

PENOBSCOT COUNTY SHERIFF'S OFFICE

TITLE: INMATE RULES AND REGULATIONS

NO. F-210

EFFECTIVE DATE: September 1, 2016

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APPROVED BY: *Sheriff Troy Morton™*

STANDARDS: F.14 N.6 N.10

I. POLICY

Order is essential to the safe and secure operation of the jail. Inmate rules describe behavior expected of all inmates, and the type of discipline that may result from violations.

II. PROCEDURE

This booklet is provided to inmates to help with their adjustment at the Penobscot County Jail. Your conduct while you are here and your security assignment will determine the freedom you will have and the type of treatment you will receive.

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Penobscot County Jail 85 Hammond St. Bangor, Me. 04401 207-947-4585

Sheriff: Troy J. Morton Chief Deputy: William E. Sheehan Jail Administrator: Captain Richard R. Clukey

Asst. Jail Administrators: Lt. Ty Babb / Lt. Linda Golden

WHAT YOU ARE ALLOWED IN JAIL

TOBACCO PRODUCTS AND INCENDIARY DEVICES ARE NOT ALLOWED WITHIN THE SECURED PERIMETER OF THE JAIL. THESE ITEMS WILL BE DISPOSED OF UPON ADMISSION.

Jail cells are small and it is necessary to provide safety and security, therefore the amount of personal belongings you may have while in jail must be limited.

Items allowed have been divided into five (5) categories:

- Category A: Items issued by the jail
- Category B: Items that can be purchased in the commissary
- Category C: Items that may be brought in from the outside
- Category D: Items issued by an authorized outside source
- Category E: Items accepted upon admission

You may ONLY have the below listed items:

- 1) One small plastic comb (A,B)
- 2) One plastic pick (pocket size) (B)
- 3) One small plastic hairbrush (B)
- 4) One large or two (inmate helper – three) small bar(s) of soap (A,B)
- 5) One bottle of shampoo (clear plastic container) (B)
- 6) Three (inmate helpers – seven) unopened foil-packets shampoo (A,B)
- 7) One bottle of hair conditioner (clear plastic container) (B)
- 8) One toothbrush (A,B)
- 10) One container of toothpaste (A,B)
- 11) One container of hand lotion (B)
- 12) One container lip balm (B)
- 13) One container nasal spray (B)
- 14) Six packages non-aspirin pain reliever (2 tablets each) (B)
- 15) Two packages antacid tablets (B)
- 16) Two packages decongestant (2 tablets each) (B)
- 17) One container hydrocortisone cream (B)
- 18) One package throat lozenges (B)
- 19) One container anti-fungal cream (B)
- 20) One package denture adhesive (B)
- 21) Three packages/container denture cleanser (B)
- 22) One cup/container for soaking/cleaning dentures (B, E)
- 23) One roll toilet tissue (A)
- 24) Soft cover books/magazines/non-local newspapers shipped directly from the publisher (D). Books/magazines (excluding religious) received from the jail library (A). PROHIBITED: Materials containing nudity. COMBINED TOTAL LIMIT: 5
- 25) Postage stamps (A,B)
- 26) Pencils: limit 2 (A,B)
- 27) Ink pens: limit 2 (B)
- 28) Colored pencils: limit 18 (B)
- 29) Personal mail received through a bona-fide postal service (D) and photos (D,E) (Excluded: Polaroid type pictures with chemical pack) Limit: 10 photos and 10 letters/cards. PROHIBITED: Materials containing nudity.
- 30) Legal materials and/or legal mail: limited to a reasonable amount not to impede with normal search procedures. Legal materials or legal mail not pertaining to an inmate's pending/current legal proceeding(s) may be removed and placed in the inmate's property box. (C,E)
- 31) Plain writing paper and regular envelopes. (A)
- 32) Legal size paper pads, paper-type file folders (accordion-style included) and manila and legal envelopes. Limit: reasonable amount not to impede with normal search procedures. (B.)
- 33) Bangor Daily Newspaper (limited to one per dayroom) (A)

- 34) Issued linen, bedding, clothing and cup (A)
- 35) One pair of footwear (A,) (unless you are an inmate helper)
- 36) One pair of shower shoes (sandal-type) (B)
- 37) One set of plastic Rosary Beads (A,)
- 38) Cloth covered elastics: limit 4 (B,E)
- 39) Prescription eyeglasses and one eyeglass case per pair (C,E)
- 40) Contact lenses and contact lens case (C,E)
- 41) Contact lens cleaner, (B,C)
- 42) Religious literature (soft bound, Limit: 3 Books and 5 Pamphlets) (D)
- 43) Commissary foods: amount that does not impede normal search procedures. Exception: perishable foods (sandwiches must be eaten by 2300 hours of the day of purchase). (B)
- 44) One checker game and board (B)
- 45) One chess game and board (B)
- 46) Two decks of non-plastic playing cards (B.)
- 47) Items not listed above that have been authorized by supervisory staff for a legitimate purpose. Special items authorized shall be properly documented. (Medical items may also be authorized by the Health Care Provider). (A,C,D,E)

*****NOTE:** Additional items allowed in Female Section:
Two (2) wireless bras (A,C,E)
Two (2) pair of underwear (A,E)
Two (2) T-shirts (A)
Personal feminine hygiene items (A)

Females may retain personal underwear and will only be issued enough underwear and bras to bring the total to two pair of each. Females may refuse acceptance of jail-issued underwear. Such refusal shall be documented on the issued property receipt. Females will not be required to turn in issued underwear upon release.

Items unauthorized, over the authorized limit and/or used contrary to the item's intended purpose will be confiscated and may be destroyed. The inmate may be subject to disciplinary action. Inmates may request that items over the authorized limit be placed in their personal property box.

Penobscot County Jail will not be held responsible for personal property that an inmate takes into the cellblock. Any item left unattended in a common area is subject to confiscation and disposal. Each inmate will be provided a storage box to store their property in. All loose items will be stored on the inmate's shelf or in their storage box.

Inmates of Penobscot County Jail are responsible for all county property issued to them.

Transfer of personal property and/or money from one inmate to another inmate is prohibited. Policy F-210

PERSONAL PROPERTY

Inmates will not be allowed access to their personal property that has been retained by the Penobscot County Jail. Only the following items from an inmate's personal property will be authorized for release to a third party (prior to the inmate's release from custody);

- Keys: Car/Apartment/House
- Financial: Credit Cards/Checks/Cash (If business related)/Bank Card/Debit Card
- Identification: License/Birth Certificate/Passport
- Vehicle Registration
- Pagers or Mobile (Cell) Phones

An inmate may submit a written request identifying those qualifying items they would like released from their personal property and the person to whom the property is to be released to.

Inmates released to another agency and not allowed to retain all of their property, must designate a third party to pick up the remaining property. This request can be completed upon admission written on the original property receipt, or in writing at the time of release. All property must be picked up within 30 days of the inmate's release. Policy F-210

INMATE MOVEMENT

Inmates being moved through the facility will walk single file along the right-hand side of the corridor. While moving through the facility, talking by inmates is prohibited. Inmates shall line up against the wall while waiting for the elevator. Failure to follow this directive may result in disciplinary action, to include being immediately returned to his/her housing unit. Policy F-210

HEADCOUNT

Formal Headcounts are conducted on a regular basis. Headcounts shall be announced over the intercom system. For identification purposes, an inmate's face must be in full view of their cell door window for the duration of the headcount. Inmates shall cooperate fully with officers conducting headcounts. Standard D.28 / Policy D-230

PERSONAL HYGIENE

Inmates will be required to maintain a minimum level of personal hygiene to promote a healthy environment. Inmates are encouraged to shower a minimum of three (3) times a week. Inmates are encouraged to wash and shave (males) daily and brush their teeth after every meal. Failure to maintain a minimum level of personal hygiene will be considered a minor rule violation. Upon admission, every inmate will be required to shower. Shower and shave call is offered on a daily basis. Standard F.14 / Q.11 / Policy E-140

Inmate Helpers participating in a temporary work-related release program will be required to shave (males) and shower daily prior to reporting for work. If an inmate is unable to participate in the scheduled shave call due to participation in a temporary release program, the inmate will be offered the opportunity to shave and shower prior to reporting to their release program. Policy F-210

With the exception of the Holding Area and the female inmates, shave call will be conducted daily at 0530 hours (to be completed by 0615 hours). Shave call for the Holding Area will be conducted daily on the 0700-1900 shift. Shave call for female inmates will be conducted daily, once cleanup is completed, at 0900 hours (to be completed by 1100 hours). Inmates on Suicide Watch will not be allowed to participate in shave call, unless scheduled for a court appearance and then only under one-on-one supervision. At no time will a razor be used by more than one person.

Inmates wanting to shave will place a shave call request in their cell door window, prior to 0530.

Inmates will remain locked in their cells during shave call, except those inmates housed in a unit with a common bathroom or in the Holding area. Inmates in Holding will shave in the Intake bathroom with an Officer present at all times. Standard Q.17

Personal hygiene items provided by the Penobscot County Jail include: Standard Q.15 Q.17 / Policy C-121

- a) Toilet paper**
- b) Nail clippers***
- c) Razors*
- d) Shaving Cream***
- e) Deodorant**
- f) Feminine hygiene products**

* Razors will be provided upon request at morning shave call. **Provided as needed. *** Provided at shave call.

(Supplemental personal hygiene items provided by the Penobscot County Jail to indigent inmates include:

- a) Toothbrush*
- b) Toothpaste
- c) Shampoo
- d) Hand Soap
- e) Comb*

*Issued upon admission to all inmates. Standard F.14

Supplemental personal hygiene items (to include deodorant) are available for purchase through the commissary.

Indigent items for those inmates who qualify as indigent*, are available through the commissary. Inmates that have ordered indigent items through the commissary will be back charged for those items if and when they become no longer indigent, i.e. whenever money is placed on their money account. This section applies to commissary items only. Standard N.14

Upon admission, all inmates will be issued a supplemental personal hygiene package. The packs shall include: toothbrush, comb, toothpaste, shampoo and hand soap. Standard F.14

Indigent inmates, for purposes of personal hygiene items, *are those inmates whose money account has maintained a balance of \$1.00 or less during the previous week. Indigent inmates will be issued a supplemental personal hygiene pack during shave call on Saturdays. The packs will include appropriate amounts of the following: toothpaste, shampoo and hand soap. Inmates who have had their access to commissary restricted, who don't have personal hygiene items and who are not considered indigent, may submit a request no later than 11PM on Thursdays for a supplemental personal hygiene pack which shall be provided during shave call on Saturday, and their inmate account shall be charged \$2.00 for the hygiene pack. Policy F-210

Toothbrushes for indigent inmates may be exchanged, upon request, the first of every month during shave call.

CLOTHING ISSUE / LAUNDRY

Upon admission to the Penobscot County Jail all inmates will be issued the following clothing: Standard F.12

- a) One (1) pair of pants or jumpsuit
- b) One(1) shirt or jumpsuit
- c) One (1) pair of underwear (females, 2 pair as needed)
- d) One (1) pair of socks
- e) One (1) towel
- f) Two (2) bras (females only, as needed)
- g) One (1) t-shirts (females only)
- h) One (1) pair jail shoes
- i) One laundry bag (females only)

Females assigned as Inmate Helpers must wear their t-shirt under the uniform. Clothing exchange is available on a daily basis. All inmates are required to participate in clothing exchange a minimum of three times a week. Inmate helpers are required to exchange clothing daily. Policy C-121

Inmates (to include Work Release and Inmate Helpers) will turn in dirty clothing (must be one complete set-up) during clothing exchange on the 1900-0700 shift (B&C blocks will be completed on the day shift). A complete clothing set-up shall contain: Standard F.12 / Q.14 / Policy C-121/ E-140

- a) One (1) pair of pants or jumpsuit
- b) One (1) shirt or jumpsuit
- c) One (1) pair of underwear, if applicable;*

- d) One (1) pair of socks
- e) One (1) towel
- f) One (1) bra, if applicable*
- g) One (1) t-shirt, if applicable*

Inmates will receive a complete clothing setup. They will then go change and return a complete set of dirty clothing. Dirty clothing will be placed one piece at a time in the laundry cart.

* Each female inmate's bra, underwear and t-shirt will be placed in a numbered laundry bag.

HOLDING AREA: Inmates housed in Holding may have their issued clothing and linen limited, as precautions warrant. Towels will only be issued at time of shower and turned in immediately after the shower is completed. Clothing will be exchanged daily following their shower. Policy D-243

LINEN ISSUE / EXCHANGE

Upon admission to the Penobscot County Jail the following linen items will be issued to each individual inmate:

- a) Two (2) sheets;
- b) Two (2) blankets;
- c) One (1) mattress [Inmates shall NOT sleep on mattresses placed directly on the floor unless medically necessary and authorized in writing by health care personnel];
- d) One (1) cup.

Linen exchange will be implemented on the 0700 - 1900 shift on Saturday for deck 2 and Sunday for decks 1 & 3 by the Housing Officers.

A linen exchange will include:

- a) Two (2) sheets;

Blanket exchange will be done monthly or upon request on the 1900 - 0700 shift.

Inmates will be held accountable for all clothing and linen issued to them. Standard Q.14 / Policy C-121

CLEANUP

Inmates are required to participate in cleanup on a daily basis. All inmates, regardless of their status, will be held responsible for maintaining their cellblock areas in a clean, sanitary and orderly manner. This will include the inmate's individual cell, dayroom area, shower and bathroom facilities within their housing unit. At a minimum, the following shall be done daily:

- a) Bed to be made from 0900-2000 hours (sheet / sheet / blanket tucked in, second blanket may be folded neatly and placed at foot of bed and may be used as a cover up during the day);
- b) Loose materials to be picked up off the floor and bed;
- c) Sink, toilet and shower scrubbed;
- d) Individual room and dayroom floors swept and mopped;
- e) Trash emptied; and
- f) All unauthorized items removed from the walls, ceilings and lights in dayrooms and cells.

Any inmate may be assigned to help clean his/her housing unit, including their respective dayrooms.

Access to telephones, televisions and newspapers will not be allowed until cleanup is completed and the area has passed inspection. Standard Q.2 / Policy E-120

MEALS

Meals are served three times a day. The schedule for meals is outlined in the "Schedule of Events" located at the end of this handbook. It is your responsibility to be present at mealtime, fully clothed and hands washed. You will be provided a meal with the necessary utensils and tray, which you will be responsible for returning undamaged at the end of the mealtime. Standard M.8

MEDICAL / SICK CALL

All inmates will be given a physical examination within fourteen (14) days of admission to the facility.

If you are ill while in jail, it is your responsibility to complete a medical request form (available from the Housing Officer) and forward it to the Health Clinic Personnel. To be seen by the Health Care Provider, a medical request form must be submitted by 1200 hours the day before scheduled sick call. Sick call is scheduled for Friday and/or Sunday mornings*. *Subject to change.

If you feel that your illness or injury is an emergency, you should inform your Housing Officer. They will notify the Shift Supervisor or Health Care Provider who will take the appropriate action.

If you have attended sick call and have been prescribed medication, it is your responsibility to be present for med call unless you are bedridden. If you are bedridden, the medication will be brought to you. If you are prescribed a special diet, it is the responsibility of the jail to provide it and it is your responsibility to follow it.

Inmates are encouraged to bring medications in that are prescribed by their Medical Provider. Health Clinic Personnel will screen incoming medication, and if approved will be dispensed, saving the inmate the cost of the co-pay. Standards L.4 /L.9 /L.10 / Policy E-310

To clarify the process for continuing or adjusting medication; when medical staff confirms on intake that an inmate is receiving medications that are verified by an outside prescriber or pharmacy and was prescribed prior to their incarceration, one of the following steps will take place:

Verified medication will be continued until the inmate is seen by the facility medical provider and clinically evaluated to determine the need to continue or adjust the medication, or:

The facility medical provider may have the inmate's previously prescribed medications substituted with clinically appropriate therapeutic equivalents prior to being seen in clinic for initial visit. Such circumstances may include situations where a clinical evaluation of the inmate is performed by nursing staff and the results are provided to the facility medical provider who may determine that a therapeutically equivalent medication is clinically appropriate.

An inmate receiving previously prescribed antipsychotic or antidepressant medications for mental health conditions, which have been verified from an outside prescriber or pharmacy, may have the medications continued until seen by the facility provider.

When an inmate is receiving treatment ordered by the facility medical provider and the inmate's follow up appointment is scheduled, current medication will only be adjusted, discontinued or changed at the time of that visit, if needed.

Please do not submit a sick call request asking to make changes to your treatment as we will follow the above process. Keep in mind that it takes about 2 weeks after starting mental health medications to have a therapeutic level built up in your blood in order to feel improvement.

An inmate who is coming on methadone treatment will be placed on an Opiate Detox Protocol and the methadone will be discontinued. The only exception is pregnant female inmates who are already participating in a methadone program.

If you have any questions or concerns please contact the medical staff.

Prescriptions:

The Health Care Provider for the jail has ultimate decision authority in which medications are administered to inmates. It is not uncommon for inmates to receive different medications while in jail other than what was being prescribed by other medical providers. There are a variety of factors that enter the decision making process:
Standard L-12

- 1) Did the inmate have a current prescription and have in his/her possession the correct number of unused meds?
- 2) Was the inmate abusing meds at the time of admission?
- 3) Were there different various medical providers prescribing a variety of meds?
- 4) Are there less expensive but other effective options?
- 5) Is the inmate suspected of cheeking or otherwise diverting/hoarding meds?
- 6) Does the medical provider believe that the prescribed med is not necessary?
- 7) Is the prescription from the outside current?
- 8) Does the outside medical provider wish to discontinue the script?

Inmates may be required to pay a nominal fee for non-emergency medical services. MRSA 30-A §1561
Policy F-308

- 1) Inmate money accounts will be charged for:

a) Sick call	\$5.00
b) Medical Request (with assessment)	\$5.00
c) Prescriptions / Medications	\$5.00
d) Prosthetic devices	\$5.00
e) Dentist	\$5.00
f) Medical referrals (outside provider)	\$5.00

Note: When an inmate does not have adequate funds to pay the charged co-pay fees, 75% of any monies put into the inmates account will be taken towards the co-pay fees, and continue to do so until the co-pay fees are paid. If the inmate has adequate funds to cover the co-pay fees without deleting his account completely the full amount will be deducted.

- 2) Inmates will not be charged for:
 - a) Medication distribution (by nursing staff)
 - b) Directed evaluation/ reevaluation (by corrections or health clinic personnel)
 - c) Nurse Screening (inmate worker screening)
 - d) Medical*** / Dental Emergencies
 - e) Medication Injections**
 - f) Developmental Disability
 - g) Initial Physical Exam
 - h) Mental Illness
 - i) Health Education
 - j) Intake Screening
 - k) Laboratory test*
 - l) Prenatal Care
 - m) Birth Control
 - n) TB Screening*
 - o) X-Ray exams*

- p) Costs associated while an in-patient or at a State-funded mental health or mental retardation facility

*When ordered as part of a physical, medication monitoring or acute care visit. ** Except when required as a routine medication. *** except when inmate's self-injury is result of a deliberate act.

Inmates may request to be seen by an outside health care provider (second opinion) for a health condition that is currently being treated by the contracted Health Care Provider by submitting a completed Medical Request. The inmate is responsible for any costs associated with the second opinion, to include but not limited to fees charged by the referral provider, transportation and security costs, etc. The inmate will be required to prepay costs associated with the second opinion. Policy F-310.

VISITATION

Non-contact visiting at the Penobscot County Jail is held four (4) evenings per week. This privilege is provided because it is important that inmates maintain ties with family and friends. Inmates must be incarcerated for four (4) days in the Penobscot County Jail before they are eligible for a visit. It is the inmate's responsibility to communicate information regarding visits to their (potential) visitors. Policies F-150 / F-154 / F-151 / F-155 / F-210; Standards K.11 / K.13 / K.14 / K.18.

An inmate incarcerated in the Penobscot County Jail (minimum four (4) days), who is transferred to another facility (without break in custody) and then returned to the Penobscot County Jail within thirty (30) days, is eligible for visits. Inmates being admitted directly from another correctional facility must complete the four (4) day waiting period. Inmates sentenced to the Penobscot County Jail are not allowed to visit for a period of one (1) year following release. Inmates housed at the Penobscot County Jail, but not sentenced, are not allowed to visit for a period of ninety (90) days following release. Inmates housed at the Penobscot County Jail are not allowed to drop off money for any inmates for a period of 30 days following release.

All non-contact visitation will be pre-approved and set up by appointment only on a first come first serve basis. Inmates will provide a list of no more than eight (8) potential visitors for all visitations. The inmate must mail to their potential visitors, a Private Visitor Solicitation Form. All potential visitors must mail in the completed Private Visitor Solicitation form along with a copy of a photo ID such as a license or state ID, for children a copy of a birth certificate. The form must be mailed to: **PENOBSCOT COUNTY SHERIFF'S OFFICE 85 HAMMOND ST. BANGOR, ME. 04401; ATTN; PROGRAMS DIVISION.** The inmate will be notified of persons approved for non-contact visits. Inmates can update their visitation lists every 30 days. Information about persons approved for visitation will **NOT** be given out over the phone. For each visiting day an accumulative list for non-contact visits will be put together by the lobby clerical specialist. The lobby clerical specialist will have in their possession the approved visiting list and will deny any visitor access that has not been pre-approved. There will only be ten (10) inmates allowed at a time for non-contact visits and no more than two (2) visitors per inmate. Children under five (5) years of age that can be placed on a visitors lap will not be considered as part of the two (2) visitors. In order to set up each visit, visitors must call; 207-945-4932 and ask for the lobby clerical specialist. If room is not available during the normal two (2) visiting sessions, (1830-1930 & 1930-2030) then a 3rd or even 4th session will be set up by the lobby clerical specialist. The following days and times have been designated for setting up each visitation day.

- 1) Tuesday; visitors must call on Monday between the hours of 1230 and 1530 hours;*
- 2) Thursday; visitors must call on Wednesday between the hours of 1230 and 1530 hours;*
- 3) Saturday; visitors must call on Thursday between the hours of 1230 and 1530 hours;*
- 4) Sunday; visitors must call on Friday between the hours of 1230 and 1530 hours.*

Anyone under eighteen (18) years of age shall be accompanied by his or her parent, legal guardian or properly authorized escort**. Only biological or adopted children can be approved for non-contact visits. Emancipated juveniles between fourteen (14) and eighteen (18) will be permitted non-contact visits, only after proper approval. Unaccompanied juveniles between fourteen (14) and eighteen (18), who have written permission from their parents or

legal guardians, will only be allowed non-contact visits with an **incarcerated parent**, after proper approval. ******(For the purpose of this paragraph, properly authorized escort means with written permission from parent(s) or legal guardian).

It is the responsibility of the inmate who wants visits, to mail potential visitors the Private Visitor Solicitation Form. The inmate must complete the form as to inmate's name and ID# prior to mailing. Programs will notify the inmate of whether or not the person has been approved for non-contact visitation.

Forms for non-contact and juvenile visits may be obtained from the Housing Officers.

Non-contact visits are conducted on Sunday (last name M-Z), Tuesday (last name A-L), Thursday (last name M-Z) and Saturday (last name A-L) evenings. Visitation times are posted in the visitation area. Visits will be no more than sixty (60) minutes in length. Visitors must sign in no earlier than fifteen (15) minutes prior to the beginning of the visitation session. A picture ID will be required when signing in for a visit. Once the visitation session starts, additional visitors will not be admitted. Inmates are limited to participating in one (1) visit session per night.

VISITATION SESSIONS:

Non-Contact (as space allows):

Sunday, Tuesday, Thursday & Saturday

First Session – Minimum, Medium, Maximum & Protective Custody, excluding Kitchen Inmate Helpers

Second Session - Minimum, Medium, Maximum & Protective Custody

Inmates who are subject to disciplinary sanction and/or administrative segregation will be restricted to (2) two hours of non-contact visits per week.

NON-CONTACT VISIT: Jail personnel will not allow more than two (2) visitors to visit with an inmate at any given time during a scheduled visit.

It is a violation of jail regulations to pass any item to an inmate during visitation. Such items are considered contraband. The visitor and inmate shall be subject to search, and the visitor may be arrested and will lose all future visitation privileges. Visitors will not be allowed to loiter on county property any time prior to the visitation session. If caught loitering on county property prior to the visit, the visitor will be asked to leave the property and will not be allowed to visit with any inmate at PCJ for thirty (30) days. Repeated violations of loitering will result in progressive loss of visiting privileges with any inmate. Policy F-154 Standard K.16.

Inmates may be subject to a pat and/or strip search after a visit with family and friends. Policy F-150

Inmates are not authorized to bring anything from the housing unit to the visitation area. Anything brought down from the housing unit may be confiscated and destroyed and the inmate may be subject to disciplinary action. All inmates will be patted down when leaving their housing units for any reason.

SPECIAL VISITS: the Jail Administrator or designee may approve special visits. Policy F-154

PROFESSIONAL VISITS: Attorneys, Clergy, etc. may visit at any reasonable time daily between 0800-2100 hours, except during formal headcounts, video arraignment and meal times. Policy F-152

TELEPHONE USAGE

NOTICE: ALL PHONE CALLS IN THIS INSTITUTION ARE RECORDED***

BAIL CALLS: Available once the inmate has been processed. A telephone is available in the Intake area. Policy C-113 Standard F.8

Friends and family should contact Securus @www.securustech.net or call 1-800-844-6591 to set-up an account.

An Automated Information System (AIS) is now available for inmate use. Using the inmate phones in each block an inmate can dial 111 to enter the AIS. Inmates then use their pin number to access the AIS menu. Friends and family need to dial 207-922-3898 to access the AIS from the outside.

PERSONAL/LAWYER CALLS: Inmate collect call telephones are located in all dayroom areas and are available on a daily basis for use by inmates in good standing, once cleanup is completed and area has passed inspection, until 2300 hours. Inmates not in good standing will not be allowed access to the collect call phones located in their respective dayroom areas, except as authorized by the Shift Supervisor or designee for a bona-fide reason. Routine lawyer calls do not constitute a "bona-fide" reason. Policy F-210

Immigration (ICE) complaint contact information; 1-800-323-8603.

A TTY and/or video phone is available upon request, for use by inmates with a qualifying disability.

*** Exception: attorney / client calls

MAIL

All written communications between inmates within this facility, received from an inmate incarcerated at another correctional facility, or sent to an inmate incarcerated in another correctional facility is prohibited. Policies F-130 / 132

Personal mail will not be accepted nor sent out at visitation. Policy F-131

An inmate who has an addressed, sealed envelope in their possession will be required to put postage on it and mail it directly, submit it for free postage (if applicable), or allow an officer to open and inspect it for contraband. Policy F-210

INCOMING MAIL: Personal mail will only be accepted through a bona-fide postal service. Incoming mail will be distributed by the next business day of being delivered to the jail. All mail will be electronically searched, opened and inspected for contraband and retention of any items not permitted. Un-posted legal and/or privileged mail will be accepted. Staff, in the presence of the receiving inmate, will open all legal correspondence and privileged mail. Greeting cards will NOT be accepted and will be returned to sender. Letters containing colored paper, stickers, lip stick, coloring and/or smudging of any kind of paper will NOT be accepted. (All letters must be on white paper only). All envelopes will be destroyed after the mail has been delivered to the inmate. Mail received that does not conform to the allowable items will be stored in the inmate's property box until their release. Policy F-131

OUTGOING MAIL: Outgoing correspondence will have a complete return address to include name and address, and proper postage. These will be mailed daily. Outgoing correspondence shall be given to a Corrections Officer for mailing. Indigent inmates shall be provided writing supplies and postage in an amount allowing them to send at least three (3) personal one-ounce first class letters each week. Indigent inmates shall be provided with unlimited writing

supplies and postage for the purpose of corresponding with attorneys, courts and grievance review representatives. Inmates may purchase stamps through the Commissary. All outgoing correspondence will be stamped noting it is from a correctional facility. Indigent inmates, for purposes of sending mail, are those inmates whose money account has maintained a balance of \$1.00 or less during the previous week. Policy F-132 Standards K.5/ K.6/ K.8

INMATE MONEY DISTRIBUTION

An inmate must make an initial court appearance or be sentenced to more than forty-eight (48) hours to be eligible for commissary/checks. Once an inmate is eligible for commissary/checks, their money will be placed in their account the following business day, unless otherwise requested by the inmate (not to exceed seven (7) days). Personal checks will not be accepted for deposit into an inmate's account. Personal checks will either, be inventoried as property and stored with the inmate's property or mailed out by the inmate. Money orders (etc.) received for an inmate will be deposited into their account. Endorsing a money order (etc.) to a third party is prohibited. Inmates will be allowed to draw money out of their accounts for use at the Jail Commissary. Up to forty (\$40) dollars per store call may be withdrawn for this purpose. Inmates on work release, who have put in a request in advance, will be allowed to draw up to five (5) dollars per workday for use at the job site. Checks made payable to a second party may be drawn out of an inmate's personal account. An inmate requesting a check for a second party must complete a request form identifying the second party and the amount the check is to be made out for. Inmates requesting to have the balance of their account available upon their release must submit the request, in writing, two (2) business days prior to their release. Upon release, an inmate's account balance will be available at 1 p.m. the next business day. Inmates requesting to have the balance of their account mailed, must submit in writing, a request stating their correct mailing address. All other account balance checks will be held by the jail clerical staff and can be picked up during office business hours. If for any reason a stop payment is placed on a check, a fee of \$ 15.00 will be charged. Checks will be mailed to other facilities the next business day upon the inmate's transfer, i.e. MCC, MSP and other County Jails. Checks will not be available when inmates are transported. All account balances will be in check form. Monies brought in for inmates prior to 8 a.m. will be placed in the inmate's account on that day. Funds may not be transferred from one inmate's account to another inmate's account. Checks drawn from one inmate account made payable to another inmate, another inmate's family member or another inmate's visitor(s) are not allowed. Funds may not be deposited into an inmate's account that were received from another inmate, another inmate's family member or another inmate's visitor(s). Inmates housed at the Penobscot County Jail are not allowed to drop off money for any inmates for a period of 30 days following release. Standard N.3

COMMISSARY SERVICES

Commissary Services are provided by the Penobscot County Jail to allow inmates the opportunity to purchase certain items. Commissary Services are a privilege at the Penobscot County Jail. Those items provide inmates with a few simple conveniences, help break the monotony of detention, and lessen the negative effects of institutionalization. The Penobscot County Jail maintains a commissary service. Inmates with specific chronic diseases MAY require a higher level of medical supervision. As part of your medical treatment plan, the Medical Provider may order certain commissary restrictions and modifications. You will be notified in writing and given educational material if diet and commissary restrictions become necessary. Commissary services are provided to the inmates two (2) times a week on Tuesdays and Fridays. If commissary is scheduled to fall on a holiday week, the actual commissary day and /or the time frame for money received to be available may change. In either case notice will be sent to each cellblock. The Vendor provides a commissary menu and commissary order forms. Inmates, using the menu will fill out an order form indicating which items they wish to purchase. The completed order forms will be picked up by staff no later than 1400 hours on Mondays and Thursdays. Any order turned in later than 1400 hours will not be filled. (Limit: forty (\$40) dollars per store). The vendor will process and fill the orders deducting the money from the inmate's account. The filled orders will be delivered to the Jail on the designated store day and distributed by Corrections staff. When the inmate receives his/her order they must check it for completeness prior to opening the sealed bag. Once the bag is opened it cannot be returned for credit. The inmate will sign the receipt indicating acceptance and return the empty

bag and signed receipt to the Officer. An inmate must make an initial court appearance or be sentenced to more than forty-eight (48) hours to be eligible for commissary. Policy F-350 Standard N.1

INMATE PROGRAMS/ACTIVITIES

The following is a list of programs/activities available at the Penobscot County Jail. Inquires as to the eligibility for program participation should be directed to the Housing Officer and/or Program Director. F-400 O.1

AA Meetings	Furloughs	Religious Counseling
New Books, New Readers	Haircuts+	Bible Study
Adult Education Classes (GED & ABE)	Outdoor Recreation	Visitation
Commissary	Inmate Helper	BARN
Psychological Services	Leisure Time Activities	Work Release
Substance Abuse	Library	Home Release
Health Care Services	Literacy Volunteers	Rape Response
Discharge Planning	Public Works	NA Meetings
Educational Release	Religious Services: Church	

Request for special programs/activities: i.e.: ADA issues shall be addressed to the Program Director.
+ You will be placed on the haircut list only if you meet one of the following requirements: You have the \$10.00 in your account on the day of haircuts. OR, if you are an inmate helper and have not had a haircut in the past month. OR if you have been indigent for one (1) month prior to the date of the haircuts. The cancellation of a haircut request must be within 24 hours prior to the day of the haircuts and it must be a WRITTEN NOTICE. If written notice is not received, the money will still be deducted from your account. Money is deducted from an inmate's account the day of the scheduled haircuts.

A "Schedule of Events" which outlines inmate activities with days and times will be posted in the following areas: Intake (Non-secure Holding), Outside Recreation Area and the Visitation Area. The "Schedule of Events" is located at the end of this handbook.

RULES & REGULATIONS

This section has all the rules and regulations that you need to know in order to get along without any problems here in the Penobscot County Jail. Each rule has a reason behind it and if you violate that rule, there is a specific punishment you can expect. Sentenced inmates (excluding those sentenced in Federal Court) earn up to (7) days good time per month. All good time that can be earned is credited at the commencement of the sentence (up front). The Sheriff is prohibited by Statute from granting any additional good time days. The Sheriff reviews all disciplinary reports and subtracts good time prior to release, if warranted. Only good behavior receives the full good time award. Remember, we want your stay here to be as pleasant as possible. However, we did not bring you here and it is not our fault that you must stay. You must assume responsibility for your own actions and if you break a rule we want you to know in advance what you can expect to happen. The rules have been broken down into two (2) Categories, Minor Violations and Major Violations. Policies D-243 / F-210 Standards I.6 I./16 / I./1 I.2

MINOR VIOLATIONS Standard F.17

- 1) Throwing or wasting food*;
- 2) Making excessive noise*;
- 3) Alteration of any food or drink;
- 4) Possession of money or currency;
- 5) Possession of or loaning of property or anything of value belonging to another inmate or person;
- 6) Possession of food not sold in the commissary or authorized by the jail physician, retention of food from meals (1 hour after trays are collected)*;
- 7) Encouraging others to refuse to work or to participate in a work stoppage;

- 8) Conduct which disrupts or interferes with the orderly running of the jail;
- 9) Failing to perform work as instructed by a staff member;
- 10) Failure to follow safety regulations - (e.g. running on the stairs)*;
- 11) Failure to be fully clothed except while sleeping under covers and/or going to/from shower (must be covered with towel), socks must not be worn without footwear. May sleep in underwear, but must be covered by a blanket*.

- 12) Using any equipment which is not specifically authorized;
- 13) Using any equipment contrary to instructions or safety standards;
- 14) No pictures or other materials, such as towels, blankets, clothing or sheets, paper, etc. hanging from the windows, lights, beds, cell walls, vents, etc. at anytime*; (exception: shave card in cell window) All loose items will be stored on the inmate's shelf or in their storage box..
- 15) No objects of any type allowed on the interior/exterior window or windowsill. All objects, regardless of what it might be, may be confiscated with no intention of being returned. (If object presents a security threat, violation may be processed as a major violation)*;
- 16) Using abusive language*;
- 17) Being unsanitary or untidy, failing to keep one's person and one's quarters in neat and clean condition*;
- 18) Inmates directed from one cell block to another area, will proceed in an orderly and quiet manner;
- 19) Use of callbox for other than an emergency*;
- 20) Summoning an officer for other than an emergency or under the pretext of an emergency;
- 21) Failure to be up and participate in cleanup;
- 22) Failure to keep bed made from 0900 - 2000 hours*;
- 23) Sitting or standing on the upper level railing*; and
- 24) Yelling/communicating to others outside of assigned housing unit, excluding jail organized programs/activities*.

*Indicates violations that may be handled informally at the discretion of the Officer.

MAJOR VIOLATIONS Standard I.2

- 1) The possession or receipt of any contraband, including any attempt to receive, or aiding and abetting another to receive any contraband by having such brought in, or any attempt to have such brought into the jail;
- 2) Violation of the criminal code;
- 3) Fighting with and/or assaulting any person;
- 4) Threatening another with bodily harm, or with any offense against his/her person or property;
- 5) Extortion, blackmail or demanding / receiving something in return for protection of any kind;
- 6) Intimate contact (i.e. kissing) or engaging in sexual acts with others;
- 7) Making sexual proposals or threats to others;
- 8) Infliction of punishment under the pretense of law, on any inmate, by the initiation of, or participation in a "kangaroo court";
- 9) Indecent exposure. Exposure of private body areas.
- 10) Possession of anything not authorized for retention or receipt by the inmate and/or not issued to him/her through proper channels;
- 11) Possession or passing of written correspondence between inmates.
- 12) Violating or refusing to obey an order of any staff member;
- 13) Insolence toward a staff member;
- 14) Unauthorized use of mail or telephone (i.e. using either to harass or intimidate others);
- 15) Mutilating of, altering of, or failure to return jail issued supplies;
- 16) Failure to face the door during headcount;
- 17) Conduct which interferes with or disrupts the security of the jail (i.e. interfering with head counts);
- 18) Use of any item contrary to its intended purpose (i.e. use of colored pencils as eye make-up);
- 19) Escape;
- 20) Wearing a disguise or mask;
- 21) Setting a fire or burning in the jail;
- 22) Destroying, altering or damaging jail property or the property of another person;
- 23) Stealing (theft);

- 24) Tampering with or blocking any locking device;
- 25) Possession or introduction of an explosive device, gun, weapon, sharpened instrument, knife or unauthorized tools;
- 26) Possession of, introduction of, making of, or use of any narcotics, narcotic paraphernalia, drugs, or intoxicants, not prescribed to you by the medical staff;
- 27) Misuse or hoarding of authorized medication;
- 28) Rioting;
- 29) Engaging in, or encouraging, a disruptive group demonstration;
- 30) Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper;
- 31) Loaning of property or anything of value for profit or increased returns;
- 32) Unauthorized absence during official count;
- 33) Refusing an order to go to lockup;
- 34) Possessing any officer's or staff's clothing or personal property;
- 35) Correspondence or conduct with a visitor in violation of regulations;
- 36) Giving or offering any official or staff member a bribe or anything of value;
- 37) Giving money or anything of value to, or accepting money or anything of value from another inmate;
- 38) Violation of release agreement (i.e. inmate helper, furlough, work release, VOA);
- 39) Violation of a minor infraction after having been previously found guilty of the same minor infraction twice during current term of incarceration;
- 40) Being in an unauthorized area; (to include a cell not assigned to you);
- 41) Tattooing or self mutilation, causing self injury;
- 42) Making a false statement (i.e. investigation, complaint);
- 43) Disregarding orders, instructions, rules, regulations or assignments, to include interference with any employee in the performance of their duties;
- 44) Attempting to commit any of the above offenses, encouraging and/or aiding another person to commit any of the above offenses or making plans to commit any of the above offenses, shall be considered the same as a commission of the offense itself.

DISCIPLINARY PROCEDURES

MINOR VIOLATIONS: Policy D-243 Standards C.6 / I.2 / J.5

Alleged violations warranting discipline will be reported by any member of the jail staff to the Shift Supervisor. The Shift Supervisor or designee shall inform the inmate of the alleged violation(s) and give the inmate an opportunity to explain or deny the charges. The inmate shall be notified of any report placed in their file; and a copy of the decision and any sanctions imposed shall be provided to the inmate. Discipline, as a result of an inmate's guilty plea, may be imposed immediately. Otherwise, discipline will not be imposed for a minimum of twelve (12) hours to afford the inmate the opportunity to appeal the discipline. The inmate may appeal the hearing decision to the Jail Administrator or designee prior to the imposition of discipline. If an inmate appeals the decision of the hearing officer within the required time frames, discipline will be suspended until the Jail Administrator or designee renders the appeal decision. An inmate who pleads guilty to a minor violation waives his/her opportunity to appeal the discipline.

Any and / or all of the following sanctions may be imposed as a result of a minor rule violation:

- a) Verbal warning or reprimand;
- b) Written warning or reprimand;
- c) Counseling;
- d) Restitution;
- e) Extra work detail; and/or
- f) Suspension of privileges* for up to 48 hours.

MAJOR VIOLATIONS: Standard I.3

Alleged violations warranting discipline will be reported by any member of the jail staff to the Shift Supervisor. The inmate shall be notified in writing of the alleged violation within twenty-four (24) hours of being charged. Charges must be in writing and must specifically state and describe the alleged violation. A fact finding shall be held by the Shift Supervisor or designee within forty eight (48) hours of the inmate being charge). A hearing will be held by the Disciplinary Board, no sooner than twenty four (24) from when the inmate was notified of the charge(s,) but within ten (10) days from the completion of the fact-finding investigation. The inmate shall be present at the hearing unless he/she waives in writing his/her right to attend or his/her behavior justifies removal from the hearing. Absence of the inmate

from the hearing shall be documented. The inmate may be represented by a consenting staff member (provided staff member is available during hearing) or by another inmate. The inmate shall be allowed to call witnesses and to present evidence in his/her defense (providing no safety / security threat is posed). The number of witnesses may be limited for cause. A copy of the decision and any sanctions imposed shall be provided to the inmate. An inmate may plead guilty to the alleged violation(s) during the fact-finding investigation. Discipline, as a result of an inmate's guilty plea, may be imposed immediately. Otherwise, discipline will not be imposed for a minimum of twelve (12) hours to afford the inmate the opportunity to appeal the discipline. If an inmate appeals the hearing decision within twelve (12) hours, discipline will be suspended until the Jail Administrator or designee renders the appeal decision. The inmate may appeal the hearing decision to the Jail Administrator or designee within ten (10) days of receipt of the hearing results. An inmate who pleads guilty to a major violation waives his/her opportunity to appeal the discipline.

Any and/or all of the following sanctions may be imposed as a result of a major rule violation:

- a) Written warning;
- b) Extra work details;
- c) Restitution;
- d) Up to thirty (30) days lockup**;
- e) Loss of Good time; and/or
- f) Suspension of privileges*.

**Inmates who have received lockup time totaling more than 90 consecutive days may, after completion of 90 days lockup, request to have their remaining lockup time reviewed by Jail Administration. Based upon the inmate's behavior during the preceding 90 days, Jail Administration may waive and/or suspend the remaining lockup time.

Inmates who are in disciplinary segregation are authorized to retain those same items as the general population with the exception of the following: Standard I.7

- a) Commissary foods (open food shall be collected and properly disposed of); and
- b) Games: checker game/board, chess game/board, playing cards, etc.

Inmates who are in disciplinary segregation and who are housed in the Holding Area or the SMU shall have the items authorized for retention further restricted pursuant to Policy No. D-243: Special Management Inmates.

A form shall be completed listing all property removed from the inmate during the disciplinary segregation, signed by the inmate and the Officer. Property removed will be stored in the Inmate Property Room in a specially marked bin until the disciplinary segregation period is completed. Upon completion of disciplinary segregation, removed items shall be returned to the inmate, with the inmate signing the form indicating return of the items.

Inmates in disciplinary segregation will be allowed out of their cell during the day shift (between 0800-1000) for the purpose of cleaning and personal hygiene. Time out of cell shall not exceed a reasonable limit to complete tasks (maximum: 30 minutes). Inmates in disciplinary segregation will not be allowed to participate in contact visits.

An inmate in disciplinary or administrative segregation will only be allowed to purchase certain commissary items, i.e.: stamps, writing supplies, hygiene products and misc. non food items.

*Privileges: A benefit or opportunity granted to an inmate that exceeds basic constitutional rights. For the purposes of the Penobscot County Jail, privileges are considered to include the following:

- a) Extra visits (over the required 2 hours per week);
- b) Special visits and contact visits;
- c) Access to the phone;
- d) Access to commissary (other than certain designated items)
- e) Access to television;
- f) Access to extra opportunities for exercise and recreation which exceeds the required minimum of one (1) hour per day;
- g) Access to programs (excluding Mental Health Counseling; Choice of one (1) Church Service on Sunday and Library); and;
- h) Access to the dayroom (to include meal times);

In addition; Inmates are provided access to television pursuant to Department of Correction's standards. Additionally, the Sheriff has provided additional channel access through a cable provider. Inmates have also been provided weekend movie privileges. Both privileges are contingent upon the premise that inmates do not flush items of clothing or trash. Upon notice that items have been flushed, the Sheriff will request an investigation. If a decision is made to limit cable/or movie privileges, notice will be given to inmates. Inmates will be given one day to file an inmate grievance stating why privileges shall not be revoked. The Sheriff/Jail Administrator shall review all findings. Extra privileges for the facility may be revoked in full or in part dependent on the findings.

PRISON RAPE ELIMINATION ACT/ PREA

As an inmate at the Penobscot County Jail, any sexual contact with any person is expressly prohibited and that all such incidents should be immediately reported. You also need to understand that any allegation or incident of sexual contact will be taken seriously and investigated fully. You have the right to serve your confinement without fear of being sexually exploited. In order to register a complaint of any contact of a sexual nature with other inmates, staff, volunteers, or outside contractors, forward a request slip to Administration. Also, "any allegation made that is found to be false or made which in good faith, you could not have believed to be true will result in disciplinary action" and/or criminal prosecution. The Prison Rape Elimination Act requires that Penobscot County Jail provides inmates "at least one way to report abuse or harassment to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward inmate reports of sexual abuse and sexual harassment to agency officials". If you wish to report sexual misconduct to a person outside of this facility you may send a letter to: Charleston Correctional Facility; PREA Coordinator; 1202 Dover Road; Charleston, ME 04422.

REQUEST PROCEDURE

An inmate requesting information, a program or specific activity/service shall speak directly with the Corrections Officer. If the Corrections Officer cannot address the inmate's issue, the inmate shall be directed to complete the top portion of a request form. Completed request forms will be forwarded to the appropriate personnel for a response. A copy of the written response will be provided to the inmate. Standard F.17

Requests that appear frivolous in nature or include obscenities or are unrelated to jail operations and activities will not be considered.

GRIEVANCE PROCEDURE

An inmate may file a grievance of an alleged violation of civil, constitutional, or statutory rights; an alleged criminal or prohibited act by a staff member; a condition existing within the Jail that threatens life safety or creates unsanitary living conditions; a condition existing within the Jail that contradicts the Maine Jail Standards; or to appeal a previous grievance decision. Jail personnel will provide inmates who wish to report a grievance (consistent with the definition) with a copy of the grievance form used by the Penobscot County Jail. Inmates whose grievance requires more space than allowed on the grievance form may use additional pieces of paper. If the inmate would like to maintain a copy of the grievance in its entirety, carbon paper is available upon request. Completed grievances may be submitted directly to the Corrections Officer, Asst. Shift Supervisor or Shift Supervisor who will sign the grievance indicating receipt of the grievance, to include date and time. Once signed by the Receiving Officer, the inmate will be given the "inmate copy" (pink) as a receipt. When a grievance is resolved, a copy of the written response/findings will be provided to the inmate within twenty-four (24) hours. An inmate may appeal a grievance decision to the next level of command for review, stating the reasons for the appeal. Once the inmate has exhausted the internal grievance system, he/she may submit their grievance to the Maine Department of Corrections or other review agency for external review. Upon request, jail personnel will provide inmates who wish to report a grievance with adequate writing supplies. Inmate grievances addressed to the Maine Department of Corrections, State House Station #111, Augusta, Maine 04333 or other review agency are considered legal/privileged correspondence. Grievances that appear frivolous in nature or include obscenities or are unrelated to jail operations and activities will not be considered. Standard K.22

SPECIAL MANAGEMENT

Special Management Inmate: An inmate whose individual needs may require special consideration(s) different from the general population. Special needs are identified as:

- a) Disciplinary: An inmate who is segregated after having been found to be in violation of Jail Rules and Regulations - Major;
- b) Observation: An inmate's behavior or mental health status requires further observation;
- c) Suicide: An inmate who is at risk of causing self injury or death;
- d) Medical: An inmate whose medical condition requires special treatment and / or observation;
- e) Administrative: An inmate that is segregated, who is unable to control himself/herself while within the jail; presents a security / safety threat to the institution or others; or fails to consistently recognize his/her ability to adjust; and;
- f) Protective Custody: Is a form of separation from the general population for inmates requesting or requiring protection from other inmates.

Inmates identified as special management may have their recreation, programs, housing, etc. modified and/or restricted in order to meet the special need(s) and/or concern(s) identified. Inmates identified as special management shall have their status reviewed on a regular basis. Policy D-243

PROTECTIVE CUSTODY

If at any time during incarceration an inmate feels that he/she needs protective custody, a written request, which includes the reasons why protective custody is needed, should be submitted. This request shall be forwarded to the Shift Supervisor who will note any immediate action taken before forwarding the request for protective custody to the Classification Committee for formal review and approval. Policy D-243 Standard H.3

If a staff member deems it necessary for an inmate to be placed in protective custody, he/she will notify the Shift Supervisor who will assess the situation to see if protective custody is warranted. By the end of the shift, a written memo documenting reasons for denial of or placement in protective custody will be completed and forwarded to the Classification Committee. Once placed in protective custody, the inmate shall remain there pending review/approval by the Classification Committee.

If an inmate feels he/she no longer needs protective custody, a written request, which includes the reasoning why protective custody is no longer required, may be submitted. Such request will be forwarded to the Classification Committee for consideration. The inmate shall remain in protective custody pending review/approval by the Classification Committee.

ADMINISTRATIVE SEGREGATION

Inmate that is segregated, who is unable to control himself/herself while within the Jail; presents a security/safety threat to the facility or others; or fails to consistently recognize his/her ability to adjust, the Department reserves the right to impose administrative segregation. Although this is not intended to be disciplinary in nature, by virtue of removing someone from the general population, certain restrictions may have to be imposed in order to ensure the safety/security of the facility or others. Policy D-243

CLASSIFICATION

The classification process is the procedure used to define an inmate's security level. Inmate classification levels include:

- a) Special Management;
- b) Maximum security;
- c) Medium security;
- d) Minimum security; and
- e) Community-based inmates.

Each classification level shall define the:

- a) Level of risk / danger posed to staff, inmates and community;
- b) Housing assignment;
- c) Level of staff supervision;
- d) Type of program participation (individual or group);
- e) Type of access to services;
- f) Type of work assignment;
- g) Type of visitation; and
- h) Movement within and outside the facility.

Inmates may request a review of their classification assignment once every sixty (60) days.
Policy D-101 Standards G.2 / G.3

FIRE/EMERGENCY EVACUATION

A fire in the jail can be very deadly and very fast. Because it is necessary to also react quickly in order to save lives, the following steps must be adhered to:

- a) If you see evidence of a fire, notify a Corrections Officer as soon as possible.
- b) If smoke starts to accumulate, keep as low as possible to the floor, as the smoke may be toxic and will collect high and work downward.
- c) If you receive orders to relocate to another part of the jail, go as directed to the designated area. You will remain in this area and wait for further instructions. Disabled inmates shall be provided the necessary assistance to relocate to another part of the jail in a safe and secure manner.
- d) If you receive orders to evacuate the jail, you must exit as instructed, via the primary or secondary route. Primary and secondary routes are posted in all dayroom and common areas. It is your responsibility to be familiar with both routes. You must evacuate in an orderly manner. Disabled inmates shall be provided the necessary assistance to evacuate the facility in a safe and secure manner.
- e) Leave personal items in your cell.
- f) Once you have exited the building, you must cooperate with security personnel so they can make sure all inmates are safely out. After you have evacuated, further instructions will be given to you.
- g) Security will be provided by the jail staff and area Law Enforcement agencies.
- h) Following instructions in this matter may save your life.

PRIMARY AND SECONDARY EVACUATION ROUTES

FIRST FLOOR

Primary - E 11 and E 10
Secondary - E 7 and E 6

SECOND FLOOR

Units - B, C, D, G, H, I, J, K, L,
Primary - E 19 and E 18
Secondary - E 15 and E 12
Units - A, E, F
Primary - E 15 and E 12
Secondary - E 19 and E 18

THIRD FLOOR

Units - U, Q, R, S, T, CL 363, CL 367
Primary - E 20 and E 18
Secondary - E 17 and E 12
Units - M, N, P
Primary - E 17 and E 12
Secondary - E 20 and E 18

**PENOBSCOT COUNTY JAIL
Schedule of Events**

HEADCOUNT	DAILY	0700/1445/2300
LOCK-UP	DAILY	2300-0700
WAKE-UP	DAILY	0530
SHAVE CALL	DAILY: Deck 2 & 3	0530 (Fem 0900)
SHAVE CALL	DAILY: Deck 1	Dayshift
CLEAN-UP/SHOWERS	DAILY: Deck 1	Dayshift
CLEAN-UP/SHOWERS	DAILY: Deck 2	0830-0930
CLEAN-UP/SHOWERS	DAILY: Deck 3	0800-0900 (Fem 0900)
MEALS	DAILY: Deck 1	0700/1100/1700
MEALS	DAILY: Deck 2	0730/1045/1715
MEALS	DAILY: Deck 3	0730/1130/1715
SICK CALL	WED	TBD
MEDICATION	DAILY	0800/1400/1800
MAIL CALL	MON-FRI (Except Holidays)	
RECREATION	SUN/TUES/WED/THUR FRI: MALE (Min/Med) B&U Blocks	0800-0900
RECREATION	SUN/TUES/WED/THUR FRI: FEM (Max)	TBA
RECREATION	SUN/TUES/WED/THUR FRI: SPEC MGMT	0930-1030
RECREATION	SUN/TUES/WED/THUR FRI: MALE (Min/Med) Except B&U Blocks	1200-1300
RECREATION	SUN/TUES/WED/THUR FRI: FEMALE (Min/Med)	1345-1445
RECREATION	SUN/TUES/WED/THUR FRI: MALE (Max)	1530-1630
RECREATION	SUN/TUES/WED/THUR FRI: Inmate Helpers (Male)	1930-2030
RECREATION	SUN/TUES/WED/THUR FRI: Inmate Helpers (Female)	2030-2130
VISITS: Family & Friends	TUES/THUR/SAT/SUN	1830-2130
VISITS: Professional	DAILY	0800-2100 (Except Headcount, VA & Meals)
COMMISSARY	TUES/FRI	1530
AA	MON (Female) / WED (Male)	1930-2030 / 2000-2100
RAPE RESPONSE	THUR (Female)	0900-1030
BARN	SAT (Male)	1830-1930
MALE BIBLE STUDY	MON	1830-1930
FEMALE BIBLE STUDY	WED	1830-1930
CHURCH: Catholic	SUN	1000-1100
CHURCH: Protestant	SUN	1330-1430
LIBRARY	THUR/SUN	Evening Shift
LAW BOOKS	TUES/THUR	By Request
UNIFORM & TOWEL EXCHANGE	DAILY	Evening Shift
LINEN EXCHANGE	SUN: DECK 1 & 3	Dayshift
LINEN EXCHANGE	SAT: DECK 2	Dayshift
BLANKET EXCHANGE	Once A Month or Upon Request	Evening Shift
HAIRCUTS	TUES: (Upon Request)	Evening Shift
EDUCATION	WEEKDAYS	Dayshift
COUNSELING	Upon Request	
PHONE & TV USAGE	DAILY: After Inspections	Until 2300