

# Office of Victim Services

## A Handbook for Victims about Offenders Time in Prison



## **After the Sentencing**

**With much appreciation to those who made the creation of this handbook possible:**

- **This handbook was modeled after a handbook created by New Hampshire Victim Services Coordinator Peter Michaud.**

# TABLE OF CONTENTS

Bolduc Correctional Facility .....	28
Central Maine Pre-Release Center .....	24
Charleston Correctional Facility .....	31
Concluding Comment .....	19
Control & Discipline .....	6
Downeast Correctional Facility .....	34
Education .....	9
Guiding Principles .....	2
Health Services .....	14
How Long Behind the Wall? .....	17
Introduction .....	2
Is Prison a Free Ride? .....	16
Keeping Victims Informed & Involved .....	4
Maine Correctional Center .....	20
Maine State Prison .....	25
Maine's Prisons .....	29
Mental Health .....	14
Mission Statement .....	2
National Accreditation .....	3
Opportunity for Change .....	9
Other Services & Privileges .....	15
Personal Improvement .....	13
Policy on Victims of Crime .....	1
Prison Housing .....	7
Prison Labor .....	8
Resource Directory .....	37
Safety & Security First .....	3
Sentenced to Time in Prison: What are Next .....	5
Sexual Offenders .....	12
Transition Unit .....	12
Treatment Programs .....	11
Victims' Rights .....	4
Vocational Training & Industries .....	10
Why Classify? .....	6
Women's Reentry Center .....	22

## **Policy on Victims of Crime**

The mission of the Maine Department of Corrections is to hold the offender accountable to the victim and community, to prevent crime and reduce the likelihood of juvenile and adult offenders re-offending.

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 Department of Corrections strives to ensure that victims who request notification will be notified of a prisoner's release, victims receive the restitution to which they are entitled, and are free from harassment by offenders in the custody of, or under the supervision of the department.

The department provides a toll free number, 800 968-6909 for victims to receive information regarding an offender's status.

The Department of Corrections encourages the participation of crime victims on the department's Victim Advisory Group and Victim Impact panels.

The Department of Corrections 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.

This handbook may not answer all questions you have regarding the correctional system in Maine. You are urged to call the resources listed at the end of the book and also to access our web site at [www.maine.gov/corrections/victimservices](http://www.maine.gov/corrections/victimservices). We welcome your interest in the Department of Corrections as we strive to make communities safer and deal with the concerns of victims in a responsive manner.

## INTRODUCTION

Maine's successful response to crime is grounded in an understanding that safety for citizens is a fundamental role of government. The Maine Department of Corrections (MDOC) is a state agency responsible for Maine's prisons and probation-parole services. Together with law enforcement agencies, courts, juvenile justice agencies, victims of crime and communities, the MDOC plays an integral role in our State's justice system.

The federal and state constitutions guarantee specific rights for individuals who commit crime. The Maine Legislature, representing all citizens, establishes public policy for the justice system. Our State's justice system balances the rights of crime victims with the offender's rights and safety for all. The Department of Corrections provides public safety consistent with those rights.

Offenders sentenced to prison are punished with loss of liberty. With structure and discipline, offenders experience the consequences of crime. Through prison programs, inmates can learn how crime impacts others and develop skills to contribute as law-abiding, productive members of society. Loss of liberty and opportunities for change combine to help deter current and former inmates from committing new crimes with new victims.

The MDOC is committed to keeping interested victims and survivors informed with appropriate information about the status of the offender. Many victims of crime, and other citizens, have questions about life "behind the walls." To help answer those questions, this handbook is available to provide information about changes in the life of offenders sentenced to prison in Maine.

Additional information about the Maine Department of Corrections is available on the World Wide Web <http://www.maine.gov/corrections/>.

## MISSION STATEMENT

The **mission** of the Department of Corrections 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.

## GUIDING PRINCIPLES

**Evidence-based Practices** are correctional interventions considered effective because they reduce offender risk and subsequent recidivism and therefore make a positive long-term contribution to public safety. Evidence-based practices means that our decisions will be based on the best available information, risk assessment practices and intervention actions and will focus on those risk factors that exist in the individual or his or her environment which if changed will reduce the likelihood that an offender will offend again. The National Institute of Corrections Principals for Effective Intervention will provide the framework for our approach.

The delivery of comprehensive **Services for Victims** requires us to design and administer a system which complies with the statutory rights of victims and addresses the needs of the victim and the harm done by offending behavior and invites victims, if they choose, to be part of the process of effective intervention.

**Collaboration** can result in a more coherent continuum of care; one that uses evidence-based principles to reduce recidivism. By collaborating with each other, governmental agencies and community-based providers can jointly provide a comprehensive and integrated array of services that could not be provided by a single agency. Access to a well-organized network of services and pro-social community connections can greatly enhance an offender's ability to succeed.

**Achieving Results, Ensuring Quality Services and Meeting Professional Standards** will only be achieved through clearly articulated goals and strategies informed by staff's experiences and research and supported by training. What we know works and doesn't work, will inform all our policies, the programs we develop and implement, and the decisions we make. We are committed on an ongoing basis to evaluating and measuring our programs' effectiveness.

**Investing in our People and the Organization** means that we will continually develop the organization and change and realign the existing systems to appropriately support new innovations. Change requires dynamic leadership who can manage the process of leading and directing an organization that integrates evidence-based practices and collaboration into day to day operations and who can transform organizational culture.

**Prevention** will be promoted by working with families and communities to address those factors which put children at risk and to protect children from those risks.

## **NATIONAL ACCREDITATION**

The American Correctional Association (ACA) establishes national standards for the safe operation of prisons and probation-parole services. With its commitment to quality, the Maine Department of Corrections has received accreditation from the ACA and the Commission on Accreditation for Corrections. This certifies that our facilities and programs meet or exceed the national standards. Every 3 years, the Department will enter a re-accreditation process to assure a professional and humane enterprise – with competent management, trained staff, and quality facilities and programs.

## **SAFETY & SECURITY FIRST**

Each day of an offender's time in prison is lived with one essential principle in place, the safety of the public, MDOC employees, and other prison inmates must be assured at all times. A safe and secure environment is an essential ingredient for successfully controlling the loss of liberty for inmates.

All areas of prison operation address security needs. Prison buildings are designed to separate offenders when appropriate, yet encourage staff interaction with them. Classifying each inmate according to probable risk to the public and to others in the institution provides an objective method for assigning inmate housing and security levels. Movements throughout prison grounds are based on assigned security levels and are controlled at all times. Frequent searches and counts of each inmate help minimize unsafe activity. These and other procedures are important elements in assuring safety 24 hours per day, 365 days per year.

A significant requirement for providing safety and security is a well-trained, highly professional team of corrections employees. The uniformed and non-uniformed personnel of the MDOC are committed to achieving the department's mission with the values of integrity, respect and professionalism. The knowledge and skills of staff are enhanced through intensive pre-service and in-service training programs with the Maine Criminal Justice Academy Council. Throughout their career in corrections, our

employees are expected to be role models for inmates as they contribute to the safe, secure and humane management of offenders “behind the walls.”

## **KEEPING VICTIMS INFORMED & INVOLVED**

Maine law provides crime victims with important rights throughout the justice system (see “*Crime Victims’ Rights*”). During the criminal investigation, court and corrections phases, Victim-Witness Advocates promote a compassionate approach to participation by victims. Crisis centers throughout the State provide advocacy and support for individuals and families experiencing domestic and sexual violence. In partnership with other agencies, the Maine Department of Corrections is committed to respecting and supporting the rights and needs of crime victims.

The MDOC strives to keep victims and survivors informed and involved. When ordered by the Court, the MDOC collects restitution from offenders for victims who experience economic losses from crime.

When offenders are sentenced to prison, a victim of a murder, or Class A, B, C crime, or of a class D crime under chapters 9, 11, or 12, for which the person is sentenced to institutional confinement may request notification of release from the Department of Corrections. The victim must receive notice of that person’s release and discharge from institutional confinement upon the expiration of the sentence and must receive notice of any conditional release of the person from institutional confinement, including probation, parole, furlough, overnight release, work release, intensive supervision, supervised community confinement, aftercare, therapeutic leave or similar program if the victim so requests. This request may be made through the Victim-Witness Advocate or directly to the Department of Corrections. Additional information and support is available through the MDOC Victim Services Coordinator at **(800) 968-6909**. Personal information provided by victims is confidential and cannot be accessed by the inmate.

Parole was abolished in Maine in 1976, however there are a few remaining offenders who were sentenced under the old law. Upon request, victims and survivors may provide input to the Parole Board prior to its decision about an inmate’s release. Victims may attend the parole hearing accompanied by an advocate and may choose to talk to Board members without the inmate present. Victims may also submit a written statement for the Board to consider regarding the inmate’s release.

Victims experiencing intimidation, threats or harassment by inmates will have their concerns addressed promptly by the MDOC. Such inmates are subject to disciplinary action and criminal prosecution as appropriate. When inmates initiate unwelcome contact, victims are encouraged to inform the Victim Services Coordinator at **(800) 968-6909**.

Consistent with its mission and values, the MDOC continues to strengthen its support for victims and survivors of crime. Through collaboration with victims, advocates, and community organizations, MDOC programs can empower victims to resolve issues related to crime victimization. Offender accountability can be enhanced by improving offender understanding about the personal impact of crime upon victims and their families through the *Impact of Crime* program. Ongoing development of MDOC’s victim services acknowledges the significant role of crime victims in the success of Maine’s justice system.

## **VICTIMS’ RIGHTS**

In Maine, victims of crimes are entitled to certain rights under the law, which can be found in: (17-A M.R. S. A. Section 1175).

Victims of Crime are entitled to the following basic rights:

- To be treated with dignity and respect throughout the criminal justice process.
- To be assisted by criminal justice agencies.
- To be informed about the criminal justice system.
- Whenever practicable, to be notified of plea agreements, and the right to comment on them.
- Whenever practicable, to be notified of all judicial proceedings, including time and place of trial.
- Whenever practicable, to be notified of the proposed dismissal or filing of a complaint, information, or indictment before the action is taken.
- To have input at sentencing.
- To request restitution.
- To request compensation for the Victim Compensation Board for un reimbursed medical and medically related expenses for victims of violent crimes upon request to the Department of Corrections
- To be notified of defendant's release from institutional confinement in all felony cases.
- To be provided with a pamphlet containing certain statutes which pertain to victim's rights?

Through the Maine Department of Health and Human Services, victims of certain violent crimes are entitled to know the results of inmate tests for HIV/AIDS (Acquired Immune Deficiency Syndrome). Requests for this information must be submitted to the District Attorney's Victim-Witness Advocate.

### **SENTENCED TO TIME IN PRISON: WHAT'S NEXT?**

After the sentencing hearing in court, crime victims are encouraged to consult with the Victim-Witness Advocate who was available during the court process. The Advocate can help explain the sentence and provide additional support with the victim or family (see *"Keeping Victims informed and Involved"*). Victims may also contact the MDOC Victim Services Coordinator anytime during the offender's sentence, at **(800) 968-6909** or **287-4385**.

Upon order of the Court, new prisoners are transported by Sheriff Deputies to the appropriate prison receiving facility (e.g. Maine Correctional Center in Windham or the Maine State Prison in Warren for offenders with sentences over 5 years). After arrival, the inmate is photographed, fingerprinted and given prison clothing and toiletries. All new inmates are placed in a reception area and are kept isolated, or "segregated," from other prisoners until approved by prison staff for proper housing assignment.

During the approximately 30 days in reception status, inmates are interviewed and tested by a multidisciplinary team of prison staff. Inmates receive an orientation to prison rules and expectations, medical and dental exams, mental health assessment, religious and program orientation, and educational testing. The classification process begins to determine custody and housing assignment. After the diagnostic period is complete, the offender moves to a correctional housing unit with similarly classified inmates.

## WHY CLASSIFY?

Prison staff, including a Classification Officer or Assistant Classification Officers, one Security member and one Administrative member; utilize an objective method to safely maintain inmates by identifying their security and program needs. The classification process helps determine where inmates are housed and how they can successfully complete the prison sentence. During each year in prison, classification teams meet regularly to review the behavior, work performance and program participation by inmates.

Each inmate is rated according to several factors. These include public risk (security needs), institutional risk (custody needs), medical and health care needs, mental health needs, training and programming needs, substance abuse educational needs, education needs, vocational training needs, and work skills. With safety and security as priorities, risks to the public and the prison environment are always addressed first. Inmates who successfully transition from state prison to the community see their level of custody reduced as the release date approaches.

Based upon classification ratings, the custody levels include:

**High Risk Management:** provides the highest degree of supervision and control. Inmates are locked in their cells approximately 23 hours daily with limited time for exercise within the living quarters.

**Close Custody:** limited activity beyond work or school hours, movement within the housing unit.

**Medium Custody:** provides moderate lockdown time and greater movement inside the secure prison perimeter. Most inmates in Maine require medium security and make up the prison “general population.”

**Minimum Custody:** includes reduced supervision and control while living and working on prison grounds outside the secure fence.

**Community Release:** allows inmates to reside in a Pre-Release Center and maintain gainful employment in the community during the final phase of incarceration.

**Supervised Community Confinement:** inmates may also be confined at home, maintain employment and supervision by a Probation-Parole Officer, during the last year of their sentence.

## CONTROL & DISCIPLINE

Movement within prison is strictly regulated. All living quarters and program areas include a number of locked doors or gates with access controlled by Correctional Officers. When directed by uniformed or non-uniformed staff, inmates may move under the following circumstances:

- Scheduled – mass movements to the dining hall, work sites, appointments or special events.
- Staff Escort – individual movement under constant control of staff.

- ❑ Pass – a written movement pass issued by staff is required for all inmates moving on prison grounds for non-scheduled or unescorted activities. The pass must be presented to staff when the inmate arrives at the approved destination and returns to the point of departure.

To assure accountability for all inmates, census checks are conducted regularly each day. Multiple scheduled and unscheduled counts verify the presence of all inmates at work, school, or other activities under staff supervision.

Unauthorized or altered items jeopardize prison safety. Illegal contraband may be passed to inmates by visitors or otherwise produced by inmates. Searches and inspections occur frequently to maintain safety and ensure compliance with rules against contraband. All inmates are subject to random drug and alcohol screens. Without notice, searches on prison grounds include visual inspections, pat (clothing) searches, strip searches, body cavity searches and cell searches. Prison visitors and vehicles are also subject to search at any time and violators may be prosecuted for illegal activity.

To manage safe and secure facilities, there are many rules which inmates must follow throughout their time in prison. Each inmate is informed of these rules upon admission. In general, prison rules address all areas of prison life related to inmate behavior, property, activities, and interaction with others.

Inmates who break the rules are subject to discipline intended to teach accountability. Sanctions can include loss of “good time,” disciplinary (punitive) segregation, cell restriction, extra duty (work) hours, and suspension of privileges, including visitations. Under some circumstances, the inmate may be segregated “pending administrative review.” Although separated from other inmates, all offenders in segregation have access to health care, exercise and limited items and services which do not jeopardize safety.

Inmates are entitled to an impartial hearing about alleged rules infractions. At MDOC hearings, inmates have an opportunity to rebut the allegations, present evidence and question witnesses. Based upon the facts presented, the hearing officer makes a finding (guilty or not guilty) and may award formal disciplinary sanctions as appropriate.

Disciplinary infractions impact a number of areas of an inmate’s prison life. Sanctions effect classification and custody levels and can extend the length of time an inmate must stay behind the secure perimeter, up to the maximum term ordered by the Court. Remaining discipline free for a specified length of time is a requirement for admission or continuation in certain programs, including each level of reduced custody.

## **PRISON HOUSING**

The buildings where inmates live vary in design and size. National accreditation standards provide reasonable guidelines for safe and secure living quarters in prison. Public and institutional safety and medical needs determine where each inmate is assigned to live. Depending upon custody level and program participation, an inmate may live in a locked cell or in a dormitory style room with other prisoners. A Unit Manager directs all activities in each housing area. Uniformed Correctional Officers provide security and supervision through regular interaction with the inmates. Correctional Caseworkers within each housing unit provide program direction and classification reviews as inmates’ progress through their time in prison.

Security or other considerations may require incarcerating inmates in another state's prison. These inmates must follow all rules and regulations of the other facility. However, decisions about custody levels or release remain with the Maine Department of Corrections.

Each prisoner must wear an identification card and prison clothing at all times. Good personal hygiene is required. Cells and dormitory rooms must be clean and are subject to searches at any time. Wall decorations must not be vulgar, sexually suggestive or promote the use of alcohol or drugs.

Inmates have limited access to telephones. As part of the daily schedule, they may make pre-paid calls to anyone on pre-approved phone lists. Any inmate who uses the telephone to threaten, harass or intimidate others (e.g. victims or witnesses) will be disciplined and/or criminally charged. Through available technology, the MDOC can "block" specific telephone numbers from being dialed to prevent further incidents. All facilities have instituted a pre-paid calling plan that allows collect calls or pre-paid calls nation wide to approved numbers using voice-recognition. Victims and others who receive unwelcome contact from inmates are encouraged to inform the prison Warden or the MDOC Victim Services Coordinator at **(800) 968-6909** or **287-4385**.

Inmates who are not in disciplinary segregation may own one radio and television set (purchased through the prison canteen). Like other privileges, access to these items may be limited or items may be removed for periods of time as a means of disciplining inmates for inappropriate behavior.

Inmates are encouraged to solve problems by communicating with staff through proper channels. Discussion with a staff member in the housing unit is the first step to having inmate questions answered or needs met. If the unit staff cannot address it, the inmate is instructed to submit a written request. The appropriate responsible staff member will then respond to the inmate's issues. When issues are not otherwise resolved, a written grievance may be submitted to the Warden and Commissioner.

## **PRISON LABOR**

Unless medically unable, inmates are encouraged to work or attend school while in prison. Prisoners are required to perform upkeep to their living areas but are not mandated to work jobs. Generally, inmates work morning or afternoon shifts. Each prison is a self-contained facility requiring an infrastructure not unlike any community. Laundry, kitchen, general maintenance, and industries are some of the areas where inmate labor is required.

As time in prison can be an opportunity for offenders to improve themselves before returning to the community, efforts are made to assign jobs based upon inmate skills and job training needs. All jobs are determined by the offender's security classification, needs of the institution and the inmate. Inmate labor is supervised and evaluated by uniformed or non-uniformed MDOC staff.

Inmates do not receive "cash" for their work. Each month's wages are credited to the inmate's account and are used to purchase essential products or other items from the prison canteen. Inmates are required to buy their own personal hygiene items with their earnings over and above what is minimally provided by the facility.

Once assigned to a housing unit, rates for base pay for prison work are \$0.50 daily. Inmates who succeed at certain skilled jobs may be eligible for gradual increases, up to \$2.50 daily after 18

months. No inmate is paid for more than one job. Inmates who are disciplined for certain behaviors receive “reduced pay status” and are not allowed recreational activities beyond the housing unit. These rates are significantly higher for prison industries, with starting pay normally \$0.60 per hour, with 6 to 7 hour work days. Rates go well over \$3.00 per hour in some cases.

Every 30 days, the work supervisor evaluates the inmate’s attitude, work habits, and performance at the work site. This performance report is considered in the determination of the awarding of good time during future reviews by classification staff, the Parole Board, or the Court.

## **OPPORTUNITY FOR CHANGE**

Keeping the public safe is the chief role of Maine’s prisons. Time in prison shows offenders that their actions result in serious consequences. They have lost their freedom, are required to work, and must pay a number of costs associated with incarceration (see “*Is Prison A Free Ride?*”). Keeping prisoners well occupied is an important ingredient for maintaining safe and effective prisons. Leaving prison with productive skills, and lessons learned about the impact of crime, can help deter former inmates from committing new crimes with new victims.

Time in prison can be an opportunity to learn. Education and skills can be improved in school, in vocational training, and in programs that teach inmates they must change their behavior by making responsible choices. These programs are designed to return ex-offenders to the community as law-abiding citizens who accept personal responsibility for their actions.

## **EDUCATION**

When entering prison, many adult inmates do not have a high school diploma or GED. National research shows that inmates with the least education are the most likely to return to prison. Inmates completing educational programs are much less likely to return. Adult inmates are encouraged to participate in all types of academic and vocational education programs. The main focus of the MDOC correctional education programs is to prepare the released inmates for successful employment.

### ***Educational Support & Library Services***

Achievement testing (e.g. math, reading, language use and spelling) is offered to all inmates who are interested in continuing his/her education. The correctional education staff offer help in all aspects of the educational process. Each prison library supports inmate studies and provides reading materials, interlibrary loan and reference media. Access to legal reference materials is also available. The WorkReady Credential Program is available at some of the adult correctional facilities and offers a 60 hour curriculum that prepares the inmate/students with the workplace essential skills necessary to be successful in the job market.

### ***Post-Secondary Opportunities***

Inmates may request approved non-internet based distance learning courses from accredited institutions. The University of Maine at Augusta and community college system deliver some post-secondary courses for inmates in Maine. Inmates must pay for all tuition and fees. Some financial assistance may be available through other funding sources depending on eligibility criteria.

## VOCATIONAL TRAINING & INDUSTRIES

The adult vocational training programs provide classroom and on-the-job training to enhance skills in several employment areas. Certificates are awarded for successful completion, with program length ranging from 6 months to 1 year. While the type of vocational training may vary in each prison (see specific adult correctional facility program descriptions) some of the vocational programs that the MDOC offer are auto body repair, auto mechanics, building trades, wood harvesting, culinary arts, horticulture, welding, printing, and technology education.

Closely integrated with education and vocational training are work opportunities in the prison's Correctional Industries. While improving marketable job skills, inmates provide labor for the prison and goods and services for many public and non-profit organizations in Maine. Sales from the shops of Correctional Industries help pay for staff and inmate costs, as well as the purchase of materials. Profits are returned to the general fund of the State of Maine.

The following Correctional Industries shops produce goods and services for other state agencies and the MDOC showroom retail stores:

***Plate Shop*** – motor vehicle license plates;

***Farm*** – vegetables, cordwood;

***Furniture Shop*** – office furniture & cabinets;

***Wood Shop*** – custom-made products;

***Computer Refurbishing*** – hardware repair, web-site development;

***Upholstery Shop***

## TREATMENT PROGRAMS

Through the classification process, prison staffs assess each offender's treatment needs. To successfully progress in prison, the inmate must actively participate in treatment as required by the Court or prison. A number of enrichment programs are also available to help address identified needs. The offender's classification level can affect eligibility for certain programs. All programs provide opportunities for offenders to learn how to change behavior.

### ***ALCOHOL & DRUG ABUSE***

National research shows most offenders have a history of alcohol or other drug abuse. Time in prison is an opportunity for inmates to receive information about the many impacts of addiction. They can learn skills needed to make appropriate choices upon release.

### ***CORRECTIONAL RECOVERY ACADEMY***

The Correctional Recovery Academy is a 1 year intensive treatment program that treats Level 4 and 5, men located within the prison system in Maine. The one year includes two steps. The first step is nine months and utilizes the Modified Therapeutic Community model, Cognitive Behavioral Therapy, as well as the DSAT (Differential Substance Abuse Treatment) model. It is a self-motivated program with emphasis on utilization, and support, of fellow community members for learning how to monitor and change behaviors. The program provides education about substance abuse, problem solving, individual responsibility, and civic responsibility.

During the 9 month step of the program the client works his way through three separate phases. Each client's phase level advancement is achieved through progress made, and observed, in classroom work and participation, attitude changes, ability to exhibit consistent positive change in attitude, behaviors, and impulse control, and by passing a rigorous written test that targets the client's knowledge of what he has learned through his classroom, group and one-on-one participation.

Phase 1: All new clients who come into the program are automatically made a Phase I. During this phase they are considered in orientation. Each individual is assigned a mentor who is responsible for supplying the new Phase I with a copy of the Phase I Handbook, and works with the individual to help him gain an understanding of the new environment with all of its rules and regulations, and program expectations. They are kept somewhat separate from the other Phase clients for 4 to 6 weeks in order to give them the time to learn the community rules, schedule requirements, and program needs and behavior expectations. During these weeks the Phase I attend all scheduled classes and meetings, and participate in community job functions. When the staff feels that behaviorally the Phase 1 is ready for advancement to Phase 2, he is given the written test.

Phase 2: Once a Phase II, the client can talk to all other Phases. There is a higher expectation for the Phase II to display appropriate behaviors and to role model the behaviors for new clients. Once a Phase II displays positive community interaction he will be able to become a mentor. The Phase II continues to attend all scheduled classes and meetings, and is eligible to be given work assignments, and hold Committee Leader positions. He will advance to Phase III when Staff feels that he is ready to take the Phase III test, and passes it. Advancement is determined by the individual's observed behaviors and interactions, not just by the written test.

Phase 3: There is a higher expectation for a Phase III to engage in appropriate behaviors and interactions, and to role model positive behaviors. The Phase III continues to attend all scheduled classes and meetings. Once he has been made a Phase III, the client will be occasionally expected to teach a class. There are very high expectations placed on a Phase I to be a positive influence in the community. If a Phase III is minimum custody they are given a set of clothing to wear that sets them apart from the other Phases. The attitudes and behaviors that a Phase III exhibits determines whether he will be eligible to go on to the second step located at CMPRC in Hallowell.

Once an individual makes a Phase he can lose that Phase level if he engages in behaviors that are not considered appropriate behaviors for an individual who has made that Phase level.

Step II: The individual who is moved on to Transitional Recovery Academy, located at Central Maine Pre-Release Center in Hallowell, will be there for three months. On arrival he automatically goes into an orientation phase similar to the one at CRA. This is a time to learn the rules and regulations, and program expectations. They have the same sort of program requirements as those in the first step. Once out of orientation the individual works on DOC crews and can begin to seek employment. Their last few weeks are spent preparing for life on the outside which includes figuring out where they are going to go to, finding a place to live, and how they are going to support themselves financially. (Many of these issues begin to be addressed in the first step of their one year program at CRA.) Once a prisoner is evaluated and assessed as in need of this program, failure to complete it once started results in severe restriction of certain privileges.

## **OTHER SUBSTANCE ABUSE PROGRAMS**

Several programs are available throughout the year to help inmates learn the consequences of addiction and to develop skills for recovery. Alcoholics Anonymous and Narcotics Anonymous meet frequently. Classroom programs, television courses and relapse prevention groups are also available.

## **TRANSITION UNIT**

The Maine Department of Corrections has established a supervised community confinement transition program. This program targets low risk offenders at the time of commitment to the DOC who are good candidates for community confinement. Prisoners who are considered for this program are males with a sentence length between nine months and one day and eighteen months. Prisoners who have a current sentence of or have a prior DOC conviction for the following offences will not be considered:

- Sex Offender
- Aggravated Assault
- Robbery
- Escape
- Arson
- Kidnapping

Prisoners who have consecutive sentences, pending charges or have failed the drug court program will not be eligible for participation.

Information from Department of Correction's staff is critical in the screening and evaluation process of candidates for this program. In order to facilitate communication from Community Corrections a SCCP Transition Unit Supplemental Screening Form is provided to Regional Correctional Administrators electronically on a weekly basis. A separate form is provided on each prisoner. In order for the correctional facility to appropriately evaluate each candidate for the program it is asked that the Transition Unit Supplemental Screening Form be returned in seven business days.

Dorm 3 is now a transitional unit for SCCP program at MCC. Dorm 1 converted to sex offender program along with Dorm 2. During their period of incarceration they undergo a risk/needs assessment (LSI-R) and will be prescribed specific programs in identified areas both while at the facility and while in the community. Key components of the program will be the recognition of the risks and needs of the prisoner in the community and development of a comprehensive re-entry plan by Volunteers of America Inc. for each prisoner.

Each prisoner's SCC Program package will be processed in accordance with current practices and policy guidelines.

## **SEXUAL OFFENDERS**

The institutional sexual offender treatment program began in July of 2004. The program is a 30 bed 2 year intensive treatment program. The goal is to tie the institutional program to treatment services in the community thus allowing a smooth transition to the community and a continuum of treatment. The institutional program will be provided by The Counseling and Psychotherapy Center of Maine, which is a satellite program of a Boston based national provider of sexual offender assessment and treatment

services. Sexual offenders will be selected for treatment based on a comprehensive assessment which focuses on risk level and treatment responsiveness, as well as, the length of their sentence.

### **PERSONAL IMPROVEMENT**

Inmates are in prison for many reasons. Lost liberty is one consequence of their crime. Improving their ability to control behavior and their emotional reactions to various situations can increase the likelihood of success upon returning to the community. Several prison programs are available to teach effective ways to deal with difficult situations. Through personal enrichment, inmates are encouraged to change their behavior during their time in prison.

Enrichment programs vary in scope and availability. Opportunities are available for learning skills in anger management, problem-solving, marital relations, life skills, religion and alternatives to violence.

**VOLUNTEER PROGRAMS:** Volunteers have an important role in corrections. Within our agency, volunteers provide valuable services at each facility and district, by assisting inmates, probationers and parolees in self-development and by modeling community values. During incarceration, volunteer programs improve inmates' opportunities for self-improvement by providing:

- |                           |                                |
|---------------------------|--------------------------------|
| Substance abuse education | Marriage and family enrichment |
| Spiritual growth          | Health education               |
| Literacy                  | Language interpreters          |
| Recreation                | Fitness                        |
| Victim awareness          |                                |

With reasonable opportunities for all recognized faith groups, volunteers reinforce mainstream societal values. Our volunteer program encourages citizen participation, as well as inmate and staff volunteerism opportunities. We support inmate participation in community service for pre-employment skill building, decreased inmate idleness, and fostering good community relations.

The needs of men and women confined to prison change substantially when they move to community corrections facilities and are subsequently released on probation. They face many issues, including reintegration with the community, employment, renewal of family and social ties, and the stigma of being an ex-offender. By enhancing the individual's support network, volunteers provide a valuable service during the inmate's return to the community, including assistance with:

- |                            |  |
|----------------------------|--|
| Locating housing           | Pre-employment counseling and training |
| Life skills classes        | Employment placement                   |
| Financial management       | Family and social relationships        |
| Victim awareness           | Leisure activities                     |
| First Aid, CPR             | Health, nutrition education            |
| Community service projects | Substance abuse relapse prevention     |

**RELIGIOUS SERVICES:** Freedom of religion is a constitutional guarantee. Without compromising prison security, an inmate may choose many avenues for practicing religion. Regular worship, group or personal study, and pastoral counseling with the MDOC chaplains are offered throughout the inmate's time in prison. Dietary restrictions consistent with documented religious beliefs are reasonably accommodated.

Weekly worship services are available in the prison chapel for the following faiths: Roman Catholic, Protestant, Muslim, Jehovah's Witness, and Native American Sacred Circle. In addition, several Bible and Gospel study groups meet regularly.

Prison ministries play an important role in the spiritual growth of many inmates. Lay volunteers and ordained clergy represent many Maine churches and community organizations in prison programming. They promote important changes in each individual's life, by helping inmates explore spirituality and personal responsibility.

## **HEALTH SERVICES**

### **MEDICAL**

Access to necessary medical care is provided to all prisoners and juvenile residents in the custody of the Maine Department of Corrections (MDOC). The majority of medical care is provided on grounds at the state correctional facilities. Community-based out-patient and in-patient services are provided when it is determined that the needed care cannot be provided on-site. In these situations prisoners/residents are generally under the direct supervision of correctional staff while receiving these services in the community.

All services within the Department of Corrections are provided by qualified health care professionals such as Physicians, Physician Assistants, Nurse Practitioners, Nurses (RN and LPN), Certified Nursing Assistants, Optometrists, Dentists, Records Clerks and Health Services Administrators. Medical services are provided to prisoners/residents throughout their incarceration from admission to release. Prisoners/residents requiring health care services after release are referred to appropriate community-based services. Upon admission all prisoners/residents are medically screened followed by a comprehensive medical assessment. Medical services are available via daily sick call, scheduled appointments, and on an emergency basis. The MDOC has a limited number of Infirmary beds available in both the juvenile and adult correctional system.

The cost of providing services is primarily funded through the Correctional Medical Services Fund established by the Legislature as well as health insurance programs and the prisoners themselves via a co-pay policy established by the Department.

### **MENTAL HEALTH**

MDOC psychologists, social workers and counselors work closely with psychiatrists to address the mental health needs of inmates. A mental health assessment of all inmates helps classify them upon entering prison. Psychological testing, group and individual counseling and crisis intervention are available. Suicide prevention, intervention and follow-up are also important in maintaining prison safety.

Access to mental health counselors is available for all inmates wishing to address emotional concerns. A time-limited series of counseling sessions can help inmates focus on specific measurable goals for change.

For inmates diagnosed as Chronically Mentally Ill, more intensive services are available. In association with medical staff, extensive diagnostic and treatment planning, medication management,

and discharge planning are provided. Attention is given to arranging aftercare support at community mental health agencies upon release from prison.

## **SECURE PSYCHIATRIC**

The MDOC's Mental Health Stabilization Unit is a self-contained program which provides psychiatric assessment and treatment for patients and inmates whose mental health needs require intensive control and supervision. Admission to this unit occurs by authorized transfers from the prison. Through a multidisciplinary team, patients receive time-limited therapeutic services intended to enhance psychosocial functioning and skills while maintaining public safety.

## **OTHER SERVICES & PRIVILEGES**

A number of other services are available to provide for daily living requirements. These are accessible by inmates regardless of disciplinary status. However, some privileges may be restricted or suspended when inmates are disciplined for violating prison rules.

**Attorney Visits:** Allowed without restriction (with 24 hours notice in some circumstances).

**Canteen:** Essential products may be purchased during scheduled times; includes hygiene products, paper, pens and postage stamps. Non-essential items (e.g. snack food, television, radio) may be restricted or suspended for disciplinary reasons. Vending machines in unit are for access with "debitek" cards (which are used specifically for the vending machines and replenished through the inmates account.)

**Inmate Accounts:** Checks are disbursed monthly for pre-authorized purposes, including supporting family members, repaying restitution and other debts incurred before imprisonment, approved mail order purchases, official fees, and repair costs for authorized personal or state property. Inmates with savings accounts in any bank may require conducting transactions through the Inmate Accounts Office. Families sending in money can designate the money for the **PHONE ACCOUNT**. No restitution or fines will be deducted from money designated for this account.

**Laundry:** Prison uniforms and bedding are washed on specific days each week.

**Legal Mail:** Privileged correspondence, opened by MDOC staff only in the presence of the inmate to ensure against contraband. The contents are confidential and may not be read by prison staff. This includes correspondence with the U.S. President, U.S. Vice President, U.S. Attorney General, members of Congress, federal or state courts, Governor, Executive Councilors, ME Attorney General, Commissioner of MDOC, members of the Adult Parole Board, or attorneys.

**Library:** A law library includes legal materials (e.g. federal and state laws, court decisions) for reference only. The recreational library includes a variety of fiction and non-fiction reading and reference materials. Access is limited to assigned schedules and may be suspended for discipline reasons. Inmates in maximum custody status can access reading materials by written request.

**Mail:** Non-privileged mail is opened in the prison mailroom and checked for contraband. It may be read with proper authorization for security purposes. Outgoing mail must have correct postage paid by the inmate. Packages are only accepted from approved distributors or publishers and must be prepaid. Family and friends may not send packages to inmates. Using mail to compromise security or threaten victims or others results in disciplinary or criminal action.

**Marriage:** Inmates and prospective spouses must attend premarital counseling with the Chaplain or designee. Approval by the Chief Administrative Officer is required and may be denied if both are inmates or if visitations are prohibited.

**Meals:** Provided in dining hall at assigned times (3 per day). Special diets for health or religious reasons may be requested. Meals may be provided inside the prison cell under some circumstances.

**Recreation:** Available to help manage and guide productive and responsible use of leisure time. Recreation opportunities are earned as inmates successfully progress through prison. During assigned times, inmates may participate in seasonal sports (in the gymnasium or prison yard), hobby craft (woodworking), and weight room. These activities must be requested in advance and may be suspended at any time. Recreation is funded through inmate paid telephone commissions and canteen profits.

**Telephones:** Families sending in money can designate the money for the PHONE ACCOUNT. No restitution or fines will be deducted from money designated for this account. Only “collect” calls by inmates are permitted. All telephone numbers must be submitted and will be maintained on a prisoners’ authorization list. Any telephone number may be blocked at the owners request or for any inappropriate use. Incoming calls are not possible. Any abuse of telephone privileges, including harassment, threats to victims or survivors, may result in disciplinary action or criminal action if applicable. Victims are encouraged to notify the Warden or Victim Services Coordinator if such contact is made (see *Directory*).

**Visitation:** After the initial quarantine period, visiting privileges are permitted (weekly during a 30 day Reception Status, then at least twice weekly) unless suspended for disciplinary reasons. Visitation schedules are established based upon inmate classification level and housing assignment.

Inmates must request pre-approval of all visitors. Criminal record checks are conducted prior to approval. Persons with whom the Court has ordered no contact may not visit inmates. Children are permitted to visit only if related to the inmate and accompanied by parent, guardian or other approved adult.

Security is enforced to promote safety. To prohibit entry of contraband in the Visiting Room, all visitors are subject to search. Correctional Officers closely monitor visits and visitors may be expelled for not complying with visiting room rules. Approved death bed visits, under close supervision by an armed Correctional Officer, may be approved for inmates to visit with family in the event of a death or life-threatening illness of an immediate family member.

### **IS PRISON A FREE RIDE?**

The impact of crime is costly. Victims, families and communities experience the physical, emotional and economic effects of criminal behavior. When sentenced to prison, inmates pay through lost freedom and intensive structure and supervision.

To promote accountability and personal responsibility, offenders also are liable for a number of costs associated with their time in prison. These costs are regularly reviewed by the MDOC. Inmates may request deduction from their account for voluntary purchases. Through disciplinary action, up to one-half of their monthly earnings may be applied toward other costs.

Subject to specific guidelines, inmates pay for the following services and privileges:

- Canteen: all items purchased (e.g. toiletries, snack food, etc.)
- Copier: established price per page
- Cost of care: reimburse State for board and care when on work release or when otherwise ordered by court
- Hobby craft: cost of woodworking, arts and crafts supplies
- Medical & dental care: \$5.00 per visit (excluding emergencies); \$5.00 per missed visits
- Postage: each prisoner is allowed to send two first-class, one ounce letters each week for free.
- Restitution: reimbursement for lost/damaged prison property, medical expenses for injuries to self or others while in prison; court-ordered restitution to victims is also collected from offenders during work release, parole, or probation. All monies an inmate receives while incarcerated will have the minimum of 25% deducted and applied to their restitution obligation accordingly pursuant to 17-A subsection 1330. Except money designated as Phone Account.
- School: tuition and text books beyond high school level
- Supervision fees: for administrative home confinement, work release, electronic monitoring, parole and probation
- TV/Radio: purchase.

### **HOW LONG BEHIND THE WALL?**

**GOOD TIME:** Victims, survivors and others often want to know how long an offender will be locked in prison. Factors used in determining length of time “behind the walls” include the law, the court-ordered sentence and the business of managing prisoners consistent with the MDOC mission. Good behavior in prison can reduce the length of the sentence by no more than the maximum amount allowed by law at the time of sentencing.

Length of incarceration for prisoners sentenced is calculated according to the sentencing statutes in effect at the time.

Upon an inmate’s arrival, the Offender Records office reviews the court order(s) and calculates the minimum and maximum length of incarceration consistent with the law. Any time spent incarcerated prior to the sentencing date is usually credited toward the maximum and minimum terms of the prison sentence. When ordered by the Court, the inmate may serve multiple sentences concurrently (at the same time) or consecutively (one after another). Inmates sentenced to consecutive prison terms remain incarcerated until the final sentence is served.

An inmate who is frequently disciplined or refuses to participate in prison programming may not be released at the earliest possible release date. Therefore, the length of time to be served in prison can change throughout an inmate’s stay. The longest period of time an inmate can be incarcerated is determined by the maximum term ordered by the Court. Inmates who serve the maximum time are released from MDOC jurisdiction on the last day.

**SENTENCE REDUCTION:** Within 30 days of sentencing, most inmates may request review of the sentence by the Law Court. A panel of judges may order a different appropriate sentence, including less time or more time in prison as permitted by law.

In addition, state law allows the prison term to be suspended by the sentencing court.

Prior to all hearings, victims of violent crimes are entitled to receive notice and to attend the court hearings. Whenever suspending a prison sentence, the Court may order specific probation conditions upon the inmate's release. The offender may be imprisoned any time those conditions are violated.

**REDUCED CUSTODY:** Unless sentenced to life in prison, inmates eventually leave prison. Consistent with community safety, the MDOC is committed to encouraging offenders to contribute as productive members of society. Planning an inmate's return to the community requires evaluating behavior in prison, risk of a new crime, and reasonable opportunities for self-improvement. Gradually reducing custody levels allows offenders to experience increased freedom and responsibility while still under prison authority. Inmates may progress to housing "outside the walls."

There are many requirements which must be met before an inmate obtains reduced custody status. With certain restrictions, inmates must be favorably classified regarding public and institutional risk, and actively participate in required programs and treatment. Reduced custody must be earned and may begin 12 to 18 months before the earliest possible release date.

The following reduced custody levels are integral steps in the progression of an offender from the strict confines of the prison toward successful integration with the community:

- ❑ Minimum Security - Housing is available on prison property outside the secure perimeter. These inmates typically work at prison facilities or on outside work crews. It allows the inmate increased responsibility while continuing an appropriate and necessary level of security.
- ❑ Work Release - The offender works in the community can reside at either a Pre-Release Center or a Minimum Security facility. This is an opportunity for the inmate to obtain gainful employment and to become more integrated with the community.
- ❑ Supervised Community Confinement - Permits an individual to work in the community, while residing at home. A Probation-Parole Officer closely monitors the offender's activities and the offender's time outside the home is restricted to specified hours each day.

Successful progress through these reduced custody levels are an important consideration in decisions affecting an inmate's release. Inmates who are not successful at reduced custody are returned "behind the walls" for an appropriate length of time, up to the maximum term.

**VICTIM SAFETY PLANNING MEETINGS:** Victim Safety Planning meetings are designed to provide a forum for victims to inform MDOC staff of their concerns regarding an inmate's return to the community and to develop a safety plan. Present at meetings are the victim, Victim Advocate (MDOC), community-based victim service provider who may be appropriate, the prosecutor based victim-witness advocate, and the probation officer who will supervise the inmate upon release. The victim informs the team of any safety concerns or other issues, the team informs the victim of the types of programs that were available

in the facility and level of supervision that will be imposed upon release. If the team identifies additional restrictions that should be imposed upon the offender, the probation officer has the ability to address the issue.

**PAROLE:** The Adult Parole Board is responsible for paroling inmates. Parole is a conditional release from state prison allowing an inmate to serve the remainder of the sentence outside the prison. To be eligible, inmates must complete the minimum sentence ordered by the Court and must show increasingly responsible behavior in prison, and must have been sentenced prior to 1976.

Victims of crime are invited to provide input to the Board prior to its decision. After a hearing, the Board may release inmates when it determines there is a reasonable probability that offenders will remain at liberty without violating the law and will conduct themselves as good citizens. All persons released on parole remain in the legal custody of the Board.

The Board establishes specific conditions for the offender to remain on parole, including no contact with victims when appropriate. A Probation-Parole Officer enforces the conditions. Failure to follow those rules can result in the offender's return to prison or other imposition of alternative punishments. Unless discharged early by the Board, an inmate's parole continues through the maximum prison term ordered by the Court.

### **CONCLUDING COMMENT**

When offenders are sentenced to time in prison, the Maine Department of Corrections provides community safety for citizens and opportunities for inmates to achieve self-improvement. This handbook offers a comprehensive overview of the role of prisons in Maine's justice system. Each facility is different and institutional changes do occur. Consistent with safety and security needs, the MDOC is committed to keeping the public informed about our work. Our employees are available to answer your questions and address your concerns at any time.

### **MAINE'S PRISONS**

The following MDOC prison facilities are responsible for offenders sentenced to 9 months and one day or longer sentence.

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## MAINE CORRECTIONAL CENTER

17 Mallison Falls Rd.  
Windham, ME 04062  
Tel: (207) 893-7000 – Fax: (207) 893-7001  
Scott Burnheimer, Superintendent

Population Capacity: 598 (including 119 females)

Security Custody Level of Prisoners: Minimum, Medium, Correctional Recovery Academy

Number of Employees: 243

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*The Maine Correctional Center was established by an Act of the Legislature in 1919. It was originally called the Reformatory for Men and later named the Men's Correctional Center. In 1976, the Stevens School was closed and the women were moved to the Maine Correctional Center. The Maine Correctional Center is the reception center for male prisoners with a sentence of 5 years or less.*

*The new Women's Unit at the Maine Correctional Center opened in July of 2002 and houses the entire adult female population committed to the department in a building that provides all of the housing and programming needs of this special segment of the prisoner population. The MCC Women's Unit staff is specially trained to work with female inmates and to work with the special needs and concerns that affect only the female inmates. The women in the unit are provided an education in nutrition and healthy diets and then given the opportunity to plan their own menus.*

### PROGRAMS:

**MENTAL HEALTH:** The Mental Health Department is comprised of licensed mental health staff that provides mental health services to the prisoner population. All prisoners receive an initial mental health screening, and where appropriate referrals to crisis intervention, individual or group counseling or psychiatry, are made.

**SUBSTANCE ABUSE:** Prisoners being processed at MCC are administered a substance abuse assessment at reception. AA programs are available to the general prisoner population. In addition, MCC is the site of the Correctional Recovery Academy, an intensive substance abuse treatment program that is a collaborative effort between the Office of Substance Abuse and the Department of Corrections.

**SOCIAL SERVICES:** The Social Services Department comprised of licensed social workers, assists prisoners beginning with the orientation process and continues through to release planning. Caseworkers work in conjunction with other institutional staff in developing and modifying individual treatment plans.

**PASTORAL:** A full time Chaplain & volunteer clergy provide church services, pastoral counseling and bible study classes.

**INDUSTRIES:** MCC has three industry programs.

***Garment shop:*** teaches skills necessary for industrial sewing;

***Upholstery shop:*** teaches residential and commercial upholstery;

**Wood shop:** teaches use of a variety of tools and equipment used in the building trades. Prisoners learn to produce items ranging from novelties to custom build products.

**EDUCATION:** The MCC School Department offers the male and female inmates courses in basic literacy instruction, GED classes, High School Diploma completion, limited English proficiency, career counseling, distance learning, computer lab, parenting classes and library services. College classes are now available in a wide variety of topics from the University of Maine at Augusta (UMA) and the Southern Maine Community College (SMCC). Tutors are available. Certified Literacy Volunteers of America are available. College scholarships are available for limited number of college math students who meet the eligibility requirements of the Incarcerated Individuals Program.

MCC education staff offer college workshops and college counseling; Scholarships for UMA courses may be available via ITV/DVDs and one Osher scholarship per semester is offered to a deserving inmate/student. The Work Ready program is offered to inmates. An MCC Writers Group meets weekly and often hosts guest speakers. Contact Kay Bouchard for information on the scholarships and the classes. 207-893-7000 ext. 50300.

**VOCATION:** “Paws & Stripes” is a new program for male prisoners to care for and work with rescued cats and dogs. Selected Unit I (medium security) prisoners keep pets in their cells and train them.

**Graphic Arts Program:** teaches all aspects of professional printing and graphic arts;

**Computer Technician Program:** trains the inmate/students to refurbish computers. The rebuilt computers are then placed in schools throughout Maine. This vocation course offers the inmates an opportunity to earn an A+ certification; and

**Maine Prison Pup Program:** teaches prisoners to train puppies to become service animals for the disabled. This program is offered to female prisoners housed at MCC.

**RECREATION:** MCC has a full-time recreation program available to prisoners. Prisoners have access to a gymnasium, outdoor ball field, weight room, ping pong and pool tables and TV. The recreation staff also organizes individual and team competitions.

**MEDICAL:** A full range of medical services are available including but not limited to: medical, nursing, dental, optometry and psychiatry. When necessary, referrals are made to community providers for specialized services. The Department of Corrections Infirmary is no longer at MCC, it is located at MSP

**WORK RELEASE:** Work release program was closed down and now the programs available are work crew programs and SCCP. These are technically not “work release” as far as” work release” normally allow inmates to work at a paying job in the community. Male work release placement will be at CMPR in Hallowell or BCF in Warren. Female work release placement will be at the Women’s Re-Entry Center in Bangor Prisoners may apply for community-based programs depending on eligibility. These programs consist of Work Release, Furloughs, and Supervised Community Confinement.

**Public Restitution:** Prisoners are assigned to work crews which perform public service in local communities.

**Work Crews:** Prisoners are expected to participate in treatment/educational or work programs. Participation enables prisoners to earn good time credits, which may shorten their term of

incarceration. Work crews at the MCC are designed to meet institutional needs such as, kitchen and laundry duty.

**Supervised Community Confinement:** MCC participates in the Supervised Community Confinement Program.

**OTHER:**

**Visit Program:** A prisoner's housing determines the number and circumstances of visits.

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**WOMEN'S REENTRY CENTER**

102 Hogan Road (physical)  
106 Hogan Road Suite 8 (mailing)  
Bangor, ME 04401  
Tel: (207) 561-5027 – Fax: (207) 561-5025  
Cynthia Reid, Program Director  
[cynthia.reid@maine.gov](mailto:cynthia.reid@maine.gov)

Population Capacity: 38 (36 for MDOC residents and 2 for probation graduated sanctions)  
Security Custody Level of Prisoners: Minimum, Community, Substance Abuse Program  
Number of Employees: ½ MDOC; Contracted with VOANNE who has 18 employees (13f/t & 5p/t)

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*Women's Reentry Center (WRC) is designed to give women the skills and experience they need to successfully live as positive citizens and employees after they transition from state correctional facilities into their home communities.*

An emphasis is placed on reducing their risks of re-offending and on increasing their positive outcomes. Positive outcomes include attributes such as:

1. being employed in high growth/high demand careers,
2. reunifying with their families,
3. using effective parenting skills,
4. having stable post release housing,
5. remaining drug and alcohol free,
6. having pro-social friends and activities,
7. being active citizens, and
8. being able to make healthy choices for their lives.

WRC was opened in November 2007 by the Maine Department of Corrections and is operated through contract by Volunteers of America Northern New England.

The program uses gender-responsive principles as the foundation of all its programming and operations.

The Center houses up to 38 women and is located in a wing of the Dorothea Dix complex.

## ***Eligibility***

To be eligible for the WRC, a woman:

- must have served at least 120 days of her sentence and
- have approximately one year left to serve.
- She will have already demonstrated her commitment to a positive, crime-free life during her time at the Women's Center in Windham.
- She will be classified as minimum or community security level.
- Many will be eligible to apply for Supervised Community Confinement.

## ***Life in the Women's Reentry Center***

Women spend their days in educational and/or cognitive-behavioral classes that prepare them for making successful transitions into the community.

This includes:

- self-awareness sessions,
- decision-making,
- examining their individual re-offending risks and triggers,
- substance abuse treatment,
- behavioral treatment,
- financial management, and
- other opportunities for self improvement.

They also may:

- participate in obtaining their GEDs,
- taking college classes in the community, or
- learning a trade.

They also spend time participating in community service projects, such as:

- helping to train therapy dogs,
- helping with grounds maintenance,
- assisting local community agencies, and
- volunteering.

Residents have work assignments. Initially, these assignments are in the facility. During the last six months of their sentence, they might have the opportunity to work in the community.

WRC works closely with the Maine Department of Labor Career Center to place them in jobs in high growth/high demand careers where employers have need of good employees. Residents will be able to keep these jobs after their release.

The facility is secure and staffed 24-7. Residents may apply for community outings, such as going to church or to AA/NA meetings with staff. They are gradually given more community responsibilities.

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## CENTRAL MAINE PRE-RELEASE CENTER

89 Winthrop St.

P.O. Box 8 –Hallowell, ME 04347

Tel: (207) 287-3035 – Fax: (207) 287-5746

Richard Charest, Director

[Richard.Charest@maine.gov](mailto:Richard.Charest@maine.gov)

Population Capacity: 60

Security Custody Level of Prisoners: Minimum, Community, Substance Abuse Program

Number of Employees: 20

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*The Central Maine Pre-Release Center opened on the grounds of the former Stevens School in Hallowell. Prisoners housed at the Center who are assigned to work release are allowed to work in the community and pay room, board and transportation fees to the Center. The facility also houses the Transitional Recovery Academy which is the second phase of the Department's intensive substance abuse treatment program, the Correctional Recovery Program.*

### PROGRAMS:

**MENTAL HEALTH:** Services are available through the medical department on an as needed basis. PHS has a psychiatrist that comes to the facility by appointment.

**SUBSTANCE ABUSE:** CMPRC offers in-house AA meetings weekly and outside AA meetings once prisoners are cleared and have obtained approved sponsors. Prisoners that have drug and/or alcohol related convictions or history are encouraged to attend the Substance abuse groups. CMPRC offers classes in Early Intervention, as well as Relapse Prevention.

Prisoners that have completed the Correctional Recovery Academy at the Maine Correctional Center are transferred to CMPRC to complete the Transitional Recovery Academy. The TRA is an intense substance abuse treatment program that aids prisoners with issues surrounding their release from prison. This is a collaborative effort between the Office of Substance Abuse and the Department of Corrections.

**PASTORAL:** Passes are available to attend services at area churches on an individual basis. Pastoral visits can be scheduled through the supervisor's office.

**EDUCATION:** Educational and vocational classes are offered in conjunction with RSU 38 - Maranacook Adult Education, including GED preparation and testing. College courses at UMA are available to those individuals eligible for education release pursuant to departmental policy.

**RECREATION:** Prisoners may use the free weights, universal weight machine, stair climber, basketball, horseshoes, and volleyball.

**MEDICAL:** CMPRC has a nurse in the facility 24 hours per week and onsite Doctor's visits are monthly. All routine medical issues are handled through the nurse/doctor. The CMPRC staff will deal with an emergency medical treatment by contacting the Correctional Medical Services on call medial person.

**WORK RELEASE:** Prisoners who qualify for the Work Release program can work to earn money. Prisoners pay up to \$50 per week room and board and pay 25% of their income towards any restitution they owe. Prisoners can find their own jobs to be approved by the Work Release Coordinator or take a job with some of the employers we already have a working relationship with.

***Public Restitution:*** The facilities three prisoners work crews contribute approximately 25, 000 man hours of free labor to the local community each year. They are supervised by correctional personnel and provide labor to various local, state, municipal, and non-profit organizations. The work crews consist of a painting crew, a building and grounds maintenance crew and a general labor/construction crew.

***Supervised Community Confinement:*** Prisoners at CMPRC may participate in Supervised Community Confinement.

**OTHER:**

***Visit Program:*** Visits are conducted 3 times per week, with each prisoner being allowed up to 2 visits per week. The visits are held on Tuesday and Thursday evenings and Sunday mornings. These are monitored visits held in the cafeteria.

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**MAINE STATE PRISON**

807 Cushing Road

Warren, ME 04864

Patricia Barnhart, Warden

Tel: (207) 273-5300 – Fax: (207) 273-5316

Population Capacity: 916

Security Custody Level of Prisoners: Special Management, Close, Medium, and Mental Health

Number of Employees: 370.5

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The Maine State Prison has available to crime victims a program whereby victims can request to meet with the offender who committed a crime against a victim. All such requests are made through the Department's Victim Services Coordinator and are subject to conditions set forth in MDOC Policy. All approved meetings between offenders and their victims are coordinated through the office of the Victim Services Coordinator and the Chief Administrative Officer of the facility where the offender is housed.

The offender's participation in this program is strictly voluntary.

**PROGRAMS:**

**MENTAL HEALTH:** The Mental Health Department is staffed by licensed psychologists and clinical social workers who provide a full range of mental health services to the prisoner population. On arriving at MSP, all prisoners receive a mental health screening and are referred for crisis intervention, individual or group counseling, and/or psychiatry consultations as needed. The Mental Health Stabilization Unit is an acute care program located at the Maine State Prison. The Unit provides services for all adult males in the custody of the Department of Corrections who require more intensive treatment.

**SUBSTANCE ABUSE:** Upon arrival at the prison, new prisoners receive a substance abuse screening assessment designed to evaluate their level of chemical dependency. Prisoners identified as having a substance abuse problem are recommended to treatment services which may include individual and group counseling, education information, AA or NA programs.

Since the fall of 2007, the primary goal is to treat prisoners in the final year of their sentences that have been identified as having a severe substance abuse problem. These prisoners are assigned to the Differential Substance Abuse Treatment Program (DSAT), a five month intensive out patient program that is facilitated by Licensed Alcohol and Drug Counselors who are trained in the DSAT model. This empirically proven program has been developed to reduce substance abuse and related criminal behavior and the curriculum targets an individual's thinking process around decision making.

**CASE MANAGEMENT SERVICES:** Each prisoner is assigned to a Correctional Caseworker who is a licensed social worker or to a Correctional Care and Treatment Worker. They are responsible for the case management and classification matters that affect their caseload. They develop an Individual Case Plan (ICP) with each prisoner on their caseload and track his progress in following the plan recommendations.

Additionally, the Caseworker or Correctional Care and Treatment Worker assist prisoners with problems within the facility, facilitate contacts with family and outside agencies when necessary and within licensure, counsel prisoners on social issues and make referrals on psychological, medical and other issues. Caseworkers and Correctional Care and Treatment Workers also work closely with prisoners on their release plans and coordinate those plans with outside agencies.

**PASTORAL:** The Chaplain's Office is staffed with a full-time and part-time Chaplain. They coordinate and direct the activities of approximately 175 volunteers, provide pastoral counseling, bible studies, church services, and special programs. One of the special programs is the Kairos spiritual treatment. This is an intense 3 day event that brings volunteers into the Maine State Prison to work closely with prisoners. The Chaplain's Office also provides space and assistance to those who adhere to religious practices that are outside of the mainstream.

**RECOGNIZED prisoner faith groups:**

Buddhist	Catholics
Hindus	Jehovah's Witness
Jews	Muslims
Native Americans	Pagans
Protestants	Wiccans

**INDUSTRIES:**

***Wood Shop:*** Handcrafted wood products ranging from furniture items such as bureaus, bookcases, hutches, and nightstands to small product items as cutting boards, model ships, birdhouses, and novelties are built start to finish by prisoners in the Maine State Prison Wood Shop and Finishing Shop. These work areas provide prisoners with a means to earn limited pay while learning craftsmanship, work ethics, marketable job skills that assist and prepare them for re-entry into the job market upon release.

***Upholstery Shop:*** The Maine State Prison Upholstery Shop offers furniture repair upholstery, and re-upholstery work. Some products are built from scratch and other restored to original condition. Chair caning, rush roping, and leather work is also part of this program's offerings. Prisoners manufacture and restore a variety of products from sofas and chairs to car, truck and boat seats.

**EDUCATION:** The Education Department offers a variety of academic and life skills programs including, GED prep and testing, high school diploma completion, ESL, college courses, enrichment courses through various venues, as well as tutoring through Literacy Volunteers of America. Current offerings include, Art, Music, Computers available for typing, Rosetta Stone, PLATO academic suite, and college student support. We offer Horticulture classes sponsored by the Extension Services of the University of Maine, ITV and on-site college classes through the University of Maine system, ABE program through our collaboration with Rockland Adult Education, a New Books - New Readers Program offered by Maine Arts & Humanities, and PLATO courses. When funding is available we offer vocational programs that teach soft skills in employment (Vocational Readiness, WorkReady). A program dedicated to reentry is available in education as a Lifetime Portfolio Program allowing inmates to complete Resumes, view videos, and hear guest speakers. The goal of the program is for inmates to have a portfolio which can demonstrate their growth while incarcerated. Students also have access to a full time Librarian and Library with over 4500 volumes available for use in research and general reading. We Comply with Federal and State standards for assessing and supporting the Americans with Disabilities Act in regards to special education process and procedures.

**RECREATION:** MSP offers a wide range of recreational programs to its prisoners, including opportunities for team/league participation as well as a variety of individual activities. Recreation program are provided in an effort to promote prisoner productivity and reduce idleness and discontent.

**MEDICAL:** A full range of medical services are available including but not limited to: medical, nursing, dental, optometry and psychiatry. When necessary, referrals are made to community providers for specialized services. The Medical Department houses a six bed Infirmary for adult prisoners.

**OTHER:** MSP prisoners are afforded the opportunity to remain in contact with friends and relatives through visitation and by mail and phone. Visit frequency is based on a prisoner's housing and conduct. Generally, visitors must be approved prior to being allowed to visit. Prisoners have access to phone during their free time and may call anyone on their approved calling list. Prisoners are allowed to send and receive mail to and from anyone they wish except other incarcerated persons as long as mail does not violate MDOC Policy or State and Federal Laws.

Any victim who feels he/she is being harassed by a prisoner by phone or through the mail is encouraged to notify either the Office of the Victims Services Coordinator or the facility where the prisoner is housed. It is the Maine State Prison's intention to respond immediately to any such complaints and to take steps to ensure that further harassment does not occur.

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## **BOLDUC CORRECTIONAL FACILITY**

516 Cushing Road  
Warren, ME 04864

Tel: (207) 273-2036 – Fax: (207) 273-5124

Albert Barlow, Deputy Warden

[albert.barlow@maine.gov](mailto:albert.barlow@maine.gov)

Population Capacity: 150

Security Custody Level of Prisoners: Minimum, Community

Number of Employees: 65

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*The Bolduc Correctional Facility was built in the early 1930's as a farm barracks for the Maine State Prison. Known then as the "Prison Farm",*

### **PROGRAMS:**

**MENTAL HEALTH:** The Mental Health Department is comprised of one licensed mental health staff person who provides limited mental health services to the prisoner population. All prisoners receive an initial mental health screening, and where appropriate, individual counseling, educational groups, and referrals to psychiatry.

**SUBSTANCE ABUSE:** Prisoners new to the Department of Corrections being processed at the Maine State Prison, or Maine Correctional Institution are administered a substance abuse assessment at that time. Prisoners new to Bolduc Correctional Facility are given a combination mental health and substance abuse assessment. Programming may include individual and group counseling all aimed at Relapse Prevention. Courses include education, AA, NA, 12-step work administered by volunteers from the community, the DSAT Program (Differential Substance Abuse Treatment), and a variety of group programs. The Substance Abuse Department is comprised of licensed Substance Abuse Counselors and inmate clerical help.

**SOCIAL SERVICES:** The Social Services Department at the Maine State Prison is comprised of licensed social workers who are assigned to work with the individual prisoners upon the prisoners' arrival. The assigned Caseworker assists the prisoner in developing and later modifying their individual case plan, along with any crisis intervention, as needed from the moment of arrival to the time of departure. Caseworkers also assist in group facilitation, as liaisons for various prisoner groups and as staff coordinators for a variety of activities involving prisoner participation. Caseworkers develop release plans which involve contacting outside agencies to assist in transition to the community.

**PASTORAL:** The Chaplain's Office which also services this facility is situated at the Maine State Prison and is staffed with a full-time and a part-time Chaplain. The Chaplain's Office coordinates and directs the activities of approximately 65 volunteers, provides pastoral counseling, Bible studies, church services and special programs for Maine State Prison and Bolduc Correctional Facility. One of the special programs is the Kairos spiritual retreat. This is an intense 3 day event that brings 24 volunteers to work with 24 inmates who make the Kairos weekend. The Chaplain's Office also provides space and assistance to those who adhere to religious practices that are outside of the mainstream.

### **Activities:**

Christian Fellowship Services

Catholic Mass

Muslim Prayer Group  
Seventh Day Adventist Bible Study  
Wiccan Study Group  
Wiccan Monthly Worship Service

Yokefellows Groups  
Christian Prayer Groups  
Christian Bible Studies  
Native American Services

## **INDUSTRIES:**

**Farm Program:** From a small one acre plot in 1980 to nearly 75 acres of crops under cultivation, the Bolduc Correctional Farm Program has developed money saving effort to save DOC the cost of potatoes and dried beans for Maine State Prison and Bolduc Correctional Facility. The farm also produces cucumbers, tomatoes, broccoli, cauliflower, cabbage, peppers, squashes (winter and summer), string beans, and lettuce for Bolduc Correctional Facility and Maine State Prison.

The farm has three major crops in rotation, i.e. potatoes, dried beans and hay. These crops effectively compliment each other and provide for healthier soils. The production of these crops are 16,000-20,000 pounds of dry beans, 210,000-280,00 pounds of potatoes, and more than 3,000 bales of hay each year, on average per year.

**Plate Shop:** The Bolduc Correctional Facility in conjunction with the Department of Motor Vehicle operates the state's license plate program. Six inmates employed at any one time, working 11,000 to 12,000 hours annually produce approximately 750,000 license plates a year.

**EDUCATION:** All Bolduc Correctional Facility inmates are encouraged to pursue educational goals and use the resources of the Education Department. Classification refers everyone interested in programs as well as everyone who is not a high school graduate for needs assessment and placement. Programs include:

- **Literacy:** Work one-on-one with literacy volunteers to improve reading skills.
- **Adult Basic Ed:** Skill building in math, reading, writing
- **GED:** Preparation and testing for the high school equivalency diploma.
- **Vocational Backup:** Work on specific skills needed in a vocational program.
- **Counseling:** Vocational and educational planning; life skills workshops; pre-release preparation.
- **Plato:** Computer based educational delivery system which offers lessons ranging from literacy through college level.
- **College:** Televised courses through the Education Network of Maine; tuition costs shared by the student and the Inmate Benefit Fund. Math courses are also offered through the Southern Maine Community College to prisoners 25 years of age and under through a special grant.

The Education Department manages the Library. It also sponsors special programs provided by volunteers and groups from the outside, including

- **New Books, New Readers:** A project of the Maine Humanities Council, focuses on the rewards of reading in workshop series for readers at all levels.

- **Inter Library Loan Program:** A program where prisoners can borrow books from libraries outside our own which is coordinated through Bangor Public Library.

**VOCATIONAL:** The vocational programs offer inmates the chance to learn or improve marketable job skills:

***Building Trades:*** Consists of practical experience in construction projects for the institution and the local community. It usually covers rough framing, roofing and siding, drywall, interior and exterior finish work. The students have been a major contribute for Habitat for Humanity.

***Auto Body Repair:*** Provides experience in all aspects of body repair and refinishing. The instructor offers a session on custom work for all students who have done especially well in the regular program. The program "Saving Cars Behind Bars" refurbishes classic cars from the tires up. They have completed a 1970 Boss 302 Mustang and are presently working on the 1968 Dodge Coronet R/T Convertible. The next care to be refurbished is a 1966 Impala SS Convertible.

***Auto Mechanics:*** Focuses on engine work, from tune-ups to overhauls, and maintenance work including alignment. Modern equipment includes an electronic analyzer and an all-wheel alignment machine. Students have an opportunity to receive a certification in one nine parts of the ASE- Automotive Service Excellence.

Each program takes six months to complete. Each combines classroom study and hands-on work, and is taught by a certified instructor who is a professional in his field. Prior experience for the inmate is not required to join the class.

**RECREATION:** Bolduc Correctional Facility has many recreation programs available to prisoners. Prisoners have access to a gymnasium, outdoor ball field, weight room, pool tables, etc. individual and team competitions are also organized by recreation staff.

**MEDICAL:** A full range of medical services are available including but not limited to: medical, nursing, dental, optometry and psychiatry. When necessary, referrals are made to community providers for specialized services.

**LOCAL WORK RELEASE:** The Bolduc Correctional Facility offers 30-34 openings for Local Area Work Release opportunities for eligible prisoners to earn money just before release.

**CHOICE EDUCATION:** This program allows prisoners to deliver the message to area junior high and high school's students that their bad choices of participating in drugs and alcohol often ruin lives and lead to a life of crime and crime does not pay.

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## CHARLESTON CORRECTIONAL FACILITY

1202 Dover Road  
Charleston, ME 04422  
Tel: (207) 285-0800 – Fax: (207) 285-0815  
Jeff Morin, Director  
[jeff.morin@maine.gov](mailto:jeff.morin@maine.gov)

Population Capacity: 145  
Security Custody Level of Prisoners: Minimum, Community  
Number of Employees: 55

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*The Charleston Correctional Facility, located at the former Charleston Air Force Base, was established in December of 1980 for the vocational and educational training of minimum-security inmates. Prisoners participate in work projects, including public restitution to local communities and forestry management of surrounding areas.*

### PROGRAMS:

**GENERAL:** Through the Classification process, recommendations regarding work programs and treatment, to include a review of substance abuse history with recommendations for AA attendance and individual counseling, and educational programs are reviewed on an individual basis. Prisoners are classified within one week.

#### **MENTAL HEALTH:**

**Correctional casework** is provided by two full-time Licensed Social Workers (LSW) who provide case management services with each prisoner for intake assessment, counseling for prisoners regarding marital and family problems, legal issues and social institutional adjustment development and coordination of individual treatment plans, evaluation of prisoners and coordination of specialized programs and services with other correctional treatment staff and outside social service agencies, and assist the prisoners with discharge planning. They also develop, implement and/or facilitate groups for the prisoners.

**Individual and group therapy** are provided twenty hours per week by the contracted services of a Licensed Clinical Social Worker (LCSW). A comprehensive twelve week behavior oriented Anger Management Group is provided three times each year. Each group instructs eight to ten prisoners on how to recognize their feelings, learn their causes, and deal with them in a responsible way. An average of 40-50 prisoners per year participates in this program.

**Psychiatric Services** are provided eight hours per month through a contracted Nurse Practitioner. These services provide medication management to those prisoners who suffer from mental illness.

**SUBSTANCE ABUSE:** Substance abuse counseling is available through 24 hours of contracted substance abuse services which provides both individual and group counseling as well as psycho-educational services. AA meetings are provided weekly. The Maine Department of Corrections in conjunction with the Office of Substance Abuse has created a cognitive-behavioral intensive outpatient program for offenders. Differential Substance Abuse Treatment, or DSAT, lasts

approximately 6 months and prisoners are in a group or individual treatment a minimum of six hours per week.

**PASTORAL:** Pastoral services are provided through various members of the community. Non-denominational services are provided weekly and prisoners are allowed to meet individually with religious mentors during the week.

**INDUSTRIES:** The Industries Program consists of Commercial Wood Harvesting and Lumber Production in which prisoners are paid nominal wages after receiving training. The value added products, logs, and lumber produced at Charleston Correctional Facility are available to other state agencies at below market costs to reduce expenses of their programs/needs. In addition to the Wood Harvesting and Lumber Production Industry Program, there is a separate Industry Program, which employs prisoners to make products from the lumber. This training assists prisoners in their rehabilitation, gives them a gainful occupation while incarcerated, and allows them to earn \$0.40-\$1.00 per hour. As in the Wood Harvesting Program, they are required to pay victim restitution from their earnings. The Industries Program is comprised of 25 prisoners.

### **EDUCATION:**

***Adult Basic Education:*** (i.e. a Wilson Reading Program) and GED preparation and testing are provided by one full-time teacher. Instruction is individualized to the particular prisoner. The instructor provides refreshers for Math, Reading, and Language; makes information available for Commercial Driver's Licenses; teaches basic Spanish and English as a second language. Co-facilitates a Parenting Group with Penquis Community Action Program's Family Enrichment Services, and serves as Coordinator for the Library, which provides recreational reading materials and a variety of audio and video materials for prisoners.

***Basic Computer Skills:*** This program includes Applied Keyboarding, Windows 95-98, and Microsoft Office. Within the Microsoft Office material, skills are learned in word processing, use of spreadsheets, and how to set up and use a database. Other individual projects are implemented as deemed appropriate. A Career Development Class has been revised and will have on-going sessions available.

***Literacy training:*** Prisoners have been trained by Literacy Volunteers of America to help their peers develop literacy skills while at CCF.

**VOCATION:** The Wood Harvesting Program is a vocational program which is divided into three categories: 1) In Basic Wood Harvesting students are taught wood harvesting and forestry practices, including: chain saw use, yarding techniques, harvesting techniques, silviculture, forestry practices, conservation and management. Students completing the Basic Program are encouraged to participate in the advanced programs; 2) Commercial Wood Harvesting focuses on building upon the basic program; and 3) Lumber-Production is administered by Correctional Trades Instructors, who teach students through hands-on experience the methods and techniques of lumber production, techniques in maximizing yield, inventory, shrinkage control, handling for storage/drying, kiln drying processes, etc.

Both instructors in the Wood Harvesting program have attained their Certified Logging Professional Certificates. While neither of the two advanced training programs will issue certificates to the prisoners, the work experience can be applied towards the Certified Logging Professional License. In addition, prisoners participating in paid status are required to pay victim restitution, and may be

required to pay for living expenses at prorated costs. Over 40 prisoners have participated each year, with an average of 10-12 prisoners in vocational student status.

**RECREATION:** Charleston Correctional Facility provides a full gymnasium, equipped with various training equipment and recreational sports equipment and games. All prisoners are able to exercise 3-4 times each week.

**MEDICAL:** A full range of medical services are available to prisoners at CCF, including but not limited to: medical, nursing, dental, optometry and psychiatry. When necessary, referrals are made to community providers for specialized services. For more intensive medical care, prisoners are transferred to the infirmary at the *Maine State Prison*.

### **WORK RELEASE:**

***Public Restitution:*** Charleston Correctional has a very aggressive prisoner public restitution program. Local towns, churches, schools, nonprofit organizations, and other public agencies benefit from the opportunity of prisoners willing to provide many hours of labor for restitution work. CCF prisoners also do bridge maintenance work for the Department of Transportation. This public restitution program has for years saved the Maine taxpayers many thousands of dollars that would have been required to do the necessary construction and repairs to public buildings and areas. Prisoners are rewarded with a sense of pride and satisfaction of accomplishment in paying something back to society.

***Work Crews:*** Through the Classification process, recommendations regarding work programs are reviewed on an individual basis. Prisoners are assigned to various job assignments throughout the institution. These positions include proper training and instruction in areas of general maintenance, grounds work, carpentry, electrical, plumbing and welding, motor vehicle maintenance and repair; general cleaning, kitchen and food preparation; warehouse/supply maintenance and issues, steam plant and waste water treatment plant operations, and industries woodshop and crafts production.

***Work Release:*** The *Charleston Correctional Facility* has partnered with a Bangor employer to provide work release opportunities to prisoners. Approximately 14 prisoners go to the work release site and earn a minimum of minimum wage. The money they earn can be used to assist with transition to the community. Prisoners on work release are required to pay a weekly room/board cost to the state as well as have money taken out for restitution, fines, child support, and anything else that is appropriate.

***Pre-Release:*** Furlough Programs enable those close to release an opportunity to progressively interact back into their families and community life.

***Supervised Community Confinement (SCC):*** CCF participates in the Supervised Community Confinement Program. Under SCC prisoners are released to the community to complete their sentence, supervised by personnel from Probation and Parole. Prisoners must apply to be accepted into the program and eligible guidelines are strictly enforced.

## **OTHER:**

**Forest Fire Fighting Training Programs:** enables many prisoners to earn extra money while incarcerated and serves as a labor force for the Maine Warden's Services to a vast area should forest a fire disaster occur.

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## **DOWNEAST CORRECTIONAL FACILITY**

64 Base Road  
Machiasport, ME 04655  
Tel: (207) 255-1100 – Fax: (207) 255-1176  
Scott Jones, Director  
[scott.jones@maine.gov](mailto:scott.jones@maine.gov)

Population Capacity: 96  
Security Custody Level of Prisoners: Minimum, Medium  
Number of Employees: 69

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*The Downeast Correctional Facility, located at the former Bucks Harbor Air Force Station, was established in the early fall of 1984. Funds were appropriated to purchase and renovate and make the former Air Force Station operational as a correctional facility. Downeast began receiving inmates in 1985.*

## **PROGRAMS:**

**GENERAL:** Prisoners who meet the eligibility requirements and are recommended by the facility Classification Committee may access work release programs and the Central Maine Pre-Release facility provided they are accepted by the work release facility they are requesting. At Pre-Release, prisoners may work in the community for pay to help them prepare for a successful reentry into the community upon release.

**SUBSTANCE ABUSE:** Prisoners are encouraged to participate in substance abuse counseling programs if there is a history of substance abuse problems. Substance abuse counseling is available through contracted services. Presently offered are: DSAT and DSAT After Care, therapy group, one-on-one individual counseling and AA meetings.

## **COUNSELING SERVICES**

***Behavioral Health/Psychological:*** The facility provides group counseling such as decision making skills, emotional awareness, etc. Individual psychological counseling is available on a limited basis.

***Religious Counseling Services:*** These services are provided through the facility Chaplain and volunteers. Bible study, church services a Native American Group and Yokefellows meetings are provided on a weekly basis. Arrangements can be made for individual religious counseling.

**INDUSTRIES:** Downeast Correctional facility prisoners manufacture denim jeans and lined denim jackets for all the State of Maine Department of Corrections adult male prison populations. The garment industry programs reaps a multitude of benefits for the Department of Corrections and the prisoner population; the program provides prisoners with a wage earning meaningful and rewarding

task, produces high quality garments at an economical price, and provides prisoner with learning opportunities and job skills. Participating prisoners are expected to demonstrate and adhere to sound work ethics in order to maintain their valued and highly sought after enrolment and participation in the program.

Downeast Correctional Facility also operates a Woodworking Shop, Auto Maintenance (Motor Pool) Shop and a Re-Upholstery Shop. These shops provide the same benefits and value to the Department and the prisoners, a meaningful rewarding task that affords them an opportunity to earn a monetary stipend, learn valuable job skills and practice sound work ethics.

**EDUCATION:** Adult basic educations means instructions in basic skills, such as reading, writing, arithmetic, and other skills required to function in society. ABE may include any subject normally offered in the basic curricula of an accredited elementary or secondary school in the state.

Our school programs first requirement is to provide instruction in basic academic skills and GED preparation. All prisoners who do not have a high school diploma are encouraged to earn a High School Equivalency Diploma by participating in the General Education Development program.

Programs available to the Downeast Correctional Facility education department through the Machias Adult Education Office includes the following:

- Completing high school diploma requirements
- Math tutoring one afternoon a week
- Music classes to include: keyboard, guitar, reading music, and flute
- Assessments in reading, math and learning dysfunctions
- Volunteer Literacy Training

**Other school programs activities:**

- Life skills such as resume writing, how to manage money, workplace literacy, preparing to re-enter the labor market and learning coping skills needed for today's world.
- Law Library available through LOIS Law and the Maine State Law Library
- Typing Program – computer based teaching typing program
- Plato – a computer based school program covering all levels of math, reading, science, and social studies. Learner works independently.
- Library services, books on loan from DCF and available from Bangor Library, this includes reference books.
- Rosetta Stone Language Software program for Spanish.

**VOCATIONAL:**

***Building Trades:*** The Building Trades/Carpentry program is a vocational program which covers all aspects of the building trade through classroom training combined with practical experience gained through projects completed for the facility, staff, local communities and other state agencies.

***Welding Trades:*** The Welding Trades program is a six months vocational program designed to teach students welding applications and metal fabrication through classroom training combined with practical experience gained through projects completed for the facility, staff, local communities and other state agencies.

**Garments/Upholstery:** The Garments/Upholstery is an on-the-job training program designed to teach students sewing or upholstery skills through practical experience gained through projects completed for the facility, staff, local communities and other state agencies. The garments program produces all of the jeans and jackets for the whole state prison system's population.

**MEDICAL:** Medical services are provided by a contract with Correctional Medical Services. The Medical Department is open and staffed by a nurse 12 hours each day. Physician services are regularly provided on a weekly basis. Other medical needs requiring attention of a physician are met at the emergency room of the Downeast Community Hospital. The Medical Department also provides psychiatric services on a limited basis.

### **WORK RELEASE:**

**Public Restitution:** Downeast Correctional Facility has a proud history of providing Public Restitution to State and local Government and Not-for-Profit entities within the local area. The Public Restitution crews perform a wide array of tasks including mowing numerous cemeteries, sweeping town and city streets, interior and exterior painting, repairs and maintenance of buildings and grounds, and forest fire suppression / fighting.

**Work Crews:** Prisoners who meet the eligibility requirements and are recommended by the facility Classification Committee may access work release programs at CMPRC, provided they are accepted by the work release facility they are requesting. At the Pre-Release, prisoners may work in the community for pay to help them prepare for a successful reentry into the community upon release.

### **OTHER:**

**Supervised Community Confinement Program:** SCCP enables those close to release an opportunity to progressively interact into their families and community life.

**Forest Fire Fighting Training Programs:** The Maine Forest Service provided a training program at the facility to teach prisoners how to be effective in fighting forest fires. The facility develops teams of minimum custody prisoners who successfully complete this training. Medical clearance is also required. These teams of trained fire fighters are often called upon by the Maine Forest Service to assist in extinguishing forest fires throughout the state. Prisoners who participate in fighting forest fires are compensated for their services.

**Furloughs:** Furloughs may be requested by prisoners who meet the eligibility criteria. The furlough requests will be processed according to Department Policy and Procedures. Furlough asses are not processed at DCF.

# RESOURCE DIRECTORY

## DEPARTMENT OF CORRECTIONS FACILITIES

## TEL. AREA CODE 207

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Bolduc Correctional Facility (BCF)	273-2036
Central Maine PreRelease Center (CMPRC)	287-3035
Charleston Correctional Facility (CCF)	285-0800
Downeast Correctional Facility (DCF)	255-1100
Long Creek Youth Development Center	822-2600
Maine Correctional Center (MCC)	893-7000
Maine State Prison (MSP)	273-5300
Mountain View Youth Development Center	285-0880
Women's Reentry Center	561-5027

## VICTIM WITNESS ADVOCATES

## TEL. AREA CODE 207

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Androscoggin District Attorney, Auburn	784-3263
Androscoggin District Attorney, Lewiston	784-3084
Aroostook District Attorney, Caribou	498-2557
Aroostook District Attorney, Houlton	532-4294
Cumberland District Attorney, Portland	871-8384
Franklin District Attorney, Farmington	778-5890
Hancock District Attorney, Ellsworth	667-4621
Kennebec District Attorney, Augusta	623-1156
Knox District Attorney, Rockland	594-0424
Lincoln District Attorney, Wiscasset	882-7312
Oxford District Attorney, South Paris	743-8282
Penobscot District Attorney, Bangor	942-8552
Piscataquis District Attorney, Dover-Foxcroft	564-2181
Sagadahoc District Attorney, Bath	443-8204
Somerset District Attorney, Skowhegan	474-2423
Waldo District Attorney, Belfast	338-2512
Washington District Attorney, Calais	454-3159
Washington District Attorney, Machias	255-4425
York District Attorney, Alfred	324-8001
York District Attorney, Biddeford	282-3006
York District Attorney, Springvale	324-1184
Office of the Attorney General, Augusta	626-8527

<b>STATE AND FEDERAL RESOURCES</b>	<b>TTY</b>	<b>HOT LINE</b>
National Domestic Violence Hotline	1-800-787-3224	1-800-799-7233
National Sexual Assault Hotline Rape, Abuse & Incest National Network		1-800-656-4673
Maine Dept. of Human Services – Child Protective	1-800-963-9490	1-800-452-1999
Maine Victim's Compensation Program	1-888-577-6690	1-800-903-7882
Maine Department of Corrections – Victim Services		1-800-968-6909

<b>DOMESTIC VIOLENCE</b>	<b>AREA CODE 207</b>	<b>COUNTIES</b>	<b>OFFICE NUMBERS</b>	<b>HOT LINE</b>
Maine Coalition to End Domestic Violence			941-1194	1-866-834-4357
Abused Women Advocacy Project		Androscoggin	795-6744	1-800-559-2927
		Franklin,	778-6107	1-800-559-2927
		Oxford	743-5806 & 369-0750	1-800-559-2927
Battered Women's Project		Aroostook		1-800-439-2323
Caring Unlimited		York	324-1802	1-800-239-7298
Domestic Abuse Helpline for Men			683-5758	1-888-743-5754
Family Crisis Services		Cumberland & Sagadahoc	874-1973	1-800-537-6066
Family Violence Project		Kennebec & Somerset	623-3569	1-877-890-7788
New Hope for Women		Knox, Lincoln, & Waldo	594-2128	1-800-522-3304
Peaceful Choices		Washington	255-4785	1-888-604-8692
Spruce Run		Penobscot	947-0496	1-800-863-9909
The Next Step		Hancock	667-4606	1-800-315-5579
Women Care		Piscataquis	564-8165	1-888-564-8165

<b>SEXUAL ASSAULT</b>	<b>AREA CODE 207</b>	<b>COUNTIES</b>	<b>OFFICE NUMBERS</b>	<b>HOT LINE</b>
Maine Coalition Against Sexual Assault			TTY 1-888-458-5599 626-0034	1-800-871-7741
Sexual Assault Crisis & Support Center		Southern Kennebec	377-1010	1-800-871-7741
		Waldo	338-4622	1-800-871-7741
		Knox	594-8580	1-800-871-7741
Rape Response Services		Penobscot/Piscataquis	941-2980	1-800-310-0000
Sexual Assault Support Services of Mid-Coast Maine		Eastern Cumberland, Sagadahoc, & Lincoln	725-2181	1-800-822-5999 1-800-874-7741
Downeast Sexual Assault Services		Hancock	667-5304	1-800-871-7741
		Washington	1-800-492-5550	1-800-228-2470
Sexual Assault Victims Emergency Services		Franklin	778-9522	1-800-871-7741
Sexual Assault Crisis Center		Androscoggin	795-2211	1-800-871-7741
Rape Education and Crisis Hotline		Oxford	743-9777	1-800-871-7741
Sexual Assault Response Services of So. Maine		Cumberland & York	828-1035	1-800-313-9900
AMHC Sexual Assault Services		Aroostook	762-4851	1-800-871-7741
Rape Crisis Assistance & Prevention		Northern Kennebec & Somerset	872-0601	1-800-871-7741