the sentence he or she is currently serving by applying in writing to the Unit

Management Team or designee, of the unit where the resident is currently housed. A resident may apply at any time during his or her current sentence provided it is no later than ninety (90) days prior to the resident's projected date of release from incarceration, the resident has not received a decision regarding restoration of good time or deductions on that sentence within the past ninety (90) days, the resident has not been found guilty of a disciplinary violation within the past ninety (90) days, and there is no disciplinary matter pending.

If found guilty of a Class A or B disciplinary violation within the year prior to the application, the resident shall include as part of the application the exceptional circumstances for outstanding conduct or programming to restore time.

Receiving a PPR (resident performance report) for work or conduct will result in not receiving good time for that month.

Application Process

At certain periods, a notice will be posted by the Industries Shop. To be considered for entrance into the Industries Program a written request form must be submitted to the resident's Case Manager when these jobs are posted. All Residents must have been at BCF for a minimum of ninety (90) days. All production workers must successfully complete the documented safety training.

Hiring Procedures

Unit Management staff will review all request submitted to determine if the applicant meets the minimum requirements. A list of approved applicants will then be submitted to Industries staff. Preference will be given to applicants with a good work history, job experience and skills. Prospective workers must meet the following minimum requirements:

- A satisfactory work evaluation for a minimum of 30 consecutive days (unless waived in a particular situation due to a specific job need).
- Satisfactory reports from: resident's living area, Shift Commanders and Unit Management Team.
- No recent criminal activity while incarcerated within the Department of Corrections.
- No disciplinary infractions, warnings, convictions, or pending write-up infractions in the past 90 days.
- No medical restrictions that would prevent a worker from necessary job requirements or the safe operation of shop equipment.
- Successful completion of the Industries Safety Training Program with

complete documentation for all production related jobs.

- Request for job assignment by the Industries Staff submitted to the Unit Management Team for review and approval with the final approval by the Director.

Wages: Resident wages will be based on job skill requirements and consistent with the State of Maine Department of Corrections authorized Policies and Procedures.

Job Descriptions: Job Descriptions will be provided during the interview process and reflected in the hiring paperwork.

Conduct and Rules

Resident workers are expected to:

- Report to work on a daily assigned basis and on time using the time clock and following any required payroll procedures.
- Conduct themselves in both a courteous and respectful manner with staff and co-workers.
- Follow all shop procedures as designated by Industries Staff.
- Follow all tool control and maintenance procedures.
- Work on assigned projects in a safe and timely manner.
- Meet or exceed quantity and quality standards.
- Maintain a clean disciplinary record.
- Report any and all work injuries to Industries staff immediately.
- Assist staff on any and all projects as needed.

Failure to abide by any of the above standards may result in suspension or termination from the program. In the event of an injury resulting from a determined unsafe worker action additional safety training or termination may occur depending on the exact circumstances and work history.

Removal from Industries Program

If it is determined by Industries Staff that a resident shall be removed from the program due to a violation of conduct and rules, poor work performance or other reasons, the resident will be placed on unassigned status pending a review by the Unit Management Team.

Adult Resident Accounts

The MSP Business Office maintains a trust account for each resident under his DOC number. Once a week, a resident that has account activity in his account receives an account slip documenting all money that goes into or out of his account. Account slips should be saved. Any questions on resident accounts should be sent to the MSP Business Office in charge of resident accounts in writing. Additional copies of account activity can be provided at Resident's expense.

When money comes in through the mail it is sent to the Business Office for deposit. Checks are put on hold for 14 days. Postal money orders and government checks are treated as cash and are not put on hold.

To send money out, complete a money transfer form and turn it in to the Administrative Control Office who will give it to a Shift Commander for approval. Include with it a stamped and addressed envelope. Allow three business days, after being received in the Business Office (except holidays), for the check to be issued. Cash for furloughs may be drawn by giving the transfer to the Community Programs Coordinator. Three checks may be written from your account weekly. A .50 cent service charge will be charged for every check over the three check limit.

Each trust account is divided into the following categories

1. **Current:** Funds available for discretionary spending
2. **Hold:** This could be a freeze of your account by the MSP Business office or checks are put on hold for 14 days or funds reserved for specific commitments and unavailable for any other purpose.
 - Saving:**
 - a: Any resident who earns a wage or stipend for work performed in any job in a facility or the community shall be subject to a requirement to save a percentage (10% of gross) of earnings in a personal savings account at the facility. (Policy 25.4 Resident Savings Plans)
 - b: Upon your request funds can be placed in a T.D. Bank passbook savings account and will be handled **through the MSP Business office and owned by you.**
3. **Payables:** Summary of restitution, victim assistance, fines and child support
4. **Trust summary:** Transactions of funds received and disbursed.

You may accumulate income only after certain obligations are fulfilled. These are, 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.

For additional information regarding resident accounts refer to MDOC Policies 2.12, Resident/Resident Accounts and 11.4, Resident Financial Records.

Canteen

Orders are processed through Contracted canteen vendor.

All orders must be on the Kiosk **by 4 p.m. on Friday afternoon** each week. If a holiday falls on a Friday or Monday then all orders must be on the Kiosk by 4 p.m. on Thursday.

Phone Calls

Residents are expected to use the phones on their corridor in the housing units for all phone calls, personal and legal. Only the resident placing a phone call may be on the phone for the duration of that call. Residents may not make 3-way calls.

In an emergency situation, a resident may be allowed to use a departmental telephone.

WARNING – It is possible that communication by or with a resident made during visits will be listened to and/or recorded by an investigative officer or other employee of the Maine Department of Corrections authorized to exercise law enforcement powers. This does not apply to attorney/client privilege calls.

NOTE – The Maine Department of Corrections policies for resident communications have been revised to include the following; “a resident who is convicted of/or otherwise known to have committed a domestic violence offense against a person” shall not be allowed to contact the victim through mail, telephone, or visits “without prior approval of the Commissioner or designee”. This recent policy revision supersedes any previously approved Visitor Application.

NOTE – The Maine Department of Corrections policies for resident communications have been revised to include the following: “a resident who is convicted of/or otherwise known to have committed a sex offense or child abuse against a minor” shall not be allowed to contact the victim through mail, telephone, or visits “without prior approval of the Commissioner or designee”. This recent policy revision

supersedes any previously approved Visitor Application.

Emergency calls must be cleared by the Shift Commander on duty.

Voting Rights

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

Driver's License

Residents who have a driver's license may renew by mail. Residents who wish to take the written part of the license test may do so at the local Motor Vehicle Department office. Steps toward reinstatement of a suspended license may also be taken. See your CASE MANAGER for further information.

MSP Worker Rules

1. All Residents will stay in their assigned area unless they have specific permission from their work supervisor
2. When work is completed, crews will remain in their work areas while waiting for transport; no standing around outside.
3. No materials of any kind may be taken to or from MSP without specific permission from the Head of Security or shift commander.
4. Residents must follow all work/safety rules as determined by the area work supervisor.
5. Any resident whose work assignment is inside the Admin. Building must take their break behind the building. This includes any resident performing grounds work around the Admin. Building.

BCF Grounds Rules

1. Residents will not go outside the BCF boundaries, except on a work crew or with permission from Unit Management.
2. Residents may sit at but not on the picnic tables but only at designated times. They may not sit on the retaining walls, railings or loading dock at the rear of the Administration Building.
3. Residents may not hang around outside of the housing units or the front or sides of the Administration Building.
4. Walking:

- a. Residents may walk on the asphalt loop from the front of the Administration Building to the front of the vocational trades building after 4:30pm until the parking lot lights come on. After that the roadway behind the administration building is closed to traffic.
 - b. Residents are not allowed to walk around the Administration Building prior to visiting hours or during normal business hours 7:45am to 4:30pm, Monday – Friday, excluding holidays.
 - c. After 4:30pm daily, Residents may walk or jog around the perimeter of the softball field, until the parking lot lights come on. Do not go near or feed the cows. In bad weather ask the Shift Commander.
5. All trash must be disposed of in trash containers.
 6. All Residents working in the Administration Building, including kitchen, will take their breaks behind the building. No hanging out on the front porch.
 7. Sunbathing will only be allowed after 4:30p.m. on weekdays and on weekends/holidays on the grass directly behind the Administration Building.
 8. Resident may not engage in recreational activities during work hours, 7:45am – 4:30pm Monday-Friday, excluding holidays. Only authorized Residents may enter the gymnasium during work hours.

Kitchen/Dining Area Rules

1. All Residents working in the kitchen/dining area will wear kitchen uniform as deemed appropriate by the officer or instructor on duty.
2. All Residents with long hair will take appropriate steps to cover or otherwise control hair as deemed appropriate by the officer or the instructor on duty.
3. All Residents will be expected to keep noise levels at an acceptable level during meal times.
4. No resident will wear a hat while in the Administration Building except for those that are working in the kitchen.
5. Residents will dress appropriately when entering the dining area to include shoes, long pants and a shirt with sleeves. Shower-shoes, cutoffs, tank tops and shorts will not be allowed.
6. All Residents will be expected to walk to the dining area.
7. Residents are not allowed to bring food, condiments, beverages, cups, etc. to or from the kitchen/dining room area.

8. Any resident making an excessive mess in the process of eating will be expected to clean up that mess prior to leaving the dining area.

Interdepartmental Memorandum

Oct. 6, 2017

To: All Staff and Residents

From: Director Ben Beal

Re: Resident Correspondence/Communication Contact List/Grievance Process

It is a goal of the Bolduc Correctional Facility that Residents possess constructive living skills upon their return to the community. For that reason, BCF staff encourages Residents 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.

Effective immediately, the following procedures are being implemented in order to provide a timely and effective means to respond to individual resident grievances, complaints and inquiries. Any resident communication sent to this office or the Grievance Review Officer that does not follow the Correspondence Procedures, will be returned without response. Forwarding inappropriate correspondence to this office or the Grievance Review Officer may only result in delaying or preventing a response to individual complaints or inquiries.

The following procedures should provide any resident the opportunity to resolve complaints or to make inquiries informally. These procedures are not intended to restrict any resident's right to file a formal grievance, as permitted under Departmental Policy 29.1 or 29.2 Client Grievance Policy, or to appeal Unit Management or Disciplinary Hearing decisions to this office.

As a reminder, when submitting Grievance Appeals (Level II), Unit Management or Disciplinary Hearing appeals to this office, you will only receive one written response. After the appeal decision response has been provided to you, no other correspondence or communication regarding the committee's recommendation or the appeal will be responded to by this office.

Correspondence Procedure

1. In the event you have a complaint or want to make an inquiry regarding a specific issue/concern, you should:
 - a. Contact the first level staff person responsible for that issue/concern, as identified on the BCF Communication Contact List.

- 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 BCF Communication Contact List for that specific issue/concern.

Please refer to the BCF Communication Contact List (attached).

If you have any questions regarding this procedure or the BCF Communication Contact List, please contact your assigned CASE MANAGER or the Shift Commander for explanation.

Communication Contact List

Administration	1st Level Staff Person	2nd Level Staff Person
Restore of lost good time	Classification Officer	Director, BCF
Marriages (requests only)	CASE MANAGER	Director, BCF

Fiscal Management

Resident Accounts	CASE MANAGER	Resident Accounts Clerk
State Paid Jobs	Immediate Supervisor	Director, BCF

Personnel

Complaints about staff	Employee Supervisor	Next Higher Supervisor
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Records

Resident Files	Classification Officer	Assistant Director
Release Date	Classification Officer	Assistant Director
County Jail Time	Classification Officer	Assistant Director

Security

Housing (general questions)	Unit Officer	Shift Commander
Property	Property Officer	Shift Commander

Food Services

All General Services	Cook/Cook Supervisor	BCF Food Service Manager
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Sanitation/Hygiene

Personal Hygiene	Unit Officer	Shift Commander
Laundry	Unit Officer	Shift Commander

Medical/Health Care

Medical Treatment	Nurse	Health Services Administrator
Eye Care	Nurse	Health Services Administrator
Dental	Nurse	Health Services Administrator
Mental Health	Psychiatric Social Worker	Shift Commander

Communication

Correspondence	Unit Officer	Shift Commander
Magazines/Packages	Unit Officer	Shift Commander
Telephone Problems	Unit Officer	Shift Commander
Visits	Unit Officer	Shift Commander

Programs

Educational Programs	Teacher	Assistant Director
Substance use Counseling	Substance use Counselor	Assistant Director
Special Programs (crime prevention, AA, etc.)	CASE MANAGER	Assistant Director

Library Services

General Services	Library worker	Teacher
Law Library	Teacher	Assistant Director

Recreation Activities

Recreational Programs	Recreation Officer	Recreation Director
Canteen	Contracted canteen vendor	Contracted canteen vendor

Religious Services

Services/Counseling	Chaplain, MSP	Assistant Director
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Social Services

Crisis Intervention	Assigned CASE MANAGER	Assistant Director
Outside Agency (Resource Coordinator)	Assigned CASE MANAGER	Assistant Director
General Counseling	Assigned CASE MANAGER	Assistant Director
Release Planning	Assigned CASE MANAGER	Assistant Director
Marriages (arrangements)	Assigned CASE MANAGER	Assistant Director
Housing Assignments	Assigned CASE MANAGER	Assistant Director

Community Programs

Furloughs	Community Programs Coordinator	Director
Work Release	Community Programs Coordinator	Director
SCCP	Assigned CASE MANAGER	Classification

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 assigned CASE MANAGER.

Disciplinary Procedures Informal/Formal

After a write-up has been initiated, the individual initiating the write-up has the option of trying to resolve the situation informally with the approval of the shift commander.

The shift commander may:

- i. Approve the informal resolution.
- ii. Modify the resolution.

An informal resolution must:

1. Be agreed to by the charging employee, the shift commander and the resident
2. Be imposed for no more than 7 days
3. Be documented in the appropriate log (housing unit and the admin. control area) including:
 - a) Name of resident, MDOC #
 - b) Specific violation
 - c) Action taken
 - d) Name of charging employee
 - e) Name of approving shift commander

Sanctions in an informal resolution may include counseling, warning, verbal reprimand, assignment of extra work, require restitution if property was destroyed or damaged, or impose restrictions on privileges. All of the above must have prior approval of a shift

commander before implementation.

An informal resolution, unlike a formal disciplinary action, does not result in suspension from community programs. However, The Unit Management Team may consider it as part of overall institutional adjustment when making recommendations for furloughs, work release, etc. You may utilize the help of a counsel substitute in a formal proceeding.

If an informal resolution is not feasible, is not approved by the shift commander or is not considered appropriate by the charging employee, then the charging employee must proceed formally by completing, signing, and submitting to the shift commander, an incident report within two working days of the incident.

Appeal of Write-up

Residents may appeal decisions made by the Disciplinary Hearing Officer within (15) days of that decision to the Director. The Director may affirm, modify, reverse the decision and/or disposition of the Disciplinary Hearing Officer or remand the matter back to the Hearing Officer or any individual involved in the process for further action.

Suspension of Sentence

In any case, the Disciplinary Hearing Officer may impose a punishment and suspend its execution. The Disciplinary Hearing officer may revoke the suspension and impose the punishment for cause shown at any time within one hundred twenty (120) days from the date of suspension.

Multiple Violations

A violation of the same class infraction within a one hundred twenty-day (120) period following a disposition on a previous violation of that class may result in a charge of "multiple violation" of that class. In such circumstances the Disciplinary Hearing Officer may impose as punishment for a multiple violation a disposition allowed for the next highest class of offense; for example a Class "D" violation that is multiple may be imposed of as a Class "C" violation.

Unit Management Review

Any disciplinary action is subject to review by the Unit Management Team to determine whether any changes in a resident's program are necessary as a result of the infraction. As a result of a guilty finding, the Unit Management Team may change a resident's security level, program, and/or housing; such a change is not in the nature of punishment but may be required in the interest of the resident, the population or the program.

Racial Slurs

The use of racial epithets, slurs, words or phrases that express racial hatred or prejudice, used by anyone at BCF, is strictly prohibited. Such language constitutes "Provocation" and will be dealt with through the disciplinary process, regardless of whether the language was used in anger or "as a joke". Horseplay is often times a precursor to situations that can become volatile and cause both the staff and Residents unnecessary anguish.

Summary of Formal Disciplinary Classes A, B, and C, and Possible Penalties

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 fifteen (15) days.
2. Loss of good time or deductions, up to fifteen (15) days.
3. Loss of privileges for no more than fifteen (15) days.
4. Assignment of extra work in lieu of recreation for no more than fifteen (15) days.
5. Monetary sanction, up to \$5.00.
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 seven (7) days.
2. Loss of good time or deductions, up to seven (7) days.
3. Loss of privileges for no more than seven (7) days.
4. Assignment of extra work in lieu of recreation for no more than seven (7) days.
5. Monetary sanction, up to \$5.00
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 F: Acts Prohibited (Violations)

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 after having received a written warning, including an explanation of the prohibited conduct, from the Chief Administrative Officer, or designee. Class C.

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

Assault on Staff, Volunteer or Student Intern. Inflicting bodily injury or any attempt to inflict bodily injury on staff, volunteer or student intern. Class A.

Assault, Other. Inflicting bodily injury on another person or any attempt to inflict bodily injury on another person. Class A.

Assessment. Refusing or failing to appropriately participate in a required program screening or assessment, such as substance use screening, person with problem sexual behavior risk assessment, etc., except for a PREA assessment (which is voluntary). Class B.

Body Fluid on/at Staff, Volunteer or Student Intern. Spitting, excreting, urinating on/at staff, volunteer or student intern; throwing any body fluid or any fluid appearing to be or stated to be a body fluid on/at staff volunteer or student intern; or contaminating any item with anybody 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.

Body Fluid, Other. 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 anybody 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

Bribery. 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

Business or Commerce. Engaging in any business activity or profession or buying or selling any goods or services without authorization from the Chief Administrative Officer. Class B.

Canine. Mistreatment of a Department canine, including inflicting bodily injury, threatening to strike or otherwise injure, or harassment, or interference with the canine's performance of its duties, including blocking or hindering its access, substantially restricting its movement, or disguising a scent. 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, Interference. Interfering with count, intentional delay of count, unexcused absence during count, or refusal to cooperate with the taking of a count, whether formal or informal. Class A

Count, Other. Sleeping during a formal count for which it is required that the resident stand, sit, or otherwise respond to staff, or not being where required during a count, whether formal or informal, but still in the housing unit or other area in which the count is being taken (e.g., using the bathroom). Class C.

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 resident 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 resident store card, debit card, or money transfer. Class A.

Currency, Giving or Receiving. The giving or receiving, directly or indirectly, 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 resident 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 between a resident and another resident, between a resident and a volunteer, or student intern, or during visits. The giving or receiving, directly or indirectly, of any of the above between a resident and the family or friend of another resident or between a resident and staff without authorization from the Chief Administrative Officer. If it involves any of the persons above, this includes making a payment for the benefit of another person or receiving the benefit of a payment made by another person. Class A.

Currency, Possession or Use. 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 resident 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. This violation does not include any obligations on the collection priority list, Attachment A to Department Policy 11.4, Resident Financial Records.

Class B.

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

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

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

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

Disorderly Behavior. Failure to conduct oneself in an orderly manner at all times. Class B.

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

Disturbance Major. Creating a disturbance which results in the need for extra staff to respond. Class A.

Disturbance Minor. Creating a disturbance which does not result in the need for extra staff to respond. Class C.

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

Escape. Escape, attempting to escape, or planning an escape. 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 affront or alarm to the other person or arousing or gratifying the resident's sexual desire. Class A.

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

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

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

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

Fire Negligent. Negligent ignition of combustible materials, the reasonable result of which could be property damage or personal 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.

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

Gang or Security Threat Group Affiliation. Being affiliated with, possessing or

displaying any materials, symbols, colors, or pictures of any identified gang or security threat group, or engaging in behavior that is uniquely or clearly associated with a gang or security threat group. Class A.

Giving or Receiving. The giving or receiving, directly or indirectly, of any item between a resident and another resident, between a resident and a volunteer, or student intern, or during visits. The giving or receiving, directly or indirectly, of any item between a resident and the family or friend of another resident or between a resident and staff without authorization from the Chief Administrative Officer. Class C.

Harassment, General. Harassment by words, gesture, or other behavior of any person that is not motivated by the persons' race, color, ethnicity, national origin, religion, creed, gender, sexual orientation, gender identity, or similar circumstance, physical or mental disability, or crime. Class B.

Harassment, Specific. 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.

Hoarding. Possession of an unauthorized number or amount of an authorized item. Class C.

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 resident. Class C.

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

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

Class C.

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. Tampering with, destruction of or damage to or failure to display issued identification in the required manner. Class B.

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

Intake. Refusing to cooperate with any intake procedure, including, but not limited to, taking of a photo, fingerprints, or IRIS scan or the legally required collection of a DNA sample. Class A.

Interference. Interfering or encouraging others to interfere with any staff in the performance of his or her duties, to include, but not limited to, active or passive physical resistance to any lawful order, instruction, rule or assignment. Class A.

Mail. Violating mail rules. Class B.

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

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 by or inherited by or otherwise credited to the resident into the resident's account at the facility. Class B.

Multiple Violation, Class A. Committing a Class B violation within one hundred and twenty (120) days of committing the second of two Class A and/or Class B violations for which the resident was found guilty through the formal resolution

process. Class A.

Multiple Violation, Class B. Committing a Class C violation with one hundred and twenty (120) days of committing the second of two rule violations of any class for which the resident was found guilty through the formal resolution process. Class B.

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

Offensive Physical Contact. Offensive physical contact against staff, volunteer or student intern not resulting in bodily injury, including, but not limited to touching for the purpose of causing affront or alarm to the other person or arousing or gratifying the resident's sexual desire, pushing, shoving, bumping, grabbing or pinching. It also includes throwing an object or substance at staff, volunteer or student intern. Class A.

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

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

Out of Place. 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.

Possession, Alcohol, Marijuana, Inhalant or Drug. Possession of alcohol or adulterated food or drink that can be used to make alcohol, marijuana, inhalant, or drug not prescribed to the resident by the facility health care staff or related paraphernalia. Class B.

Possession, Other. Possession of any item which was not issued to the resident, sold through the commissary, or otherwise authorized to be in the resident's

possession or unauthorized alteration of an authorized item. Class C.

Power of Attorney. Giving or receiving of a power of attorney between a resident and another resident, or between a resident and staff, volunteer or student intern. The giving or receiving of a power of attorney between a resident and the family or friend of another resident without authorization from the Chief Administrative Officer. Class C.

Prohibited Contact, Current Victim. Having contact, directly or indirectly, with a person who the resident has been prohibited from having contact with as a result of any Department policy and who is a victim of any crime for which the Residents was, is or will be serving a sentence during the current imprisonment; or who has a current protection from abuse order, or who has a current notification issued pursuant to Title 17-A section 506-A. This includes sending money to or receiving money from the victim unless there is a court order permitting it (e.g., child support order). Class A

Prohibited Contact, Other Than a Current Victim. Having contact, directly or indirectly, with any person who the resident is prohibited from having contact with as a result of any Department policy and who is not a current victim of the Residents as described above. This includes sending money to or receiving money from the person unless there is a court order permitting it (e.g., child support order). Class B.

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 and conspicuously posted in the program area or otherwise provided to the resident. Class C.

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 while engaging in another activity. Class C.

Search or Scan. Refusing to submit to a search or scan, whether of the resident's person, assigned area, e.g., room, cell, work area, or locker, etc., or property or refusing or failing to follow instructions in connection with the search or scan.

Class A

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

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

Social Networking. Creating or posting, directly or indirectly, on an internet social networking site, or blogging, directly or indirectly, the content of which jeopardizes safety, security or orderly management of the facility. Class B.

Soliciting or Sending. Soliciting money or other property from another party other than a family member or sending out money or other property to another party other than a family member without authorization from the Chief Administrative Officer. Class A.

Tablet. Violating computer tablet rules. 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, window, fire alarm, smoke alarm, heat sensor, fire sprinkler, security touch screen, radio, or causing a false alarm. Class A.

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

Telephone. Violating telephone rules. Class B.

Test, Negative Drug Test. A negative test result for a drug prescribed to the resident by facility health care staff that should have produced a positive test

result, if the drug is one that is prone to being trafficked, including, but not limited to suboxone, opioid pain killers, stimulants, and benzodiazepines. Class A.

Test, Positive Alcohol, Inhalant, Marijuana, or Drug Test. A positive test result for alcohol, inhalant, marijuana, or drug not prescribed to the resident by facility health care staff. Class B.

Test, Refusing to Take Alcohol, Inhalant, Marijuana, or Drug Test. Refusing or failing to take an alcohol inhalant, marijuana, or drug test, refusing or failing to provide an adequate specimen, or refusing or failing to follow instructions for providing an adequate and uncontaminated specimen. Class A.

Test, Tampering with Alcohol, Inhalant, Marijuana, or Drug Test. Tampering with an alcohol, inhalant, marijuana, or drug specimen or trying to hide marijuana, drug, or alcohol use through dilution. 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.

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

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

Throwing. Throwing any object or substance other than body fluids. Class B.

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

Trafficking, Alcohol, Marijuana, Inhalant or Drug. Trafficking of alcohol, marijuana, inhalant, or drug, regardless of whether or not prescribed to the resident by facility health care staff, or related paraphernalia. Class A.

Under the Influence or Use of Alcohol, Marijuana, Inhalant, or Drug. Drinking,

sniffing, ingesting, injecting, or otherwise taking and/or being under the influence of alcoholic, marijuana, inhalant, or drug, other than one prescribed to the resident by facility health care staff. Class B.

Visiting. Violating visiting rules, including rules for video visits. Class B.

Waste. Waste, misuse, or negligent destruction of State property. Class C.

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

Written Communication. Passing, giving or receiving, directly or indirectly, of any written communication between a resident and another resident without authorization from the Chief Administrative Officer. Class C.

THE AFOREMENTIONED VIOLATIONS INCLUDE PLANNING, ATTEMPT, 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 resident is an accessory if he or she knowingly provides assistance to another resident committing a violation.

THE AFOREMENTIONED VIOLATIONS ALSO INCLUDE SOLICITING ANOTHER RESIDENT TO COMMIT THE VIOLATION.

For purposes of any violation which includes possession as an element, possession means to have physical possession of or otherwise exercise control over an item on the resident's person, in his or her assigned area, e.g., room, cell, work area, or locker, or in a common area. A resident is deemed to exercise control over an item if he or she exercises control over the area in which it is found.

MAINE DEPARTMENT OF CORRECTIONS

RESIDENT ALLOWABLE PROPERTY LIST FOR BOLDUC CORRECTIONAL FACILITY

MALE RESIDENTS

A – 10.1 – A – A – 04/10/2017

RESIDENTS REQUIRING SPECIAL WORK CLOTHING FOR WORK RELEASE CAN SUBMIT A BCF REQUEST FORM TO ASSISTANT DIRECTOR RUSSELL WORCESTER FOR APPROVAL.

ITEM(S) ALLOWED	MAXIMUM QUANTITY ALLOWED	ADDITIONAL INFORMATION/REQUIREMENTS
STATE ISSUE		
Box Lock, Combo	1	State Issue
ID Card	1	State Issue
Storage Box/Locker	1	State Issue
FOOTWEAR/CLOTHING		
Athletic Supporter, Groin	1	Canteen Purchase
Athletic Supporter Ankle, Knee, Wrist	2	Canteen Purchase
Ball Cap	1	Gray Only - Canteen
Ball Cap	1	White – Food Service Worker Only, if allowed by facility. Replacement is resident’s responsibility.
Belt or Suspenders	1	State Issue
Coat Hangers	If allowed at facility	State Issue * Non-transferable
Gloves, Mittens	1	Seasonal - State Issue
Gym Shorts	2	Gray Only - Canteen
Insoles	1 set per footwear	Canteen Purchase
Jeans	4	State Issue
Laundry Bags	2	State Issue

Odor Eaters	1 set per footwear	Canteen Purchase
Shirts	4	Blue Only State Issue
Shoelaces	1 pair per footwear	Received with Footwear
Shower Shoes	1 Pair	State or Canteen Issue
Sneaker, Shoes, Boots	2 Pair	State or Canteen Purchase S/T allowed if Job Required
Socks or Socks (Diabetic)	7 Pair	State Issue - White Only Canteen purchase or issued by Medical. Only a total of 7 pairs of any type of socks is allowed.
Sweatpants	2 Pair	Gray State Issue
Sweatshirts	2	Gray State Issue
Tank tops – Approved type worn in living area and to and from rec only.	3	Gray Canteen Purchase
Thermal Underwear (If medically required or issued due to work assignment)	2 pair	State Issue or Canteen Purchase
T-Shirt (Maroon)	1	Hospice Volunteer Only
T Shirts	7	White State Issue or Canteen Purchase 4 State Issue and 3 Canteen Purchase
Underwear	7 Pair	White or Brown State Issue or Canteen Purchase
Weight Belt	1	Canteen Purchase
Weight Gloves	1 Pair	Canteen Purchase
Weight Straps	1 Set	Canteen Purchase
Winter Coat	1	State Issue

Winter Hat	1	Orange or Blue State Issue
PERSONAL ITEMS		
Wedding Band	1	Intake or received through approved Ceremony
HYGIENE ITEMS		
Comb	1	State Issue or Canteen Purchase
Dental Floss	1	Canteen Purchase
Denture Cup	1	Canteen Purchase
Denture Items	1	Canteen Purchase
Deodorant	1	Canteen Purchase
Disposable Razor	2	State Issue
Electric Razor	1	Canteen Purchase
Hair Brush	1	Canteen Purchase
Hair Care Products	3	Canteen Purchase
Hair Pick	1	State Issue or Canteen Purchase
Lip Balm	2	Squeeze type Canteen Purchase
Mouth Wash	2	Canteen Purchase
Nail Clipper (Finger or Toe)	1	Canteen Purchase
Ponytail Holders	1 package	Canteen Purchase
Shampoo	2	Canteen Purchase
Shaving Cream	2	Canteen Purchase
Skin Care Products	3	Canteen Purchase
Soap	2	Canteen Purchase

Soap Box	1	Canteen Purchase
Toothbrush	1	State Issue or Canteen Purchase
Toothbrush Holder	1	Canteen Purchase
Toothpaste	2	State Issue or Canteen Purchase
ELECTRONIC COMPONENTS		
15" or Less TV Clear Case	1	Canteen Purchase
6 Ft Coaxle Cable	1	Canteen Purchase
AA/AAA Batteries	As Required	Canteen Purchase
AM/FM Radio No Speakers	1	Clear Canteen Purchase
Antenna	1	Canteen Purchase
Audio CD's/Games	30	Approved Thru Property Only No Explicit
Cable Splitter/Adapters		Canteen Purchase
CD Lens Cleaner	1	Canteen Purchase
CD Player Clear	1	Canteen Purchase
AC Adapter Clear	1	Canteen Purchase
Ear Buds	1	Canteen Purchase
Headphones	1	Canteen Purchase
Headphone Accessory Kit	1	Canteen Purchase
Memory Card for Game	2	Canteen Purchase
TV Remote	1	Comes with TV
Video Game System	1	With Accessories
MUSICAL INSTRUMENTS		
Guitar with Accessories	1	Through Facility Ordering

Guitar Effects Pedal	1	Through Facility Ordering
Harmonica	1	Through Facility Ordering
PUBLICATIONS		
Hard and Soft Cover Books	15	includes magazines, Books, Newspapers
Dictionary		Included in 15 book count
Educational Materials		Must be for Current Educational Program
Religious Materials		Included in 15 book count
STATE ISSUE BEDDING/LINE N		
Bed Sheets	2	State Issue
Blankets	2	1 Cotton - 1 Wool
Mattress	1	State Issue
Pillow	1	State Issue
Pillow Case	1	State Issue
Towels	3	State Issue
Washcloths	2	State Issue
MISCELLANEO US ITEMS		
Accordion Folder Letter	1	State Issue
Accordion Folder Legal	2	State Issue
Address Book	1	Canteen Purchase
Art Supplies	1 Pad 1 Pencil Set	Canteen Purchase
Over the Counter Meds	Determined by Facility	Canteen Purchase

Calculator - Clear	1	Canteen Purchase
Calendar	2	Canteen Purchase
Cell Fan 6"	1	Canteen Purchase
Cell Lamp	1	Canteen Purchase
Cereal Bowl with lid	1	Canteen Purchase
Cigarettes	10 packs	Canteen Purchase Minimum and Community
Hotpot - Clear	1	Canteen Purchase
Drinking Cup	1	State Issue
Handkerchiefs	3	Canteen Purchase
Individual Size Personal Cooler	1	Canteen Purchase
Legal Materials	Must fit in 2 legal folders	
Medical Devices	Approved thru Medical	
Medications	Approved thru Medical	
Personal Correspondence	must fit in letter folder	
Photo Album	1	Canteen Purchase
Photographs	60	
Playing Cards	2 Decks	Canteen Purchase
Postage Stamps	2 Books	Canteen Purchase
Prescription Glasses	1 Pair	
Replacement Bulbs for Lamp	1	Canteen Purchase
Replacement Ribbon	1	Typewriter Canteen Purchase
Sunglasses No Mirror Finish	1	Canteen Purchase

Typewriter	1	Canteen Purchase
Watchband Replacement	1	Canteen Purchase
Watch Battery	1	Canteen Purchase
Water Jug	1	Canteen Purchase
Wrist Watch	1	Canteen Purchase
Writing Supplies i.e. pens	2	Canteen Purchase Blue Only

To: All Residents at BCF

From: BCF Property

Subject: Work Release Clothing

Due to the overwhelming influx of non-related work clothing into the facility the following guidelines will be followed. Everything on this list must have prior approval from the Assistant Director before it is allowed in.

Work Sweatshirts and T-Shirts will be a solid color. The only logos that will be allowed will be job site logos only. White T-Shirts can be purchased off of the kiosk or through property. T-Shirts can be with or without pockets. Sweatshirts must be hoodless.

Work Shirts (long or short sleeve) with collar and buttons. Dickies or Wrangler style work shirts only. Polo style shirts not allowed but can be approved if part of a uniform with job site logo. Dress shirts will not be allowed.

Work pants will be cargo style pants or work jeans and cannot resemble staff uniforms. Dickies or Carhart style. No expensive jeans or pants allowed.

Work Jackets will be Carhart or Dickies style jackets. Job site logos only.

Socks will be heavy boot socks or wool only. White can be purchased off of the kiosk or through property. Underwear will be ordered off of the kiosk or through property only.

Belts will be work belts with no decorations or ornate buckles.

Tank Tops or sleeveless T-Shirts are not work release clothing.

Ball caps and winter hats must be in good taste.

Nothing will be allowed in with any camo on it.

Cargo shorts will only be allowed through special permission from the Assistant Director at BCF. To be worn to and from work only. Cargo shorts are not allowed in the Administration Building except to check in and out of work through the ACO Office. Under no circumstances are they allowed in the Kitchen. They are also not allowed on BCF grounds. Must be part of an actual uniform.

Specialized clothing such as welding helmets, gloves or aprons or coveralls must have prior approval.

Steel Toe boots are the only allowable footwear to be sent in from the outside.

The Assistant Director will decide if specialized clothing is required for a particular job. If you have questions please contact Property.

STATE OF MAINE

MAINE DEPARTMENT OF CORRECTIONS

Information for Residents or Residents – Sexual Misconduct

Prison Rape Elimination Act PREA Reporting Number is 1-855-279-4763 or PIN 0000001

Maine Coalition Against Sexual Assault Crisis and Support Number is 1-800-871-7741

To: All Residents or Residents

From: Commissioner

Date: January 28, 2021

Re: Resident or Resident Safety from Sexual Misconduct

The Maine Department of Corrections has a zero tolerance policy for sexual misconduct.

Sexual misconduct from any source **will not** be tolerated at any Department facility.

All sexual conduct, including consensual sexual conduct, is against the Department's rules and considered to be sexual misconduct.

Sexual Misconduct

Any sexual conduct between staff and a resident or resident is **NOT ALLOWED.**

Any sexual conduct between Residents or between residents is **NOT ALLOWED.**

A resident or resident can **NEVER** agree to any type of sexual conduct with any person who works at the facility.

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

While you are incarcerated, **NO ONE** has the right to pressure you to engage in sex.

Things to remember

1. Try to carry yourself in a confident manner at all times.
2. Do not permit your emotions (fear/anxiety) to be obvious to others.
3. Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
4. Do not accept an offer from another resident or resident to be your protector.
5. Discuss your concerns with a staff member with whom you feel comfortable
6. Be alert! Do not use contraband substances such as drugs or alcohol.
7. Be direct and firm if others ask you to do something you don't want to do.
8. Do not give mixed messages to other resident or residents regarding your wishes for sexual activity.
9. Stay in assigned areas of the institution.
10. Choose your associates wisely.
11. Stay involved in positive activities.
12. Trust your instincts. If you sense that a situation may be dangerous, it probably is.
13. If you fear for your safety, report your concerns to staff.

What do I do if I am a victim of sexual misconduct?

1. Report it immediately to staff.

Staff will protect you from further sexual misconduct. You do not need to name the person to get help, but we do want you to name that person if possible. The person can only be disciplined and/or prosecuted if we know his or her name.

2. Seek Medical Attention if you have been sexually assaulted

- It is **VERY** important that do not smoke, drink, eat, brush teeth, shower or go to the bathroom right after a sexual assault.

- Please do not change your clothes.

- You might be checked at a hospital for the presence of physical evidence. If so, a medical professional will perform a **FREE** medical examination to find physical evidence from the assault. This evidence may help in identifying the person who hurt you and will be helpful should you choose to pursue a criminal investigation.

- This **Free** exam 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.
- A sexual assault advocate is available to you to support you during a medical procedure.
- Female Residents may be tested for pregnancy when appropriate.

3. Seek Counselling Services

If you have been the victim of sexual misconduct, you will be referred for counseling and/or advice from a mental health clinician. **Free** 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 assault. You have the right to request an advocate from the local sexual assault support center to either meet with you in person or talk to you on the phone.

5. Professional staff members are available to help you at any time for any sexual assault you may have suffered at any time in your life before your time at this facility. Support is also available via the statewide sexual assault crisis and support line.

Who do I tell if I am a victim of sexual misconduct?

1. You can tell any person who works at the facility
2. You can call The Prison Rape Elimination Act Hotline at **1-855-279-4763**
3. You can also report by writing a letter to any person who works at the facility or a letter addressed to: PREA Coordinator, Dept. of Corrections, State House Station 111, Augusta, ME 04333.
4. You may also tell a friend or family member who can report for you.
5. You can call the Maine Sexual Assault Crisis and Support Line at 1-800-871-7741 to request an advocate from your local sexual assault support center to either meet with you in person or talk to you on the phone. In person meetings with an advocate will be confidential.

What happens if I report an incident of sexual misconduct?

A report of sexual misconduct will be reviewed by one of the Department's investigators. A true report made in good faith will **NOT** be considered lying. No punishments of any kind will be taken against a resident or resident for good faith reporting of sexual misconduct. However, if it is found that a person filed a false report, he or she may be criminally charged with falsely reporting an incident and/or may be subject to disciplinary action.

Resident's or residents may file grievances regarding sexual misconduct as governed by PREA Policy 6.11.4. Specific to this policy, it is important to note there is no requirement to attempt an informal resolution. There is also no time limit on the filing of a sexual misconduct grievance. Grievances alleging sexual misconduct need to be addressed to the Grievance Review Officer and clearly marked as a PREA grievance. These may be

submitted in a sealed envelope.

Confidentiality: Information concerning the identity of the person reporting sexual misconduct, and the facts of the report itself, will only be shared with staff that need to know the information, to make decisions concerning your welfare. If a case is forwarded for prosecution, certain information may have to be shared during the court proceedings. However, if you choose to speak to an advocate from the local sexual assault support center, your discussions with that advocate will remain confidential.

The Department of Corrections has a zero-tolerance policy for sexual misconduct of any kind.

PREA Reporting Number is 1-855-279-4763 or PIN number 0000001 from inside a facility.

Maine Coalition Against Sexual Assault Crisis and Support Number is 1-800-871-7741.

January 28, 2021
October 16, 2020R
May 1, 2018R
November 30, 2017R
September 1, 2017R
November 30, 2015R
July 24, 2019R
November 03, 2011R
August 13, 2010R
April 8, 2009R
April 25, 2007R
May 12, 2006R
November 1, 2005R
July 1, 2004R
June 1, 2003R