

DEPARTMENT OF CORRECTIONS
MAINE STATE PRISON



Resident Handbook

July 2021

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Warden

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MAINE STATE PRISON

RESIDENT HANDBOOK INTRODUCTION

The MAINE STATE PRISON is a maximum-security male correctional facility that provides a variety of programs and services within a supervised environment. This Resident Handbook is designed to provide residents with an overview of information regarding programs, services, custodial and supervision issues. It is important that all residents are informed regarding treatment and work program goals, available services, security rules and regulations.

Treatment programs include medical and mental health counseling, substance use treatment, and religious guidance. Work programs in Industries include upholstery, wood working, finishing, and machine shop. Work programs in institutional services include kitchen, maintenance, laundry, and housing. Both programs provide employment and skills development.

The information contained in this handbook is intended as a guide for residents in general population housing. 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 (beginning on page 26) and address them to the appropriate correctional staff person.

Security and discipline play a major role in providing a safe and orderly facility. Each resident should ensure that they are well informed as to the rules and regulations of this facility. You are subject, by law, to the authority of the Department of Corrections. You must comply with the rules of this facility even if you have not been sentenced.

You are responsible for familiarizing yourself with the contents of this handbook. This handbook will assist you in determining what your obligations are and what programs and services are available to you. The administration will make every attempt to keep residents informed of changes when necessary in order to prevent confusion and inconsistency.

Residents assigned to the Administrative Controls Unit or the Intensive Mental Health Unit may be governed by additional rules and/or restrictions based on specific security requirements. Additional information for the ACU or IMHU will be provided to you should you be housed in one of those units.

Warden Matthew Magnusson

UNIT MANAGEMENT

The Maine State Prison is organized under a plan of Unit Management. There are three separate housing units, Medium, Close and Special Management Unit which includes IMHU, B-Wing, Restrictive Housing, and ACU, each with individual pods.

Through Unit Management each housing unit operates semi-independently under the guidance and authority of the Warden.

The Unit Team is comprised of the Unit Manager, Unit Sergeants, Case Managers, Correctional Officers, the Unit Clerk and others as necessary. The Unit Team manages and coordinates all aspects of your daily activities while you are at MSP. The Team conducts classification hearings, supervises unit operations and enforces rules and regulations as well as the implementation of policy and procedure. The individual Unit Teams are also responsible for planning and implementing Individual Case Plans (ICP) and developing a release plan for the residents.

Any problems that residents encounter should be addressed through the Resident Communication Contact List with assistance from your Unit Team.

SECURITY PERIMETER FENCE WARNING

The Maine State Prison is secured with three (3) perimeter fences. The innermost fence is the zone fence. The intermediate fence is the taut wire fence and the outermost fence is the outer perimeter fence.

Any resident observed beyond the zone fence or attempting to get beyond the zone fence will be considered attempting an escape from the facility and will be referred for criminal prosecution as well as be subject to internal disciplinary proceedings.

Any resident observed making contact with the taut wire fence, or beyond the taut wire fence will be referred for criminal prosecution and/or may be subject to the use of deadly force to prevent escape.

ORIENTATION

It is the policy of the Department of Corrections that each adult facility provides an orientation for each resident. Each resident will receive an orientation within the first few days of arrival to the facility.

A case manager will be available to assist you during your confinement at this facility.

Specific information can be found in Departmental Policy Title: ORIENTATION: 22.3 located in the Resident Law Library.

IDENTIFICATION CARD

Upon initial processing into this facility you will be issued a primary Identification Card. (ID) at no charge. This Identification Card must be worn at all times whenever you are out of your cell and must be surrendered to any Correctional staff person upon request. The color of your ID will be determined by the level you are on in the Privilege Level System. (see Privilege Level System elsewhere in this handbook)

a. The ID must be clipped on shirt pocket or chest area with the picture visible at all times.

Exceptions to this rule may be made in the Recreation and Industrial areas (you are still required to have your ID with you).

b. If you lose, misplace, destroy, or alter your ID card, you must immediately report it to your Housing Unit Officer. A five-dollar (\$5) replacement fee may be assessed if your ID is lost, altered or destroyed.

c. Residents are forbidden from having possession of or using any other resident's ID.

d. Any resident found not wearing his ID in an area of the facility that requires the wearing of the ID will be treated as a Level I resident.

RESIDENT DISCIPLINE

You are required to conduct yourself in a responsible, courteous and lawful manner at all times. It is the policy of the Maine Department of Corrections to designate violations of resident discipline and dispositions for the purpose of maintaining order within the institution as well as the safety and security of all individuals.

You must obey all lawful orders issued to you by any correctional staff member. If more than one lawful order has been given, obey the last order issued. Failure to comply with a lawful order or directive may result in disciplinary action.

Specific Rule violations and their respective sanctions can be found in Departmental Policy Title: Resident Discipline, Policy Number: 20.1 located in the Library and within this Handbook.

RESIDENT SEARCHES & CONTRABAND

Pat down/Unclothed searches

- a. Pat down searches may be conducted randomly for any reason.
- b. Unclothed searches will be conducted when correctional staff determines there is reasonable suspicion that a resident has contraband on his person that cannot be retrieved using a less intrusive type of search.
- c. As a matter of routine, unclothed searches will be performed under the following circumstances:
 - 1) Upon resident's admission to the facility.
 - 2) Prior to any transport outside facility and upon return to the facility.
 - 3) Following visits.

NOTE: All persons, property and areas within the Maine State Prison are subject to search at any time.

Contraband

Contraband is anything not authorized by proper authority. In general, (but not limited to) an item (s) is contraband if:

- a. It is not listed on the Resident Allowable Property List.
- b. It exceeds the allowable limits of the Resident Allowable Property List.
- c. It has been altered in any way from its original state, or it has been abused in any way.
- d. It belongs to another resident.
- e. It is being used for something other than its intended purpose.
- f. It is being used to conceal unauthorized items.

Failure or refusal to fully comply with the contraband procedure may subject you to disciplinary action.

DRUG and ALCOHOL TESTING

The Department of Corrections is committed to zero tolerance practices that combat the illegal use of drugs and alcohol by residents at the Maine State Prison. While incarcerated at the Maine State Prison you may be required to submit to drug and alcohol testing according to departmental policy.

Specific rules governing this policy can be found in Departmental Policy Title: DRUG and ALCOHOL TESTING OF ADULT CLIENTS, Policy Number: 20.2 located in the Library.

RESIDENT MOVEMENT

Movement by any resident through the institution is permitted only during designated “mass movement” times.

NOTE: An institution wide announcement will be made as to the beginning and end of “mass movement”.

The following are designated as mass movement times:

- a. To and from meals.
- b. At the beginning and at the end of the work period.
- c. At the beginning and at the end of the recreation period and at designated times throughout the recreation period.

When moving through the facility, residents are required to walk on the right side of the painted line on the outside walkways, and right side of all interior corridors. No more than two (2) residents may walk abreast of each other. Running in unauthorized areas of the institution is prohibited.

A movement pass system is available for movement by an individual resident to such areas as, but not restricted to; Visits, Medical, Property, etc. The individual resident must still move to the designated area of the facility during times of “mass movement” after he has obtained a pass from appropriate staff.

When moving from one area to another, residents will not stop or loiter unless authorized.

Unauthorized movement through the institution may subject you to disciplinary action.

INSTITUTIONAL COUNT

Major institutional resident counts are conducted at six specific times each day. All major and emergency counts will be announced institution wide.

For each count you must:

- a) Be in your assigned cell unless you have specific permission from a correctional staff person to be elsewhere.
- b) Be sitting on or standing by your bed facing the door.
- c) Your cell light must be on at the direction of correctional staff until the conclusion of the count.

Failure to fully comply with all count procedures may subject you to disciplinary action.

NOTE: B and C above are not required for the 12:00 AM and 3:00 AM counts.

Face Counts- Once each week a face count will be conducted whereby each resident will be required to stand facing the cell door with his ID displayed in his hand.

Double Counts/Cross Counts- Periodically, back to back counts will be conducted, one immediately following the other.

DAILY INSTITUTIONAL SCHEDULE

NOTE: Times are approximate depending on institutional need.

ACTIVITY	START TIME	FINISH TIME
AM 1 Resident Count	00:00	when complete
AM 2 Resident Count	03:00	when complete
Resident WAKEUP, Bugle	05:45	
AM3 Resident Count	05:50	when complete
Breakfast	06:45	07:50
Cell Inspections –All areas	07:00	08:00
Resident AM Work/Rec Period	07:50	10:50
Visit Period	08:30	10:30
Recall Bugle	10:50	
Resident Mass Movement	10:50	11:00
AM4 Resident Count	11:00	when complete
Lunch	11:35	12:50
Resident PM Work/Rec Period	12:50	15:50
Visit Period	13:00	15:00
Recall Bugle	15:50	
Resident Mass Movement	15:50	16:00
Dinner	16:00	17:30
PM1 Resident Count	17:50	when complete
Visit Period	18:30	20:30
Pod Activity (work/rec)	18:30	20:55
PM2 Resident Count	20:50	when complete
End of Resident Day		

WEEKLY INSTITUTIONAL SCHEDULE

ACTIVITY	SUN	MON	TUE	WED	THU	FRI	SAT
Medical	X	X	X	X	X	X	X
Central Laundry	0	X	X	X	X	X	0
Business Office	0	X	X	X	X	X	0
Mail	0	X	X	X	X	X	0
Education	0	X	X	X	X	X	0
Library	0	X	X	X	X	X	0
Substance use	0	X	X	X	X	X	0
Industries	0	X	X	X	X	X	0
Recreation	X	X	X	X	X	X	X
Canteen	0	0	0	X	0	0	0
Pastoral Services	X	X	X	X	X	X	X

X = Open

0 = Closed

PRIVILEGE LEVEL SYSTEM

The Privilege Level System is an objective system for the provision of incentives to residents in response to pro-social behaviors and attitudes and active engagement in rehabilitative programs.

Specific information regarding the Privilege Level System can be found in Departmental Policy 23.6, Privilege Level System which is available in the Library.

PERSONAL PROPERTY/RESIDENT CLOTHING

While you are housed at the Maine State Prison, you will be required to wear state issued resident clothing and/or authorized personal clothing.

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

- a) Trousers must be worn above the hip.
- b) Shirts must be buttoned.
- c) Unauthorized alterations to any clothing are prohibited.
- d) The wearing of any personal headgear while indoors is prohibited.
- e) The wearing of nonprescription sunglasses while indoors is prohibited.
- f) You are responsible for all State items issued to you and must immediately report defective, damaged or unusable items to your Unit Team.
- g) Appropriate footwear must be worn outside of the housing unit. (Shower shoes may only be worn within the pod)
- h) A resident's property is retained at the resident's own risk. The Department will not be responsible for any property personally retained by the resident which is lost, stolen, damaged, consumed or discarded while in the resident's cell or on the resident's person.
- i) A resident's personal property, i.e., radio, T.V., etc., will be permanently marked with the resident's name and number. You will be subject to disciplinary action for any alteration of personal property markings.
- j) The resident is responsible to secure his personal property in his assigned storage container when leaving his cell.
- k) It is the resident's responsibility to report any stolen personal property by another resident to a correctional staff member.

Sweatpants, shorts, T-shirts, and tank tops may be worn throughout the facility except in the following areas; visits, dining halls, and where job assignments prohibit the wearing of such clothing due to safety/sanitation reasons i.e. kitchen and some work sites. The supervisor of each area shall establish what clothing items are allowed to be worn.

Residents housed in close custody pods at the Maine State Prison will be issued brown pants and shirts as replacements for the state issued blue jeans and blue shirts. Residents housed in close custody pods will also be issued royal blue sweatpants, sweatshirts, and t-shirts as replacements for the state issued gray sweatpants and sweatshirts and white t-shirts. Once a resident is transferred to non-close custody housing an exchange will be made for regular state issued clothing.

When outside of your housing pod all clothing shall be worn in the manner it was designed to be worn, i.e. **the waist of the pants above the hip, shirts and pants buttoned, shirt tucked in.** Shirts are not required to be tucked in while inside your housing pod. Except when in your cell or in the shower, you must be clothed at all times. Sunbathing is prohibited.

Specific rules governing this policy can be found in Departmental Policy Title: RESIDENT

PERSONAL PROPERTY, Policy Number: 10.1 located in the Library and within this Handbook.

Disposal of contraband property will be done in accordance with departmental policy.

SAFETY & SANITATION

A. Personal Safety

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

B. Fire Safety

For Health, Fire and Safety reasons:

1. You are not permitted to have any flammable liquids or other materials, which pose a safety, health or fire hazard in your possession. You are expected to comply with instructions pertaining to accountability and use of tools and hazardous materials.
2. You must familiarize yourself with the fire exits in all areas of the institution you may travel through. Fire exit evacuation plans are posted in all buildings within the institution.
3. You must cooperate fully with any fire drill as directed by correctional staff.
4. 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.
5. You are prohibited from causing a false alarm.
6. **Smoking is prohibited at the Maine State Prison.** You are prohibited from the use and possession of all tobacco products and/or tobacco related devices.

C. Sanitation

You are expected to maintain a satisfactory level of personal hygiene and living area sanitation.

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

Laundry services are available to all residents. The Maine State Prison Laundry will clean all state and personally owned clothing, linens and bedding for residents.

Residents assigned to the Medium, G-Pod housing unit are provided with in-pod washing machines and dryers to launder clothing.

CANTEEN

The Maine State Prison offers contracted canteen services. Hygiene items, a variety of food items, and approved property items are available for purchase through a kiosk system in each pod. Day and time of weekly order deliveries can be obtained through Unit staff.

Your canteen spending limit will be determined by your level in the Privilege Level System.

Special Order items (e.g. guitars, video game systems, music CDs, etc.) are acquired through a Central Property ordering system.

ANNEX

The Annex is available for additional food purchases. Assorted ice creams and microwavable foods may be purchased on your rec time while in the Activities Building. Arrangements for purchases while in your housing area can be made under special circumstances.

FOOD SERVICE/DINING FACILITY

The Maine State Prison is committed to providing residents with nutritious meals served under sanitary conditions. In addition, this facility will provide residents who have a legitimate healthcare or religious based need, a special diet to fulfill those dietary needs.

Specific information governing this policy can be found in Departmental Policy Title FOOD SERVICE MANAGMENT, Policy Number: 16.1, 16.2,16.3 located in Library.

While in the Dining Facility you must be:

1. Dressed appropriately (see Personal Property/Resident Clothing elsewhere in this handbook) and conduct yourself in a courteous and orderly manner at all times.
2. You may talk with people near you in the food line and with people at your table.
3. Cutting in line is not permitted.
4. You are allowed only **one tray** of food from the serving line per meal. Waste or misuse of state food may subject you to disciplinary action.
5. All food must be consumed in the Dining Facility unless otherwise authorized. No items may be taken into or from the Dining Facility.
6. When eating in the Dining Hall you will have twenty (20) minutes to eat your meal.
7. You must take your tray; silverware, cup, bowl and any refuse to the designated area after you finish your meal.
8. You must leave the Dining Hall after you finish eating.

GENERAL POPULATION HOUSING UNIT REGULATIONS

Unit specific housing regulations shall be posted and/or available in each pod.

RESIDENT GRIEVANCES

The purpose of this policy is to establish a process for reviewing and resolving grievances brought by residents. Prior to a resident filing most lawsuits, the resident must attempt to resolve his complaint by using this process.

****Prior to filing a grievance, you are required to attempt an informal resolution with the supervisor having jurisdiction over the area of concern.**

Listed below are the supervisors with jurisdiction for various grievance issues.

Resident Accounts.....	Business Office
Restitution Deductions.....	Business Office
Restitution Set Up.....	Asst. Classification Officer
IBF.....	Deputy Warden Support Services
Staff Action/Decision.....	Employee's Immediate Supervisor
Staff Abuse/Excessive Force.....	Employee's Immediate Supervisor
Food.....	Food Service Manager
Religious Issues.....	Chaplain
Education.....	Teacher
Library Services.....	Librarian
Recreation.....	Recreation Supervisor
Canteen Services (commissary).....	DW Support Services
Canteen Services (property).....	Property Officer
Medical/Mental Health.....	Health Services Administrator
Intensive Mental Health Unit.....	Mental Health Director/Unit Manager
Resident Administrative Records.....	Asst. Classification Officer
Resident Case Management Records.....	Case Manager
Sentencing.....	Asst. Classification Officer
Goodtime.....	Asst. Classification Officer
Substance use.....	Substance use Counselor
Visits.....	Visit Sergeant
Resident Mail.....	Mail Room Staff
Packages.....	Property Officer
Allowable Property.....	Property Officer
Unit Property Issues.....	Unit sergeant/ Unit Manager
Media Review.....	Media Review Officer
Telephone.....	Case Manager
Sanitation.....	Area Supervisor
Safety.....	Area Supervisor
Laundry.....	Industries Manager
Drug Testing.....	Shift Commander

A resident designated as Grievance Assistant is assigned to each general housing unit and is available to assist residents with the filing of grievances, if assistance is requested.

Residents may file a grievance alleging 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 prior to filing the grievance, there is no time limit on the filing of a grievance alleging sexual misconduct, and a grievance alleging sexual misconduct may be filed as a letter rather than an official grievance form (but may be filed on a grievance form) but the letter must be clearly marked as a grievance about sexual misconduct and must be addressed to the Grievance Review Officer..

Specific procedures governing this policy can be found in Departmental Policy Title: GRIEVANCE PROCESS, GENERAL, 29.1 & GRIEVANCE PROCESS, MEDICAL AND MENTAL HEALTH CARE, 29.2 located in the Library and within this Handbook.

Specific procedures governing PREA-related grievances can be found in Departmental Policy Title: SEXUAL MISCONDUCT (PREA AND Maine Statutes), ADMINISTRATIVE SANCTIONS AND GRIEVANCES, 6.11.4 located in the Library and within this handbook.

RESIDENT VISITATION

Application Process

- No visitor except immediate family members shall be on more than one (1) resident’s visit list.
- Immediate family includes; spouse, parent, child, sibling, grandparent or grandchild, whether the relationship is natural, adoptive, foster, or through marriage (step).
- Visitor Application Forms can be obtained from the Lobby Officer at the Maine State Prison, or from the Maine State Prison Visits Website:
<http://www.maine.gov/corrections/facilities/msp/MSPVisiting.htm>
- Fill out an application, only one name per application.
- Make sure that you sign the application and return it to the Maine State Prison, **Attention: Visits, Maine State Prison.**
- Clearances may take up to six (6) weeks for processing. It may take longer if an applicant has a criminal record.
- Family members as defined above may be granted NON-CONTACT visits prior to being cleared for CONTACT visits.
- A minor visitor must be accompanied at the visit by a parent or legal guardian who is an approved adult visitor and who has listed the minor on his or her application. An adult who is not a parent or legal guardian and is an approved visitor may also be allowed to bring a minor visitor with the written permission of a parent having legal custody or the legal guardian of the minor, and with the prior approval of the Chief Administrative Officer, or designee. The written permission must be notarized and all information provided must be verifiable.
- In the case of a minor whose legal custody has been transferred under federal and tribal law by a resident who is the parent of the child, the designated legal custodian may accompany the minor at the visit if all of the following conditions are met:
 - The resident has provided designated facility staff with a notarized copy of a fully completed Designation of Indian Custody Form.
 - Facility staff has verified, by contacting the chief, or other appropriate tribal official that the resident is an enrolled member of a federally recognized tribe, the resident is a parent of the child, and the designated custodian is an enrolled member of that, or another federally recognized tribe.
 - The designated custodian is an approved visitor and has listed the minor child on his or her application.
 - The minor child is not a prohibited visitor.

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.

Visit Times

A resident’s approved visitors are allowed to visit the resident during all visit periods of a day, however these visits will count towards the resident’s allowable number of visits per week, i.e. **The number of weekly visits you are eligible for depends your level rating and your security status. (see Privilege Level Charts in this handbook)**

1) Hours of Visits:

Sunday, Thursday, Friday, Saturday

8:30 a.m. to 10:30 a.m.

1:30 p.m. to 3:30 p.m.

Saturdays only

*6:40 p.m. to 8:40 p.m.

*Only for general population residents with medium custody rating.

2) Scheduling of Visits

Approved visitors must pre-schedule visit appointments. Visit appointments must be made by telephone by calling **(207) 273-5526** from 8:30 a.m. to 11:30 a.m. and from 12:30 p.m. to 3:30 p.m.; Monday, Tuesday, and Wednesday only. Visit appointments may also be made via email using the following email address- MSP.visits@maine.gov. **NOTE:** It is the responsibility of the resident to notify friends and family members of any change in his visit status. A resident must be within his allotted number of visits per week.

Appropriate Attire

- Camouflage shirts/pants consisting of red, yellow or blue colors are acceptable. Hunter and military colors such as brown, green or gray are not acceptable.
- Shorts, dresses, skirts and skirt slits will not exceed 2” above the knee while sitting.
- Attire may not display gang affiliations or gang culture. Attire may not display anything that is obscene, racist, drug and alcohol related or displays sexual content.
- Sweaters must be buttoned or zipped during visits.

Inappropriate Attire

- Any clothing that reveals undergarments or cleavage includes see through mesh and fishnet.
- Headgear of any kind; e.g., hats, bandanas, metal hair ornaments (may be allowed for religious/medical reasons when authorized by visit supervisor/shift commander).
- Hooded sweatshirts/shirts.
- Outer jackets. No jackets designed to be worn out doors will be permitted into the visit room. This includes but not limited to pullover style jackets.

- Low-cut sweaters, blouses V-Necks, tank tops, or “tube” tops and shirts that expose any level of cleavage or breast area below the collar bone.
- Scarves, shawls, ties, or wraps.
- Athletic style clothing which includes sweatpants/shirt, bathing suits.
- Sleeveless garments.
- Spandex or what appears to be spandex material.
- No ripped, torn or altered clothing.
- Any attire resembling resident’s clothing or uniforms, including but not limited to Correctional, Police and Nursing clothing items.

Children shall also be appropriately attired.

The lobby officer/visit officer will use reasonable judgment if a clothing article is questionable. **The officer shall defer to the Visit Supervisor or Shift Commander for a final decision prior to denying a visitor based on their apparel.**

Failure to follow the appropriate attire directive may result in termination of your visit.

NOTE- Attire requirements are subject to change.

M.R.S.A. TITLE 17-A, SECTION 757

A person is guilty of TRAFFICKING IN PRISON CONTRABAND if:

- That person intentionally conveys or attempts to convey contraband to any person in official custody; or,
- Being a person in official custody, he intentionally makes, obtains, or possesses contraband.

Contraband, for the purpose of this section, is defined as a dangerous weapon, any tool or other thing that may be used to facilitate escape or any other thing that a person confined in official custody is prohibited by statute from making or possessing. Examples of contraband are: weapons, cutting blades, files, drugs, including marijuana, and alcohol. Punishment may include imprisonment for up to 5 years.

M.R.S.A. TITLE 17-A, SECTION 757-A

- A person is guilty of TRAFFICKING OF TOBACCO in adult correctional facilities if:
- That person intentionally conveys or attempts to convey tobacco or tobacco products to a person confined in an adult correctional facility that has banned the use of tobacco or tobacco products by residents; or
- That person is confined in an adult correctional facility that has banned the use of tobacco or tobacco products by residents and the person intentionally obtains or possesses tobacco or tobacco products.
- Punishment may include imprisonment for up to 6 months.

THE MAINE STATE PRISON HAS BANNED THE USE OF TOBACCO OR TOBACCO PRODUCTS BY RESIDENTS.

Visit Room Rules

- Nothing will be passed between the visitor and resident.
- With contact visits, a visitor and resident may embrace or kiss briefly at the beginning and end of the visit. Residents and visitors may hold hands during the remainder of the visit. The hands of the resident and visitor must be visible at all times. Unless otherwise restricted, residents may hold their minor children that are no older than 4 years of age in their laps.
- There shall be no profane or loud language.
- Electronics are not allowed in the Visit Room, including but not limited to cell phones, smart watches, games etc.
- Residents and visitors are not allowed to move around the visit room or converse with other residents.
- Food, drinks, toys, candies and gum from the outside are not allowed in the visit room. Clear baby bottles and clear training cups for infants and toddlers are permitted. Also allowed into the visit room for the care of infants and toddlers, is one diaper and a small amount of wipes.
- Coats, jackets, and similar outerwear are not allowed into the visit room. Sweaters are permitted as long as they are fully worn, with any zippers/buttons fastened.
- No item(s) shall be carried into the visit room by the resident or his visitor(s). No resident property or funds will be accepted by staff in connection with a visit.

NOTE: Lockers are available in the Lobby to store items that are not permitted in the Visit Room.

Additional information for Resident Visitation is available in the Resident Visitation Policy, 21.4 located in the Prison Library.

CLASSIFICATION SYSTEM

1. **CLASSIFICATION.** Classification is the ongoing process of collecting and evaluating information about you to determine your risk and needs level for the purpose of deciding the facility or unit where you will be housed, your treatment needs, and what programs would be suitable. The Assistant Classification Officer or designee will chair the Reception Classification Committee. Please refer to Policy 23.01 for specific information on the frequency of Classification reviews.

A) **Unit Classification Committee.** The Unit Classification Committee consists of staff members that make decisions about your classification status, job placement, needs assessment, risk evaluation, program participation, etc. The Unit Classification Committee is comprised of unit staff and is chaired by the Unit Manager or designee.

B) **Transfer.** Transfers are at the discretion of the CAO and facilitated by the Director of Classification. If you want to be considered for a transfer, initiate a Transfer Request in writing to your Unit Classification Committee and your request will be reviewed. If you are requesting a voluntary transfer to another state, please refer to Policy 23.05.

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

2. **SENTENCE COMPUTATION AND CREDITS.** The Department of Corrections is responsible for the computation of sentences. The Records Office will periodically issue a Good Time Sheet, which will provide information about the computation of your sentence(s). Any questions regarding your sentence or good time should be forwarded to your Unit Team's A.C.O. on a Request Slip.

A) **Pre-Sentence Detention Time (Jail Time).** It is your responsibility to write to the Jail Administrator in the county from which you were detained to receive credit for any Jail time served.

B) **PPR's.** PPRs stand for "Prisoner Performance Reports" and are negative reports that can be filed monthly regarding a resident's performance either around their Conduct and/or their Work/Educational/Programming performance. PPRs result in a resident not earning a portion of their good time for a given month 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.

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 a resident was sentenced under (refer to MDOC policy 11.5 for more information).

A resident may receive a PPR for Conduct by any housing area supervisor related to poor conduct within a given month. This conduct can be any violation of the disciplinary policy regardless of whether discipline was initiated or not. Additionally, any resident who is found guilty of a formal discipline will have a PPR submitted for the month the disciplinary violation occurred in. PPRs for Conduct will result in the resident not accruing any of their eligible conduct good time for that month.

A resident may receive a PPR for Work/Education/Programming from any work or program supervisor if an inmate's 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 the work/program assignment, etc.) or if a resident was terminated from or refused a recommended work or program assignment. PPRs related to Work/Education/Programming will result in the resident not accruing any of their eligible Work/Education/Programming good time for that month. If a resident was absent from a Work/Education/Programming assignment through no fault of their own (court, medical restriction, facility lock-down, etc.), a resident will receive a prorated amount of good time for the given month based on the number of days that they were present (refer to MDOC Policy 11.5 for more information).

Special Notes:

- PPRs are separate from the disciplinary process. That is, a PPR can be filed for unsatisfactory behavior even if a resident did not receive a discipline and even if a discipline is dismissed. The only instance in which PPRs are connected to discipline is that if a resident is convicted of a formal discipline they will get a PPR for the month the conduct occurred in.
 - PPRs result in an inmate not “earning” or accruing good time in a given month.
 - PPR’s do not cause good time that was already earned to be taken away. Because the good time was never earned, it cannot be requested back or returned at any time for any reason. PPRs are not punishment; they are a lack of a reward due to unsatisfactory behavior.
 - Refusing or getting terminated from case-plan recommended programming can result in PPR’s being filed up to 6 months. Refer to MDOC policy 11.5 or speak to your caseworker for more details.
 - PPRs cannot be appealed. All sentence calculation issues (including PPRs) are grievable in accordance with MDOC policy 29.1.
- C) Access to Resident Records. To review or receive copies of documents in your record (other than mental health or substance abuse treatment records) you must submit a written request to the Classification Department. Copies are made at the resident’s expense - .25 cents per page.
- D) Access to Mental Health or Substance Use Records. A written request to review must be submitted to the contracted Mental Health or Substance Use Provider.

Specific information governing this policy can be found in Departmental Policy Title: CLASSIFICATION and CASE MANAGEMENT, Chapter 23, Policy Number 23.1 located in the Library.

LIBRARY SERVICES

This facility provides residents with reasonable opportunities to access library services, which includes legal research and recreational reading materials. The Library is located in the activities building.

For those residents whose movement to the activities building is restricted due to the Privilege Level System, library services will be provided in the housing area.

Specific information governing this program policy can be found in Departmental Policy Title: LIBRARY SERVICES, Chapter 24, Policy Number: 24.4 located in the Library.

RELIGIOUS SERVICES

The Maine State Prison will attempt to accommodate any resident who expresses a desire to practice a religion of their choice (as recognized by the Maine State Prison) provided it does not present a threat to safety, security or the orderly management of the facility.

Each recognized religious group has one study period and one religious service/ceremony. Other activities include: Yokefellows, Spiritual Counseling, Pastoral Visits, Kairos Weekends and reunions, Bible Study, and band practice. Schedules for all services are posted.

A limited and pre-approved list of religious items that are allowed is available through the Chaplain’s office. These items may be purchased at the resident’s expense through approved vendors only.

For those residents whose movement to the Activities Building is restricted due to the Privilege Level System, religious services will be provided in the housing area.

Specific information governing this policy can be found in Departmental Policy Title: RELIGIOUS SERVICES, Chapter 24 Policy Number: 24.3 located in the Library.

MARRIAGE.

Marriages by residents will be allowed in accordance with Departmental Policy. For further information contact your assigned Correctional Care & Treatment Worker.

Specific information governing the RESIDENT MARRIAGE policy can be found in Departmental Policy Title: RESIDENT Marriages, Chapter 24 Policy Number: 24.7 located in the Library.

HEALTH CARE SERVICES

This Facility will ensure that necessary health care services are administered to residents regardless of their ability to pay. A system of health care services is available to ensure that all levels of health care are provide for the physical and mental wellbeing of the resident population.

- A. If you have an emergency medical or mental health issue, immediately notify any Correctional Staff person. Emergency response is available 24 hours every day and will be assessed by a qualified medical professional.
- B. Routine access to Medical, Dental, Optical and Mental Health Care services is accomplished by submitting a medical services request form.
- C. The Health Services Request Box (Medical Box) is located in your Housing Unit.
- D. Medical staff will collect health services requests daily and you will be notified of your appointment.

Resident Co-Pay

- A. A fee for medical and dental visits, 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.
- B. No resident shall be denied necessary health care as a result of the inability of the resident to pay.
- C. Unless specifically exempted by policy, all residents shall be assessed a fee of \$ 5.00 for each medical or dental visit and \$ 3.00 for each prescription, non-prescription medication and prosthetic device.
- D. Residents receiving services initiated by facility staff are exempt from co-pay fees.

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 FINANCIAL RECORDS

The Maine State Prison maintains all financial records of residents in accordance with legal requirements and general accounting practices. A statement of the resident's account transactions shall be provided to each resident monthly. This statement will serve as a receipt for any transactions that occurred over the previous 30 days.

When a resident is transferred from MSP to another facility, the funds are automatically transferred to the new facility.

Upon release or discharge the resident will be given any remaining funds. However, phone account funds will be forwarded to the resident after release via mail unless the resident has requested that phone funds be included with his other funds. Such request must be made 5 business days prior to his release date.

Specific information governing resident financial records can be found in Departmental Policy

Title: RESIDENT FINANCIAL RECORDS, Chapter 11 Policy Number: 11.4 and RESIDENT AND RESIDENT ACCOUNTS, Policy 2.12 located in the Library.

RESIDENT SAVINGS

Any resident who earns money for work performed shall be required to have a percentage of his earnings placed in a personal savings account.

Specific information governing the resident savings plan can be found in Departmental Policy title: RESIDENT AND RESIDENT ACCOUNTS, 2.12 located in the Library.

EDUCATIONAL PROGRAMMING

The Education Department offers a wide variety of academic, vocational, and life skill programs which includes accommodations for the special needs population. certified teachers oversee the academic programs. HiSET tutoring and testing is provided. Additionally, several peer tutors are available for individual and small group studies. Education is open Monday through Friday (except holidays). Educational programs can be requested by submitting a request slip or letter to the Education Department. All are welcome to come and discuss interests and needs. Programs are described within the informational brochures available in the Activities Building, as well as all housing units.

For those residents whose movement to the Activities Building is restricted due to the Privilege Level System, educational services will be provided in the housing area.

Specific information governing the EDUCATION policy can be found in Departmental Policy Title: EDUCATIONAL PROGRAMMING, Chapter 24 Policy Number: 24.5 located in the Library.

RECREATION PROGRAMMING

The Maine State Prison provides recreational programs and activities to all eligible residents in a safe and secure environment in order to promote health and reduce idleness. It is the goal of the Recreation Department to work with all housing units and populations to provide leisure time activities.

Centralized indoor and outdoor recreational activities are offered to all eligible general population residents, which includes structured team activities such as: basketball, softball, volleyball, and soccer as well as handball and horseshoes. Also available is a weight room, a barbershop, pool room, and a music room.

For those residents whose movement to the Activities Building is restricted due to the Privilege Level System, recreational opportunities will be provided in the housing area.

Specific information governing the RECREATION policy can be found in departmental Policy Title: RECREATION PROGRAMMING, Chapter 24 Policy Number: 24.6 located in Library.

SUBSTANCE USE DISORDER SERVICES

Substance Use Disorder Treatment Program at Maine State Prison

The purpose of Outpatient Programs is to reduce recidivism through the implementation of evidence-based practice in Substance Use Disorder Treatment. The methods, techniques, and curricula used in treatment have demonstrated effectiveness in working with the criminal justice population. Clinicians

support individuals in identifying goals through treatment planning and offer opportunities to use tools learned in the program to be successful. Typically, individuals with 6 months to 1 year left on their sentence are prioritized for substance use disorder treatment; however, all are eligible to submit a sick call slip for further information.

Program Goals & Objectives

- Enhance motivation and skills to reduce/eliminate substance use and antisocial behaviors that lead to relapse and incarceration
- Learn healthy emotion regulation and social skills for effective reintegration
- Address co-occurring medical or mental health needs in recovery through collaboration of services
- Learn strategies to replace unhealthy thinking and control impulses
- Address risk of relapse through planning for success

Treatment Methods

The primary treatment interventions include motivational interviewing, cognitive-behavioral, client-centered, strengths based, and trauma informed approaches. Behavioral health staff are part of a multi-disciplinary Unit Team that provides comprehensive care for all individuals in MDOC custody. Individuals who complete groups are provided with a certificate of completion.

- **Group Services:**

8-12 people per group, such as:

- Cognitive Behavioral Interventions for Substance Use Disorder (CBI-SA)
- Stages of Change
- Living in Balance
- Seeking Safety

- **Individual Services:**

Additional support may be available to work with a clinician individually.

Individuals who complete group treatment will receive a certificate of completion. Those who are required to attend substance use disorder treatment to remain case plan compliant will be allowed privileges consistent with their current level. Attendance and participation in substance use disorder treatment will be one element considered by the unit team in level advancement.

Additional Services

Additional residential substance use disorder treatment services are available here at the Maine State Prison and at Mountain View Correctional Facility. Those interested in residential treatment during incarceration should submit a sick call to Substance Use Disorder to ask about eligibility. Factors considered include custody level, treatment needs, and time remaining on sentence. Peer recovery coaching is available at MSP. Those interested can ask recovery coaches or their case worker for current information.

Specific information governing Substance Use Disorder can be found in Departmental Policy Title: COUNSELING and TREATMENT SERVICES, Chapter 24 Policy Number: 24.2 located in the Library.

MEDICATION ASSISTED TREATMENT (MAT)

Medication Assisted Treatment is an evidence-based approach to reduce the needs related to opioid dependence to help prevent relapse and overdose. It is meant to be used along with traditional substance use counseling and other supports to encourage long-term recovery. The goal of administering MAT at the facility is to adjust to treatment to allow for a seamless transition to the community. Participation in MAT is completely voluntary, however, final decision of MAT enrollment is made by the medical provider based on a complete review of available information.

For more information regarding MAT, refer to Departmental Policy title: Medication Assisted Treatment, Policy 18.24 located in the Library.

RESIDENT MAIL

Except as set out in Procedure F1 of the mail policy, a resident shall be allowed to send mail to and receive mail from anyone the resident wishes except with another person incarcerated in a juvenile or adult detention or correctional facility. If a resident wishes to correspond with a person incarcerated in another juvenile or adult correctional facility he must have the approval of the Chief Administrative Office of both facilities. (see Mail Policy for more details)

NOTE- The Maine Department of Corrections policies for resident communications have been revised to include the following; “a resident who is convicted of/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/otherwise known to have committed a sex offense 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.

This facility shall provide envelopes and writing materials in reasonable quantities to residents to ensure an opportunity for constructive correspondence.

The Maine State Prison will provide free postage for each resident up to two one-ounce letters per week, which may not be carried over from week to week. The following is the free mail schedule:

Close - Tuesday Medium - Wednesday SMU & Infirmary - Thursday

Residents taking advantage of free mail must mail letters the evening before the above days. Residents in the Close and Medium Units shall write their housing unit on the face of the envelope.

Residents sending letters out of the facility at their own expense should affix proper postage. Residents on EOS status who do not have postage stamps shall submit a money transfer for the correct amount of the postage for out-going mail.

All incoming mail shall be inspected for contraband. Cash money is not permitted at this Facility. Cash will be returned to the sender or, when the sender is unidentifiable, placed in the Resident Benefit Fund account. Incoming privileged mail shall be inspected in the presence of the resident. The following is

designated as privileged mail:

1. Attorneys
2. Maine Human Rights Commission
3. Judges, court clerks, and courts
4. Appointed and elected government officials, including but not limited to; the President, the Governor, commissioners of state agencies other than the Department of Corrections, federal and state senators and representatives, tribal chiefs, and mayors and town and city councilors
5. Advocates of government agencies
6. Legal advocacy organizations, including but not limited to ACLU, Maine Equal Justice Partners, MCLU, Disability Rights Center and NAACP Legal Defense Fund and National Lawyers Guild
7. Office of the Commissioner of Corrections (if marked LEGAL or PRIVILEGED)

All outgoing mail shall have the resident's full name, MDOC#, facility address (Maine State Prison, 807 Cushing Road, Warren Maine 04864-4600) and the notice and disclaimer that it is coming from a correctional facility. The envelope shall not contain contraband. Third party mail is prohibited. All packages shall be processed and mailed through the Property Room.

NOTE- 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 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.

Two mailboxes are located by the mess halls. The green mailbox is for in-house mail. The blue mailbox is for outgoing mail.

Outgoing mail pickup time is 8:00 a.m. Monday –Friday except Holidays. Outgoing SMU and Infirmary mail will be collected in the P.M. All incoming resident mail is passed out in the Units during the P.M.

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.

RESIDENT TELEPHONES

Resident phones are available for use in the living areas. A PIN number must be entered in order to use the phones. You will be issued a PIN number by your caseworker/CCTW. All phone problems should be reported to your caseworker/CCTW.

WARNING- It is possible that communications by or with residents made through any telephone used by residents 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/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 of 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.

SECURITY THREAT GROUPS.

Residents are prohibited from being members of a security threat group, gang, or other **unauthorized** resident group.

VOLUNTEER AVAILABILITY.

Volunteers at the Maine State Prison provide services to residents through the Education, Substance Use Disorder, and Religious Services departments. Residents can access these services and programs through these departments by submitting a request slip.

INTENSIVE MENTAL HEALTH UNIT (SMU C-Wing)

Additional information regarding rules and expectations of IMHU residents, including information about IMHU’s level system, will be provided to any resident admitted to this unit.

ADMINISTRATIVE CONTROLS UNIT (SMU A-1)

Additional information regarding rules and expectations of SLU residents, including information about SLU’s level system, will be provided to any resident transferred to this unit.

RESTRICTIVE HOUSING (SMU A-2)

Additional information regarding rules and expectations of SLU residents, including information about SLU’s level system, will be provided to any resident transferred to this unit.

SECTION 2

1. Resident Written Communication Contact List
2. MSP Privilege Level Chart
3. MSP Close Custody Privilege Level Chart
4. Information for Adult Residents-Sexual Misconduct

Maine State Prison

RESIDENT WRITTEN COMMUNICATION CONTACT LIST

<u>Department</u>	<u>1st Level Staff Person</u>	<u>2nd Level Staff Person</u>
Education Services		
Academic/Vocational Programs	Teacher.....	DW Resident Programs
Administration		
Restoration of Lost Good Time	Unit Team	Warden
Permission to Marry	Case Manager.....	Warden
Classification Recommendations.....	Assistant Classification Officer.....	DW Resident Programs
Resident to Resident Correspondence	Warden	
Discipline		
Disciplinary Boards.....	Hearing Officer.....	Warden/DW Operations
Finance		
Resident Accounts	Business Office	DW Support Services
Industries Payroll.....	Industries Accountant	DW Support Services
Food Service		
All General Services	Food Service Manager	DW Support Services
Civic Groups		
Jaycees, NAACP, LTG, Veterans.....	Group Liaison	DW Resident Programs
Industries		
Work Programs.....	Program Supervisor.....	Industries Manager
Safety Training	Industries Manager	

**Maine State Prison
Resident Written Communication Contact List**

<u>Department</u>	<u>1st Level Staff Person</u>	<u>2nd Level Staff Person</u>
Jobs		
Jobs Outside Unit.....	Area Supervisor	Unit Team
Jobs Inside Unit	Pod Officer/Unit sergeant	Unit Team
Library Services		
General Services.....	Librarian.....	DW Resident Programs
Law Library	Librarian.....	DW Resident Programs
Medical and Health Care		
Medical Services.....	Health Services Administrator.....	DW Resident Programs
Mental Health Care		
Psychologist.....	Director Mental Health Services	DW Resident Programs
Psychiatrist.....	Health Services Administrator	
Director Mental Health Services.....	Deputy Warden of Resident Programs	
Medium Unit	Psych. Social Worker	Unit Manager
Close Unit.....	Psych. Social Worker	Unit Manager
Personnel		
Employee Complaints*	Employee' s Supervisor	
*Note- If you have a complaint regarding an employee you should contact that employee' s supervisor. If an appeal is necessary, utilize the chain of command. Please contact any staff member about how to use the chain of command.		
Resident Communication		
Mail/Publications	Mail Room Clerk	Prison Administrative Coordinator
Packages	Property Officer	Property Supervisor
Records		
Resident Administrative Records	Assistant Classification Officer.....	Classification Officer
Resident Case Management Records	Caseworker/CCTW	Unit Manager

Maine State Prison
Resident Written Communication Contact List

<u>Department</u>	<u>1st Level Staff Person</u>	<u>2nd Level Staff Person</u>
Release Dates	Assistant Classification Officer	Deputy Warden of Operations
Detainers/Warrants	Assistant Classification Officer	Classification Officer
Recreation/Activities		
Recreation Programs	Recreation Officer	Recreation Supervisor
Canteen (commissary)	DW Support Services	
Canteen (property)	Property Officer	DW Support Services
Religious/Spirituality Services	Chaplain	DW Resident Programs
Sanitation/Hygiene		
Personal Hygiene	Pod Officer	Unit Sergeant
Laundry	Laundry Supervisor	Industries Manager
Substance Use Disorder		
Services	Substance Use Disorder Counselor	Deputy Warden of Resident Services
Security		
Security Matters	Area Sergeant	Shift Commander
Visits	Area Sergeant	Shift Commander
Media Review	Media Review Officer	Shift Commander
Contraband	Area Sergeant	Shift Commander
Unit Management		
Classification	Case Manager	Unit Manager
Transfers	Unit Management Team	DW Resident Programs
Unit Security	Unit sergeant	Unit Manager
Housing (within pod)	Pod Officer	Unit Sergeant
Housing (within unit)	Unit Sergeant	Unit Manager
Telephone Matters	Caseworker/CCTW	Unit Manager
Money Transfers	Unit Sergeant, Case Manager	Unit Manager
Unit Team Decisions	Unit Manager	DW Resident Programs
Unit Issued Property	Pod Officer	Unit Sergeant

**Maine State Prison
Resident Written Communication Contact List**

<u>Department</u>	<u>1st Level Staff Person</u>	<u>2nd Level Staff Person</u>
Other		
Photocopying.....	Librarian	
Notary Request/Work.....	Case Manager.....	Unit Manager
Facility Issued Property	Property Officer.....	Property Sergeant
Resident Marriages (arrangements).....	Case Manager.....	Unit Manager
Renewal of Driver' s License.....	Case Manager.....	Unit Manager

PRIVILEGE LEVEL SYSTEM

MAINE STATE PRISON				
PRIVILEGE LEVEL CHART				
	Level 1 (Green)	Level 2 (Yellow)	Level 3 (Red)	Level 4 (Blue)
Activities/Gym	No Access	AM rec period only when their housing unit is scheduled for AM recreation	AM or PM rec period when their housing unit is scheduled for AM or PM recreation	AM, PM or night rec period when their housing unit is scheduled for AM, PM, or night recreation
Commissary	\$25 limit/week	\$35 limit/week	\$50 limit/week	\$100 limit/week
Dining/Social Events	Not eligible	Not eligible	Eligible	Eligible
Electronics	Radio/CD Player, Fan (if allowed at facility)	Radio/CD Player, Fan (if allowed at facility)	Radio/CD Player, Fan (if allowed at facility), TV, Gaming console	Radio/CD Player, Fan (if allowed at facility), TV, Gaming console
Library	1 Day/Week, minimum, based on schedule	Increased access based on availability, housing, and schedule	Increased access based on availability, housing, and schedule	Increased access based on availability, housing, and schedule
Recreation/Dayroom Time Out-of-Room	0630-1050	0630-1050	0630-1050 & 1130-1750	0630-1050 & 1130-1750 & 1830-2050
Visits	One Visit per Week	Two Visits per Week	Three Visits per Week	Four Visits per Week
Volunteer Assignment	Not eligible	Not eligible	On-Unit Volunteer Opportunities	On/Off-unit Volunteer Opportunities
Work Assignment	On-unit, unpaid	On-unit, unpaid	On/Off-unit, pay eligible	Eligible for any job

Add TV to Level 2, Electronics of the Close Custody chart.

MSP CLOSE CUSTODY PRIVILEGE LEVEL CHART

MAINE DEPARTMENT OF CORRECTIONS PRIVILEGE LEVEL CHART FOR CLOSE CUSTODY PODS

	Level 1 (Green)	Level 2 (Yellow)	Level 3 (Red)	Level 4 (Blue)
Activities/Gym	No Access, Education provided in Pod	No Access, Education provided in Pod	Education Area Only Monday through Friday with the 500 Building. All of Activities Building (except no team activities allowed) Tuesday and Thursday with the 500 Building.	Monday through Friday with the 500 Building, Team Activities Allowed.
Commissary	\$25 limit/week	\$35 limit/week	\$50 limit/week	\$100 limit/week
Dining/Social Events	Not eligible	Not eligible	Eligible	Eligible
Electronics	Radio/CD Player	Radio/CD Player, TV	Radio/CD Player, TV, Gaming console	Radio/CD Player, TV, Gaming console
Library	Provided in Pod	Provided in Pod	Access available while in Activities Tuesday and Thursday with the 500 Building	Access available while in Activities Monday through Friday with the 500 Building
Recreation/ Dayroom Time Out-of-Room	2.5 Hours	3 Hours	0800-1100hrs & 1400-1750hrs (everyday, including weekends)	0800-1100hrs & 1400-1750hrs (everyday, including weekends)
Visits	One Contact Visit per Week if Eligible	Two Contact Visits per Week if Eligible	Two Contact Visits per Week if Eligible	Three Contact Visits per Week if Eligible
Volunteer Assignment	Not eligible	Not eligible	On-Unit Volunteer Opportunities	On-Unit Volunteer Opportunities
Work Assignment	On-unit, unpaid	On-unit, unpaid	On-unit, pay eligible	On-unit, pay eligible

MEMORANDUM: RESIDENT SAFETY CONCERNING THE PREVENTION OF SEXUAL ABUSE IN PRISON

MAINE DEPARTMENT OF CORRECTIONS 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.

MAINE DEPARTMENT OF CORRECTIONS

- 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, ME 04333.
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.