

MAINE DEPARTMENT OF CORRECTIONS
ADULT RESIDENT HANDBOOK
DOWNEAST CORRECTIONAL FACILITY



Jeffrey Morin
Warden

Randall Liberty
Commissioner

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Introduction

Welcome to the Downeast Correctional Facility. This handbook lets you know what to expect at this facility and what DCF expects from you. Once you have reviewed the handbook at orientation, you are expected to know and follow the rules. You should understand the two basic principles at DCF are:

Work

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

Respect

Mutual respect is very important at DCF. You will be treated as an individual and you will be expected to treat other adult residents and staff with respect. DCF 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 DCF for all of us.

There are many opportunities for change and personal growth at the Downeast Correctional Facility. You can improve upon your skills, employability and self-knowledge through vocational training, computer education, and the core programming you have received elsewhere. Your efforts and choices now will show how you will react and make choices for your future. You will be supported and encouraged by the Downeast Correctional Facility staff by making the good choices that show a self-sustaining future.

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The mailing address is:

John Doe (MDOC#)
Downeast Correctional Facility
64 Base Road
Machiasport, Maine 04655

The phone number is: 207-458-4388

Directions

From Machias:

Follow Route 92 and Port Road approximately 10.2 miles. Base Road and Downeast Correctional Facility is on the right-hand side of the road.

The Resident Handbook provides information about the Department of Corrections, the operation of the facility, the services that are available and what is expected of you. You are responsible for familiarizing yourself with the contents of the Resident Handbook. The information contained in this Handbook is intended as a guide and may periodically be updated or may contain errors. It is not intended to provide all the answers to the many questions that may arise. If you have questions, please refer to the Resident Communication Contact List and address them to the appropriate Correctional Staff. You are subject by law to the authority of the Department of Corrections. Even if you have not been sentenced, you are expected to comply with the rules of the facility. Staff will enforce the rules.

Rights and Responsibilities

1. You have legal rights, which include reasonable access to:
 - a. Confidential visits with your attorney and representatives of legal advocacy organizations, as set out in policy 21.4 Resident Visitation
 - b. Confidential telephone calls with your attorney and representatives of legal advocacy organizations, as set out in policy 21.3 Resident Telephone System
 - c. Confidential correspondence with your attorney and representatives of legal advocacy organizations, as set out in policy 21.2 Resident Mail.
 - d. Legal materials, as set out in policies 15.1-15.4 – Special Housing, and 24.4 Library Services, General Guidelines
 - e. Courts to challenge the legality of your convictions or sentences or the conditions of confinement, as set out in policy 21.2 Resident Mail
2. You have a right to be treated respectfully, impartially, fairly and with dignity.
3. You have the right to be informed, in writing, of the rules and the sanctions for violation of the

rules, policies and procedures and schedules concerning the operation of the facility. Provided such information does not jeopardize the safety of persons, security, or orderly management of the facility.

4. You have the right to not be subjected to corporal punishment, harassment, intimidation, physical, psychological, sexual or verbal abuse, threats, assault or humiliation by other Residents or staff.
5. You have the right to be supervised by trained staff and/or trained volunteers only.
6. You have the right to participate in religious services and religious counseling on a voluntary basis, subject only to the limitations necessary to protect the safety of persons, security or orderly management of the facility. You shall have access to clergy, religious publications and related services that assists you to adhere to your religious practices, subject only to the limitations necessary to protect the safety of persons, security, or orderly management of the facility.
7. You have the right to nutritious food in adequate quantities.
8. You have the right to adequate professional medical care and adequate professional mental health care, which does not include medical treatment or mental health treatment requested by you (the client) that the facility's treating physician or treating psychologist determines unnecessary.
9. You have the right to living conditions in which there is an acceptable level of sanitation, ventilation and light.
10. You have the right to a reasonable amount of sleeping space per person.
11. You have the right to a reasonable opportunity for physical exercise.
12. You have the right to a reasonably secure area for the maintenance of permitted personal effects. You have the right not to be subjected to intentional destruction of or damage to permitted personal effects by other Residents or staff.
13. You have the right to a reasonable opportunity to visit with relatives and friends, in accordance with departmental policies and institutional procedures, provided that the department may restrict or prohibit visits when the restriction or prohibition is necessary for the security of the institution.
14. You have the right to access Departmental and Facility policies, except for Confidential policies.
15. You have the right to correspond with others, as outlined by Policy 21.2, Resident Mail.
16. You have the right to equal access to facility programs and services without regard to race, religion, national origin, gender, age, sexual preference, disability, or political views.
17. You have the right to access a process for reporting of any problems you have while at the

facility, without penalty or threat of penalty (see policy 29.1, Grievance Process and 29.2, Grievance Process, Medical and Mental Health Care).

18. Programming may be offered on a gender specific basis only in terms of content (e.g. personal hygiene) (except for female Residents with unique needs such as pregnancy). However, in this case, comparable programs shall be afforded to both males and females.
19. Male and females housed in the same facility shall be housed only with Residents of the same gender.
20. Reasonable access shall be provided between you and the media, pursuant to departmental policy (see policy 1.23). Limitations may be imposed to protect the safety of persons, security, or orderly management of the facility.
21. Foreign nationals shall have access to the diplomatic representative of their country of citizenship. The facility shall facilitate access with diplomatic representatives by assisting you with contacting diplomatic representatives and by permitting access.
22. You have the right to register and vote by absentee ballot in state and national elections. Your assigned Case Manager can assist you in this process.
23. You have the right to be free from discrimination. Discrimination based on sex, race, color, religion, ancestry or national origin, age, marital status, genetic information, physical or mental disability, sexual orientation or whistleblower activity; is unacceptable and will not be tolerated.
24. If you have a disability, you have the right to adequate and reasonable accommodations to the extent possible at the facility. Anyone who believes he or she has been discriminated against under the Americans with Disabilities Act, or Departmental policy may use the grievance process or may contact the Department of Corrections Equal Employment Opportunity Coordinator, at Department of Corrections, Human Resource Division, Statehouse Station 111, Augusta, ME 04333-0111.

INFORMATION FOR RESIDENTS – SEXUAL MISCONDUCT

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

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

To: All Adult and Juvenile Residents

From: PREA Coordinator

Date: March 10, 2021

Re: 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 is **NOT ALLOWED**.

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

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

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

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

Things to remember:

1. Do not accept gifts or favors from others. Most gifts or favors come with strings attached.
2. Do not accept an offer from another resident to be your protector.
3. Be alert! Do not use contraband substances such as drugs or alcohol.
4. Be direct and firm if others ask you to do something you don't want to do.
5. Stay in assigned areas of the facility.
6. Choose your associates wisely.
7. Stay involved in positive activities.
8. Trust your instincts. If you sense that a situation may be dangerous, it probably is.
9. You may discuss any concerns with staff with whom you feel comfortable.
10. If you fear for your safety, report your concerns to staff immediately.

What do you do if you are 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 who he or she is.

2. Seek Medical Attention if you have been sexually assaulted

- It is **VERY** important that you 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 may 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.

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- 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 licensed 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.

4. Professional staff 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 you tell if you are a victim of sexual misconduct?

1. You can tell any person who works or volunteers 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 to any person who works at the facility or by a letter addressed to: PREA Coordinator, Dept. of Corrections, State House Station 111, Augusta, ME04333.
4. You may also tell a friend or family member who can report for you.
5. You can file a grievance with the facility Grievance Review Officer. If you choose to do so, you are NOT required to attempt to resolve the grievance informally or to tell the person you are grieving about the grievance. There is also no time limit to submit a grievance about sexual misconduct. If you believe you are at a substantial risk of being a victim of imminent sexual misconduct, you can file a grievance that is clearly marked as an emergency grievance, and it will be reviewed immediately.
6. 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 or phone calls with an advocate will be confidential.

What happens if you report an incident of sexual misconduct?

A report of sexual misconduct will be reviewed by one of the Department's correctional investigative officers (detectives) or other staff who have received specialized training in

handling sexual misconduct allegations. A report made in good faith will **NOT** be considered lying. No punishments of any kind will be taken against a resident for good faith reporting of sexual misconduct. However, if it is found that a resident knowingly filed a false report, he or she may be criminally charged with falsely reporting an incident and/or may be subject to disciplinary action.

Confidentiality: Information concerning the identity of the person reporting sexual misconduct, and the facts of the report itself, will only be shared with staff who need to know the information in order 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.

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

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

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

Books that are currently not available in our library, can be borrowed through the inter-library loan program. See the CCTW or Unit Manager for details.

Legal resources are available electronically in the library through West Law, Lexis Nexis. Contact the on-duty supervisor for specific details and scheduling.

The Department's Policy and Procedures will be in the Library. Contact the on-duty supervisor to schedule a time when you may visit the library to review the policies. No paper copies of Policy or Procedure should be removed from the Library. You may, in your own handwriting, copy policies for future reference.

Resident with Disabilities

In accordance with the Americans with Disabilities Act no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or denied the benefits of the services, programs, or activities of the Department of Corrections. Services, programs and activities include, but are not limited to: academic and vocational education, exercise and recreational activity, work programs, mail, telephone, visiting, library, religious services and programs,

reception and orientation, classification, food service, sanitation and hygiene, health care, social services, release preparation and discharge, disciplinary and grievance procedures, and access to media, courts, counsel and law library, commissary/canteen, volunteer programs and mental health services.

The department shall ensure that facilities are accessible to residents and other individuals with disabilities.

The Department shall make reasonable modification to practices and procedures to ensure equal access to programs and services.

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

Equal Opportunities for Communication

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

Unit Management

The facility is structured using Unit Management to include a minimum/community custody unit. The Unit Manager is responsible for the overall management of the Unit. The Unit Team includes the Unit Manager, Correctional Officer(s), Case Manager, and Unit Sergeant(s) and/or Maintenance Mechanic Supervisor.

Upon entry, you will receive a comprehensive evaluation and an Individualized Case Plan designed to address specific criminogenic risk and needs. The Individual Case Plan is driven by the LSI-R score which addresses the areas of risk that led to your incarceration. The case plan is developed by you and a Case Manager and moves with you as you transfer from one facility to another. If you have not had a case plan developed one will be developed soon after your arrival at Downeast Correctional Facility. Compliance with the case plan is expected and will impact other opportunities, privileges and earning of good time at this facility.

Your Case Manager is the person you should consult for day-to-day concerns, problems, and questions. To see your Case Manager, complete and submit a **Request for Services**. If your Case Manager is unavailable and it's an emergency have the Unit Officer contact the Unit Sergeant who will determine the next course of action.

Classification System

Classification: The Department of Corrections and the Downeast Correctional Facility uses a Classification System that supports staff efforts to identify, evaluate and appropriately determine risk factors as well as the appropriate care and treatment of Residents. Classification is an on-going process of collecting and evaluating information to determine risk and need level

for the purpose of deciding the facility or unit where you will be housed, your treatment needs and suitable programs.

Unit Management Team: The Unit Management Team consists of staff members that make decisions about classification status, job placement, needs assessment, risk evaluation, program participation, etc. The Unit Management Team is comprised of unit staff and is chaired by the Unit Manager or designee.

Appeals of Classification decisions are to be sent to the Director of Classification at 111 State House Station, Augusta ME 04333-0111

Transfer: Decisions involving a transfer are initiated by the CAO and approved at the central office level. To be considered for a transfer, initiate a Transfer Request in writing to your Unit Management Team and your request will be reviewed.

Resident Records: The facility maintains a record of the status of your sentence (including any pending charges) and overall performance. Questions about information in your Record should be directed to your Classification Officer.

Sentence Computation and Credits: The Department of Corrections is responsible for the computation of sentences. The Classification Officer will issue a Good Time Sheet in April for good time through March and then quarterly thereafter, which will provide information about the computation of your sentence(s). Any questions regarding your sentence or good time should be forwarded to the Classification Officer on a Request for Services form.

Pre-Sentence Detention Time (Jail Time): It is your (the Resident) responsibility to write to the Jail Classification staff in the county from which you were detained to receive credit for any jail time served.

Resident Performance Reports (RPRs): RPRs are negative reports that can be filed monthly regarding your performance either around Conduct and/or Work/Educational/ Programming performance. RPRs result in you not earning a portion of your good time for a given month due to unsatisfactory behavior.

RPRs are separate from the disciplinary process. A RPR can be filed for unsatisfactory behavior even if there was no discipline or even if a discipline was dismissed.

RPRs result in not “earning” or accruing good time in each month. Because the good time was never earned, it cannot be requested back or returned at any time for any reason. RPRs are not punishment; they are a lack of a reward due to unsatisfactory behavior.

Residents under the 1983, 1995, or 2004 sentencing codes all are eligible to earn good time each month under two general categories. Conduct good time refers to a Resident’s behavior and ability to follow facility rules and interact respectfully with others within a given month (excluding 1983 Code). Work/Education/Programming good time refers to a Resident engaging in their assigned work, programming, or educational assignment within a given month. The specific amount of good time accrued for each category depends on the good time code that you were sentenced under (refer to MDOC policy 11.5 for more information).

You may receive a RPR for Conduct by your Unit Team related to poor conduct within a given month. This conduct can be any violation of the Resident disciplinary policy regardless of whether discipline was initiated or not. Additionally, anyone found guilty of a formal discipline will have a RPR submitted for the month the disciplinary violation occurred. RPRs for Conduct will result in you not accruing any of your eligible conduct good time for that month.

Housing Unit RPR may be submitted by the Housing Unit Supervisor for conduct in the Housing Unit. You may receive a RPR for Work/Education/Programming from any work or program supervisor if your behavior was unsatisfactory during a given month (by having an unexcused absence, failing to follow work/program rules, failing to satisfactorily complete a mandatory component of the work/program assignment, etc.) or if you were terminated from or refused a recommended work or program assignment. RPRs related to Work/Education/Programming will result in you not accruing any of your eligible Work/Education/Programming good time for that month. If you were absent from a Work/Education/Programming assignment through no fault of your own (court, medical restriction, facility lock-down, etc.), you will receive a prorated amount of good time for the given month based on the number of days that you were present (refer to MDOC Policy 11.5 for more information).

Refusing or getting terminated from case-plan recommended programming can result in a RPR being filed every month for up to 6 months. Refer to MDOC Policy 11.5 Calculation of Resident Release Date or speak to your Case Manager for more details.

RPRs cannot be grieved. All sentence calculation issues (including RPRs) may be appealed to the Director of Classification, or designee.

Access to Resident Records: To review or receive copies of documents in your record (other than medical, mental health or substance use treatment records) you must submit a written request to the Classification Officer. Copies are made at the Resident’s expense (\$.25 per page).

Access to Medical, Mental Health or Substance Use Records: A written request to review must

be submitted to the contracted provider. Copies of Medical Records are charged at \$5.00 for the first page and \$.50 per page after that.

Mail:

Resident Mail, General:

1. Incoming letters and return address for outgoing mail must include your name and MDOC # and be addressed as follows:

**Resident Name MDOC #
Downeast Correctional Facility
64 Base Road
Machiasport, ME 04655**

2. Incoming mail must include a verifiable name and return address. If it is missing a name and/or address it may delay or prevent delivery.
3. You will **not** be allowed to send or receive mail from the following; victims of your crime, those prohibited by court order, by a condition of probation including any condition of probation that is currently in effect, is to become effective at a later date, or is no longer in effect as the result of a current probation revocation. You may request a waiver by writing to VICTIM SERVICES, 111 STATE HOUSE STATION, AUGUSTA, ME 04333.
4. Mail will be collected from the housing area by 7 a.m. and distributed to you by 6:30 p.m. - Monday through Friday excluding holidays. Mail may take up to 48 hours to be delivered to you after arrival at the facility.
5. You will be offered free postage for up to two (2) one-ounce letters per week, which may not be carried over from week to week. Free Mail will be collected at 11:00 p.m. on Wednesday.
6. Designated staff will open and inspect all incoming general correspondence to check for money orders, checks, or contraband. Cash received in the mail is contraband. It will NOT be credited to the Resident's account and will be handled according to Department Policy.
7. If incoming mail is contraband because it is on colored paper or has a foreign substance, designated staff shall photocopy any correspondence or greeting card and then immediately dispose of the original mail. You shall be provided the photocopy and notified in writing of the action that was taken. No foreign substance is to be put in or on any incoming mail. This prohibition includes, but is not limited to, perfume, cologne, lipstick, powder, paint, finger-paint, crayon, colored pencil, glue, glitter-glue, adhesive, stickers, tape, body fluids, etc. It does not include the postage used to send the mail or a

return address label affixed to the envelope that has only the required adhesive.

8. Mail should not contain contraband or any item intended for any person other than the addressee, including letters intended for another person. Mail in violation of these requirements will be secured for use in administrative or court proceedings.
9. Designated staff will inspect each outgoing envelope to ensure that a Department of Corrections disclaimer appears on the envelope and to check for possible contraband. Mail will not be sent out that does not include this disclaimer.

******DISCLAIMER******

THIS CORRESPONDENCE IS FORWARDED FROM A CORRECTIONAL FACILITY. THE CONTENTS HAVE NOT BEEN EVALUATED AND DOWNEAST CORRECTIONAL FACILITY IS NOT RESPONSIBLE FOR THE SUBSTANCE OR CONTENT OF THE ENCLOSED COMMUNICATION.

Privileged Correspondence

1. **Privileged correspondence** is correspondence concerning a legal matter or official government business involving attorneys, Judges and Clerks of Courts, appointed and elected federal, state, tribal, and local government officials, special Advocates of other Government Agencies and/or Legal Advocacy Organizations. Also included are incoming and outgoing voter ballots.
2. Outgoing privileged correspondence will meet the same requirements and be handled in the same manner as outgoing general correspondence except that you need to write the words **“Privileged Mail”** on the front of the envelope.
3. If you qualify as indigent, you will be provided free postage for outgoing privileged correspondence.
4. Any abuse of the privileged correspondence process will result in restriction(s) as determined by the Chief Administrative Officer or designee.
5. Incoming correspondence shall be treated as privileged if it is in an official envelope with a verifiable return address that clearly indicates it was sent from a privileged correspondent.
6. Incoming privileged mail shall be handled in the same manner as incoming general correspondence, except that it may not be opened without you being present, unless the privileged correspondence is from the Commissioner of Corrections, in which case it may be opened outside your presence. If incoming privileged mail is inadvertently opened outside the presence of the Resident, that shall be noted on the envelope. Designated staff

will open and inspect privileged correspondence in your presence to check for money orders, checks or contraband. You will need to sign a receipt for the privileged correspondence unless it is from the Commissioner of Corrections.

7. 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.

Publications

1. For more information about approved publications please refer to Policy 21.2 Resident Mail and October 4, 2016 memo from the Commissioner regarding approved book distributors. This policy and memo are included in this handbook.

Approved Book Distributors	Address	City	State	Zip
Amazon.com	All Amazon orders must be shipped directly from Amazon.com – not a third party that sells through Amazon.			
Books N Things Warehouse, Inc.	PO Box 7330	Shrewsbury	NJ	07702-7330
Hamilton Books	PO Box 15	Falls Village	CT	06031-0015
Prison Legal News	P.O. Box 1151	Lake Worth	FL	33460
Shutterfly, Inc.				

2. Audio CDs or Play Station 2 game CDs must be received sealed in their original packages, are subject to media review (no mature ratings) and must be from an approved vendor. They will be opened and marked with your name and MDOC number. Specific information on approved vendors are posted in the housing units.
3. You are not allowed to have possession of personal DVD's.

Specific Information governing the Resident Mail policy can be found in Departmental Policy Title: Resident Mail, Chapter 21 policy number 21.2 located in the library or this handbook for your convenience.

Telephone System

All telephone calls will be placed through the Resident telephone system, unless otherwise authorized by the Chief Administrative Officer or designee.

You will not be permitted to make collect calls, use credit, or debit cards, call forwarding, three-way calling, or conference calling. You will not be allowed to make calls to toll free numbers.

Downeast Correctional Facility will make available specialized services or equipment for providing telephone access to anyone in need of reasonable accommodation due to a physical disability. Specialized services or equipment may include but are not limited to TTY and translations.

In the event of an emergency involving a member of your family, and if staff can verify that the emergency exists by contacting the appropriate agency, your Case Manager or other designated staff will notify you and may allow a special phone call unless one of the circumstances set out in the **Telephone Call Process** is known to exist.

All telephone calls placed through the Resident telephone system will be made during the authorized time period. Except for a Resident in Administrative Status, or disciplinary segregation, the number of phone calls that you may make will not be limited unless staff determines it is necessary to allow other Residents reasonable access to the Resident telephone system. Be respectful of others wanting to use the telephone.

Downeast Correctional Facility will not be responsible for calls made through the Resident telephone system, regardless of whether a call is successfully completed or not. If you experience any problems completing a phone call, submit a **Request for Services Form** to the designated staff.

The Chief Administrative Officer or designee will determine telephone privileges for all Residents who are housed outside of the Downeast Correctional Facility i.e. in hospitals, nursing homes, half way houses, etc.

To use the telephone for the first time at Downeast Correctional Facility, allow time to be assigned to the facility in the CORIS database.

You will receive a direct, initial call (10 minutes) upon arrival to the facility. All others are through the telephone system at your expense.

Using another Resident's telephone PIN will result in disciplinary action.

No communication is permitted between you and prior Residents either by mail or by phone. Violations may result in disciplinary action.

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

Call to professionals such as Lawyers, Probation Officers, etc. can be made directly from your

phone account. Submit a request in writing if assistance is needed.

Telephone Call Process

The Resident telephone system no longer has the capability to make collect phone calls. If you do not receive deposits into either your facility account (trust, phone) you may submit a Phone Call Allowance Application to call immediate family members. Applications will be processed as quickly as possible. A written notification will be sent to each Resident informing them of the approval or denial of the applications. An application must be submitted to your Case Manager. Individuals that have more than \$10.00 on their facility accounts are not eligible for the Phone Call Allowance.

Approved Residents will have up to \$2.50 each week placed on their phone account (\$5.00 bi-weekly), capped at a maximum of \$10.00 in the account at any one time. The obligation to repay these funds will remain active for six (6) months and will be paid from money received in either your phone or trust account. After six (6) months, the charge shall be deleted from your facility account. New charges shall continue to accrue. You may only select immediate family members to call for this allowance program. Immediate family members are spouse or domestic partner, parents, child, sibling, grandparent, or grandchild, whether the relationship is natural, adoptive, foster or through marriage.

A specific number may be blocked from your authorized telephone list and the number may be blocked as necessary when any of the following circumstances are known to exist:

- If you are convicted of or otherwise known to have committed a sex offense or child abuse against a minor.
- When contact between you and another person is prohibited by court order (i.e. custody order, protection order).
- When your parental rights have been terminated.
- When contact between you and another person is prohibited by a condition of probation of either person.

You may be prohibited by the Chief Administrative Officer or designee from making a phone call to any other person when there is reasonable suspicion that allowing a call would facilitate criminal activity or violation of facility rules or would create a risk to the safety of persons, security, or orderly management of the facility.

The Chief Administrative Officer, or designee, may prohibit you from making phone calls to any other person, when there is reasonable suspicion that you or other person has violated or will violate the telephone procedures.

Termination of Calls and Suspension of Telephone Privileges

Your call may be terminated at any time for reasons of safety, security, or good orderly

management of the facility.

The Chief Administrative Officer, or designee, will determine whether to impose a suspension or restriction of telephone privilege due to your conduct that caused the termination of your phone call.

You will be notified in writing of a suspension or restriction of telephone privileges.

Legal Calls

A legal phone call is a call concerning a legal matter between you, your attorney or a legal advocacy organization, including but not limited to: the American Civil Liberties Union, Maine Equal Justice Partners, Maine Civil Liberties Union, Disability Rights Center, and the NAACP Legal Defense Fund.

Legal calls are confidential. Submit these numbers to your unit team for verification.

The length of the legal phone calls will not be limited unless staff determines it necessary to allow other Residents access to the Resident telephone system. All other rules governing Resident phone calls will apply.

Monitoring of Calls

Your telephone conversations are subject to being recorded or listened to, with the exception of legal calls. Conversations, which violate the Policy and Procedures of the Department of Corrections, may be basis for criminal or disciplinary action.

Visits

Visits will be scheduled as follows:

Saturday	07:00 p.m. – 08:30 p.m.	DCF Visit Area
Sunday	07:00 p.m. – 08:30 p.m.	DCF Visit Area

Designated Staff will receive calls every weekday from 9:00 a.m. to 10:30 a.m. to schedule visits (207-285-0816). No calls will be accepted on the weekends or on holidays. Visitors may also visit the following website to schedule a visit:

http://www.maine.gov/corrections/facilities/ccf/MVCF_VisitRequest.htm

1. Visits may not be scheduled in person.
2. Visits must be scheduled for the same week and at least two business days in advance of the visit date. Any exceptions to this must be approved by the Chief Administrative Officer or designee.
3. No more than three (3) visitors may visit you at any given time. A fourth person may visit but must be under the age of 6 and must sit on a visitor’s lap.

4. 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 supersedes any previously approved Visitor Application. Specific information governing RESIDENT COMMUNICATION policy can be found in Chapter 21; policy 21.2 Resident Mail, 21.3 Resident Telephone System, and 21.4 Resident Visitation.
5. A Resident who is convicted of/or otherwise known to have committed a **sex offense or child abuse of a minor** shall not be allowed to contact the victim through mail, telephone, or visits without prior approval of the Commissioner or designee.
6. Only visitors who are on your approved visit list will be permitted to visit. Any person wishing to visit who has not previously been an approved visitor must submit a visitor application, you will be notified if your potential visitors are approved or denied visitation. Applications can be sent by you or downloaded and printed from the DOC web site at **<http://www.maine.gov/corrections/adultfacilities/visitorapplication.pdf>** .
7. Visitors may visit only one Resident at a time unless they receive prior approval in writing from the Warden or designee.
8. Former Residents of the Department of Corrections must have been released a minimum of one year before being considered for visitation. Former Residents who have been released at least one year must obtain advanced approval in writing from the Warden or designee before a visit will be allowed.
9. Special consideration for visitation will be given to your relatives who are former Residents regardless of their release date. Anyone on Probation/Parole must obtain written permission from their Probation/Parole Officer as well as the Warden in order to schedule a visit.
10. Visitors will not be allowed into the Facility until fifteen (15) minutes prior to the start of the scheduled visit period. Visitors must arrive by the start time noted above. Late visitors may not be admitted.
11. Adult visitors are required to present government issued photo identification upon admittance (i.e. a driver's license). Minor visitors may be required to present government issued photo identification (i.e. a State of Maine identification card or other government issued identification, such as a birth certificate) upon admittance to the facility.
12. The Facility reserves the right to search any visitor and/or vehicle it deems necessary under the authorization of the Warden or designee. Residents may be subject to a search, to include K-9 search, for contraband at any time during or after visits, if the need is indicated by any of the officers on duty or the On-duty Supervisor. Car seats or carriers for infants are also subject to search.

Attending Visits

1. Visits are recorded and monitored via camera and audio recording.
2. Use and/or possession of any cellphone, i-watch or similar device is strictly prohibited. All such items are to be secured in the visitor's vehicle.
3. All visitors must be properly attired. **Acceptable dress:** jeans/slacks, skirts/dresses (knee length or longer), tops/ shirts that are loose fitting and completely cover the upper torso.
Unacceptable dress: gym shorts, boxer shorts, short-shorts, or any items of clothing with revealing holes. Clothing which makes reference to drugs, alcohol, sex, violence or with vulgar or obscene language. Bare midriffs, half shirts, halter tops, tank tops, pajamas, lingerie, or see-through clothing of any kind. No bare feet. Dress code rules may be waived in cases where children (0-10) and senior citizens (60 and over) are involved. In instances where clothing worn by a visitor comes into question, the Visit Officer will notify the Duty Supervisor. Following a visual inspection, the Supervisor will make the determination if the visitor will be permitted to visit. If the visit is not allowed, the visitor will be advised to leave the property. There is no appeal.
4. You must be properly dressed for visits based on your housing area uniform standard (shirt tucked in, boots/shoes properly tied, jackets and hats will not be worn in the visit room).
5. You and your visitor may embrace or kiss briefly at the beginning and end of the visit. Holding hands with your visitor(s) is allowed however any petting or sexual contact will end the visit. Hands must always be visible. Unless otherwise restricted, you may hold your minor child(ren) in lap. All conduct during visits must be within proper limits of decorum as determined by the visit officer.
6. The on-duty supervisor may choose to assign tables. If there is only one visitor, you must sit across from the visitor. You are required to sit facing the Visit Officer.
7. Visitors will always keep their children under close supervision. Visitors will not be allowed to bring food or drink into the visit room except for infant's nutrition. All children must be in the immediate vicinity and under the supervision of their parent or guardian. Children are not allowed to climb on furniture or disturb other visitors in any way, which includes yelling, screaming, or throwing things.
8. Nothing will be passed between you and your visitor(s) unless it has been cleared by the Visit Officer. If it has not been cleared by the Visit Officer, it will be considered contraband. Contraband for the purpose of this section is defined as "a dangerous weapon, any tool or anything that may be used to facilitate a violation of **Title 17A, Section 757 (Escape)**, or any other thing which a person confined in official custody is prohibited, by statute or regulation, from making or possessing. Examples of contraband are: weapons, cutting blades, drugs, marijuana, alcohol, files, money, and tobacco. Persons violating this rule will be suspended from visiting and are subject to criminal prosecution. It is a felony to aid in the escape of a Resident.
9. Loud or profane language is not allowed. Be respectful of others.

10. Visitors will leave all handbags, suitcases, briefcases, and other unnecessary items locked in their automobiles. No property will be allowed to be brought in by visitors. Visitors with infants should have needed supplies in a one-gallon clear plastic bag. Visitor's coats/jackets will be stored in the designated area. The Facility will not assume responsibility for any of the visitor's personal effects.
11. Persons suspected of carrying a weapon or who appear to be under the influence of a controlled substance or alcohol will not be permitted to visit. Consuming or possessing alcohol or drugs on State property is a violation of State law.
12. No cameras, cellphones, or cellular accessories are allowed. Visitors will not be allowed to take photographs in or about the Facility. You may request a photo be taken during a visit, by sending a Photo Request. Photos will not be provided to you until proof of payment is provided.
13. You and your visitor(s) must remain seated once visits commence unless you need to speak to the Visit Officer. You and your visitors shall not move about the visit area or visit with other Residents/visitors. Parents with small children may be allowed to be in a designated play area.
14. *Service Animals*: A visitor who is otherwise allowed to visit and who has a disability and is using a service animal to perform work or tasks related to the visitor's disability shall be allowed to bring the service animal while on a visit, provided performance of the work or tasks might be needed traveling to or from the visit or during the visit, subject to the provisions outlined in departmental policy 21.4, Resident Visitation; Procedure D.
15. You must make prior arrangements with the Property Officer for a visitor to pick up personal property.

Conclusion of Visits

1. All visitors leaving the visiting area must proceed directly to their vehicle.
2. Remain seated at the end of the visit until the Visit Officer directs you to leave.

Other Visit Provisions

1. The Warden or designee may allow special visit accommodations, provided space and staff are available. Some examples of special visits which may be considered are a visitor traveling from out of state, a family making a one-time visit from out of state, more than 3 children (if immediate family) and other special circumstances.
2. Professional visits may be allowed upon approval from the Warden or designee. Professional visitors may include an attorney, a representative of a legal advocacy organization, Department of Corrections' staff from outside of the facility, law enforcement officials, clergy and others, as determined by MDOC Policy & Proc. 21.4. Professional visits shall be provided in an area that affords an opportunity for confidentiality.

3. Failure to comply with the visit policy may result in termination of the visit, as well as suspension of future visit privileges.
4. Any visitor can be prohibited from visiting at the discretion of the Warden.

Hospital Visits

1. You will not be allowed visitors while at the hospital.

Recreation

You will have access to a variety of activities. Activities typically occur in the facility gym area and outdoor yard. Facility staff will enforce proper safety procedures at all times and ensure that all equipment is used properly and in its intended manner.

Recreation rules

1. Wear sneakers to participate in any activity in the gym area. Footwear must be worn at all times.
2. Ensure that musical instruments are stored in accordance with housing area rules.
3. If you use the weights you must ensure that all weights are picked up and put away. After using weight equipment, use the **Sanizide** and paper towels provided to wipe down the contact surfaces of the equipment.
4. Notify the officer on duty of any injury sustained while engaged in any recreational activity, no matter how minor it may seem.
5. Staff may assign basic cleaning duties prior to your return to the housing area.

Religious Services

Religious services are provided at Downeast Correctional Facility. If you feel your religious needs are not being met, contact the facility Chaplain. If time is an issue, contact the on-duty Supervisor.

More specific information regarding religious services and a pre-approved list of allowable personal religious items, group religious ceremonial items and recognized group religious ceremonies can be found in Policy 24.3 Religious Services. can be found in Policy 24.3 Religious Services located in the library.

Special/Religious Diets

Special diets are managed through the medical department in coordination with the Food Service Manager. If you have a special diet, you will receive education concerning your special diet, in order to assist you in making informed decisions.

Submit a "Request for Religious Diet" form to the Food Service Manager who will review and forward to the Chaplain.

Marriages

You have the right to enter marriage while in the custody of the Maine Department of Corrections.

A written request to be married must be submitted to the Chief Administrative Officer. The request must contain the name and date of birth of your intended spouse.

More specific information regarding marriages can be found in Policy 24.7 Resident Marriages located in the library.

Volunteer Services

Downeast Correctional Facility encourages community volunteer participation in structured supplemental and supportive roles.

Haircut Services

The schedule for haircuts will be posted in living areas. Haircuts are limited to basic designs. No specialty or shaving inserts permitted.

Community Services:

Supervised Community Confinement (SCCP): Enables you to serve some of your sentence in the community under the supervision of a probation officer.

Furlough: The Unit Manager will oversee the furlough program which is designed to re-integrate you back into the community. This gradual re-integration gives you an opportunity to strengthen family ties. Furloughs allow you to spend time with family outside the facility. First furloughs are up to 12 hours, subsequent furloughs may be extended to full weekends.

Work Release: Work Release is available to various locations. You are expected to pay room and board, make payments on any fines, restitution, and/or child support and have a savings account for your release. You are paid at least minimum wage for your work. At a minimum you must be in community custody, free of discipline for at least 90 days and have been at the facility for at least 30 days.

1. A Resident is responsible to pay ten (10) per cent of his or her earnings & for room and board, if the Resident is on work release and the Resident pays for private transportation or the employer provides for transportation and deducts the cost from the Resident's pay; or
2. A Resident is responsible to pay twenty (20) per cent of his or her earnings & for room, board, and transportation, if the Resident is on work release and if the employer provides transportation at no cost to the Resident or the DOC provides transportation.

Off - Grounds Crews

General Maintenance: The unpaid General Maintenance crew's primary function is to perform Public Restitution tasks in the surrounding communities. Examples include, cemetery mowing, remodeling/repairing public buildings, etc.

Work Opportunities: If you are assigned to and actively participate with our various workcrews, you can gain useful work experiences and skills. The following is a current list of our work crews: Maintenance, Kitchen.

Health Care Services

Emergency: If you have an emergency health problem or an injury, tell a staff member immediately. Emergency response is available by dialing 911.

Access to Services: Routine access to Health Care Services is available by submitting a Sick Call Request. The Health Services Request Box (Sick Call Box) is located in your Housing area.

Access to Medical, Dental, Vision & Mental Health/Psychiatric Care

1. You have access to medical, dental, vision & mental health/psychiatric services at the Downeast Correctional Facility through the sick call process.
2. Sick call slips are available in each housing location. The top of the slip must be filled out completely & submitted via the locked sick call boxes located in each housing area.
3. Sick call slips are picked up daily by nursing staff. Each slip is triaged by nursing & referred to the appropriate department for prioritizing & scheduling.
4. Medication pass areas are for delivery of meds only. If you request information or need to be evaluated, you will be instructed to put in a sick call slip.
5. Any time you are in an emergency situation, access to medical, dental, vision or mental health/psychiatric services can be obtained by making the need known to correctional staff, who will notify nursing.
6. At some time, there may be a need to provide telemedicine or tele-psychiatric services to continue continuity of care.
7. Advance Directives will be addressed & approved by the Medical Providers.
8. If you suspect you may be infected with a communicable disease you should contact the medical department as soon as possible for a medical examination.
9. You will be seen regardless of your ability to pay. **No one will be denied necessary healthcare because of a lack of ability to pay.**

Resident Co-Pay: You will be charged a fee of \$5.00 for each visit for medical or dental services and \$3.00 for each prescription, non-prescription medication and prosthetic device.

The following services are **exempt** from the payment of a fee:

1. Services initiated by facility staff
2. Pregnant Residents
3. If you exhibit emotional or behavioral functioning that is so impaired as to interfere with your capacity to remain in a correctional setting as determined by the facility's

psychologists or psychiatrist.

4. Follow-up treatment ordered by facility health care staff. A new co-pay charge shall be made if an unrelated problem is presented during follow-up care.

5. Emergency treatment, as determined by facility health care staff.

6. Treatment for an injury, which occurred while performing a work assignment.

If you have less than \$15.00 in your facility account at the time of the provision of the medical or dental service, prescription, medication, or prosthetic device, the fee shall not be collected immediately, but the charge shall remain active in your facility account and will be paid from money received from any source during the six months following the provision of the medical or dental service, prescription, medication, or prosthetic device, regardless of the balance in the account at the time of receipt of the money. After six months, the charges will be deleted from your facility account. New charges will continue to accrue. **No one will be denied necessary health care because of a lack of ability to pay.**

Sick Call: To sign up for Sick Call, put a request in the Sick Call Box. You will be seen as soon as possible; providing, your request is properly filled out, to include your name, MDOC number, and nature of illness.

Remain in your Housing area until notified to report to the designated Medical Area.

If you refuse medical treatment you will need to sign a Refusal of Treatment Form. You are still responsible to go to the Medical Department when called; at that time you will state your refusal of treatment.

Medication: Medical staff will administer medication. You must take the medication in the presence of staff.

If your movements are restricted, you will receive medication in your housing area.

Medication is dispensed only at Medication Call which will be announced seven (7) days a week at designated times and places.

Keep on Person (KOP): Medical staff will discuss this with you when appropriate. All over the counter medication should be purchased through canteen.

Special Equipment: If special equipment is prescribed for you, you will sign a form, authorizing your possession and use of the equipment, and stating an expiration date. At the expiration, you must return the equipment to the Medical Department. You are responsible for the condition of the equipment while it is assigned to you.

Diabetic Call: If you are Diabetic you will report for treatment at designated times and places.

Informed Consent

You will be provided general information regarding medical, dental, and mental health care as part of the Admissions Health Screening Process. You will be provided a general Consent to Treatment

form for completion after being provided information to make **Informed Consent**. If you have a legal guardian for health care decisions, the health care staff will contact your legal guardian to obtain consent.

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

“Implied consent” is assumed if you requested health care in writing and do not verbally refuse routine recommended care.

General HIV Guidelines

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

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

Mental Health: Mental Health services are available on a request basis and may also be a part of your case plan. Submit a Sick Call Slip or Request for Services form to access services. In emergency situations see your Case Manager, Shift Supervisor or Mental Health staff.

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

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

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

Specific Information governing the HEALTH CARE SERVICES policy can be found in Departmental Policy Title: GOVERNANCE AND ADMINISTRATION, Chapter 18 policy number 18.1 located in the library.

Resident Accounts

Resident Accounts: You will have a Resident Account for deposits of any wages or allowances paid by the facility and any funds received from approved sources outside the facility. Anyone who earns money for work performed shall be required to have a percentage (10%) of earnings placed in a personal savings account.

Incoming Funds: All checks and all money orders are accepted, with a fourteen (14) day hold. A receipt of incoming funds will be provided to you. All checks issued by Government Agencies are subject to verification eligibility by the issuing agency. **We do not accept cash.** If cash is received in the mail it will be mailed back to the sender. Check and money orders must contain the Resident's name and MDOC number along with the sender's name and address; otherwise they will not be processed. Money orders and checks intended for phone usage must note "phone" on the money order or check. If there is no indication, fund will be placed in the Trust account.

Money Deposit Service: Online service that allows friends and family members to make deposits to your general (trust) and/or phone account with the convenience of a credit or debit card. They may do this from any computer with internet access.

Friends and family will need to; become a registered user of the service (there is no charge for this and they only need to register once), know your MDOC number and date of birth; have a valid credit or debit card with a Visa or MasterCard logo (prepaid credit cards will not work with this service) and have a valid email address (if their email changes they will need to update their registration). Deposited funds will become available to you approximately 3 business days following the date of deposit. All activity will be reflected in your trust account statement. Deposits to a phone account can only be used to place debit calls. Monies in this account cannot be transferred to the general (trust) account. Monies deposited to the general (trust) account may be transferred to your phone account. The maximum deposit amount per week is \$100 to the general (trust) account and \$100 to the phone account. Each deposit needs to be made with the same credit/debit card the user registered with. A \$2.40 processing fee will be charged to the credit/debit card of the person making the deposit, for each transaction made using this service. Funds deposited through this service are non-refundable. This service can be found online at www.maine.gov/online/correctionsdeposit/main.cgi .

Outgoing Funds: You may send funds from your Resident account to an approved party. Send a Resident Money Request Transfer form to the officer on duty properly filled out with a pre-addressed envelope and a stamp attached. Resident Accounts will send a statement each week for all transactions made to your account. Allow three business days, after being received in the Business Office (except holidays), for transactions to be posted to your account.

Resident Pay: Resident pay is posted in your account per institutional schedule.

Rules and Procedures for Money Transfers

1. Transfer of funds to others is done via Money Transfer Slips. On this form you state to whom, amount, and purpose of transfer.
2. Money Transfer Requests must be passed directly to the officer on duty who then confirms your identity matches the name on the request.
3. Please note that the Business Office has three days from the day they receive the request to process it. A holiday can delay processing.
4. It is against institutional policy to send money to another Resident, his family, or friends or on another Resident's behalf.
5. You cannot transfer money from your account to the account of any other incarcerated Resident.
6. **NO** financial transactions are permitted between you and staff, or you and volunteers.
7. It is against institutional policy to enter into a subscription contract with a magazine, record club, newspaper, etc. However, one of your two designated money transfer persons can do this for you.

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

Emergency Procedures

Personal Safety

If you believe that your health or safety or that of another person is at risk, immediately report your concerns to any staff member.

Fire Safety

You are responsible for familiarizing yourself with the fire exits and evacuation routes which are posted in all areas of the facility.

State law and institutional regulations prohibit you from tampering with or blocking any locking device, door, fire alarm, smoke alarm, heat sensor, electrical outlet or any other safety device or causing a false alarm.

If you discover a fire notify staff or designate a person to notify them by the quickest means possible.

Housing Area: When a fire alarm is activated, **stop** whatever you are doing and **immediately** evacuate the building through the designated exit. It does not matter whether you are playing cards or sleeping. If you are in the shower, grab your clothes, wrap yourself in a towel

and get out, don't stop to take the time to get dressed; your safety is of the utmost importance.

Other Emergency Situations: During an emergency or a disturbance, follow the instructions of staff.

Also do the following:

In the Corridor: Immediately move to the wall, remain silent and wait for further instructions.

In the Day Area: Follow the instructions of staff.

In the Dining Area: If seated, remain seated. If not seated, move immediately to the nearest exit, and follow the instructions of the staff.

In the Multi-Purpose Rooms or Gym Area: Move immediately to the corridor and follow the instructions of the staff.

Chemical Safety

At the time of intake, you are provided with safety information for proper use of all cleaning chemicals. Additional information will be provided as required for different work areas. Failure to abide by all safety information or misuse of any chemical can result in injury and/or disciplinary action.

Allowable Property

Allowable property is set forth by Policy 10.01.

Personal Hygiene

Personal Hygiene is the responsibility of each Resident. You should take showers at least three times a week. Keep hair, beards, and mustaches trimmed and clean. Personal hygiene items including soap, razors, toothbrush, toothpaste, shampoo, and comb are issued to you. Clean up after yourself in the bathroom, shower, and common areas.

Specific information governing this policy can be found in Departmental policy titles: Sanitation and Hygiene, 17.1 and Personal Hygiene 17.2 available in the library.

Laundry Services

Each resident at DCF will be responsible for doing their own laundry cleaning. The laundry room is available each day, a schedule may be needed if everyone does not get an opportunity to use the machines. Sheets and pillowcases are washed every Wednesday. Blankets are washed on the third Wednesday of each month.

Formal Count

During count, return to your room and lock in, unless otherwise permitted. Formal counts are at 0600 (must stand or sit), 1200, 1800 (must stand or sit), 2130, 2300, 0100 and 0300.

Contraband and Searches

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. An item is contraband

if it has not been issued by the facility, not been approved by staff as incoming property, not been purchased through the Canteen, been altered for other than its intended use, or the amount in your possession exceeds the authorized limit.

Materials, symbols, colors, or pictures involving any Security Threat Group (STG) are contraband and may result in a disciplinary report and an STG Member Report.

You are responsible for the contents of your room, damage to your room or contraband found in your room. Search your room thoroughly when you move in. If you find contraband, notify the Housing Unit Officer immediately.

You, your room and your property along with all other areas are subject to searches at anytime. Searches may be conducted with or without your presence.

Contraband will be confiscated and disposed of and/or used as evidence in accordance with Departmental Policy.

Trafficking in Prison Contraband is a Class C crime, punishable by imprisonment more than three years, but no more than five years. You could be found guilty of Trafficking in Prison Contraband if you intentionally convey contraband to any person in official custody; or if you (while in official custody) intentionally make, obtain, or possess contraband.

Pat/Un clothed Searches

Pat Searches may be conducted randomly for any reason.

Un clothed Searches will be conducted when staff determine there is reasonable suspicion that you have contraband and it cannot be retrieved using a less intrusive type of search.

All persons, property and areas within the facility are subject to search. Searches may be performed at off-ground work sites.

Drug and Alcohol Testing

The department of Corrections has a zero tolerance for the illegal use of drugs and alcohol. While incarcerated at the Downeast Correctional Facility you may be required to submit to drug and alcohol testing according to departmental policy. Drug and alcohol use are strictly forbidden; penalties for use are severe and there is zero tolerance for trafficking. Random 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 restitution work, are also subject to testing. Alcohol testing may also be done when deemed appropriate.

When being tested, you must remain under staff supervision until you provide a specimen. Failure to provide a specimen within the allotted time will be treated as a refusal to do so and will result in disciplinary action.

Specific rules governing this policy can be found in Departmental Policy Titled: Drug and Alcohol Testing of Adult Clients, Policy number: 20.2 located in the library.

Housing Unit Rules

1. Comply promptly with the instructions of the staff.

2. You are responsible to review all postings. Do not remove or post anything without staff permission.
3. The day room, T.V. Room, and quiet room are not for exercising, religious worship, or any unauthorized meeting, unless designated for a specific program.
4. Do not tamper with the electrical wiring or electrical fixtures or appliances in any way.
5. Obtain permission from the Housing Officer prior to leaving and notify the Housing Officer when you return. If an officer is not present at the housing unit office, wait until the officer acknowledges your return. Do not loiter while in route from area to area, building to building, etc.
6. Walk on main roadways or sidewalks not on grass/lawn areas, unless necessary for assigned duties. Do not cut through buildings or parking lots while moving about the facility.
7. The number of Residents allowed outside after dark will be controlled by the officer on duty.
8. No loitering in the hallways, office area, laundry room, bathrooms, game areas, the entrance area of the housing unit, or entrances to pods.
9. Due to fire codes all hallways must be completely clear of obstructions, i.e. no shoes, boots, etc.
10. Do not misuse furniture (i.e. leaning back in chairs, causing chairs to rock on two legs, putting your feet in chairs, etc.). Do not remove furniture from your room or any of the common areas.
11. You are responsible for doing your own laundry. Do not wash another Resident's laundry.
12. Clean common areas after use, i.e. sinks, toilets, showers, laundry rooms, lounge, etc. Clean up any mess you make, flush all toilets and urinals after using them, dispose of all toilet paper and all other trash properly and turn off all faucets when you finish using them.
13. Do not run, except when participating in an authorized recreation program, sporting event
14. Do not bring food or drink into the housing area from any other area. Canteen items are the only food or drink permitted in the housing area.
15. Do not collect cans or bottles in your pod, these items pose a health risk and must be placed in the designated area.
16. Do not take any item out of the housing area or bring any item into the housing area without authorization from an Officer.
17. Be ready for scheduled appointments, counseling, meals, etc., when called for. The posted DCF schedule should be checked on a daily basis for any additions/deletions.
18. All radios and TVs must be purchased through canteen. Your radio and TV must remain in your room and will be turned off when you are not in the room. They may only be played at a low volume. TVs must be turned off at lights-out times.
19. All electronic equipment must be used with headphones.
20. Sexually explicit movies and tv programming are not allowed.
21. Remove any head wear when entering a building. The only exception to this is authorized religious headwear.
22. You are responsible for all items in your room. Keep your lockers/hard totes locked when not in use. The Facility will not assume any liability for your belongings.
23. You may not be in a housing pod that you are not assigned. No visiting with people on room restriction.

24. If you are unable to work, or keep scheduled appointments due to illness, you will be placed on medical room restriction until a Nurse sees you. Unless you are extremely ill, you may go to meals. If you are on medical room restriction you will not be allowed in the TV or game areas until cleared by either the Nurse or Security Supervisor.
25. Turn off the lights when your housing area is not occupied (if you have control of them).
26. Sunbathing is not allowed. At a minimum, gym shorts, undershirt and approved outdoor footwear will be worn when outside and while going to/from recreation.
27. Window shades (if applicable) will be closed while you are changing or in any state of undress.
28. Any injuries sustained must be reported immediately. If you have injured yourself and have not reported this to staff you may be subject to disciplinary action. You are expected to report any injuries to a staff member as soon as the injury happens.
29. Report damaged property to staff immediately.
30. Commissary items may be allowed in the day area, and activity areas. Staff will monitor the cleanliness and if deemed necessary will not allow food items in these areas.
31. The Housing Officer may suspend TV privileges for a reasonable time, if agreement cannot be reached on what is watched.
32. Comply with all other rules posted by your Unit Manager

Daily Housing Area Inspections: Housing areas will be inspected every day for cleanliness and neatness. You and others assigned to the pod are responsible for having the pod ready for inspection no matter what your status. You and anyone else assigned to the room are responsible for any unauthorized items found.

Pod Standards

1. Nothing may be affixed to any part of the bunk. Nothing hanging from bed rails or posts except reading lamps or clip-on fans
2. Empty trash each morning
3. Vacuum floor at least once a day to maintain cleanliness, more often as necessary.
4. Nothing may be attached to walls, no screws in walls and no stickers allowed in rooms
5. Bed needs to be made when you're not in it.
6. Discard all containers when empty, do not reuse containers for things other than their intended use.
7. Cardboard boxes may not be utilized as trash cans.
8. All possessions except TV or radio/headphones, PlayStation, fan; reading light, footwear and one photo album must be in your authorized storage container. All clothes/personal items must be stored in an orderly fashion in your storage container.
9. All electrical items must be turned off before you leave the pod.
10. No socks or anything else over the chair legs
11. Do not hang a clothesline.

12. No items from your pod shall be placed outside your pod door.
13. You are not to hang anything from the woodwork, walls, etc. Any pictures should be in photo albums. Do not write or draw on the walls.
14. No flammable items on the TV stand or near the TV. One photo album may be displayed in this area, nothing else.
15. Maintain fire safe conditions in your room. You are not permitted to have flammable materials or an excessive amount of paper.
16. One mattress and pillow per bed unless ordered otherwise by medical department or authorized by the Sergeant.
17. No obscene, nude, or sexually explicit pictures or drawings shall be displayed (this includes your locker/hard tote). Photos removed from magazines are contraband, as is the magazine after being altered. These items will be confiscated.
18. No food from the dining hall allowed in your pod unless ordered by medical, and no hoarding of medically approved snacks, consume as issued.
19. Always keep pod neat and clean even weekends and holidays, dirt, dust, odor and dirty windows are unacceptable.
20. Door windows will always be kept unobstructed no stickers or covering with towels etc. Doors will not be blocked with any object (socks, towels, etc.)
21. One open drink allowed per person, all empty cans/bottles must be placed in the collection receptacles and food items must be properly stored.
22. You are not permitted to cover light fixtures or hang drapery over the front of your pod door or window or obstruct an open view into your room.
23. Electrical or other cords cannot be run under mattresses, along bed rails or under the door.
24. Do not tamper with, block, remove, or alter the vents in your room.
25. Locker doors/hard tote covers must always remain closed and locked.
26. Rolls of toilet paper, paper towels or cleaning bottles (spray) are not allowed to be left in the pods.
27. All footwear must be stored neatly under the bed.
28. At a minimum, you must wash all bedding weekly.
29. Keep your pod and the housing area clean.
30. Progressive discipline may result from failure to comply with acceptable room standards.

Dining Room Procedures

1. Wear approved footwear (no bare or stocking feet), shirt with sleeves (no tank tops or t-shirts with the sleeves cut off) and no shorts in the dining area.
2. All headwear (except religious headwear) will be removed upon entering any building.

3. No eating or swapping of food on the serving line, swapping food will not be permitted at anytime.
4. Tableware and napkins will be available on the serving line.
5. Wait until you are seated before beginning to eat.
6. Always demonstrate proper behavior.
7. You may only go through the serving line once.
8. There is no reserved seating.
9. Eat your meal promptly and exit the dining hall.
10. No food or utensils are allowed to leave the dining hall

Anyone requiring a special diet for medical or religious reasons will receive that meal after the regularly scheduled meal.

Smoking

A Resident housed at a minimum or community security facility is authorized to smoke cigarettes provided the Resident complies with all of the requirements of policy 30.1.

Purchase all cigarettes through facility canteen services. You may not possess or use tobacco other than in the form of cigarettes purchased by you through facility canteen services.

Do not sell, barter, give, or otherwise traffic in cigarettes.

Do not traffic in, possess or use loose tobacco or tobacco related devices, including, but not limited to, pipes, lighters, matches, cigarette papers, and cigarette rollers, except for use of lighting devices as specified in policy 30.1. Under no circumstances may you bring a match or other lighting device into the facility.

Do not otherwise commit a disciplinary offense related to tobacco.

Smoking is only permitted in designated smoking areas or as permitted by crew boss while at work. Cigarette butt disposal containers will be emptied daily, and smoking area will be cleaned daily as assigned by staff.

Resident Movement

Movement through the institution is permitted only during designated times as specified by the Corrections Officer or Sergeant.

A movement pass or destination system may be available for movement to such areas as, but not limited to: Medical, Work Release, Administration, Warehouse, Maintenance, etc. Unauthorized

movement through the institution may subject you to disciplinary action.

Uniform Standard

Do not alter or mutilate state-issued clothing; such items shall be confiscated. You must wear all clothing in the way it was designed to be worn, i.e., pants above the hip, no exposed underwear or other private body parts, brim of hats forward, shirt and pants must be fully buttoned, do not tuck pants into socks, and shirt must be tucked in. A minimum of under shorts will be worn while sleeping. You must be decently clothed outside of your rooms and showers. Wearing dirty or soiled clothing is not permitted.

Maintain appropriate and neat dress at all times, this includes to and from the shower. When you are out of your room, wear gym shorts or pants, footwear (no bare or stocking feet) and a T-shirt/tank top or shirt. Sandals, slippers, and shower shoes are only to be worn inside the housing unit (NOT in the outside courtyard). **Mask will be properly worn over the nose and mouth if there is a requirement to do so in effect.**

Be properly attired whenever leaving the housing unit. This includes I.D., shoes/boots laced and tied and coats on when outside in cold weather. When you are inside the housing unit you will not wear sunglasses, hats or coats. Minimum unit residents must wear the issued blue button-down shirt then going to the medium unit for any reason. **Mask will be properly worn over the nose and mouth if there is a requirement to do so in effect.**

Baseball Caps will be issued to outside work crews and only worn during work hours. Bandanas, homemade caps and stacking of caps are not permitted. Alteration of any authorized headgear is not permitted.

Exhibiting any behavior or wearing anything that is symbolic of gang affiliation or other types of security threat groups is prohibited.

Work crews

Wear the full uniform provided. For workers in the kitchen, a kitchen issued white jacket is required. For some work crews, boots may be required as part of the work safety requirements

Identification Card: You will be issued an Identification Card (I.D.) if you do not already have one, which must be worn (in manner that is readily visible) whenever you are outside your Housing Area. If a staff member asks you for your I.D. card, you must surrender the card.

Failure to have your I.D. card, failure to surrender it to a staff member, possession of another Resident's I.D. card, or defacing, tampering with or altering your I.D. card is prohibited and will subject you to disciplinary action.

If you lose, misplace, destroy, or alter your I.D. card, you must immediately report it to the Housing Unit Officer. You will be charged five dollars (\$5.00) for a new I.D. card. If the original I.D. card is found, you must surrender the original I.D. card to staff. You cannot possess more than one (1) I.D. card at any given time unless part of a specific program requirement.

Security Threat Groups/Gangs: Being affiliated with, possessing, or displaying any materials, symbols, colors or pictures of any identified security threat group, or engaging in behavior that is uniquely or clearly associated with a security threat group is not allowed and will subject you to disciplinary action.

Maintenance: you should report any equipment malfunction to the Housing Unit Officer or your work supervisor.

Notary Public: Services of a Notary Public must be requested via a Resident Request Form to your Case Manager. The function of the Notary Public is to verify that the signature, which appears on a document, is the signature of the person who is named in the document as the signatory.

Downeast Communication Contact List

Requests to staff must be in writing. If you have any questions regarding the Communication Contact List procedures, please contact your assigned Case Manager or a security supervisor for explanation.

Nature of Request	1st Level Staff Person	2nd Level Staff Person
Administration		
Restoration of lost good time	Case Manager	Unit Manager
Marriages (requests only)	Case Manager	Warden
Fiscal Management		
Resident Accounts	Business Office	
Personnel		
Complaints about staff	Employee's Supervisor	Next Higher Supervisor
Records		
Resident Files	Classification Officer	
Release Date	Classification Officer	
County Jail Time	Classification Officer	
Security		
Housing-general questions	Unit Officer	Sergeant
Property	Unit Officer	Sergeant
Food Services		
All General Services	Food Service Manager	Warden
Sanitation/Hygiene		

Personal Hygiene	Unit Officer	Sergeant
Laundry	Unit Officer	Sergeant
Medical/Mental Health Services		
Medical Treatment	Nurse	Health Services Administrator
Eye Care	Nurse	Health Services Administrator
Dental	Nurse	Health Services Administrator
Mental Health	Nurse	Health Services Administrator
Institutional Rights		
Legal Services	Case Manager	Unit Manager
Communication		
Correspondence	Unit Officer	Sergeant
Magazines/Packages	Unit Officer	Sergeant
Telephone Problems	Unit Officer	Sergeant
Visits	Unit Officer	Sergeant
Special Mail Requests: Certified, registered, large packages	Unit Officer	Case Manager
Library Services		
General Services	Unit Officer	Sergeant
Law Library	Unit Officer	Sergeant
Notary Services	Case Manager	
Canteen		
Canteen issues	Keefe Representative	Unit Manager
Religious Services		
Services and/or Counseling	Chaplain	Unit Manager
Social Services		
Crisis Intervention	Case Manager	Unit Manager
Outside Agency Resources	Case Manager	Unit Manager
General Counseling	Case Manager	Unit Manager
Release Planning	Case Manager	Unit Manager
Facility Jobs	Case Manager	Unit Manager

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

Collection Priority List

Collections are to be made from General Trust Account only, unless noted with an asterisk, in which case collections are to be made from both General Trust Account and Phone Account.

Note: Collections may not be made from benefits checks sent directly to a Resident from the Veterans Administration except for the following obligations: child support, court-ordered filing fees (federal and state), and medical co-pay, unless the Resident specifically requests the funds, or a portion thereof, be applied to another obligation.

1.	Account corrections	(100%)
2.	Court-ordered restitution	(25%)
3.	Court-ordered penalties, fines (including Victim Compensation Fund assessments), surcharges	(fines collected after court-ordered restitution is paid in full) (25%)
4.	Child support Back child support *	(100% of current balance, up to the amount owed, including savings account portion of general trust account)*
	Ongoing child support	(Stated amount or percentage in DHHS order, whatever is less, from earnings only)
5.	Order to Execute Civil Judgement*	(100% of current balance, up to the amount owed, including savings account portion of general trust account)*
6.	Order to Enforce Payment after Default	(25%)
7.	Court-ordered filing fees-federal*	(Initial partial fee as court ordered, including savings account portion of general trust account then 20%)
8.	Court-ordered filing fees-state	(Initial partial fee as court ordered, including savings account portion of general trust account then 20%)
9.	Court-ordered attorney's fees	(25%)
10.	Back taxes*	(25%)*
11.	Alimony	(25%)
12.	Room, board, and facility-provided transportation and/or employer-provided transportation	(10-20% from gross earnings only)
13.	Facility restitution (through disciplinary process)	(25%)
14.	Monetary sanctions (through adult disciplinary process)	(25%)
15.	Facility charges	(25%)
16.	Replacement ID Card	(100%)
17.	Medical co-pay (including co-pays for medical services, dental services, medications, and prosthetic devices)(Adults)	(100%)
18.	Phone Allowance Recovery*	(100%)*
19.	Miscellaneous	(100%)
20.	Savings (Initial savings) (Adults)	(10% from gross earnings only)

21.	Payback of Disbursed Savings* (Adults)	(50% from all deposits)
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Resident Handbook History

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