

DOCTalk

NOVEMBER ~ DECEMBER 2014 EMPLOYEE NEWSLETTER



2014 Year In Review



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DOCTalk

is the employee newsletter for the Maine Department of Corrections (MDOC).

DOCTalk is published 6 times a year: January/February, March/April, May/June, July/August, September/October, and the November/December Year In Review Issue.

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January/February 2015 Issue:
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March/April 2015 Issue:
Tuesday, May 5, 2015
May/June 2015 Issue:
Tuesday, July 7, 2015

Please send submissions and changes to the contributor list to Cheryl Miller in Central Office at Cheryl.Miller@maine.gov

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Our sincere thanks and appreciation to everyone who submitted articles and photos to DOCTalk. Their time and effort contribute significantly in producing a quality publication.

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From the Commissioner



Commissioner Dr. Joe Fitzpatrick

Progressing Ahead - January 2015

As we step into the New Year, I would like to wish everyone a happy and healthy 2015. New things are headed our way and we will be moving onward and upward. I am always impressed with the professionalism our Department displays and how our staff always steps up to the challenge. There will be challenges ahead and I am confident we are up to the task.

In looking back, I wanted to touch upon a few of our 2014 accomplishments that come to mind:

- The Intensive Mental Health Unit (IMHU) was established at the Maine State Prison and opened February 2014.
- The Youth Adult Offender Program (YAOP) got underway at the Mountain View Youth Development Center in April 2014.
- The classification restructuring at all the facilities and the classification validation study was completed.
- The structured living unit was instituted at the Maine State Prison in Close C.
- The PowerDMS system was implemented.
- The new/old 55 bed dorm at Charleston Correctional Facility was opened.
- The Special Management Unit programming was put into operation at Maine State Prison.
- The Maine Integrated Risk Reduction Model (MIRRM) training was commenced.
- Contracts to update the control rooms at both the Maine Correctional Center and the Maine State Prison were signed.
- The Office of Professional Review was established to oversee administrative investigations.
- The Reentry restructuring throughout the adult facilities was implemented.

And of course, I cannot leave out the Commissioner's Office winning the *Central*

Continued next page.

ON THE FRONT COVER Thanks to Joel Gilbert and Associate Commissioner Cindy Brann for sharing their photos of the seasons which appear on the cover of this issue of DOCTalk. Share one of your photos and it might appear in a future issue of DOCTalk. (Email your photos to Cheryl.Miller@maine.gov)

Commissioner continued

Office Holiday Decorating Challenge of 2014, especially after the Quality Assurance Division were the defending champs for two years running. There was great competition from all and good team spirit.

None of these accomplishments could have been achieved without everyone's contributions. We, as a Department have much to be proud of and keep up the good work as we enter into a new exciting year!



Winner of the "2014 Central Office Holiday Decorating Challenge." Congratulations to the decorating elves Keleen, Kim, Tracy, Holly and Mary. For honorable mention photos see the back page.



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For two decades, the Maine Department of Corrections (MDOC) has produced a newsletter. Although DOCTalk* has undergone revisions and improvements over the years, it remains a publication about MDOC employees and the work they do every day. Written by DOC employees, the newsletter serves as a means to share news, updates, helpful information, policy or process changes, introduce new hires, and recognize fellow employees or teams for work well done.

Beginning in 2012, the last issue of the year serves as the “Year In Review” summarization of the many great accomplishments and improvements made throughout each and every area in Corrections. This year end issue is the best ever—with the highest participation seen to date! In years to come, DOCTalk will be a great historical document of the progress MDOC has made being the best at what we do!

**The Department’s newsletter name “DOCTalk” was chosen as the winner of contest to name the newsletter in August 1999. Dan Dodge submitted the winning name.*

Adult Community Corrections

Region 1-Adult

Submitted by Carol Carlow

A look at yesterday...

Let’s take a look back now and pause for a moment and take pride in some of the accomplishments achieved in this past year:

- A trifecta of training—three in one—worked well. Neat idea!
- Region-wide Level of Service Inventory (LSI) training. Getting everyone at the same level.
- Operation Clean Sweep. Officers and supervisors working together on house checks in Biddeford, Portland and Bridgton.
- Officers continuously working together to provide coverage for

the vacant positions and ensure that offenders are being adequately supervised.

- Training Officers getting some long overdue recognition for the valuable job they do.
- Successful filling of several vacant positions leading to workload equalization.
- Last but not least, working together with a positive attitude and sense of humor.

As we move forward into a brand new year, make this the year you take time to always say “Thank You.” It just might make a difference in another person’s day.

Region 2-Adult

Submitted by Susan Gagnon, RCA

Another year over and it is the perfect opportunity to reflect on the hard work of the staff in Region 2. It has been a very productive year, with many of the staff taking on special assignments, receiving awards for their work and for their on-going commitment to the clients and communities they serve.

Region 2-A was privileged to hire several new staff throughout the year. Region 2-A, as did the other regions, conducted many interviews over the course of the year. This resulted in two academy classes being held in 2014, with another scheduled to

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start in January 2015. The region welcomed PO's Nicole Lenda, Marshall McCamish, Heather Sprague and Dave Cyr, along with Probation Officer Assistants Merrell Reeves, Brent Stroud, and Michelle Hutchings in 2014. Rafael Garza and Matthew Kennedy will round out the team starting in January as the newest Probation Officers for the region.

The commitment needed to run a new academy class is enormous and couldn't be done without the assistance of all the Field Training Officers, Instructors, Subject Matter Experts and MDOC Director of Training Angie Newhouse. Many thanks go out to all of them. For many years, RCA Bill Goodwin, Region 3-A maintained oversight of the Field Training Officer program. Bill made the decision to step down as the Field Training Officer Program Administrator and RCA Susan Gagnon took over.

Adam Silberman was promoted to Regional Correctional Manager in March, having been a probation officer in Lewiston for seven years. Once settled in the Augusta office as RCM, Adam approached local law enforcement agencies to collaborate on Operation Unified Front. The intent of the operation was to pool resources and provide a proactive approach to working within the community. During the operation, nine agencies came together to spread out over the Augusta area.

The participants conducted 49 field interviews, 56 probation checks, 36 registered sex offender checks, and numerous other community contacts. It was such a successful operation that more will be held in the future. Adam received an award for his work in planning the highly successful project. (See page 47.)

Probation Officer Don White attended classes to become certified as a Firearms Instructor during 2014. This filled a void as Region 2 was without a dedicated instructor. Since then, Don has conducted several range qualifications and skill building courses. He has been a huge resource not just for the Region but for the Department as well.

In April, sixteen staff received "Awards of Excellence" by then Commissioner Joseph Ponte for their involvement in the apprehension of DOC fugitives. The office became a command center on three different occasions, searching for a missing supervised community confinement client, a probationer involved in a shooting, and a third client who escaped from a correctional facility. Probation Officers who received an "Award of Excellence" are: Michelle Dubay, Mark Fortin, Ashley Gaboury, Mark Gozdecki, Jodie Johnson, Craig Ladd, Robert Lamarre, Robert Omiecinski, Mike Simoneau, Tiffany Simoneau, and Don White. Other recipients included Office Associate Dawn Casey, Regional Correctional

Manager's John Lorenzen, Adam Silberman, Robert Laplante and RCA Susan Gagnon.

Probation Officer Craig Ladd applied and was accepted to the National Institute of Corrections in Aurora, Colorado to participate in a Learning and Performance Symposium. The purpose of the training session was to bring together Learning and Performance professionals to address the most pressing issues facing corrections today. Topics included *Learning and Performance Competency Development*, *Leveraging Technology for Learning in Corrections*, and *Applying Research to Corrections*. There was representation from all across the country, including jails, community corrections, pre-trial services, U.S. Probation, and the Federal Bureau of Prisons.

Probation Office Joyce Williams has been busy this year. In addition to her duties in the Waterville Office as a Probation Officer, she has been co-facilitating a group called Reasoning and Rehabilitation. Additionally, she will be offering a group called Seeking Safety for female clients starting in January 2015. Joyce saw a need in the community for treatment options and sought out training so she could facilitate these groups. She received an "Award of Excellence" for her dedication to this project in June.

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Probation Officer Kevin Buckmore volunteered again this year at Camp POSTCARD. For those of you not familiar with the Camp, it stands for Police Officers Striving to Create and Reinforce Dreams. This is a free week-long summer camp for 5th and 6th graders. It was launched in 1996 and sponsors of the camp are Volunteers of America, DARE Officers Association, Maine Sheriff's Association, and numerous volunteers from the public safety community. Kevin has attended this for many years as the MDOC representative.

The Department rolled out the Maine Integrated Risk Reduction Model (MIRRM) in early 2014. Instructors needed to apply and Region 2-A answered the call by providing six instructors. This was a huge time commitment to become trainers and then delivery of the training material to the entire Department. POA Merrell Reeves, Probation Officers Craig Ladd, Chris Dumas, and Jodie Johnson teamed up with Regional Correctional Managers John Lorenzen and Adam Silberman to complete the team. Special recognition was given to them and the other instructors by Associate Commissioner Brann in July for their excellence in training and ongoing commitment to the implementation of evidence-based practices.

Region 2-A is fortunate to have many specialized officers that deal with Domestic Violence Offenders and Sex Offenders. Sex Offender

Specialist's Mark Fortin, Jason Taylor and Jackie Cartlidge provide outstanding supervision and commitment to working with the sex offender population. Not only are they working with offenders themselves, but landlords, and service providers as well as doing community outreach. The same can be said for the Domestic Violence Specialists Tiffany Simoneau, Jodie Johnson, and Marshall McCamish. They deal every day with the Domestic Violence (DV) offenders, provide guidance to victims of DV crimes, and ensure the courts are educated on the issues around domestic violence.

With the roll out of PowerDMS, Probation Officer John LaPlante has been instrumental in reviewing policies. His attention to detail and knowledge of the work that is done in the field is so important to the policy review group.

Probation Officers Jodie Johnson, Robert Omiecinski and RCA Susan Gagnon attended the New England Council on Crime and Delinquency (NECCD) in Hyannis in September. Maine has not been actively involved with the council but has recently rejoined. All three were voted in as board members for the Maine delegation, along with representatives from Regions 1 and 3. NECCD is committed to community safety through realistic and effective programming for crime and delinquency prevention, offender rehabilitation and reinte-

gration. It was a good opportunity to network with other New England states and be able to share all the great works that the Department as a whole has been doing. It reinforced that Maine is leaps and bounds ahead of other states in their work with clients, victims and families.

As a group for the holiday season, it was decided to take donations of toys and money for Toys for Tots. For the month of December, toys were collected and on the 19th, Probation Office Chris Dumas delivered the toys to the Marine Corps in Brunswick. They were impressed that the Region was able to bring in three large boxes of toys for the children.

As you can see, there is a pattern of service above and beyond of what is expected in Region 2-A. There are so many extraordinary staff who do great work, great things—and who give their best effort every single day. There isn't enough paper in *DOCTalk* to share all of their good works—this is just an example of the quality, professional staff we have in the Region.

We look forward to what 2015 has in store for the region. Bring it on!

Region 3-Adult

Submitted by Lisa Hall

Highlights for Region 3-A include:

- Conducted a region-wide SIMS

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training (first one for community corrections). The training was a huge success and there is ongoing work for a second training that will take place next spring.

- Parole and Probation Officers, Regional Correctional Managers and a Regional Correctional Administrator were sent to Caribou, Rockland, and Lincoln to assist in home check nights.
- Collaborated with the IPS (Interior Perimeter Security) team from Maine State Prison and Corporal Greene and his K-9 TJ.
- All staff complete MIRRM (Maine Intergraded Risk Reduction Model) training.
- The Calais office relocated combining Juvenile/Adult.
- Matthew Magnusson was promoted to Regional Correctional Manager.
- In July, we had a staff appreciation cookout in Ellsworth.
- We said farewell to Candice Keifer, Dave Cyr, and Donn Stauer who all retired in 2014.
- We welcomed new hires Allen Devericks, John Lappin, Jeff Vance, Shaun Guerrette, and Jenna Spoto.
- Bill Goodwin stepped down as Filed Training Officer Program Administrator (FTOPA) after several years working with Field Training Officers (FTO).

Bolduc Correctional Facility (BCF)

Submitted by Susan Dumond

- BCF Caseworkers, Anne Rourke and Brian Abbott are currently running Thinking for A Change, Family Violence Education Program, and Inside/Outside Dads.
- BCF crews have put in a total of 38, 448.56 hours working for the local community.
- BCF work release is currently going strong with employing 63 prisoners with 17 employers.
- BCF has three new supervisors: Sgt. Steve Wigdzinski, Sgt. Dale Tobey and Sgt. Mark Clevette.
- Angela Smith just transferred from Maine State Prison to be the kitchen supervisor here.



Liberty, a Belted Galloway, was born at Bolduc Correctional Facility on Veteran's Day. Due to her mother dying during birth Liberty is currently being bottle fed.

- BCF's farm program is going strong with the addition of one new horse. Xenna is a mare between the age of 10-12 and is fitting in nicely with our other three horses.
- We had another cow born on Veterans Day and her name is Liberty.
- We've starting to pick seedlings for spring planting.

Charleston Correctional Facility (CCF)

Submitted by Dyana White

It's been a crazy year on top of the hill. Staffing has been the biggest change we've seen. Chad Curtis is now Charleston Correctional Facility's (CCF) Director since Larry Austin took the Director of Security position in Central Office. David Allen is now Deputy Director. Brian Sirois has promoted to Sergeant since John Lappin moved on to Probation and Parole. We have also welcomed several new Correctional Officers: Sarah McEwen, Neil Graves, Logan Morin and Michael Johnson. Great to have them part of our team.

In March we began populating our new dorm. Crews were working as many hours as they could to get it ready to be occupied. We had a couple small delays but once it was

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Director Chad Curtis manages the grill at CCF's annual staff BBQ.



Lots of food makes for happy staff like... Sgt. Kevin Williams and FSM Jason Goggin.



CCF Deputy Director David Allen.

ready we started moving men in. Receiving 10-15 prisoners at once for several weeks was an interesting challenge but staff was ready and really stepped up to the challenge.

During the summer we had our annual staff BBQ, Larry brought his big fryer and made hand cut fries that were to die for, along with a "trash can turkey" we definitely had some great eats. Chad's cooking was good too but it's hard to compete with fries and turkey.

Our garden and apple orchard managed by George Peterson and Tom Hayden assisted by hard



Larry Austin's fryer full of fresh cut fries.

working prisoner crews yielded some record crops this year. We had enough fresh apples and vegetables to keep CCF, Mountain View Youth



Canaan Town Library's new bookshelves.

Development Center and other facilities eating fresh veggies for months. Over the last couple months our work crews have been staying close to home working on lots of projects

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Charleston Correctional Facility's new sign.

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for CCF. A new office for the Shift Sergeants was built with the new desk made in our own woodshop just recently being put in place. This will allow us to move our control center to a central location out of the housing area. Industries will also build a new control desk; no doubt it will be a spectacular work of art. We also have a new facility sign to replace the old, rotting one and steam pipes have been re-routed so we can stop using the leaking lines.

The woodshop worked with the Town of Canaan to replace the bookshelves in their library. Tom Sands and his crew built and installed all their new shelves. Most recently crews were working in Greenville building new shelters for picnic areas.

Classification

Submitted by Scott McCaffery

The Classification Division moved towards a more centralized process with the hiring of three Classification Officers in Central Office. Beginning in December 2014, all sentences for Maine Correctional Center (MCC) commitments have been reviewed and entered at Central Office. Assistant Classification Officers at MCC have been assigned to housing units and are part of the unit's team.

In July 2014, Dr. Patricia Hardyman validated the effectiveness of the Classification Instrument and shared with the group her findings.

New hires to the Department of Corrections continue to receive a 2½-hour training on Classification, with specific emphasis on the Classification Instrument. New hires are given an opportunity to review the tool and classify a prisoner with it. This training has allowed for our new staff to have a better understanding of each custody level and what behaviors or offenses may warrant a higher level of supervision. The discussions in these trainings have been lively, with many thoughtful questions.

MCC continues to serve as the reception facility for all offenders sentenced to the Department of Corrections for less than five years. The caseworkers in the Multi-Purpose Unit (MPU) have been diligent in completing initial intakes with prisoners within three days of arrival. Classification at MCC and Maine State Prison (MSP) continues to classify prisoners in a 10 business day time frame. This efficiency has allowed for minimum custody prisoners to transfer to a minimum facility more quickly.

Communications and Media Relations

Submitted by Scott K. Fish

Writing in winter when it is 10-degrees and snowy outside, I feel safe using a skiing analogy for MDOC's public relations in 2014—We broke new trail. Lots of it.

Maine photographer Trent Bell kicked off his photography exhibit, *REFLECT: Convicts Letters to Their Younger Selves* at Engine Art Gallery in Biddeford. The photos were of Maine State Prison (MSP) prisoners, Correctional Officers, and Care and Treatment Workers. Mr. Bell's exhibit went on to gain international attention.

Some of MSP's Hospice Program volunteers are musicians, with a band, *Sounds of Comfort*, playing hospice-based music. With permission from then-Commissioner Ponte, and Warden Bouffard, the Maine Hospice Council (MHC) raised enough money to hire a pro recording engineer, who set up in MSP's chapel, and over three nights *Sounds of Comfort* recorded their songs. The Hospice Council funds paid to make CDs. And the CD was launched at a first-ever concert, open to the public, in MSP's visitor room. It was sold out. The *Sounds of Comfort* CD is for sale on [MHC's website](#). All proceeds are dedicated to the MSP Hospice Program.

MDOC's social media continues to grow quickly. Our Twitter account, which didn't exist one-and-a-half years ago, now has 436 followers, with more coming in weekly. Lt. Chris Coffin, who founded MDOC's Facebook page sent me an email saying MDOC's Facebook page had 391 "Likes" on 7/30/11. That same day in 2012 our Facebook page had

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The Department Making News



Director of Industries Scott Reiff with videographer Dean Gyorgy during the making of "No Idle Hands," a first-ever comprehensive video on the Prison Wood Products Industry.



Building snowshoe chairs at Charleston Correctional Facility



Hospice Volunteer band, "Sounds of Comfort," performing at Maine State Prison.



Opening night for Photographer Trent Bell's "REFLECT: Convicts' Letters to Their Younger Selves" at ENGINE art gallery in Biddeford.

Working on Correctional Officer Recruitment Video with project videographer Scott P. Heidrich are: (top) Face and voice for Field Training Officers is Acting Sgt. Francis Dube at Maine Correctional Center. (center) Face and voice for MDOC's Honor Guard is Sgt. Peter Turner at Maine Correctional Center. (bottom) Face and voice for the Evidence Response Team is Lead Investigator Casey Riitano at Charleston Correctional Facility.

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555 "Likes" - a one-year gain of 164. July 27, 2013 the page had gain 332 "Likes" for a total 887. And on July 30, 2014 the page had 1276 "Likes" - a one-year gain of 332. As of this writing, January 13, 2014, MDOC's Facebook page has 1,536 "Likes."

In April 2014, PBS Frontline released a hour condensed program, "Solitary Nation," from several weeks filming while embedded at Maine State Prison in the Special Management Unit (SMU).

In tandem with many great MDOC people and two videographers, I produced nine professional videos. One is a 15-minute full-scale profile of the Prison Wood Products Industry. That video, called *No Idle Hands*, is finished and will, I hope, be made available for public viewing. The idea is to have the video showing at the showrooms in Thomaston and Windham, on MDOC's website and [Facebook](#) page, and perhaps on cable TV.

The other eight videos are part of a Correctional Officer recruitment project. The eight videos highlight career paths available to certified CO's. They are: Correctional Special Operations Group; Evidence Response Team; Correctional Care & Treatment Worker; K9 Handler; Firearms Instructor; Honor Guard; Field Training Officer, and Inner Perimeter Security.

These eight videos, designed to be shown individually or together, are in the final editing stages. They are scheduled to be ready by late January or early February 2015.

I spent time traveling MDOC facilities so that people in the field could get to know me and so that I could also get to know them and what they do. Adult Probation Officers, Juvenile Community Corrections Officers, and people in many occupations at all of the State Juvenile and Adult Facilities. I was looking forward to renewing that practice, and writing about the places I visited, the people I met, and what they do.

I enjoyed creating a story with photos on how Maine Correctional Center and the Maine State Society for the Protection of Animals work in concert in several areas.

And last, but not least, Southern Maine Re-Entry Center's weight loss and fitness stories and photos were the most popular stories of the year on MDOC's Facebook page.

Downeast Correctional Facility (DCF)

Submitted by Maggie Smith

- It was another busy year as the DCF Elves were in high gear with holiday cheer as they produced a variety of wooden toys for the

children in the community. These toys were donated as part of the annual tree raising ceremony in the Town of Machias. Holiday events included an appearance by Santa Claus who passed out



Wooden toys made by the DCF carpentry shop and donated to the Town of Machias to give out to children as part of the annual tree raising ceremony.

these toys to the children. DCF would like to thank the local businesses involved for their various donations which made this all possible. DCF appreciates the time and effort Chris Sprague, Vocational Trades Instructor, and his prisoner carpentry crew put in to making the wooden toys for this event!

- DCF's Public Restitution work crews performed a total of 32,337 hours of community service from July 2013 to June 2014 for local schools, non-profits, state, county, and municipal agencies. We are wicked proud to have our crews representing DCF out in the community and giving their Downeast best!

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Completed Capital Improvement Projects

- The treatment plant clarifier project.
- The underground heating pipes project between the Recreation Building and Dorm III was completed by J.L. Huntley.
- Dorms I, II, and III and the dining room window replacement project completed by the CTI's and their prisoner work crews.
- Replacement of the old steel chimney in the training center with a far better metalbestos chimney and the exterior wall of the boiler room were completed.

Work Crews, Shops & Programs

- Welding Instructor Craig Smith and his prisoner crew went to the Aroostook County Jail where they disassembled and removed the old bunks, manufactured 40 new metal bunks here at DCF, then transported and installed the new bunks at the jail.
- Welding Instructor Craig Smith, Carpentry Instructor Chris Sprague, and their respective prisoner crews manufactured 21 pump boxes for the Maine Forestry Service. The pump boxes hold a fire suppression kit and with the portability of the pump boxes, the equipment is safely and easily maneuvered in the station house. It took a combined total

of approximately 190 hours to complete this project.

- Let's not forget our woodworking wizard up at the infamous Building 300, CTI Jeff Mason. Jeff and his prisoner crew have worked extremely hard to keep up with the ever growing demand for their high quality furniture refinishing and refurbishing services from new and repeat customers. The Woodworking Department has produced (find out how much money has been made from this service) in earnings for 2014.
- The Garments Shop started manufacturing BDU pants for officers at DCF and on a trial basis at Charleston Correctional Facility, Maine Correctional Center, and Maine State Prison.
- A few Prisoners from DCF's Creative Arts Program had their works of art on display in January and August 2014 having been selected by the Machias Bay Area Chamber of Commerce as artist of the month. Some pieces were brought to the Prisoner Showroom in Windham. Three pieces were sold from the art show and one from the Prisoner Showroom.

Education Update

Downeast Correctional Facility has seen 21 prisoners complete the requirements to earn the GED/HiSET Diploma. The State of Maine is now using the ETS High School Equivalency Test (HiSET). Nonprofit Educational Testing

Service (ETS) and the University of Iowa's Iowa Testing Programs (ITP) introduced the ETS High School Equivalency Test—HiSET—a national testing program that provides an accessible and affordable alternative to the GED test for states, educators, test takers and test center administrators.

ETS and ITP developed the HiSET program with two distinct advantages for users and test takers: affordability and accessibility. The core of ETS's mission is to advance quality and equity in education for all people by providing a program that which includes elements that demonstrate critical thinking; high school-level proficiency and their readiness for higher education or the workplace.

Congratulations to all students and learners! Thank you to Ann Grange, Teacher at DCF for her continued efforts working with prisoners to assist them in reaching their educational goals while making the transition to HiSET.

Work Release Program

Community Programs Coordinator Rosa Tucker reports the following highlights:

- 2014 was the second year with Lobster Trap hiring approximately 15 prisoners who are working in Addison, Machiasport, or Steuben. Four out of the 15 prisoners were hired by Lobster Trap full time with benefits upon

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their release. The work involves bait processing, grading lobster, carpentry, masonry, and general labor. There are 11 prisoners that are still employed.

- January to June: Cherry Point Incorporated in Milbridge hired a prisoner as a mechanic. He was hired full time upon his release.
- April to June: Coast of Maine Organic Products location in Marion hired 6 prisoners for their two-month season. Production work involving processing organic compost for retail.
- In April, the Bluebird Restaurant in Machias hired a prisoner as a cook who was hired full time upon release. The By Us Company hired 2 prisoners part time. The work involved landscaping and general labor. One of the prisoners was hired full time upon release.
- In late June, Maine Wild Blueberry Co. and Cherryfield Foods employed 20 prisoners for approximately 3 months. Out of the 20 they hired, 3 prisoners were hired full time. They just hired 6 prisoners for construction and recently hired 3 additional prisoners to work production.
- In early July, Beach Road Lobster hired one prisoner who was hired full time upon release.
- In August, Machias Glassworks in Machias had a prisoner work installing windshields for a month. Another prisoner worked for the

Town of Machias for approximately 2.5 months.

- In early September, Jaws III hired one prisoner for their two-month lobster season.
- 2014 was the third year for Whitney Wreath Company in Whitneyville. They hired 18 prisoners to work their wreath season. The work involved general labor, forklift operation, loading and unloading trucks, and packaging wreaths.

We are appreciative of the continued support from these local employers for providing employment opportunities to prisoners. Our Community Programs Coordinator, Rosa Tucker, continues to work extremely hard not only in developing these opportunities, but also in maintaining a relationship with these employers.

PowerDMS

With PowerDMS coming online in 2014, DCF staff have continued to familiarize themselves with this new policy platform with respect to policy searches as well as reading and signing new and revised policies.

Staff Changes

Former Classification Officer Cheryl Rackliff transferred to DHHS, former Correctional Sergeant Allen Devericks transferred to Probation, former Director Scott Jones retired, Sergeant Shawn Hatt transferred from night shift to day shift, former Correctional Office Christopher

Marshall was promoted to Sergeant, former Assistant Director David Daniels was appointed to Director, former Unit Manager Carol Geel retired, and former Correctional Cook Denise Sullivan was promoted to Correctional Cook Supervisor.

A huge pat on the back to DCF staff for staying the course through staffing changes and physical plant improvements to have a solid 2014. As we look 2015 in the eye, we will continue to move forward with our heads held high full of Downeast pride!

Health Services Division

2014 closed out an eventful year for the Health Services Division.

In spring 2014, Ms. Holly Howieson joined the Division and began her role auditing at all MDOC facilities and conducting various healthcare related reviews and activities. An expansion of the Maine Correctional Center dental suite was completed, with new dental chair and new dental equipment. Long Creek and Maine State Prison dental areas also benefited from new dental equipment purchases and upgrades! The Maine Correctional Center passed their American Correctional Association (ACA) Re-accreditation audit in the Fall, with the medical program and dental and mental

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health services receiving outstanding commendation and high praise from the out of state audit team. A new, state-of-the-art, hydraulic emergency stretcher was purchased mid-summer for the Maine Correctional Center and put into service.

Central office was proud to announce that Kim Robbins was elected to serve as a panel commissioner on the ACA Commission on Accreditation for Corrections. Kim was elected to serve a four-year term on this national committee. 2015 marks a new ACA re-accreditation audit cycle for most MDOC facilities.

The Health Services Division continued to represent the department on various legislatively mandated groups and committees.

Industries

Submitted by Scott Reiff

Maine State Prison (MSP) Industries Program

- MSP's woodshop built donation boxes for Adopt a Cat Foundation in Lake Park, FL, and also built donation boxes for Adopt a Dog Foundation in Jupiter, FL.
- Repaired and refurbished conference table for Governor LePage.
- Had a booth at both the Windsor and Fryberg fairs where they experienced the best sales year to date.

- Built the bunk beds and cubbies for Camp Kieve and Camp Wavus located in Damariscotta.
- The wood shop and upholstery shop refurbished and repaired 16 church pews and provided pew cushions for the Historical Finnish Church located in St. George Maine.
- Continuing to do refinishing projects for Bates College.
- Acquired a new partner in industry from a private sector metal fabricator doing polishing work for them.
- Built student desks and tables for the Juniper Hill School in Alna, Maine.
- Built stools and art tables for Camden Rockport Middle School.

Downeast Correctional Facility (DCF) Industries Program

- DCF began producing inmate boxers.
- The shop also eagerly accepted the challenge of producing inmate kitchen scrubs for several MDOC facilities. These additional products have help maximize the productivity of the shop and the workers.
- In addition to these products, the garment shop at Downeast Correctional Facility spent numerous hours designing and manufacturing an officer uniform

BDU style pant which the MDOC officers can wear. Each facility currently has test samples being worn by officers and DCF issues all of its officers the BDU style pants that are now produced within the prison industries garment shop. DCF prison industries officer uniform BDU's are of equal quality to those currently purchased but are manufactured and sold at a significantly reduced cost. The production of officer uniform pants marks a significant opportunity for the MDOC to reduce officer uniform costs and enhance the production of the DCF garment shop and the MDOC prison industries program overall.

Maine Correctional Center (MCC) Industries Program

- MCC designed a Facebook page. Like them at: <http://www.maine.gov/corrections/industries/mcc/index.html>
- The garment shop has been busy filling orders for other facilities. Mainly sweat pants, boxer shorts and socks at this time. There is never a shortage of work and all orders are done so in a timely fashion.
- The embroidery shop has taken on a new project this holiday season. They're crocheting hats and mittens to be sold at our Industries store. Memory quilts

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- are also being produced at the present time. They also keep busy doing embroidery work for other facilities and agencies. They're presently working on an order for DOT. This coming year the shop is looking at purchasing more reliable embroidery machines to avoid constant down time we incur from the machines not working properly.
- The upholstery shop continues to be the biggest "bread winner" each and every month. Their constant business from their reputation has been rewarding in so many ways.
 - Both the upholstery shop and woodshop plan to expand their work force in 2015 by introducing an apprenticeship program. The programs will not only employ more inmates, but will teach inmates a skill to use once they are released with the goal to avoid recidivism. The apprenticeship program will also help to maintain production, by training apprentices to shop quality standards. In turn, the apprentice will be trained and ready to take a skilled position if released or moved to another facility.
 - The wood shop has been busy all year working on custom orders for customers. They designed a new corkboard/chalkboard for the store this holiday season. They received positive feedback on the item; people liked the design and the different types of wood and colors options.
 - The woodshop has also moved into a new location this past year which required many changes to the new space. The shop had new lighting and cameras installed. The changes also entailed mechanical construction work and the updating of equipment and tools. With this move the shop will be more productive and be able to employ more inmates.
 - MCC woodshop completed outdoor furniture for the Tarry A While Inn in Bridgton. The order which consisted of 24 lounge chairs, 8 double Adirondack chairs, 8 double Adirondack chairs with tables, 24 single Adirondack chairs, 7 bistro table and 8 octagon picnic tables took almost a month for the inmates to complete.
- ### Charleston Correctional Facility (CCF) Industries Program
- In fiscal year 2014 the saw mill cut and dried 182,342lf of lumber most of which was purchased by other correctional industries.
 - To offset the cost of fuel oil industries supplied 424 cord of wood for the boilers at the facility.
 - Industries supplied material for several remodel projects throughout the facility.
 - Industries custom built control desks, conference table and built in units in various offices.
- The program recently completed a 57 unit library project for the Town of Canaan. The units were prefabbed at CCF and then installed them on site.
 - CCF is building 12 more docks for the Department of Conservation/Boating Division.
- ### Juvenile Justice Advisory Group (JJAG)
- Submitted by Kathryn McGloin*
- The Juvenile Justice Advisory Group (JJAG) moved to a committee structure in 2014 with Barry Stoodley as the Chair.
 - Meetings were changed to the third Friday of each month from 9:00 to 2:00 and are held in the MDOC Boardroom.
 - The JJAG said goodbye and thank you to Sheriff Liberty, Paul Vestal, past Chair, Dan Nichols, Amber Heikkinen; Kamden Berry, Mark Boger, Carla Knapp, Lisa Sandy, and Jim Foss.
 - Members attended a tri-state meeting (Maine, New Hampshire and Vermont) of the three advisory groups in New Hampshire. It was an opportunity to share information and learn what the others are working on. We learned that the groups are quite alike struggling with many of the same

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issues. The best take-away was coming back to Maine with a fresh excitement about our work and the potential of the JJAG.

- OJJDP (Office of Juvenile Justice and Delinquency Prevention) funding was cut again. The Juvenile Accountability Block Grant was not funded by the federal government giving us a loss of \$127,693. This funding stream had supported the Diversion to Assets program and the Restorative Justice programs.
- Karen Williams, MSSW, spent a week in Maine sponsored by the JJAG and OJJDP. She trained on adolescent brain development for Corrections, providers, and schools.
- The Disproportionate Minority Contact Committee developed a training for the refugee communities on what happens when a youth becomes involved with the juvenile justice system.
- Members worked on the Juvenile Detention Alternatives Initiative.
- Several *Effective Police Interactions with Youth* were held with eight volunteer police officers as facilitators. The trainings were held in Portland, Auburn, Brunswick, and Augusta with each location serving area departments including Sheriff Departments.
- JJAG staff attended the OJJDP and Coalition for Juvenile Justice (CJJ) conferences and received many hours of training that have improved the JJAG's work.
- The JJAG funded delinquency prevention programs: Trekkers, Five Town Communities That Care, Youthlinks, Penobscot Boys & Girls Club, Penquis CAST, and Restorative Justice practices in RSU 2, communities in Androscoggin, Kennebec, Lincoln, Oxford, Penobscot and Washington Counties.
- JJAG members worked with Dr. Ross Greene, Collaborative and Proactive Solutions (CPS) in his efforts to make a child's movement through school and any system seamless.
- OJJDP conducted an audit of the JJAG and their work. We were commended on the excellent record and data systems.
- The JJAG suffered a terrible loss in February with the promotion of Ryan

Andersen, our Compliance Monitor. In December we were blessed with the promotion of Nathan Gagnon.



The JJAG Team: Jason Carey, Kathryn McGloin, and Nathan Gagnon.

Juvenile Community Corrections

Region 1-Juvenile

Submitted by John Coyne

This year has seen some staffing changes in Region 1-J and at year's end we hope that has subsided for some time.

We began the year with the departure of then RCA Colin O'Neill as he became the Assistant Director of Programming for the DOC in Augusta. With that departure we welcomed Sue Smith into the RCA position in Region 1. Sue came to us from Region 2-J where she was a JCCO, RCM and Acting RCA. Sue spent seven months in Region 1 and did some great things. She left the Region in a better place when she transferred back to Region 2 when that RCA position opened. That opened the door to John Coyne's promotion from RCM in Region 1 to the RCA in Region I. Joe Hansen was promoted into the RCM Position in Region I to complete the management team that also includes Mike Mack as the RCM in the South Portland office.

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As we ended the year there was JCCO movement also. Melanie St. Pierre made the move into Sanford to join up with Carol Large. Andrew Moore moved into the York County office after more than ten years in the Cumberland County office. The vacancy that was created with Andy moving to the York Office was filled when Jen Chon moved into our Cumberland County Office. So with so many staffing changes we will welcome a new JCCO into Region 1 in late January of 2015.

The Officer Safety Committee that was co-chaired by David Clock JCCO Region 1 and Sue Smith RCA Reg 2 made some great strides. Many JCCO's from Region 1 along with Regions 2 and 3 participated this year and all JCCO's were given jackets to wear in the field that identify them better in high-risk situations. They were provided with To-Go bags that have safety equipment with them and will assist when the JCCO's are in the field.

Region 1 was also the recipient of State vehicles for staff to utilize in the field. It is a pilot project and it is going well since its inception in October.

We started a York County collaborative in conjunction with Juvenile Detention Alternatives Initiative (JDAI) and Thrive. We were able to identify areas of growth through data provided by the Muskie Institute.

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Division of Juvenile Services

The Division of Juvenile Services congratulates the follow staff on their promotions:

- Associate Commissioner Colin O'Neill (see page 45).
- Region 1 Regional Correctional Administrators (RCA) John Coyne. John has over 24 years of correctional experience in both field and facility. His leadership skills and attention to detail will serve him and the Region 1 well.
- Region 2 RCA Sue Smith. Sue earned her degree in Early Childhood Education and started her career at the Maine Youth Center in 1999. She has been with MDOC for 14 years and has held the positions of JCCO, Field Training Officer, and most recently, Regional Correctional Manager of Region 2-J. Sue has always taken a leadership role in every position she has held. These varied duties and years of experience will serve her well in her new role.
- Region 3 RCA Galan Williamson. Galan has worked for MDOC for the last 17 years. Galan has most recently held the RCA position in Region 2. Previously he had been a JCCO, Resource Coordinator and Regional Correctional Manager in Region 3-J. These varied duties and years of experience will serve Galan well in Region 3.



(Top) Newly sworn in Associate Commissioner of Juvenile Services Colin O'Neill with Commissioner Fitzpatrick.

(Below, left to right) Division of Juvenile Services Regional Correctional Administrators John Coyne, Sue Smith and Galan Williamson.



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Most recently we had our Region's potluck Christmas party in the South Portland office. Our staff is very talented in the culinary field along with all of the other great things that they do!

I would like also recognize those staff that have had significant health issues this year and were able to recover and return to work. I am happy that things are back on track with your health and your family members.

I also want to thank the entire staff of Region 1 for making this transition a smooth one. I have been graced with wonderful staff that operate on a very high level. When we have been shorthanded there is always someone that steps up to assist us in making sure that the services that we provide are always done at a high level. I am proud of all the work that you all do.

I wish everyone a happy and healthy New Year!

Region 2-Juvenile

Submitted by Julie Bjelko

2014 was a great year for Region 2-J! Following are some of the highlights:

- We welcomed new hires Tara Ennis and Afton Sinclair.
- The Juvenile Detention Alternatives Initiative (JDAI) is moving forward via the Lewiston-Auburn Community Collaborative.
- We participated in developing and implementing a trauma-informed agency assessment.
- Our Auburn office was renovated, we now have an excellent multi-functional conference room.
- Nate Randall was promoted to Regional Correctional Manager.
- We welcomed Regional Correctional Administrator Sue Smith, back home to Region 2-J.
- And we would like to thank all of our JCCO's for the exceptional work they did this year, with a special thanks to Denise Cross, Julio Martinez, Steve Labonte, Scott Boyington and Bobbi Ogborn who went above and beyond by carrying extra cases during our new hire training. Great work all and here's to another great year!

Region 3-Juvenile

Submitted by Darrin J. Constant

- In July RCA David Barrett retired after more than 27 years of service. Dave had been the Regional Correctional Administrator for Region 3-J over half his career. Dave's experience and knowledge will be missed, but even more so will be the support he provided over the years. Again, thank you Dave for all you have done!
- Following Dave's retirement RCA Galan Williamson returned to

Region 3-J to assume RCA duties. Galan had been a JCCO, Resource Coordinator and Regional Correctional Manager in Region 3-J before accepting the RCA position in Region 2-J last year.

- Over the course of the year we welcomed JCCO's Peter Griffin, Denise Deschaine, and Valerie Norman. Peter Griffin returned to DOC to work out of our Belfast Office after working several years as a police officer and school resource officer. Denise Deschaine was hired to work out of the Bangor Office. Denise came to DOC with years of experience in Case Management for Catholic Charities FFT program. Valerie Norman was recently hired to work out of our Lincoln/Millinocket Office. Valerie comes to Region 3 with valuable experience working in DOC correctional facilities since 1997.

- JCCO's Bill Francis and Mark Sellinger reached the milestone of 25 years of state service.
- JCCO Debbie Reynolds accepted a transfer to the Region 1-J Biddeford Office. Debbie provides Region 1 with significant MDOC experience that will be greatly missed by Region 3. Thank you Debbie for your service to our region, we all miss you!

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Long Creek Youth Development Center (LCYDC)

Submitted by Anne Allen

The A. R. Gould School at Long Creek Youth Development Center (LCYDC) experienced some exciting happenings in 2014. Last June, the school held its first Open House which was a remarkable success. Residents and parents toured the facility and spoke with teachers concerning student programs and opportunities. The garden project, supervised by Valerie Shuttleworth after Susan Finch's retirement, produced over 400 pounds of produce which was given to a local food bank. The staff at the school attended the ACTEM conference to enhance their technology skills and honor Deb Barrows, A.R. Gould's Technology Director, who was named Technology Leader of the Year. In recognition of Ms. Barrow's distinguished service the school received a \$1,000 award. This past September, Stephen Ogden joined the faculty to head up the new Culinary Program at the school. Students enrolled in this program will receive education and training enabling them to obtain entry level restaurant / dining employment, and on January 20th Chef Ogden will be giving a tour of his kitchen to the Friends of Long Creek. Continuing partnership with Learning Works, has allowed residents to perform over 300 hours of community service.

The Volunteer Office at the facility ended 2014 with many accomplishments. All five housing units were successfully matched with a community sponsor, and the number of active volunteers increased from 175 to over 200. A young father's group was started at the facility with approximately seven male residents attending on a weekly basis. The volunteer office, in collaboration with the residents at Long Creek, put on a fabulous 4th annual variety show with more than 20 residents participating. This year the 2014 holiday season was very busy at Long Creek. The volunteer office hosted five holiday dinners which allowed each resident to invite two people to enjoy a delicious lasagna dinner, prepared by Chef Ogden and served by Unum volunteers. The annual holiday donation drive received incredible support as the facility received more donations than ever before. On Christmas morning, every resident received a gift bag filled with goodies. The surplus supply of hygiene products, art supplies, slippers, sneakers, backpacks, duffle bags, board games and books we received from the donation drive will allow us to support residents throughout 2015.

In 2014 Social Workers and Juvenile Program Managers at Long Creek participated in the Ohio Youth Assessment System Risk Assessment training, which is a validated instrument to assess risk for detained

youth entering and leaving the facility. Of the social workers and managers who participated in the training, some received the opportunity to "train the trainers" in order for the program to become self-sustaining at the facility.

Long Creek's clinical staff continues to provide "Risk Reduction" and "ART" (Aggression Replace Training) which teaches skills to reduce recidivism. CCS has continued to provide exceptional clinical, psychiatric and medical services to the residents at Long Creek with Opportunity Alliance along with CCS providing groups, individual and family work aimed at reducing mental health symptoms and improving functioning of the residents. The staff from Day One offers "Prime for Life and Prime Solutions Modalities" within group curriculums to the juveniles residing at the facility. "Moving On", an evidence based program specific to women, is currently being offered to the females in the Spruce unit. This year Day One hosted two clinical retreats to support further training and team building between the clinical teams, with the summer retreat held at Day One's new residential location in Hinckley, Maine.

The successful 41st Annual Day One Celebration & Dinner included Keynote speakers Chris and Kathi Sullivan. Chris, a former defensive

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lineman for the New England Patriots at the 2001 Super Bowl Championship, and his wife Kathi, spoke about recovery, and the loss of a teenage daughter who died in a tragic accident after drinking at a party. All four of the Long Creek residents attending the event had the opportunity to meet with the keynote speakers, and of the four, one resident presented his story of recovery, while another resident had his poem published in the banquet program.

It was a great year for recreation at Long Creek. Students had the opportunity to participate in a variety of activities on grounds and in the community. Programs continue to be developed to provide a wide range of experiences, lessons and skills which can help youth transition successfully to the community.

The Recreation Department was fortunate to have many dedicated and motivated staff and volun-



(Above) Four Long Creek residents participated in their first 5K race.

(Below) Long Creek, hosted their 4th annual variety show.



teers to support our students as they make their way through Long Creek. Many Long Creek staff have spent their time engaging kids with meaningful recreation and leisure activities, establishing great relationships and rapport, which is instrumental in the success of Long Creek. Our volunteers are also instrumental to our success. Several recreational volunteers come in to play basketball and mentor with our youth while others bring new experiences such as yoga, Zumba, ultimate and learning the game of Pickleball. We have worked closely with University of Southern Maine and St. Joseph's College professors who have provided us with interns who taught classes of Yoga, Tabata, Boot Camp, and Zumba. Everyone's involvement helped to expand the recreational opportunities for the residents at Long Creek.



Long Creek Youth Development Center is lucky to have a talented pool of staff that are not only great at basketball but well respected by the residents and prove to be good mentors on and off the court.

The LCYDC athletic programs continued to grow in 2014 with the implementation of the lacrosse team, coached by CRS Jared Eaton. Our first season was a huge success. We received a lot of great feedback and support from the community, volunteers and most importantly the students. We look forward to another great season in 2015. The varsity soccer team, coached by JPW Joe Jardine, and basketball team, coached by JPS Chad Sturgis and JPS Aaron Beaulieu, also made great strides in providing quality coaching and life learning experiences to

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several of our residents. The annual summer basketball camp proved to be another success with over half the population participating. The ultimate club team continued to allow residents to experience a highly competitive game that focuses more on mutual respect between players and the self-regulation of rules than about winning or losing.

The bass fishing program was brought back this past spring, which allowed residents to learn about and experience a life-long leisure activity that has many benefits for the mind, body and soul. This program also made students aware of the fun and competitive side of the sport, participated by many Mainers. Long Creek was fortunate to have the experience of JPM Scott Janosik and FOS Francois Bouchard to help run the program, and we hope to continue and expand this successful program in 2015.

Community event highlights in 2014 included the attendance of two boxing events where students were able to see the results of hard work, respect and commitment by supporting undefeated boxing champ and JPW, Russell Lamour, as he achieved the New England Middleweight Championship and IBA North American title through the Portland Boxing Club. (On January 30th, 2015 at Foxwoods, he will be defending his New England title which will be televised on ESPN). Four residents experienced

their first 5K race, in which one received a medal for 1st place in his age division, and eligible residents also had the opportunity to attend a couple of Maine Red Claws basketball games.

In 2014 a new gym floor was completed in April and has proved to be a good addition for safer play and the ability to add two handball courts for residents to use. A field day was held in May and was a great way for staff and residents to engage in a variety of activities together to strengthen these important relationships. Melanie Cardus, Stephanie Netto and Ashley Geissler, for the Volunteers Department, were instrumental in organizing both of the above events. We also had a few staff and resident basketball games throughout the year, which everyone looks forward to. We are lucky to have a talented pool of staff that are not only great at basketball but well respected by the residents and prove to be good mentors on and off the court.

Maine Correctional Center (MCC)

Submitted by MCC Staff

Staff at the Maine Correctional Center (MCC) contributed to the facilities' 2014 list of accomplishments:

- Luke Monahan Unit II - Implemented the new Maine Integrated Risk Reduction Model (MIRRM).

caseworker model into unit operations.

- Warden Landry - In October, MCC successfully passed its third reaccreditation audit with impressive scores.
- Warden Landry - This year MCC implemented a facility-wide level system to incentivize positive behavior and work on risk reduction programs. Unit Manager Penny Bailey was recognized as "2014 Manager of the Year" for her work on this project (see page 46).
- Glean Brown - Successful facility lockdown. I've participated in numerous lockdowns between MCC and MSP as a member of the CERT team, but I had more of a leadership role in this one.
- Matt Kirksey - MCC successfully passing its third reaccreditation audit and my first audit. Thanks everyone!
- Norene Hopkins - News coverage by Susan Kimball from the *Portland Press Herald* on the Inside/Out Dads program.
- Penny Bailey - Unit 1 implementation of Behavioral Management System (Levels) to ensure the safety and security of prisoners at high risk for behavioral problems. MCC created a fair environment that fosters the earning of privileges, pro-social attitudes, and personal responsibility by effective

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tively applying programming, education and case planning to target individual criminogenic risks and needs. The Unit Team was recognized with a "Quality Team Excellence Award" by the MCC Administration.

- Dot Moreau - The Human Resource Team has been successful in hiring 25 outstanding new COs in the last four months.
- Dave Gallant - The MCC Recreation Department did a total overhaul of the gym and rec hall removing all the outdated and broken equipment and replacing everything with modern equipment. The staff's gym locker-room was also overhauled making it more user friendly and adding more space and better lockers for staff. The rec staff added more programming by bringing programs to the Women's Center and placing resistance bands in all the units for prisoners to use who are physically unable to attend rec periods. The rec department with the help of Noreen Hopkins offered a CPR and basic first aid class to 12 prisoners including the rec prisoner work crew and all 12 prisoners successfully completed the eight hour course and were all certified through the American Red Cross.
- Sue Carr - Completion of the new music room and expansion of the music program.
- Sherri Wheelock - MCC's Mental Health Team obtained a new director and clinician. The whole team has been working to implement new programs to meet the mental health needs of our inmates (i.e. behavioral and psychiatric treatment of Attention Deficit Hyperactivity Disorder and group therapy services such as Coping with Incarceration).
- Wendy Riebe - MCC's medical provider, Correct Care Solutions (CCS), successfully built and opened a second dental room allowing dentist Dr. Drohan to see more than one patient. We also are excited about having an on-site oral surgeon Dr. Thomas instead of sending our patients out which was not efficient for our patients.
- Barbara Robertshaw - Maintenance completed the secure lobby project, ADA (Americans with Disabilities Act) ramp, built an additional room for medical and installed a second dental chair, and built a music room for prisoners. Industries moved their woodshop into a larger space in order to employ more prisoners and vary the products manufactured.
- Bill Sinclair - Over the past year, and going beyond the ACA Accreditation, the Maintenance Department was able to provide more than 14,307 hours of community service resulting in over \$189,000 of restitution being paid back to the surrounding communities.
- Marian Zimmerman - the Chaplain's office provided services for eleven religious traditions for inmates housed in eight separate units, honoring each tradition's major festivals. Among these were Kairos (Christian women), two sweat lodges and two pipe ceremonies (Native American for men and women), Ramadan (Muslim men), Samhain (Wiccans men), Ash Wednesday and Christmas (Christian men and women), Remembrance Services (Interfaith for men and women), and seasonal/holiday greeting cards (all). We also initiated a new Odinst gathering (men) that held a solstice celebration.

Maine State Prison (MSP)

Submitted by Warden Rodney Bouffard

2014 was an active and arduous year at the Maine State Prison (MSP) but also very rewarding with a sense of accomplishment. I want to thank each and every staff member for supporting a team effort in reaching many of our goals and objectives.

In February, the new Intensive Mental Health Unit opened for those prisoners/patients with severe/serious mental health issues. This was a collaborative effort from personnel in Central Office, Security, Human Resources, Business Services,

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Mental Health Services, Maintenance, Volunteers, and others. This unit provides a correct treatment atmosphere and responsible mental health services. As an example, staff in this unit have influenced the reduction in prisoner attempts to commit self-injurious behavior or attempted suicides. The addition of new programs in this unit also contributes in many ways to the positive behavior of the prisoners on a daily basis.

Ray Fern's model for effective communications was introduced to all staff this year. Every staff member is required to participate in organized learning teams to perfect the basic principles. Everyone's participation is necessary and appreciated. A special thanks to the trainers, coaches and learning team leaders for their commitment to this program.

The new Structured Living Unit in the Close Custody Unit was approved and opened in 2014. Prisoners who do not adjust well in general population are assigned to this unit and require close supervision and intensive programming; the Administrative Control Unit in the Special Management Unit also opened this past year. Prisoners that are assigned to this unit are considered a threat to the security of the facility and/or a threat to the safety of other prisoners, and in some cases a threat to the safety of staff working at his facility. Both of

these units contribute in a greatly to making this facility safe and more efficient. I sincerely thank the correctional staff and support staff assigned to these units.

There have been significant changes in the focus and commitment to prisoner programs and services. Caseworkers are diligent in developing meaningful prisoner case plans that address a prisoner's needs and prisoners are being held accountable for their participation and completion of relevant programs. Programs based upon evidence based practices have been implemented and staff members have stepped up to the plate to facilitate these programs. Our caseworkers, teachers, substance abuse counselors, and librarian are highly motivated and productive. Their efforts do not go unnoticed.

All departments are functioning very well and the prison is moving in a very positive direction. We are working hard to provide additional resources to support your efforts and to establish a safe and comfortable work environment. Our success depends on each of you and together as a team we will continue to improve as an organization. Thanks to everyone in all departments, it is a pleasure to work with you. We also want to thank Central Office staff for their support and commitment to assisting us in reaching our many goals.

Mountain View Youth Development Center (MVYDC)

Submitted by MVYDC Staff

Population Indicators

The juvenile count throughout the State steadily decreased during 2012-2013 and the beginning of 2014. Due to the per-capita cost factors, other options for use of the Mountain View facility began to be explored. There was a strong opinion that more needed to be done for youth who were being released after turning 18. It is a fact that the age group between 18-25 is a vulnerable population at risk of reoffending. In addition, this group of young adults does not fit well with adult populations, and while too old for juvenile facilities, they nevertheless would benefit from the same programs juveniles received.

The decision was made to open a Young Adult Offender Program (YAOP) by dividing the facility into one side for committed juveniles and detained juveniles; and using the other side for young adults, while maintaining the security and privacy of each group.

Young Adult Offered Program (YAOP)

On April 2, 2014, the Young Adult Offender Program opened

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with the transfer of 24 young men from Maine Correctional Center's population to MVYDC.

The opening accomplished a major two-year initiative for the Department and MVYDC. Success for this program will be achieved when these young men return to society with better skills, education, and tools to combat recidivism. The program has expanded to include up to 55 inmates.

As of January 1, 2015, we have provided services to 75 young adults. To date, twelve inmates have successfully completed the program and transitioned to either Supervised Community Confinement; a minimum custody facility, or have been discharged from DOC based on completion of their sentence.

Services offered through the YAOP include, HiSet preparation and testing, HS diploma opportunities, vocational classes, parenting groups, ART groups, T4C groups, Family Violence Groups, Work Ready Certification, and Serve Safe Certification.

Classification staff were trained in the process of the awarding of good time for the young adults.

To date, there have been eleven Hi-Set completions.

Education

Mountain View successfully developed and implemented on

March 31st an Adult Education program for our Young Adult Offender Program which addresses career and vocational pathways. This required major changes in scheduling, teaching assignments and use of classroom space. We have a two week A/B schedule involving the vocational wing including assessment classroom. Juveniles and adults participate in carpentry and culinary vocational classes every other day based on the schedule with a total of five days out of ten for each population. This was the primary focus of the education in 2014. We are still making adjustments to the schedule, class location and teacher assignments. Education administrators and teachers for adult education classes attended the *Maine adult Education Conference* in June with the focus on college and career readiness standards.

- Those staff members involved in assessment and data management were trained on CASAS testing, MaineStars data management for adults and HiSET testing.
- Pat Gillis, our former JMG Manager was hired and began in early January 2014 to take on the position as a business teacher running our ESP (Employment Skills Program) which includes Work Ready instruction.
- Through the ESP Program, juvenile residents and adult inmates may elect to take the OSHA 10-hour online safety

certification course. The course is offered at a discount and must be paid for by participants.

- Since March 2014, there have been a total of 6 adult Work Ready classes with 27 successful graduates who earned the State credential. Two individuals earned the ESP Program certificate of completion.
- Two separate Hi-Set graduations were held on October 17th, with receptions following. Three juveniles graduated and three young adults, with 21 young adults receiving their Work Ready certificates, and 13 were recognized for completing the *Thinking For a Change* course.
- There was one juvenile Work Ready class—starting with 8 students—with 4 graduates earning the State credential. There are two current adult Work Ready classes that began November 2014 and will end in January 2015. Twelve adult students are attending and are expected to graduate. There were two Work Ready class visits. One from the IBEW Local 1253 Electrical Apprenticeship & Training Program to talk about apprenticeship opportunities in the electrical trades in Maine. The second from Eastern Maine Community College to talk about admission to the college, programs offered, and financial aid possibilities.

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- The vocational programs were expanded to include three reclassified positions for Correctional Trades Shop Supervisors (Carpentry, Culinary, and Small Engines/Physical Education). These new education staff members work with their teacher partners to plan and execute the programming in these areas as a team, and are able to conduct the classes when the teacher is not there.
 - On October 27th, a new Special Education Teacher, Kimberlee Hammond was hired to teach general math to replace a teacher who transferred to Long Creek at the end of the 2013-14 school year.
 - In addition to approval for our current No Child Left Behind (NCLB) grant funding for 2014-15, we submitted a second NCLB grant application this fall to spend money left from 2013. MVYDC's share is \$72,500. Lori Prestridge, Special Ed Director and Grant Writer, submitted the application for a project to hire two Ed Tech IIIs through a temp agency for the current school year. This was approved. We are currently in the process of recruitment.
 - Principal Cheryl Quinn completed the Carl Perkins grant (\$26,267) for the 2014-15 school year. The application project was accepted which involved two sessions of NCCER (National Center for Construction Education and Research) training to be provided to juveniles by Women Unlimited through a contract. The first of these sessions is in progress with three of the original five expected to complete.
 - Principal Quinn and the ESP (Employment Skills Program) instructor met with representatives from EMCC, Deb Barry and Tim Conroy on September 12th to discuss the possibility of an articulation agreement. A number of possibilities were discussed including how it would work differently for juveniles and adults. More discussion is needed.
 - Preparation for online HiSET testing for 2015 was planned and is close to completion.
 - Carpentry Instructor Scott Demoranville attended a week long NCCER *Train the Trainer* program in November. The application for MVYDC to become an official NCCER training site is now in process. Scott will be training trainers for other DOC facilities. We will also be providing training for young adults as part of their vocational programming beginning in 2015.
 - The Education Technology Process which follows on page 26 details the highlights of major changes in education involving technology including HiSET and CASAS testing.
- ### Juveniles
- Three earned their HiSET diplomas and 2 participated in graduation on October 17th.
 - Seven more earned their HiSET diplomas since for a total of 10 for the year.
 - Three students enrolled in college courses in the spring of 2014 through the Brigham Young in our *Distance Learning Program* and were successfully completing their work. All left before completion but planned to complete outside.
 - One student was enrolled fulltime as a freshman at EMCC and was transported to school and followed up with support in our DL program with proctor MVYDC Librarian Matt Dever.
 - Three sessions of NCCER (National Center for Construction Education and Research) instruction taught by Women Unlimited under contract paid for by 2013-14 Carl Perkins grant money were held beginning in January and ending in August. Nine out of twelve students successfully completed the course.
 - Six juvenile students completed their NCCER construction course including OSHA 10 certificate course. These certificates are recognized all over the country and in other parts of the world. Companies see this as a valuable

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credential in job applicant's resume.

- Four students completed 30 hours of entry level training in horse care and handling with the Northern Maine Riding Adventures Equestrian program with trainer, Judy Cross in August and September of 2014. This was an NCLB grant funded project under the direction of Lori Prestridge.
- We are in the process of completing our 2014 spring to fall NWEA MAP (Measures of Academic Progress) report comparing student progress. The average grade level in initial assessment is from 4.5 to 5.7. Last school year (2013-14) showed a grade level improvement in mathematics (2.3), reading (3.6), language usage (2.1), and science (3.0). This enables students to now be able to take the HiSET tests successfully.
- We are in the process of developing a plan to meet the 2018 requirement of a standards-based diploma. This is required for school approval.
- Eight more earned their HiSET diplomas this fall for a total of 11. 1 more is waiting for the combining of GED scores with HiSET test scores to determine if he passed.
- Three earned certificates in ServSafe as part of the Culinary Program as did the CTSS assigned to the vocational class.
- One is working on high school credit recovery through PLATO in our *Distance Learning* program.
- The Culinary Program under the direction of Chef Mark Spahr and CTSS Chad A. Cooper has been offering breakfast or lunch once per week with meals prepared and served by the adult students as in a restaurant. Lunch is by reservation.
- The Carpentry Program under the direction of Master Carpenter/NCCER Instructor Scott Demoranville and CTSS Jamie Emerson are remodeling a small building on the property near the road that will be used as a store for products produced by DOC.

Young Adults

- Sixteen of the initial 60 adults completed 6 month retesting in CASAS in reading and math this Fall; 10(62%) improved in both; 2(13%) retested in one of these and improved.
- Three earned their HiSET diplomas.

Education Technology

Adult Education

- Implemented Student Information System for adults via Infinite Campus. This includes scheduling, attendance, grading, and reporting.
- Implemented MaineSTARS (Maine Department of Education's Adult Education management

software). This includes attendance, certificates (i.e. Work Ready), and Federal reporting requirements, as well as State reporting requirements.

- Recycled laptops from State surplus to provide computer-based instruction for the adult program.
- Trained 3 staff, and implemented CASAS testing for all Adults who enter our school. This includes the eTests online reporting for data reporting and analysis.
- Implemented MIDAS (multiple intelligences inventory) and Choices (interest inventory) with all adults in addition to juveniles.
- Adapted and implemented education assessment for every adult student who receives educational services.

Juvenile Education

- Revised technology plan to reflect required changes to comply with CIPA, USAC (E-Rate), and others.
- Received Technology Plan approval from the Maine Department of Education.
- Updated Title I and Special Education technology using allocated Federal grant funds (Local Entitlement).
- Updated Title I and Special Education technology using additional Federal grant funds (Title Id).

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- Implemented *Smarter Balanced* online assessments in Mathematics.
- Installed new wireless student network through participation with the MLTI program in all education classrooms and work areas.
- Began investigating technology tools to implement proficiency-based reporting and graduation requirements for all 2018 graduates (current high school Freshmen = 9th graders).
- Continue to participate with MSLN for networking and support.

Both Juvenile & Adult Education

- Explored and implemented computer-based HiSET preparation program.
- Presented HiSET Preparation program to the Corrections Adult Education Committee in November.
- Began exploration and initial requirements for becoming an official computer-based HiSET testing location.
- Purchased updated education licensing for the software programs we use (i.e. Win 7, Office 2014, etc.).
- Revised inventory procedures to fulfill reporting requirements for Federal grants.

Project Impact

Project Impact sponsored the National Employee Health and Fitness walk in May of 2014, being the fourth year for MVYDC and CCF participating as a walk site. We have continued to have higher numbers of participants each year, with the event being one of the more looked forward to events of the spring.

Substance Abuse/Day One

- Day One hired a new substance abuse counselor Christie Hesselstine, CADC, LSW.
- Day One staff attended Prime Solutions training to become certified to deliver the curriculum.
- Chaz Gokas CADC and Heidi Weymouth, LADC attended Prime for Life training and became certified instructors. Suzan Ackerman, LADC, CCS and Christie Hesselstine, CADC also are trained instructors.
- All staff attended training on Ethics.
- All staff participated in advanced group facilitation.
- All staff attended *Seven Challenges* refresher course.
- All staff attended training on the changes for the Diagnostic and Statistical Manual (DSM).
- Day One staff is delivering new treatment approach to the Young

Adult Offender Program using the *Seven Challenges* program, *Prime for Life and Prime Solutions*.

Treatment

- Two staff became NIC (National Institution of Corrections) certified facilitators for *Thinking for A Change*.
- 19 staff were trained to score the Ohio Youth Assessment System (OYAS) and 4 staff became Trained Trainers certified by the University of Cincinnati. The OYAS is a decision-making tool for various points in the criminal justice process from first arrest to release from incarceration. The OYAS will be administered at intake and prior to start of passes/leaves to determine their risk of re-offense.
- We welcomed Sara Poulin, LCPC, to our clinical team earlier this year. Sara may be known to some at DOC from her previous work as an Functional Family Therapy (FFT) therapist and brings with her extensive knowledge and experience about working with youth and their families.
- We also experienced several staffing changes in mental health over the year. We were left with good news that our clinician vacancy will be filled early in 2015. We would like to sincerely thank our two clinicians, Jessica Johnson and Sara Poulin for all their hard work, extra

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time, and dedication in filling in the gaps that the vacancies created.

- Nichole Webber, LSW became our newest social worker for the juveniles. She has worked with both adults (most recently at CCF) and children and has been a fantastic fit on the team here with her knowledge of corrections and case management; and her enthusiasm and hard work.
- We began the YAOP study to look at the effects of new programming on the young adult population.
- As part of the YAOP, multiple staff received training to deliver new programs including the *Family Violence Education Group*, *Inside Out Dads*, *Thinking for a Change*, and others. Additionally, staff who have traditionally delivered programming to the juveniles began delivering some groups to the young adults (ART, etc).

Community Reintegration

Community Reintegration Specialists (CRS) positions were established to provide support to juveniles reentering the community on reintegration status. These staff provide increased support to juveniles during their first 90 days of release.

Administration/Operations

- Meetings were held for both Friends of Mountain View and the MVYDC/CCF Board of Visitors on Tuesdays, Jan 14; March 11; May 13; and October 14, 2014.

Chairperson Jim Davitt filed the Board's Annual Report for 2013. Brian Strout, retired Maine State Police Officer/Investigator, was appointed in January to the Board of Visitors by Governor LePage, bringing the Board to full membership. Superintendent Morin, staff and Board members continue to discuss the facility's challenges and accomplishments.

- Deputy Superintendent Boyd Kronholm worked with the JDAI (Juvenile Detention Alternatives Initiative) volunteer assessment team for Maine. Their outcome meeting with administrative staff was held on May 2nd.
- June 13th, Corrections Corporal Troy Hood and his K-9 Gunner participated in graduation ceremonies at Maine Criminal Justice Academy after intensive three-month training in K-9 Patrol School. Corporal Hood and Gunner are certified in tracking, officer protection, area searches, and evidence searches.
- The State Police Evidence Response Team invited a select group to join their Evidence Response Team. Correctional Investigator Casey Riitano started with a week-long Basic Crime Scene Investigations class at the Maine Criminal Justice Academy in March and continued to train each quarter with ultimately receiving National Certification from the International Association of Identification.

- An armory with supplies and ammunition was established.
- Performance-based Standards (PbS): MVYDC obtained and maintained Level 4 in both juvenile detention and juvenile committed units for all of 2014.
- Superintendent Morin and members of THRIVE conducted a presentation to a national audience hosted by PbS via webinar on Maine's work in the area of trauma-informed care in juvenile justice
- Seven line staff, several social workers, and clinicians have been extensively engaged with Dr. Ross Greene on weekly teleconferencing using Collaborative & Proactive Solutions (CPS) techniques on a higher level, sharing audio/recordings back and forth on their relations with juvenile residents. They will become certified trainers in CPS who will mentor other staff using the advanced CPS skills.

Personnel and Staffing

Positions created by exchanging some vacant positions include:

- Vacancies were filled by hiring eleven JPW/COs.
- A Corporal position for the JPW with K-9 Gunner.
- Chief of Security position which addressed the needs of becoming an adult facility.

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- Three Correctional Trades Shop Supervisors.
- One Office Specialist.
- One Assistant Classification Officer.

Physical Plant/Maintenance

- Each unit within the facility was reconditioned and revamped in order to facilitate the physical needs of operating an adult facility. Juveniles were first regrouped into two units - D Unit for committed residents and E Unit for detained youth. Units A, B, and C were then refurbished for the young adult offenders being transferred from the Maine Correctional Center.
- Pod ceilings were completely replaced in A, C, D and E Units and maintenance crews replaced the roof over B Unit.
- Maintenance installed a new hood, range and grill in the Culinary classroom.
- Maintenance upgraded the annex building with plans for an Industries store underway.
- The flooring in administration was upgraded with new carpeting.
- Kitchen equipment was upgraded for processing, vacuum sealing, and freezing apples and apple sauce harvested from the facility maintained apple orchard.

Training

- All regular training for 2014 was completed in July.
- Four staff successfully completed the Ohio Youth Assessment System: Train the Trainer. The OYAS allows the facilities to better track risk reduction in individual residents, as well as prepare better for community reintegration.
- A core group of staff received firearms certification in order to accommodate security needs related to housing adult offenders.
- Rec Officer, Ryan Dearborn received advanced training in the SOG (Special Operations Group) and Firearms qualified 13 staff for the young adult program.
- Increased CRISIS Management training.
- The Discipline Module of CORIS has been implemented for both the juveniles and young adults.
- All staff were trained on the new PowerDMS, and Post Orders for June 2014 were published via the new venue. This is a new web-based Document Management System that organizes policies and procedures online, providing the ability to write and distribute crucial documents collaboratively, message employees and capture signatures. DOC has started using this system for Policy and Procedure Management; Standards Management; Crucial-

Document Training; Employee Testing; and Employee Surveying.

Volunteer and Special Programs

- This year our Volunteer Coordinator Marsha Higgins was elected as a Board Member for the Piscataquis Resource Exchange Committee.
- Facilitated true to life "LIFE" game with the juveniles.
- Conducted volunteer and/or support staff orientations.
- Ms. Higgins has continued as member of Friends of Mountain View, and assisted with initiating the Kindling Project for Friends of Mountain View.
- Ms. Higgins became a Committee member and presenter for the WOW Conference in Dover.
- Oversees the Helping Hands program; a program for participating students to perform community service work for non-profit groups and organizations.
- The Helping Hands crew continued to mow, trim, and rake all of Charleston and South Dover cemeteries.
- The Helping Hands crew worked with Charlotte White Center loading and unloading Christmas

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Friends of Mountain View volunteer Dr. Judy Burk sells cedar kindling to customers at craft fair.



Mountain View Helping Hands program participants assisted the Charlotte White Center with loading and unloading Christmas trees to be shipped for the holiday season. JPS Tim Kuespert, JPW Tony Heal along with Charlotte White staff oversaw the project.

trees. Firewood was split and stacked for the Charleston Church.

- Became recertified as a Crisis Consultant Group (CCG) Instructor.
- Introduced a new program to residents of New Books, New Readers with the Maine Humanities Council.
- Collected Christmas gifts from staff for donations to the Penquis Santa Clause.
- Collected donations for Christmas bags for the residents and young adults from several area churches.
- The volunteer program continues to work with the Foster Grandparent Program, the University of Maine, Beal College and Husson University for interns/mentors.
- Six members of Youth Move were provided with volunteer orientation. Youth Move is an organization that will administer peer mentoring training to our youth in an attempt to advance their pro-social skills and behaviors in the community.
- Alan Stehle, Director of Beal College, came to MV to orientate interested residents in the art of fly tying, a very popular activity for our residents. This activity will be the first of several outdoor related activities presented by faculty and students from Beal College.
- Meetings were held with Scott Fish of Central Office in developing a plan to raise community awareness in regard to the need for volunteers at MVYDC, Charleston Correctional Facility and Downeast Correctional Facility.
- Tom Doyle from the Maine Wabinaki REACH program met with representatives from MVYDC regarding the possibility of trainings for staff and group activities with our young adult population.
- Ms. Higgins will attend a public forum of the Eastern Maine Volunteer Coordinators, Peer 2, Peer Network at the Bangor Public Library Lecture Hall. This meeting will connect her with a vast area of volunteers from the United Way of Eastern Maine.

Recreation

Programming for Young Adult Offender Program was added to the curriculum while continuing to provide programming for the juvenile population.

Operations Division

Submitted by Dwight Fowles

Fugitive Unit

The Maine Department of Corrections Fugitive Investigation Unit's primary purpose is to locate and arrest probationer's who have absconded on their probation, have an arrest

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warrant, have escaped from supervised community confinement, or have escaped from a Department of Corrections Facility. The proposal for a fugitive unit was submitted in 2014 after a serious incident on January 23, 2014 when a person supervised by the Department of Corrections on probation, shot another probationer and then absconded. A team of staff was quickly assembled and after a short investigation the suspect was arrested in Massachusetts less than 24 hours later, due directly to a cooperative effort by staff from Probation, Central Office, facility investigators, and other state and local police agencies. Although this team is not yet finalized, a visit to the Connecticut Department of Corrections Fugitive Unit, and training from the U.S. Marshal Service in fugitive investigation, and the North East Counter Drug training center in tactics of basic warrant service. This information was then compiled into a proposal for Commissioner Dr. Joseph Fitzpatrick, which included staffing, training, and equipment needs. The Operations Division is still trying to put pieces in place before this team is fully functional; however the team has been directly responsible for the capture of 17 fugitives in 2014 most of which were serving probation on felony charges such as Elevated Aggravated Attempted Murder, Arson, Gross Sexual Assault, Elevated Aggravated Assault, Robbery, etc. In 2015 the Department of Corrections plans to continue to build on the success

of this team. As of January 2015 there are 861 probationers who have absconded from probation and have an active arrest warrant, approximately half are for felony crimes or crimes involving violence.

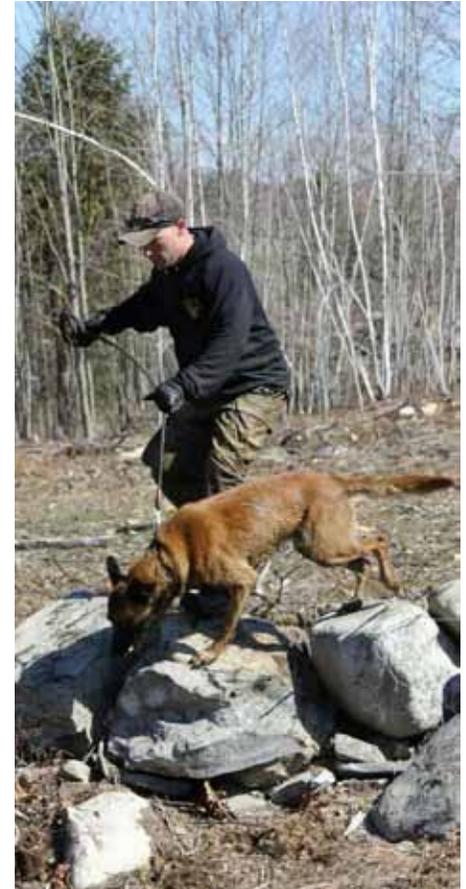
Canine Unit

A fifth K-9 was added to the Department in 2014 with the addition of Canine Corporal Robert Bowen and K-9 Kane at the Maine State Prison. Kane a 16-month-old Belgian Malinois, was purchased from International K-9 Exchange Inc. in RI, and transferred to Cpl. Bowen in February 2014 just in time to attend patrol training at the Maine Criminal Justice Academy (MCJA). Cpl. Bowen and Kane then attended Drug School at the MCJA in the fall to become fully certified.

Package Scanners, Metal Detectors

In preparing for the new search policy to be developed part of the plan was to add package scanners to the four secure facilities Maine Correctional Center, Maine State Prison, Long Creek Youth Development Center, Mountain View Youth Development Center. Two package scanners were purchased for each facility one for the receiving area, and one of the lobbies. Metal Detectors were also purchased for MSP and MCC to cover key areas such as the front entrance, Recreation, and prisoner housing areas. The upgrades to security provided

by this equipment will help keep contraband out of the facility and help to make a safer place to work.



Corporal Bowen and K-9 Kane running a track.

Control Room Consolidation

Plans were finalized and a contractor hired (Schneider Electric) to update the control rooms at the Maine State Prison and the Maine Correctional Center. Construction includes upgrading and adding 198 cameras at MSP and 121 Cameras at MCC, adding functional and ergonomic work stations, integrating

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other systems such as lighting, intercoms, card readers, replacing Programed Logic Controllers (PLC) and updating the software that runs it all called Wonderware. Additional LCYDC and MUYDC will also receive an update to their Wonderware as part of this project.

PREA audit

In 2014 the department took first steps to compliance under the federal prison rape elimination act by contracting our first set of PREA audits by Department of Justice Auditors. Audits were conducted at three facilities MCC, SMRC, LCYDC. The audits went well, and any recommendations for corrective action are currently being implemented.

Office of Professional Review

In 2014 the Office of Professional Review (OPR) was established and Mike Hicks hired as the Manager of OPR. During the course of the year Mike has worked hard at developing operational plans for conducting employee misconduct investigations, developing procedures, code of conduct, and developing training for those who will be conducting the investigations. In addition the DOC purchased software to assist in managing and documenting investigations call IA Pro. Within IA PRO is a program called Blue Team. Blue Team is a web-based application where supervisors can submit complaints of employee misconduct to the Office of Professional Review

securely and electronically. Blue Team has become the official way to enter a complaint, and IA Pro is currently in use with select staff, its use will be expanded in 2015 as OPR investigators receive additional training.

Part of the shift to this new approach will be separating the Criminal Investigations from the Administrative investigations.

Special Operations Group (SOG)

The MDOC was able to contract again with U.S. C-SOG in 2014 to provide training for the MDOC SOG Team. This training included basic training for new SOG members along with advanced training for the rest of the SOG team.

Evidence Response Team

The MDOC formed an Evidence Response Team in 2014 which consists of five members: Investigator Casey Riitano ERT team leader (MUYDC), Lt. Lidia Burnham, Investigator Jason Benefield (MSP), Lt. Chris Coffin, Corporal Kevin Curtis (MCC). The MDOC



(Above) SOG team stacked up breaching a door with explosives. (Below) Investigator Jason Benefield center and IPS Lt. Lidia Burnham to his right during Evidence Response Team (ERT) training in Gardner. The MDOC ERT team consists of the following staff: Investigator Casey Riitano (MUYDC), Investigator Jason Benefield (MSP), IPS Lt. Lidia Burnham (MSP), IPS Lt. Chris Coffin (MCC), and IPS Corporal Kevin Curtis (MCC).



purchased equipment necessary for this task, and sent this team to specialized training on processing evidence and crime scenes. After the initial training, the team attends training quarterly with the State Police evidence response team and other agencies. This team is currently working toward a national certification.

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Firearms

In 2014 the Firearms Unit took on a more global look at training with the creation of a Chief Firearms instructor position. This position is a Central Office position despite being housed at the Maine State Prison, and oversees the firearms training and firearms instructors for the entire Department of Corrections. Mike Garan was selected for this position in March 2014. Adjunct firearms instructors were selected, attending training, and were certified as firearms instructors, Don White (Region 2-Adult), Mark Clevette (MSP), and Ryan Dearborn (MVYDC) who will augment the other current firearms instructors. In addition, a full time firearms instructor position was created and should be posted in early 2015.

Policy Division

2014 was a busy year for the Policy Division. In addition, to developing and revising policies, the Policy Coordinator served as project manager for the Department's new online document management system, PowerDMS, a cloud based application that went live in the Fall of 2014. PowerDMS was launched with a two-day training session in June at Kaplan University in Augusta for facility and field office staff. PowerDMS replaced CorrNet as the electronic policy repository where all Department policies are maintained and now policies

are distributed to employees via PowerDMS. Employees can sign off on policies with an electronic signature. Commissioner's directives, memos, post orders, facility handbooks among other types of documents are also available on PowerDMS.

Phases

Phase 1 began in the Fall of 2014 that included the development of the staff database creating PowerDMS accounts for 1400+ staff, uploading of all policies and related forms (800+), staff training Department wide, and creation of the online training program on PowerDMS as another training method to efficiently train staff members. Further phases for the PowerDMS that will occur in 2015 are:

- Phase 2: creating training by way on online courses through PowerDMS.
- Phase 3: using PowerDMS for PREA and ACA accreditation.

Policies

Many thanks to staff who bring policy issues forward and provide subject matter expertise on putting best practices into policies. The policies which were either created or revised in 2014 are listed in the table on page 34.

Quality Assurance & Professional Practices (QA)

Submitted by Troy Varney

QA continues to partner with and be part of more areas throughout all of Corrections as Maine becomes more of a data driven leader in the work we all do. Below are some highlights of areas QA has directly had a hand in to aid in bringing positive change.

Juvenile Services Contracts

During the last year, QA worked closely with Division of Juvenile Services (DJS), managing their programming budget. Part of this is the management of all contracting processes, including 28 contracts, and the issuance, scoring and awarding of six Requests For Proposals (RFP). These were based on the close monitoring and tracking of contracted program reports, expenditures, analyzed Regional needs and ongoing collaboration and communication with the DJS leadership team.

One of the products QA distributed this past year concerning DJS was the *Annual Year End Contract Performance & Recidivism Report*. This report highlights expenditures, youth served and reasons for discharge from the programs, performance outcome measures and recid-

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Policies, Directives and Memos Created and/or Revised in 2014

| Document Name | Subject | Type |
|-------------------------|--|---|
| 02.04 (ACC) and (JCC) | Use of State-Owned and Personal Vehicles | Adult Community Policies |
| 8.02 | Student Intern Program. | Adult Community Policies |
| 09.04 (ACC) | Assessment and Case Management | Adult Community Policies |
| 09.06 (ACC) | Restitution and Fees | Adult Community Policies |
| 09.10 (ACC) | Canine Drug Searches | Adult Community Policies |
| 10.04 (ACC) | Pardons And Commutations | Adult Community Policies |
| 13.01 (AF) | Critical Incident Management System Overview | Adult Facility Confidential Policies |
| 13.03 (AF) | Command Operations | Adult Facility Confidential Policies |
| 13.04 (AF) | Critical Incident Notifications, General Guidelines | Adult Facility Confidential Policies |
| 13.06 (AF) | Critical Incident Situations, General Guidelines | Adult Facility Confidential Policies |
| 14.07 (AF) | Same And Opposite Gender Supervision of Prisoners | Adult Facility Confidential Policies |
| 14.24 (AF) & 09.24 (JF) | Firearms | Adult Facility Confidential Policies |
| 14.23 (AF) | Inner Perimeter Security | Adult Facility Confidential Policies |
| 10.01 (AF) | Prisoner Allowable Property | Adult Facility Policies |
| 11.01 (AF) | Prisoner Records, General | Adult Facility Policies |
| 11.02 (AF) | Confidentiality of Prisoner Information | Adult Facility Policies |
| 11.04 (AF) | Prisoner Financial Records | Adult Facility Policies |
| 11.05 (AF) | Calculation of Prisoner Release Date | Adult Facility Policies |
| 12.04 (AF) | Physical Plant and Prisoner Housing Requirements | Adult Facility Policies |
| 13.11 (AF) & 8.11 (JF) | Special Operations Group (Sog) | Adult Facility Policies |
| 15.05 (AF) | Administrative Control Unit | Adult Facility Policies |
| 16.01 (AF) | Food Service Management, General | Adult Facility Policies |
| 18.06.01 (AF) | Mental Health Unit | Adult Facility Policies |
| 18.10.1 (AF) | Hospice | Adult Facility Policies |
| 18.21 (AF) | Prisoner Death | Adult Facility Policies |
| 21.02 (AF) | Prisoner Mail | Adult Facility Policies |
| 23.01 (AF) | Classification System | Adult Facility Policies |
| 23.04 (AF) | Assessment and Case Management | Adult Facility Policies |
| 23.06 (AF) | Privilege Level System | Adult Facility Policies |
| 23.07 (AF) | Young Adult Offender Program | Adult Facility Policies |
| 25.01 (AF) | Prisoner Work Opportunities | Adult Facility Policies |
| 25.02 (AF) | Prisoner Hospice Volunteer Program | Adult Facility Policies |
| 25.04 (AF) | Prisoner Savings Plan | Adult Facility Policies |
| 27.01 (AF) | Release Planning | Adult Facility Policies |
| 3.17 | Outside Employment (and Similar Activities) | Department Wide Policies |
| 3.27 | Workplace Policy on Domestic Violence Sexual Assault Stalking | Department Wide Policies |
| 6.11 | Sexual Misconduct (PREA and Maine Statutes) | Department Wide Policies |
| 7.03 | Office of Professional Review Investigations | Department Wide Policies |
| 08.07 (JC) | Volunteer Services | Juvenile Community Policies |
| 9.24 | Firearms | Juvenile Facility Confidential Policies |
| 03272014 Memo | Memo Facebook and other Social Networking Sites | Commissioner's Directives & Memos |
| 03312014 Memo | Memo To Residents - Facebook and other Social Networking Sites | Commissioner's Directives & Memos |
| 05142014 Memo | Revised 11.05 - Calculation of Prisoner Release Date | Commissioner's Directives & Memos |
| 100914 Memo | 100914 Memo to Adult Prisoners - Allowable Property List (Books) | Commissioner's Directives & Memos |
| 101714 Memo | 101714 Memo to Prisoners Regarding Approved Commercial Book Distributors | Commissioner's Directives & Memos |
| Directive 021314 | New Evidence Property Continuity Form | Commissioner's Directives & Memos |
| Directive 040214 | IPS Review of High Risk Prisoner Reclassification and Reassignment) | Commissioner's Directives & Memos |
| Directive 050514 | No Contact Conditions for ACC | Commissioner's Directives & Memos |
| Directive 050614 | Management of Safe Keepers and Boarders | Commissioner's Directives & Memos |
| Directive 062414 | Maine State Prison Structured Living Unit | Commissioner's Directives & Memos |

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ivism rates on all managed Juvenile Service contracts.

Another important project with DJS was the *Client and Caregiver Survey*. After collecting, compiling and analyzing the survey data for a three year span, the information was packaged and presented to Juvenile Services' regional offices. With this information DJS was able to establish targeted areas of improvement which QA is currently assisting them with.

Contract assistance and support was also provided to DJS' developmental facilities with RFP processes and contracts for several services, including Collaborative Problem Solving, a work/vocational program, and Advanced Trauma Solutions.

Performance based Standards (PbS)

Over the past twenty years PbS, a national continuous quality improvement model, has served juvenile facilities around the country, including Long Creek and Mountain View Developmental Centers. During this time our two juvenile facilities have continued to improve the work they do with youth and families and where both recognized this past year as Mentor Sites for other facilities around the country. Over the last year, QA has facilitated and coordinated the implementation of PbS at the Maine State Prison (MSP), Charleston Correctional Facility (CCF) and the Young Adult Offender Program

(YAOP), the first adult facilities in the country to fully participate in the program. As a part of this process QA has worked hand in hand with the facilities on establishing data collection practices, training staff on the various components of PbS and implementing procedures for implementing Facility Improvement Plans (FIPs).

QA also expanded PbS Maine, a statewide team previously consisting of only Juvenile Facilities, to include the three adult facilities. Some of the functions of the PbS Maine team include working on common goals, reviewing and analyzing data, sharing strategies and collaborating on facility improvement plans. Although there are many differences between Juvenile to Adult facilities the team has recognized that there are many things that can be standardized, such as the process facilities go through with their improvement planning.

Performance Based Measurement System (PBMS)

QA continues to upload Maine stats related to PBMS to the Association of State Correctional Administrators (ASCA) web based portal as part of our participation in this National effort to track and trend and compare MEDOC to other DOCs nationwide.

QA is in the process of completing the "Blue Book", a user friendly resource guide to assist DOC staff in navigating ASCA's PBMS web site,

including how to run reports and understand their meaning /purpose. The plan is to have the Blue Book completed in the next two months and to start training staff on using PBMS reports. The Blue Book will be available on CorrNet by clicking on the QA tab.

Incident Mapping

QA has been working closely with Operations, Security, and Information Technology to modify the Department's process for uniformly gathering and reviewing incident mapping data. Teams have visited each of the Department's Adult facilities to learn what each has for a process in place and standardizing the review methods as much as possible is a goal of this group.

Use of Force (UOF) Audit

QA has collected all UOF Supervisor's Review Reports from all facilities for calendar year 2014. The information has been entered into a database and a year-end audit report is being developed to share with all Operations, Security, facility Administrators and the Commissioner's office. The audit will help the Department review UOF reports against our policy; map out trends that may not have otherwise been noted through typical Departmental processes; and provide useful information for an improvement process where necessary.

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Adult Facility Programming

QA team and Director of Programming have met along with facility Program Administrators/Deputy Wardens on standardized programming offered at each facility. Part of the project was to identify programs offered as a core curriculum at each facility and to create common descriptions of the programs, entrance, exit, and exclusionary criteria as well as program benchmarks or overarching goals.

The next step QA initiated was to create, with the help of IT, Adult Program Enrollment (APE) within CORIS. APE allows the Department, for the first time, to track all programming of inmates in facilities. QA has now trained all facilities in APE. By enrolling inmates into programs on an individual basis, we can track inmate progress, create a historic record of programming for each inmate, and manage assessed case planning need with appropriate program referrals. On a Departmental scale, we can manage wait lists and prioritize for limited program slots; analyze system wide data in regard to effectiveness, completion rates, and trends; and look at assessed need versus available resources to aid in planning for future needs in programming.

Education

QA staff is part of the ongoing Educational Steering Committee of DOC. The QA representative and select members of the committee

recently participated in a correctional education audit of Maine State Prison (MSP) and Bolduc Correctional Facility (BCF). The results of the audit are being used to guide educational needs within the Department.

QA continues to meet with DOC Education Director regarding the development of Adult Program Enrollment (APE) to track education programming. Much like the APE for other programs offered in facilities, this will enable DOC to track and monitor all educational programming, as well as run reports, track outcomes and prioritize wait lists for limited education slots. The planning is in the final stages and will be implemented in the coming months.

Correct Care Solutions (CCS)

QA staff continues to work with and monitor the DOC comprehensive medical services contract on development of program outcomes, collecting and monitoring all program participation and outcomes, and collecting and uploading Performance Based Measurement Standards to the Association of State Correctional Administrators.

Effective Communication and Motivational Strategies (ECMS)

QA has worked closely with the Central Office team on bringing

Effective Communication and Motivational Strategies (ECMS), a structured communication process that puts emphasis on making people feel heard, valued and respected when engaged in a conversation, to the State of Maine. QA has been responsible for the developing, managing and facilitating the Implementation and Sustainability Plan with the Maine State Prison, the first site in the Department to implement ECMS. To date, all Prison staff have been trained and we currently have approximately 25 Learning Teams running throughout the facility. The Learning Teams are staff driven teams that included Subject Matter Specialists, Coaches, Trainers, secure and non-secure staff and administration that meet weekly to practice the skills they've been taught.

Juvenile Detention Alternative Initiative (JDAI)

QA staff participated in JDAI training for the evaluation of Juvenile Facilities in Maine. QA then participated in the JDAI assessment at Mountain View and Long Creek Youth Development Centers that focused on many aspects of operations and interviews with the juveniles in the facilities. A final report from QA and other review team members was used to inform decision making for the facility.

Grants Committee

QA staff leads and facilitates the

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Department's Grant Committee which was implemented over the past year. The first agenda of the committee was to compile a comprehensive list of Departmental needs based on data and staff experiences. These needs are now used to guide an established process of looking systematically at released grants to see if they line up with DOC needs, as opposed to asking how we can make this grant fit our needs.

Smart Supervision Grant

DOC has been awarded a federal "Smart Supervision Grant" after much work and collaboration from DOC's QA and Research Divisions, USM and Hornby Zeller Associates. DOC will hire two "fidelity monitor" positions. The positions primary focus will be quality assurance and monitoring of Adult Probation and Facility Correctional Officers implementing the Maine Integrated Risk Reduction Model (MIRRM), an evidence based case management model working with probationers. The new hires will monitor implementation process, provide feedback, mentoring and training in the MIRRM model, including the use of Motivational Interviewing techniques. The project is anticipated to begin in spring of 2015.

Statistical Analysis Center (SAC) Grant

QA manages the SAC grant and the contract under which the deliverables of the grant are provided. The

SAC provides both Juvenile and Adult research analysis and recidivism reports for Maine. The reports produced annually can be viewed on the QA Corrnet site at <http://inet.state.me.us/corrections/quality-assurance/index.html>

Batterers Intervention Program (BIP)

QA continues to provide support to Victim Services annually with monitoring of about a dozen Batterers Intervention Program (BIP). A year end summary of observations and recommendations was provided to at the conclusion of the monitoring season for calendar year 2014.

Southern Maine Re-entry Center

Submitted by Krista Okerholm

I have to say I am not one to watch television, but whenever I get a chance I read a variety of publications, different news and/or health journals, fashion magazines, a lot of culinary magazines, global happenings as well as a celebrity and even a fitness magazine on occasion. I do this to be abreast of things as well as get ideas for my kitchen and my students. I am a fan of surrounding myself with people whom I can find to inspire me and challenge me to think outside of the box to reach them in instructional ways so they can obtain skills that can better help them to reach their goals and lead a

productive life. I have spent a long time working on the fine dining circuit bringing fresh new ingredients to life and displaying them in cutting edge ways. I can now say I have also worked within a prison setting in Maine and from this I have a whole new perspective on my day-to-day instructional process.

One of the things that I really became aware of within the past year or so was this idea of Maine being 'en vogue'. It seemed back in 2010-ish, L.L.Bean released their signature line of fashion featuring flannels, cable knit sweaters and what you and I might call a duck boot styled in a new way to make it trendy. You would see models with the rough Maine landscape behind them creeping up in more magazines. I would drive down to the tri-state (NY, NJ and CT) and real Maine lobster rolls and other Maine comforts would be featured in numerous restaurants. All my friends and family from away always had this idea that I had moved to this rugged foreign country where all the men were lumber jacks and all the women farmed and didn't go out much. The further south I went the more outlandish the ideas. It was really rather humorous, for I had vacationed here when I was 15 and instantly fell in love with all things that are Maine. I am proud to say I have lived here for 10 plus years now and appreciate all things Maine even more!

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In southern Maine at SMRC we have achieved many things; things a person from away, might find



(Above) Applesauce gingerbread with festive sugar cookies as garnish. (Below) Signature tartlets consisting of pate sucree (sweet dough) pumpkin mousse and a chocolate garnish. Lovely!



startling. We are trying to redefine the preconceived notion of “the Mainer”, educate and reduce the rate of recidivism within the prison system. The Mainers that have been leaving SMRC have had the opportunity to participate and complete their GED, we have partnered with Habitat for Humanity and Waban and have an on going relationship with them and our women have

helped to rebuild homes for people in the community. We have established relationships with Carlisle Academy (a horse farm) and a select group of women participate in equine therapy. We have had family fun days at our facility for the benefit of our clients and their families whom they will be rejoining shortly—this family fun day was complete with Rick Charette headlining, popcorn, cotton candy, games and a petting zoo for the children. (Yes, there were also event-specific pastries myself as well as my crew designed.) We encourage the community to visit our space and from this we now offer yoga. We also had a Polynesian dance crew as well as a drum circle for the women. It encouraged them to think outside of the box, be present, and try something new. Things to encourage their own empowerment have been a huge success! We have women who want to come back once they are released and speak to their community or volunteer their time to do a craft or something of the like with their peers. We are fortunate to have staff on site to constantly challenge the residents with fitness challenges, volunteering opportunities, community gardening and new cuisine. I don’t want to hear anyone saying, “We’re Mainers and we don’t eat herbs or vegetables” (which I have heard!). Again, all of this to foster change in their thought processes, to empower them to take responsibility for themselves and to “own it” because they, too, can make a positive impact and turn their

lives around. We even rearrange the facility to keep things fresh and new, We recently remodeled our day room/dining hall so there are three large communal tables—I tell the women to imagine we are in a ski chalet in Switzerland and it looks so European. They laugh, but it gets them thinking.

Through all of this there are always budget cuts and more streamlined ways of looking at things. Where that has taken effect is what we can and cannot order. I am constantly trying to have a healthy can do attitude and pass that along to my crew on duty. This, too, will serve them well when they are on their own and they will have to adapt to an ever-changing environment. Hopefully, what they have learned in this program will help them adapt and make the right choices. It’s all about their personal growth – choices and consequences. In many ways we have switched to bare bones products with now half of our goods coming from MCC. That was how I started in my building—it is all in how you look at the product to determine what you can make it into. For the most part I think all the residents as well as the staff are accustomed to change and if not, we encourage them to embrace it—fresh and new. For example, if I can transport the basics into “Swiss” food to served in a chalet, then these women can journey with me and come out just fine.

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Another Year of Blessings

Submitted by Mark Welch-Thompson (Southern Maine Re-entry Center)

As we leave 2014 and move into 2015, I must say what another incredible year my Southern Maine Re-entry Center (SMRC) crew and I have had.

A lot of faces have changed but the willingness to give is as great as before. We have planted strong roots here in York County from Waban to The Animal Welfare Society of West Kennebunk to Crossroads and the Brothers on Shaker Hill. There is no greater gift than giving and expecting nothing in return. I am very thankful for the blessing that have been bestowed upon me not only by the residents here at SMRC but my life in general. I have seen myself grow along with our residents and I see things clearer than just a year ago.

I realize change is only going to happen if you accept it. So don't expect it. I am humbled by the life some of our residents have had to live—that this is all they have known and they have survived is remarkable to me. So sometimes I need to step back from the unreasonable expectations we put on them. Reentry to me is like a rebirth of those who want to change, so they're going to have bumps along the way. They're going to get to the *fork in the road* and be uncertain which way to go. One thing I have learned this year is that forgiveness is underrated and as a human, it's one of the hardest things to do. Forgiveness is a powerful tool and until you forgive, you cannot grow, and if you cannot grow than you will never find peace. My former supervisor, Mr. Lemery use to say all the time, "That's a forgivable act!" I didn't realize how powerful that was till I took time to think about it this year.

He also had another great saying, "We're going to save some hearts today." To me this means that we're going to reach our hand and grab yours, and that no matter what, we're going to stay steady until change has freed you. So hey, we can't and we won't give up on you!

The best I can hope for this past year is that I grabbed some hands and saved some hearts and forgave more. This is the reason I came to SMRC. This is my journey and I'm enjoying the ride.

Finally I'd like to give a shout out to my crew and other Southern Maine Re-entry Center residents who made and donated 96 chemo caps to be sold at the The Animal Welfare Society of West Kennebunk. Half of the proceeds from the sale of the caps will go to the animal shelter and the other half will go to breast cancer research. Great job ladies—Kayla, Alice, Mary, Teresa, Donna, Kristen, Jess, Sally, and Heather—once again you have exceeded my expectations.

I think it is safe to say the trendy 'en vogue' Maine, will perhaps fluctuate in mainstream America. But we will continue to be a hardworking community. We aren't for the faint of heart; we have long winters but we also have gorgeous summers. We are honest, kind, dependable and we watch out for our neighbors. We wear our flannels, cable knit sweaters and duck boots because they are warm and practical. The food scene only gets better and better and continues to pop up and expand. The prison system also continually evolves and by being flexible we can give inmates the knowledge and skills that will help them thrive in the community as our neighbors.

Training Division

Submitted by Angie Newhouse

The challenges faced by the training department at Maine State Prison (MSP) at the beginning of the year seemed, at first, insurmountable. The facility was without a training coordinator and this duty was performed out of Central Office with many hands to the pump.

The development of permanent Cadre for each facility, to assist with the New Hire Training Academies was inducted. Captain Shane Blakely was appointed and sent to Massachusetts for Drill Instructor and Field Training Officer (FTO) training. He immediately was tasked with standardizing the training for

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the adult facilities so to bring about consistency between the classes and current Officers. The next objective was to incorporate Cadre Corporals at MSP and the Maine Correctional Center (MCC) to ensure standards set were reached and maintained. Corporal Joe Theriault (MSP) and Corporal Justin Mohn (MCC) were brought on board. Captain Blakely has since shared his time between MSP and MCC overseeing BCOR instruction and implementing his vision for the future.

Effective Communication Motivational Strategies (ECMS) classes started early in the year and four Instructors were trained to deliver the extensive material. Rene Smith, Cpl. Joe Theriault and Sgt. Vicki Sheehan should be congratulated for an excellent effort. Dennis Duperre will be receiving his ECMS certification in 2015. All members of staff will have completed either a two- or five-day course. Along with the training there are the various Learning Team participation required on a weekly basis to inculcate the material and ensure the continued implementation of the training.

Five BCOR classes were conducted this year. A total of sixty six (66) new hires attended the Basic Corrections Academies. This number includes Officers, CCTWs, Drug Counselors, Teachers and other support staff for both MSP and MCC.

With the employment, in early July, of a new Staff Development Coordi-

nator at MSP, training returned to the facility full time. A needs assessment was conducted by the incumbent and a list of priorities was developed without losing any of the ground gained to date. The percentage of training completed was low and much work needed to be done to increase this total before the year-end deadline.

Continuation of the schedule and a total overhaul of the filing system required to bring the facility in line with the ACA accreditation standards for training was deemed top priority. The filing change-over was accomplished in just under three months and completed without any disruption to scheduled training or the office being negatively impacted. This also allowed for any previously itinerant records to be located, logged, collated and centralized within the system. The MSP training department is now a viable entity with little or no backlog.

Numerous workshops were attended by members of the team including: Duluth Family Violence, Peer Support, MIRRM, LSI and PowerDMS to name but a few.

Four new MERC instructors qualified at Maine Criminal Justice Academy (MCJA), with four more to attend and qualify.

Specialized training for members of the IPS team included K-9 training and Certification. Mobile (motor



Commissioner Fitzpatrick, Sergeant Vicki Sheehan (Effective Communications Trainer), and MSP Warden Rodney Bouffard.



Commissioner Fitzpatrick, Cadre Corporal Joseph Theriault (ECMS Trainer), and MSP Warden Rodney Bouffard.



Commissioner Fitzpatrick, Assistant Training Director Rene Smith (ECMS Trainer), and MSP Warden Rodney Bouffard.

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vehicle) surveillance techniques was completed out of State by two members of the MSP IPS team.

Special Operations Group training continues on a monthly basis and two new operators for MSP qualified for their “wings” during a basic training course. Congratulations!

With about 20,000 hours of training completed at MSP this year the facility is in good shape for the ACA audit scheduled for the coming year.

MVYDC/CCF

- Three classes were conducted for recruits. One was a combined facility class at MCJA in January and two more, in July and November, were conducted in house at the facilities. Twenty one new staff members were brought aboard for Mountain View Youth Development Center (MVYDC) and seven members of staff for Charleston Correctional Facility (CCF).
- Staff at both facilities completed the forty required hours of mandatory training. This included the OSHA, MCJA and elective topics for the year. This training amounted to a total of 6,372.5 hours for Supervision staff. Another 1,672.5 hours was completed with clerical staff completing 516 hours. Specialist employees completed a further 2,482.5 this year at MVYDC.
- CCF completed 2,637.75 hours of training for supervisory staff. A further 397 hours was completed by management. 849.75 hours were accounted for by specialist employees for the year 2014.
- Specialized training for members of staff includes various workshops and conferences. (DULUTH Family Violence, OHIO Youth Risk Assessment, MERC Instructor certification, Fair Labor Standards Act, MADSEC, ACTEM, and more.)

LCYDC

2014 was a very busy year for the Long Creek youth Development Center (LCYDC) Training Department. Major highlights include:

- 7 JPWs completed new hire orientation at MCJA in March.
- 8 JPWs and 1 Teacher completed new hire orientation at LCYDC in June.
- 11 JPWs completed new hire orientation at LCYDC in October.
- 13 JPWs, 1 JPW/Cook and 1 teacher completed new hire orientation at LCYDC in November.
- 2 staff completed 80-hour *Methods of Instruction* course at MCJA.
- 2 supervisors completed the 3-day *Managing in Maine State Corrections* course.
- 6 staff plus 2 interns completed the 3-day *Motivational Interviewing* program held at LCYDC.
- LCYDC Peer Support Team was assembled and received initial training.
- Annual in-service trainings were held throughout the year for veteran staff.
- LCYDC, in collaboration with Dr. Ross Greene, has worked to revive the *Collaborative Problem Solving* initiative and a small group of staff have been receiving on-going training from Dr. Greene in the program. In 2015, the goal is to operationalize this approach with all staff.
- Karen Williams visited LCYDC in August and presented her *Adolescent Brain Development* training material to over 60 LCYDC staff members.
- 13 staff who work with our female residents completed a 2 ½-day TARGET training, facilitated by Judy Ford.
- 3 staff completed a 5-day *Ohio Youth Risk Assessment Train the Trainer* course and became certified Lead or Co-Facilitators of the training.

Victim Services

Submitted by Tessa Mosher

The Office of Victim Services at the Maine Department of Corrections—otherwise known as MDOC OVS—is charged with notification

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of a defendant's release according to the Maine Criminal Statutes. MDOC policies were formed outlining preferred practice. The Statute requires victims to file a request for notification of the defendant's release with the office of the attorney for the State, the attorney for the State shall forward this request form to the Department of Corrections. Once Notification of a defendant's release is filed a victim must receive notice of the defendant's unconditional release and discharge from institutional confinement upon the expiration of the sentence or upon release from commitment under Title 15, section 101-D or upon discharge under Title 15, section 104-A and must receive notice of any conditional release of the defendant from institutional confinement, including probation, supervised release for sex offenders, parole, furlough, work release, supervised community confinement, home release monitoring or similar program, administrative release or release under Title 15, section 1-4-A.

In 2014 the MDOC OVS attempted to make contact with victims requesting notification in over 653 offenders cases resulting in over 2,966 contacts with victims throughout the year in attempts to ensure rights are met regarding victim notification of a defendant's release according to statute, providing resources and information.

The OVS assists victims who are being harassed by persons in the care or custody of the MDOC with obtaining protection from that harassment. The office assisted 17 victims in 2014.

The OVS contacted six victims regarding "duty to warn."

The OVS attempted contact with victims on over 180 furlough cases. This included over 290 letters sent to victims whose offenders were applying for furloughs, multiple phone contacts in order to provide additional information to the victim pertaining to the furlough requests in hopes to obtain victim input into the furlough process.

The OVS attempted to contact victims in over 242 Supervised Community Confinement applications. Over 250 letters were sent to victims whose offenders were applying for SCCP resulting in 71 responses from the victims providing input into the supervised community confinement process.

The OVS tracked over 137 sex offender releases. 177 victims were contacted regarding the sex offender releases. Of those victims notified, the OVS organized and facilitated 35 safety plan meetings for those victims of sexual assault requesting the safety plan meeting.

Due to the 2013 policy changes of the furlough and media policies, in

2014 the OVS also offers immediate notification to victims who have filed a notification request in cases where an offender has applied for a funeral, death bed visit, escaped, death, or media request. This resulted in 131 contacts to victim.

The OVS assisted victims with restitution in which they are to receive per Court order for losses they have incurred. OVC provided information and resources related to these restitution cases in which the MDOC is responsible for the collection of such restitution either through Probation, at the facilities or through the Maine Revenue Service. OVS research assisted the department to release over \$136,576.51 to victims that otherwise could not have been disbursed prior to the research for multiple reasons. The MDOC disbursed \$1,116,761.00 in restitution. The OVS acts as a liaison between the victim and Probation and Parole, District Attorney's Office and the Courts in order to provide resources, information and options for the victim to obtain their restitution while advocating for victims and advising victims of their rights. The OVS also provides guidance as needed to Probation and facilities regarding restitution issues that arise. Assistance is also provided to the Courts and District Attorney's Office in order to coordinate requested Orders to Enforce to be filed on inactive MDOC dockets.

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The OVS sends out a yearly victim satisfaction survey in order to measure the effectiveness and efficiency of the notification of a defendant's release. This tool assists in ensuring victims are being assisted with dignity and respect while honoring victim's rights by complying with victim notification of an offenders' release as outlined by Statute.

The victim satisfaction surveys were sent to victims who have received notice from the OVS during FY14 the survey states:

The mission of the MDOC is to reduce the likelihood that juvenile and adult offenders will re-offend by providing practices, programs and services which are evidence based and which hold the offenders accountable. A person who is the victim of a crime is entitled to certain basic rights: to be treated with dignity and respect, to be free from intimidation, to be assisted by criminal justice agencies and to be informed about the criminal justice system. The MDOC strives to ensure that victims who request notification are notified of a prisoner's release, victims receive the restitution to which they are entitled and victims are free from harassment from offenders in the custody of or under the supervision of the department. The MDOC provides a toll free number (800-968-6909) for victims to receive information regarding an offender's status. The MDOC encourages the participation of

crime victims on the MDOC Advisory Group. The MDOC is committed to the premise that crime victims are the real customers of the department, and will receive the rights and respect to which they are entitled.

The MDOC has a Victim Advisory Board otherwise known as VAB comprised of multi-agency victim service providers and professionals. The VAB met throughout 2014. New members were invited in order to have additional voices on the VAB. These new members included Michelle Cram, advocate at the Attorney General's Office, Laura Gallant, advocate at the Attorney General's Office, Karen Brown, Victim Witness advocate at the Hancock County District Attorney's Office, Julie Merrick, trial assistant at Cumberland County District Attorney's Office.

The OVS is responsible for the certification of the Batterer Intervention Programs in the State of Maine. In 2015 the Batterer Intervention Program Annual report and statistics will be provided to the Legislature containing information regarding the 2014 monitoring, certification, and the number of offenders required to attend the Certified Batterer Intervention Programs in the Communities as a condition of Probation. The OVS worked in collaboration with Ellis King from MDOC's Quality Assurance Division to monitor all of the

Batterer Intervention Programs across the State to ensure compliance with the standards.

The OVS assisted in the revision and implementation of the MDOC facility mail, visit and phone policy offering guidance and support to the facility staff. The Office of Victim Services continued to assist MDOC staff at MDOC facilities providing ongoing support regarding the phone, mail, and visit policies in order to ensure compliance with the policy relating to crime victims.

The OVS researched and reviewed 185 new waiver requests from domestic violence and sex offenders who are incarcerated at the MDOC requesting a waiver request to allow contact with their victim. All of these files are reviewed with AAG Diane Sleek and a decision is made. Decisions are reported to the offender and the Commissioner along with Chief Executive Officers.

The OVS assisted in bringing in trainers to train MDOC staff along with Community members from Community Certified Batterer Intervention Program facilitators for advanced training on Domestic Violence and the Duluth Model of Batterer Intervention.

The OVS assisted MDOC in implementing a non-certified program similar to the Batterer Intervention Program called Family Violence

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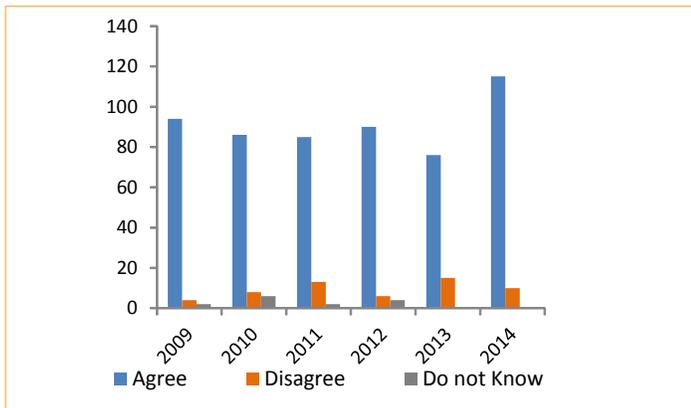
Education Program in all of the adult MDOC facilities in order to increase victims and community safety, hold offenders accountable, and reduce recidivism.

OVS is appointed by Governor Paul R. LePage to attend the Juvenile Justice Advisory Group in, is the MDOC Commissioners designee on the Domestic Violence and Sexual Assault Commission, and the Child Death and Serious Injury Task Force.

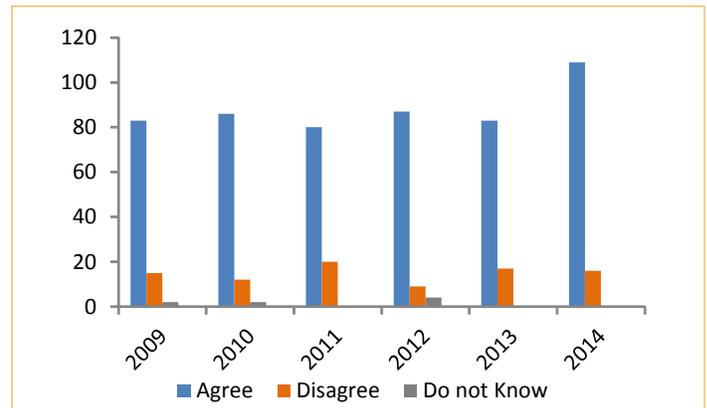
The OVS is committed to assisting crime victims and assuring their rights are met, information and resources are provided as appropriate. For further information please don't hesitate to contact us at 800-968-6909.

The Office of Victim Services conducts an annual survey to track whether victims feel informed, use the Office of Victim Services as an information resource and believe the information provided to be satisfactory.

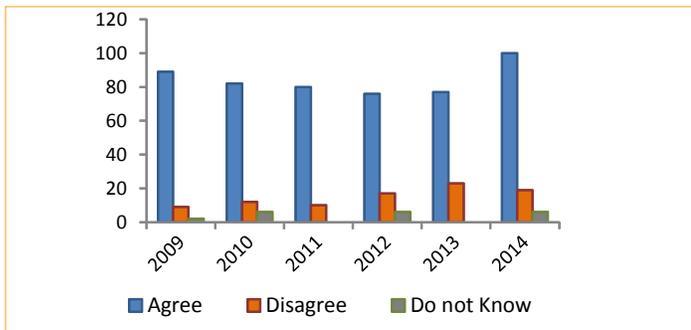
The survey was first conducted in 1998 with victims whose offenders were released during the previous fiscal year. In 2009 response rate was 22%, in 2010 it was 26%, in 2011 it was 22%, in 2012 it was 19%, 2013 it was 19% and 2014 the response rate was 24%. Below are some charts with survey responses.



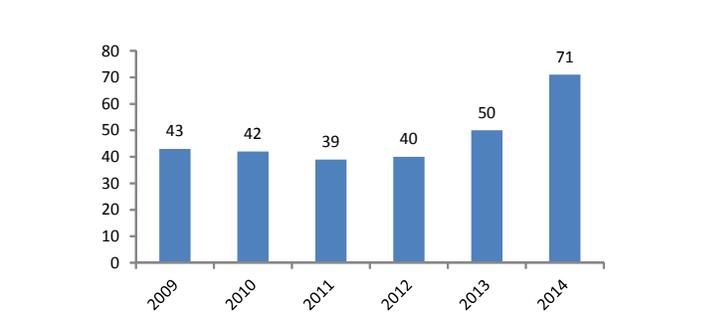
We asked victims if they believe the Department of Corrections provides a valuable service to victims.



We asked victims if the notification arrived reasonably in advance of the release.



Victims we asked if the notification form contained the information they need.



The average number of days in advance notice was sent for discharges.

Great job everyone! To be continued in 2015...

Central Office Staff Updates

Commissioner Attends Basic Firearms Course



Dr. Joe Fitzpatrick and Sgt. Bret Smith firing a tactical drill during the Basic Firearms Course conducted at the Gorham Police Department range.

During the month of November, M D O C Commissioner Dr. Joe Fitzpatrick joined six Correctional Officers from the Maine Correctional Center for a week-long training event. Students were taught basic

marksmanship skills, weapon safety, maintenance and a host of other topics. The course culminated in two repetitions of the Maine Criminal Justice Academy Qualification Course, which all shooters easily passed.

The course was delivered by members of the DOC Firearms Training Unit: CO Troy Roma, Sgt. B. Smith and Capt. H. Bailey. Great job by all.

O'Neill Promoted to Associate Commissioner of Juvenile Services

In December, Colin O'Neill was promoted to Associate Commissioner of Juvenile Services.



Associate Commissioner Colin O'Neill.

Colin holds a Bachelor's Degree in Psychology from St. Lawrence University, a Master's Degree in Social Work from the University of New England, and he is a Licensed Clinical Social Worker. Colin began his career with the State in 1999 as a Mental Health Coordinator. He began

working for the Maine Department of Corrections in 2005 as the Deputy Superintendent of Treatment Services at Long Creek Youth Development Center. He has also served at the Regional Correctional Administrator Region-1 Juvenile and most recently as the Assistant Director of Treatment for the Department. These years of experience will serve him well in his new role.

The Department congratulates Colin on his new role within the Department.

Alex Ingram Joins Quality Assurance

The Division of Quality Assurance and Professional Practices is please to welcome Alexander Ingram as a Contract Grant Specialist.

Alex started his career in the United States Air Force as an Engineering Technician. While in the military, he spent



Alex Ingram joins QA.

eight years doing construction inspection, drafting and surveying, and contract management. His experience includes working on projects varying from construction and service contracts to aircraft mishap survey and investigation. Alex is an Afghanistan veteran and has also had assignments in Missouri and New Mexico. He was trained as an Air Force Contract Officer Representative and also received training in contract construction inspection. He also had the great opportunity to formally train service members from all four branches of the military and other allied nations on those duties.

Alex has earned a bachelor of arts in Sociology from Ashford University and an associate of applied science in Construction Technology from the Community College of the Air Force. This well rounded list of combined education and experience make him an excellent addition to the Department of Corrections. Welcome Alex!

Continued next page.

CO Staff Updates continued

Nathan Gagnon, New Correctional Compliance Monitor



*Nathan Gagnon,
New Correctional
Compliance Monitor.*

Nathan Gagnon has been promoted to Correctional Compliance Monitor here at MDOC. He will be monitoring facilities that may hold juveniles under public authority such as county jails, state prisons, police departments, court holdings, and group homes for compliance to the Juvenile Justice & Delinquency Prevention Act (Act) and the Maine Juvenile Code, MRS Title 15. Nathan will use his 10

years of experience as a Long Creek Youth Development Center Juvenile Program Worker and Specialist to train patrol and correctional officers to work effectively with youth and in the four core requirements of the Act (Sight & Sound Separation, Jail Removal, deinstitutionalization of Status Offenders and Disproportionate Minority Contact).

Nathan joins the Juvenile Justice Advisory Group (JJAG) team of Jason Carey and Kathryn McGloin in Central Office and may be reached at 207-287-4506 or nathan.gagnon@maine.gov.

CTI Phat Tran Recognized

Phat Tran who has worked with the Department for over 18 years was recognized for the extensive work he has provided to Central Office, Probation Regions, Assisting Facilities, as well as helping other agencies. He is consistently seeking opportunities to assist in any way possible. Thanks Phat for your efforts!

Gary LaPlante (Director of Operations) recognizing CTI Phat Tran for his exemplary service.



Congratulations to the MDOC 2014 Manager and Employee of the Year

2014 Manager of the Year - Penny Bailey



Unit Manager (Maine Correctional Center) Penny Bailey with Governor LePage.

2014 Employee of the Year VTI Craig Smith



Vocational Trades Instructor Craig Smith (Downeast Correctional Facility) with Governor LePage.

In Recognition of a Job Well Done



JCCO Mark Sellinger (center) received special recognition at the Correctional Administrator's Meeting in December for 26 years of outstanding service to the youth and families of Somerset and Kennebec Counties. Also in photo are Region 3-J RCM Roy Curtis and Region 3-J RCA Galan Williamson.



Sue Gagnon, Regional Correctional Administrator recognized Adam Silberman for exceptional leadership and commitment to public safety and performance in the organization of Operation Unified Front, a multi-agency campaign on September 18, 2014.

Welcome to the Department New Graduates



The recent (December 19th) Maine Department of Corrections Graduation Class of 2014-05 includes Elizabeth Atwater, Kathryn Diaz, Shane Ellingwood, James Flaherty, Garfield Grant, Dennis Troxell, Zachery Grant, Donald Kahrman, Robert Labonte, Joshua Lafrenaye, Mike Morin, Frankie Severance, Julian Stakley, Michael Toth, Toby Tripp, and Michael White.

CCS Nurses Recognized for Exemplary Service During 2014 ACA Re-accreditation Audit at MCC



Correct Care Solutions (CCS) Health Services Administrator Wendy Riebe R.N. (left), and CCS Director of Nurses Jo Howard, R.N. (right) were recognized by MDOC Central Office Kim Robbins (center) for their dedication and skill in motivating their nursing staff and for their countless hours of preparation for the Maine Correctional Center (MCC) American Correctional Association (ACA) Re-accreditation audit.



Correct Care Solutions (CCS) nurses Patricia Clark, L.P.N. and Christine Greenwood, L.P.N. were recognized for their dedication and skill in organizing the main pharmacy room and stock medication accountability process in preparation of the Maine Correctional Center (MCC) American Correctional Association (ACA) Re-accreditation audit.

CCS Brings Merry Christmas to Family Violence Project

By Scott K Fish, Director of Special Projects

Correct Care Solutions (CCS) Regional Vice President Dr. John Newby learned about Maine Family Violence Project's (FVP) Christmas wish list, and he spread the news among CCS personnel working in Maine's State correctional facilities and the CCS regional office. CCS provides health care services to Maine Department of Corrections prisoners and residents. FVP offers help to people experiencing abuse and violence in families and relationships.

The response from CCS personnel, according to both Dr. Newby and FVP Advocate Nikki Currier was "overwhelming." Told she could pick up the Christmas gifts at CCS's regional office Christmas party, Ms. Currier found her Ford Fusion was not up to the task. Instead,

CCS filled a U-Haul van with the Christmas gifts and used it to transport them all to FVP.

"This is all so overwhelming," Ms. Currier told the CCS group. Dr. Newby said to Currier, "What you're doing is really a special calling."



Correct Care Solutions staff at their office holiday party held in the CCS regional office located in Augusta, Maine.

Maine State Prison Staff Updates

Congratulations

- Corporal Richard Greene completed his Law Enforcement training.
- Corporal Robert Bowen and K9 Kane completed drug certification at the Maine Criminal Justice Academy.
- Bryan Rhodes accepted a temporary Sergeant position.
- Sergeant Vicky Sheehan, Joe Theriault, Denis Duperre and Rene Smith are the first four recipients of the new Effective Communication coins.
- Eric Bueno was promoted to IMHU Unit Manager.
- John Sylvester was promotion to Correctional Building Maintenance Superintendent.
- Congratulations to the following staff who won \$25 gas cards donated by the Employee Benefit Committee: Jamie Perry, Christopher Pease, Dean Leonard, Eric Wildes, William Van Orman, Richard Greene, Kathryn Diaz, Michael Damon, Martha Boynton, Richard Yvon, Shane Ellington, William C. Deguisto, Stephen Pease, David Snow, Debra Barter, Danielle Stewart, Loring Proctor, Larry Toler, Jeremy Bolduc, and Jennifer Scanlon-Jenkins.

Welcome

To our new hires: Kathryn Diaz, Elizabeth Atwater, James Flaherty, Dennis Troxell, William Pratt, Shane Ellingwood, Garfield Grant (Correctional Officer/Cook), Virginia Blackert, Maria Cox, and Mike Cox.

Correct Care Solutions (CCS) recent hires:

- Virginia Blackert, LPN (Agency Nurse), has returned to MSP to help fill current vacancies.
- Ona Chadwick, LPN, has been hired as a full-time pill window nurse.
- Katelyn Bennett-Cole, Dental Assistant, has been hired as a full-time dental assistant.
- Dr. Jeffrey Jordan, DDS has been hired to join Dr. Matthews in the dental clinic.

Best Wishes

- Neil Graves transferred to the Charles Correctional Facility.
- CCS Dentist Dr. Landemare retired.

- CCS Dental Assistant Sharon Gaecklein retired.
- CCS Psychologist Kenneth Liberty.
- Staff who have left employment: Heather Falker, Muriel Barry, Kristoffer Goranson, Frederick Estevez, Reed Lowden Jr., Kristie Akselsen, Jerome Vitale, William Pratt, Patti Braley, Jeffrey Kendall, and Thomas Jent.

Condolences

- Officer Richard Snodgrass passed away unexpectedly on December 21, 2014. Rick was a Correctional Officer at the Maine State Prison for 13 years. He was also a veteran of the U.S Army. He is survived by his daughter Stephanie Snodgrass. Officer "Snoddy" or "Rick" was well known for his kindness, humor, and was a loving and caring father. Officer Aaron Lamb who is also a Corrections Officer at the Maine State Prison and his family have taken Stephanie into their home with open arms and are taking legal guardianship! Stephanie is 21 years old and is special needs and handicapped. They are looking to add onto their home and make a room for Stephanie; due to the Lambs are a family of five now and need the room. The Lamb family has stepped up and opened their home and hearts to a close friend and his family. Snodgrass' co-workers looking to help out the Lamb and Snodgrass family have set up a website: <http://www.gofundme.com/jf29wc>. The obituary for Snodgrass can be found at: <http://www.bchfh.com/book-of-memories/2010910/Snodgrass-Richard/obituary.php>



Richard Snodgrass with his daughter Stephanie.

- Noel C. Robinson who started as a Correctional Officer at MSP in May 2011, died January 4, 2015. To share a memory or condolence with Noel's family, visit his Book of Memories: <http://bchfh.com/book-of-memories/2020950/Robinson-Noel/obituary.php>. Noel's obituary can be found at: <http://knox.villagesoup.com/p/noel-c-robinson/1289687>

Volunteering at the Bread of Life Soup Kitchen

By Holly Howieson

Volunteers from Central Office and Correct Care Solutions went to the Bread of Life Kitchen on November 24th for the noontime meal. They were welcomed with open arms by the “regular” volunteers, some who have been there for 30 years! They participated in meal preparation, serving and clean up. The kitchen volunteers also put together approximately 50 “go bags” to those who request food for later in the day.

The soup kitchen has served over 36,000 meals in the last 12 months. Over 5,000 hours are volunteered each year helping with donation pick up, preparation of meals, serving and cleaning.

It was a fulfilling experience for everyone volunteering. Check out the Bread of Life website www.mainebreadoflife.org for more information or to volunteer.



*Dr. John Newby
CCS Regional Vice
President, Holly
Howieson from
Central Office, and
CCS Administrative
Assistant Esther
Riley help with meal
prep at Bread for
Life.*

Corrections Service Center Finance (CSC)

Submitted by Scott Ferguson

The Mountain View, Charleston and Downeast CSC Team

The Corrections Service Center Northern Region Team provides financial services for approximately 398 prisoners and 253 employees, working at the Downeast Correctional Facility, Charleston Correctional Facility, Mountain View Youth Development Center and the Young Adult Offender Program. This team is comprised of three financial staff with a combined history of 82 years of providing financial services to the Department of Corrections. They have become key partners by providing financial services and valuable history to a new and changing work force.

Jacqueline Wilcox, Sr. Staff Accountant, is the team leader for this Region. She has worked in the Business Office in Charleston since June, 1990. She reports directly to DOC Service Center on fiscal activities of the facilities, assists the Deputy Superintendent with budgeting matters, maintains/implements internal controls, processes Prisoner Payroll, manages the Other Special Revenue accounts to include the accounting of the Industries Program, and oversees the accounting of all business related to prisoners.

Olivia Spencer, is the Staff Accountant for the Downeast Correctional Facility. She has a 41 year history with DOC which began in Central Office in Augusta. She retired for a brief 3 year period and is now back working closely with the MCO at the Downeast Correctional Facility. She is a Jack of all trades, providing valuable fiscal and budgeting services to the facility in Machiasport. Her responsibilities include Accounts Payable/ Accounts Receivable for the Other Special Revenue and General Funds, Prisoner Payroll Accounts management, as well as all transactions related to the Prisoner Accounts. She is well respected by the staff at DECF and willingly offers assistance outside of her routine fiscal responsibilities.

Linda Pinkham, is the Accounting Technician located in the Business Office at Mountain View Youth Development Center. She has been with the facility since December, 1997. She is responsible for managing the prisoner business for Mountain View Youth Development Center, Young Adult Offender Program and the Charleston Correctional Facility. She processes the Accounts Payable invoices for the general and special revenue accounts, prepares cash receipts, assists with inventories and provides Central Fleet Management with Motor Pool documentation for reimbursement purposes.

Travel Reimbursement Tips

To ensure your payment is processed as quickly as possible, please follow the following guidelines:

Travel in General

- Verify your mailing address. If you have moved, please fill out a new vendor form.
- Include your Vendor ID Code on your voucher.
- Make sure you include the "Purpose of Travel."
- On the form make sure you include the departure, destination and return points as well as the time you left and returned.
- Your departure, destination and return points should be the name of the city or town, not a company or organization.
- Attach agenda if applicable (trainings, conferences, etc.) and a list of attendees if requesting reimbursement for any food purchases.
- If you have an overnight stay, a receipt from the hotel is required even if lodging is paid for by a procurement card.
- If your lodging is paid by a procurement card, verify the receipt does not include sales tax as the State is exempt.
- With the exception of meals during overnight status, receipts are required for any expense over \$5.00, even tolls.
- Please tape all slips of paper smaller than a postcard to an 8¹/₂" x 11" sheet of paper.
- Meals during overnight status are reimbursed on a per diem basis. You can find the per diem rates at: <http://www.maine.gov/osc/travel>
- Vouchers should be done at least monthly. Do not submit a voucher for an entire year as items over six months old can become taxable.
- If you received an advance, the state requires that your expense voucher be submitted within 15 days of your return even if you are not requesting any additional reimbursement.
- If claiming extended day meals, when you are in travel status for two hours longer than your normal work day, show regular work hours. Extended day reimbursement is \$5.00 for breakfast, \$8.00 for dinner or up to \$14.00 for dinner if you have a receipt.
- Correctional Officers on transport duty are entitled up to \$8.00 for lunch if they have a receipt.
- Include any backup for travel, i.e. agenda, email, etc.
- Do not use acronyms.
- Calculating mileage: if you leave for your trip from your residence, please note the State reimburses mileage based on the shortest

distance. Therefore, if your work station is actually closer to you destination, that is the mileage that should be requested for reimbursement.

- Do not submit in-state and out-of-state travel on the same voucher.

Out of State Travel

- Out of state travel requires prior submission of a Travel Request Form for the Commissioner's approval, even if a day trip (this covers the traveler in case of an accident or some other hazard).
- All costs associated with trip must be on the request form even if another organization will be paying for the trip. You also need to indicate the source of funding for the trip.

Keep in mind we are making sure Departmental and State policy are being followed, so make sure that your paperwork is completed properly and that appropriate approvals are on the voucher. This will expedite any reimbursement you may be entitled to.

If you have any questions concerning travel or the completion of the form, please call your Service Center representative for assistance; we'd be glad to help. You can also go to the State's website: <http://www.maine.gov/osc/travel> for additional information and needed forms.

Region 1 • Adult Community Corrections

By Carol Carlow

A Special Welcome Extended

Getting a much needed new Probation Officer and a Probation Officer Assistant (POA) on board met with great enthusiasm this month in Region 1-A. We had the pleasure of welcoming Charles Grenier who will assume the duties of a POA position in Portland. Charles, better known as “Chuck,” comes to us from Long Creek Youth Development Center and has been with the Department for a number of years many of those serving in a supervisory capacity. Chuck has been assigned to the Portland office and will be based there.

Our second new face is that of Irina Kladova who was previously employed at DHHS for a number of years as a child protective worker. While on the DHHS staff, Irina earned an excellent reputation among providers and fellow staff members for getting the job done and

in a professional manner. Once her required training is completed, Irina will assume the duties of a full time Probation Officer and will be based in the Biddeford office.

A Gathering to Work and Feast

Our monthly staff meeting was held on December 10th in the Portland Office and it was a three-part event. Two thirds of the time was devoted to several mandatory training items including law updates with Diane Sleek, firearms and car inspections, a re-entry overview, cell phone searches, new fees, ethics and other important agenda items. But it wasn't all work and no play as we broke up the time with a potluck holiday luncheon and everyone got to fill his/her plate from a whole array of “yummy” dishes. What a nice way to end another busy year and welcome in the holidays.

Region 3 • Adult Community Corrections

Submitted by Lisa Hall

Holiday Gathering

Region 3-A held their end-of-the-year staff meeting during the holidays. Staff collected and donated to *Toys for Tots* in lieu of a Yankee swap and it was very successful. Staff enjoyed being able to provide for children in the community and bringing them joy on Christmas morning!



Region 3-A collected toys for Toys for Tots.

In Other News

Associate Commissioner Brann and RCA Goodwin participated in a meeting in Rockland with Probationers involved in a new initiative between the Waldo and Knox

Officers. Clients under supervision were able to share their stories specific to the benefit of the approach used.

The Aroostook and Bangor offices have been very busy as a result of retirements and certainly the acceptance of additional supervision numbers is only part of the equation. Their ongoing willingness to continue to work diligently is greatly appreciated.

RCA Goodwin, and Officers Lewis and Fethke participated in the The New England Council on Crime and Delinquency (NECCD) conference on Cape Cod in October, they and we are now members of the organization; they also visited New Hampshire in December to formalize their roles and assignments.

Region 3-A personnel are looking forward to the first quarter of 2015 as they will, hopefully, experience full staffing, this after many months of double caseloads for the majority of the Region.

Rockland Elves Thank Their Law Enforcement Partners with Cookies!

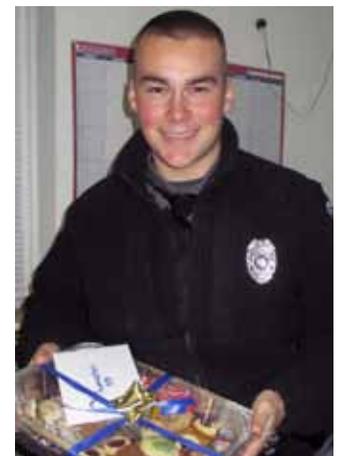
Rockland Probation staff (Region 3-Adult) organized a cookie swap on December 22nd, then delivered the resulting trays to our Knox County law enforcement and community partners to thank them for another year of great teamwork! Deliveries were made to the Knox

County Sheriff's Office, police departments in Camden, Rockport, Rockland, and Thomaston, court staff, the District Attorney's Office, the Knox County Jail, Knox County Dispatch, MDEA, Marine Patrol, and Maine Pre-Trial offices.



Left to right) Homemade cookies ready for delivery; Lt. Michael Geary, Camden PD; Knox Court Marshall; Pre-Trial Jenna Golub (2nd row) DA Chris Fernald; Rockland PD Officers Camporale, Sgt. Don Finnegan,

Officer Joel Neal; Knox Clerks of Court (3rd row) Knox SO Dep. Paul Pinkham; Sgt. Travis Ford, Rockport PD; Matt Talbot, Marine Patrol; Thomaston PD Officer Olaf Sigaud (bottom, left) Knox Dispatch.



Holiday Craft Events- Belfast and Rockland

The Belfast and Rockland probation offices (Region 3-Adult) hosted clients and their children in December for Holiday Craft Days. The probationers and their families who signed up for this event impressed us with their artistic abilities! Holiday cards with glitter

and stickers, snowmen made with shredded paper, Santas made from clothespins and felt, reindeer made from popsicle sticks or pipe cleaners, felt mice with candy cane tails- these were just some of the creative projects resulting from the events.

positive memories with their children in a fun, but structured, setting. More importantly, the officers who organized and participated in the craft days were able to witness the parenting skills of our clients, and were impressed with the patience, enthusiasm, engagement, and tenderness shown by clients to their children.

These events provided an opportunity for our clients to build



PO Amy Burnham Garcia.



PO Jen Mitkus.



A few of the holiday craft creations made by clients and their children with Region 3-A's penguin Mildred.



Friends of Mountain View Sell Maine Kindling

By Marsha Higgins, Volunteer Services Coordinator

Friends of Mountain View is undertaking a business endeavor of selling Maine kindling. They purchased downed cedar and with help from the Young Adult Offender population at Mountain View Youth Development Center (MVYDC), the cedar was cut, split and bagged. Dr. Judy Burk and her husband, Ken, have put in many hours of research and development work for this project. Judy spent one weekend in Brewer at a craft fair selling kindling and putting the word out about Mountain View Youth Development Center and its programs. Friends of MV is hopeful that each year the project will grow and turn into a very profitable fund raiser.

Friends of Mountain View Dr. Judy Burk selling Maine cedar kindling to at craft fair.



Mountain View Staff Updates

Welcome

Leah Perrigo was hired for the Office Associate position for the Warehouse November 17th. Ms. Perrigo has experience as an Office Assistant, Secretary, Office Clerk, Clerk Typists II, Speech Assistant, Travel Counselor, and has degrees in General Studies, Business Administration and Education/Speech Language Pathology.

Welcome to our new Juvenile Program Workers (Jeffrey Haack, Donald Hendsbee, Shannon Larochelle, Joshua McKechnie, David Peters, William Riley II, and Ashley Vargas) and JPW/Cook Jonathan Lawson. Hired in November, they completed their training on December 31st and all have started their assignments effective January 1, 2015.

Promotions

Juvenile Program Worker (JPW) Jonathan Willey was promoted to the Juvenile Program Specialists on November 5th. He has been employed in the Security

Department at Mountain View Youth Development Center (MVYDC) for 12 years.

Jeff Macomber, former JPS was chosen as Juvenile Facility Supervisor/Captain starting his new position on December 21, 2014. Jeff has been with MV since opening as a Juvenile Program Supervisor and with Corrections for 26 years. He has been a long time AFSCME steward and Chief Steward.

Congratulations Jonathan and Jeff!

Farewell and Best Wishes

JFOS/Captain Jeffrey Vance was promoted to Probation Officer for Adult Probation Region 3 and has moved on from MVYDC. Jeff was with MVYDC since its opening in 2002, and has served the facility as JPS, Classification Officer and JFOS. We wish Jeff all the best in his new position.

A Snapshot of the Holidays at Mountain View

By Marsha Higgins, Volunteer Services Coordinator

Mountain View Youth Development Center (MVYDC)/Young Adult Offender Program (YAOP) residents, staff and friends were busy during the holidays! Some highlights include:

- Several area churches made donations for holiday gift bags for the young adults and youth.



- Family visits were held in the gym MVYDC/YAOP for both populations. Refreshments and games were provided.
- Tom Doyle from the Maine Wabinaki REACH program met with representatives from MVYDC regarding the possibility of cultural healing trainings for

(Left) Holiday gift bags were prepared for youth and young adults at MVYDC and inmates at CCF. Helping are Case Worker's Hollie Brewer and Ashley Williams of CCF.



(Below) Volunteer Nicki Greene instructs Mountain View residents in the craft of jewelry wrapping.



Santa and Mrs. Claus visit MVYDC. The couple read a story and passed out treat bags to the residents. (Those of you who have been around a while might recognize Santa—Mike Morin, retired Director of Central Maine Pre-Release Center and Probation. Thanks, Mike!) Superintendent Morin (center) and teacher Jean Berry (bottom) pose with Mr. and Mrs. Claus.

staff and group activities with our young adult population.

- Mountain View residents went Christmas caroling in December.



Region 2 • Juvenile Community Services

By Julie Bjelko

Tis the Season

As we move closer to the New Year, Region 2-J is taking a thoughtful look back at some of our traditions. On December 12th we held our annual holiday party (in our spiffy new conference room) in Auburn. When I first started with DOC, Cindy Brann informed me that “Food is Love,” in fact; it is entirely possible it was the

first thing she ever said to me at my first staff meeting. And while Cindy has moved on from Region 2-J, the tradition has certainly remained. Our little potluck shin-dig was a great opportunity for us to enjoy each other through our favorite or in some cases legendary dishes. From Eric Powell’s legendary éclair cake dessert,

Continued next page.

Region 2 • Juvenile continued

to Rick Meagher's famous deviled eggs. We had a variety of chiles and cheeses to choose from as well as salads, fruit, pies and more! Even with all that great food this was a great opportunity to enjoy each other as colleagues and friends. Most of our staff works in sub offices around the region either by themselves or with just one other person. Events like this allow us to spend time catching up with each other. This year's party was no different, filled with laughter, hysterical Yankee swap gifts and of course, the food! Region 2-J would like to thank all our colleagues throughout out the Department for the tremendous work done throughout the year!

Best Wishes Mark

We here in Region 2-J would also like to take a moment to congratulate JCCO (Region 3) Mark Sellinger, on his upcoming retirement. Mark spent many years working with Region 2-J before the regions were realigned a couple of years ago. Mark has been an outstanding JCCO throughout his career with an endless amount of positive energy that he reflects into the work he does with his caseload. Mark truly cares about every client he works with. It has been a pleasure to work alongside him and we wish him the very best in whatever might come next. Mark, we hope you enjoy retirement, you will be missed!

Region 3 • Juvenile Community Services

Submitted by Darrin J. Constant, JCCO

Welcome JCCO Valerie Norman

Valerie Norman has accepted the Region 3-J JCCO position for Lincoln/Millinocket office as of December 15th. Valerie began her work with Department of Corrections in 1997 as a Correctional Officer at Charleston Correctional Facility. In 2001, Valerie accepted a new role as JPW when Mountain View Youth Development Center opened and for three years worked with the committed juvenile population on the units. Since 2008, Valerie has worked primarily with the adult female population in numerous capacities including at the former Women's Reentry Center in Bangor and most recently at Maine Correctional Center. Valerie comes to Region 3-J with a vast amount of training, knowledge, and experience in working with DOC clientele.

JCCO Bennoch Speaks to Juvenile Law and Corrections Class

JCCO John Bennoch spoke to the Law Enforcement Class at the Hancock County Technical Center on December 16th. The 19 students had recently completed a segment on juvenile law and corrections. John explained the mission of the juvenile department, the role of the JCCO and the difference between how juveniles are handled compared to adult offenders. The students asked several excellent questions such as what the most difficult

aspect of your job, what do like best about your job, and what are the most common offenses juveniles commit?

2014 Christmas & Ugly Sweater Party

On December 19th Region 3 held their annual Christmas staff meeting party. A Yankee Swap was held following a potluck lunch. Ugly Sweaters was the theme of the party. As voted by their peers JCCO Dan Delahanty was awarded the "Most Creative" Sweater, RCM Josh Ash was awarded the "Most Christmas Spirit" and RCA Galan Williamson received the prize for the "Ugliest Ugly Sweater!"



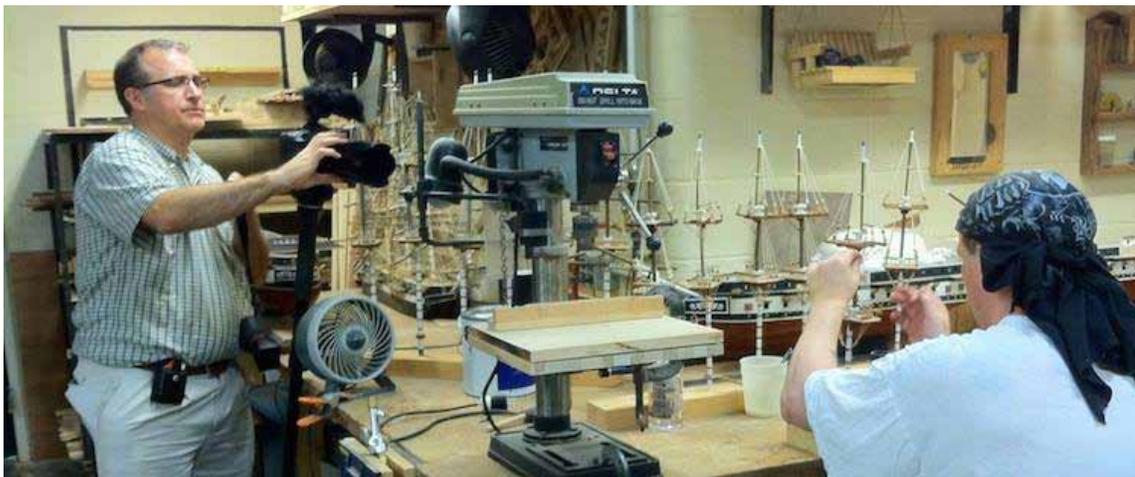
Ugly sweaters worn by (left to right) RCM Roy Curtis, RCA Galan Williamson, JCCO Warren Brown, Office Associate Chris Ross, RCM Josh Ash, JCCO Dan Delahanty, and JCCO Darrin Constant.

“No Idle Hands”- MSP Wood Products Industry

The Maine Department of Corrections today released “No Idle Hands,” a 15-minute video profile of Maine Prison System’s signature Wood Products Industry. Prisoners have been working with wood in Maine’s

correctional facilities since 1828. The program is unique in the nation, providing measurable value in managing correctional facilities and prisoner rehabilitation.

Continued next page.



The wood products operation at Charleston Correctional Facility is the starting point for much of the wood used to make the great products sold at Maine Prison Showrooms in Thomaston and Windham.

Filming during our in-house production profile of MDOC's Wood Products Industries. DG Media Arts owner Dean Gyorgy (bottom photo) is getting a closeup of a prisoner working on the Industries' signature U.S.S. Constitution model. Each model demands about 750 hours to complete!

“No Idle Hands” continued

“The editing is excellent and the story really draws you in. It is so nice to see how industries made such a difference in the lives of these guys. Very impressive!” said MDOC’s Director of Industries Scott Reiff, after seeing the video. “No Idle Hands” is an in-house production by MDOC’s Director of Special Projects Scott K Fish and DG Media Arts based in Wayne, Maine. “The quality wood products at the Prison Showroom in Thomaston have been attracting thousands of tourists and locals since the early 1930’s. Everyone involved in this video felt that, among the many MDOC stories worth sharing with the public, the full story of the Wood Products Industry is a story long overdue,” said Scott Fish.

“No Idle Hands” takes viewers on a complete tour, from harvesting and milling timber at Charleston Correctional

Center in Charleston, Maine, to interviews with prisoners currently working in the program at Maine State Prison in Warren, to free men who once worked in the program as prisoners at MSP.

“We now have that special video to share with the public that really does justice to the behind-the-scenes efforts going on daily to make the Industries Program successful, and the lives the program is impacting,” said MSP Deputy Warden Robert Walden, a former Director of Industries.

“No Idle Hands” will be shown at the Prison Industry Showrooms in Thomaston and Windham, with other locations to be determined. It is available now on [MDOC's Facebook page](#).

Employees’ Service Anniversaries

Facility Key:

CC-Community Corrections
 CO-Central Office
 CCF-Charleston Correctional Facility
 DCF-Downeast Correctional Facility
 LCYDC-Long Creek Youth Development Center
 MCC-Maine Correctional Center
 MSP-Maine State Prison
 MVYDC-Mountain View Youth Development Center
 SMRC-Southern Maine Re-Entry Center

This list represents an employee’s anniversary date for the months of November and December.

5 Years

Warren F Brown..... CC
 Kristie L Denner MCC
 Catherine L Parker LCYDC
 Richard A Rankins Jr.....CCF
 Jason E Taylor..... CC
 Ronald D Teele IIIMSP

10 Years

Fremont F AndersonMSP
 Patricia B ArmitageMVYDC
 Kelene E Barrows CO
 Ryan M DearbornMVYDC
 Ned E HoodCCF
 Derryl R McPhersonBCF
 Steven C Pressley II DCF
 Christopher Stanhope DCF
 Kevin M WilliamsCCF
 Lisa Wojcik LCYDC

15 Years

Diana M DuffCC
 Margaret A Emerson LCYDC
 Mark A FortinCC
 Matthew J Golder MCC
 Nancy L Landry MCC
 Valerie Miller.....MSP
 Paul F SmithMVYDC/CCF
 Harry J Stuart..... LCYDC

20 Years

Kimberly A Deering LCYDC
 Ellis King CO

25 Years

Adrien J Dufresne.....LCYDC
 Joanne M Dunn CC
 John E Howlett MSP
 Michael T Simoneau CC

More than 25 Years

Willard R Blanchard (1984) MCC
 Jody L Breton (1988) CO
 Dwayne A Chase (1986)MVYDC/CCF
 David M Daniels (1985) DCF
 Willard E Goodwin (1981)CC
 John R Redmond (1983)..... MCC
 Mark S McCarthy (1988)..... CO
 Priscilla G McLellan (1985)MVYDC/CCF
 Kevin G Millay (1985) DCF
 Anne B Rourke (1979) BCF
 Ronald E Secord (1985)MSP

Central Office Staff Gets into the Holiday Spirit

