

Somerset County Jail

INMATE HANDBOOK



D Pod

General Population

January 2010

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INTRODUCTION

The mission of the Somerset County Jail is to provide a safe, secure, and humane correctional environment for staff that work in the jail and prisoners that reside in the jail. Consistent with the mission of the Somerset County Jail, the jail maintains appropriate control of prisoners by providing various levels of security necessary to protect the public. This control is by utilizing the guiding principles of direct supervision.

The Somerset County Jail balances its security obligation with its obligation to promote rehabilitation by providing and implementing a comprehensive treatment plan for each offender which encourages that offender to reenter society as a law-abiding, productive citizen. The treatment plan will include, where appropriate, educational opportunities, work release programs, anger management programs and mental health treatment.

The Somerset County Jail provides a work environment that emphasizes and expects teamwork, unity, respect, recognition of staff achievements and opportunities for personal and professional growth. Professionalism, integrity and adherence to the values of the Somerset County are the core of the Jail's mission.

SECTION-I ADMISSION

INTAKE

You were required to answer certain questions designed to identify individual characteristics and to aid the jail staff during classification. In addition, you were photographed and fingerprinted. Other information was also gathered during this booking process.

If you were not screened by the Medical Department during the booking process, a medical intake was conducted while you were housed in classification status. All information will be kept confidential and will become a permanent part of your medical record.

The nurse explained the procedure for getting medical attention during the initial medical screening process and asked you to sign a Medical Release of Information form. If you have a medical problem and do not understand the procedure, ask an officer.

All medications were turned over to intake staff and forwarded to the Medical Department. If medications are deemed necessary, they will be administered to you during your stay at the Somerset County Jail.

PROPERTY TAKEN DURING ADMISSION

All property was taken from you at the time of admission to the facility. It was inventoried, securely stored and listed on a receipt. You signed the receipt and were given a copy. Once personal property has been placed into storage you will not be able to access these items.

All money was taken and put into an account listed in your name. A receipt for the money was signed by you and the Booking Officer. Upon discharge from the facility, all money remaining in the account will be returned to you in the form of a check.

You are able to retain only the following items:

- Eye glasses/contact lenses
- Hearing aid(s)
- Dentures/Denture cream
- Medic Alert Bracelet
- Religious medallion (no larger than a fifty-cent piece) with a thin chain holding the medallion (no thicker than three (3) millimeters)
- Wedding band without stones (you must be wearing the wedding band at the time of commitment)
- Items recommended by the Medical Department and approved by the Somerset County Jail Administration

Any authorized personal items that you choose to take into the jail remain your responsibility. **You will not be reimbursed by the Somerset County Jail for any items lost, damaged or stolen.**

Once property is secured in the property room, it will not be released back to you until you are released from the facility. Property items may be released to a friend or relative outside of the facility by filing a written request to a shift supervisor.

ISSUED ITEMS

The following items were issued to you upon classification to this housing pod. You are responsible for returning all issued items in good condition and will be required to pay for damaged, altered, or destroyed property.

(3) blue uniform pants	(1) laundry bag	(1) personal hygiene kit
(3) blue uniform shirts	(1) storage tote	(1) toothbrush
(3) underwear	(2) sheets	(1) cup
(3) t-shirts	(2) blankets	(1) spork
(3) pair socks	(1) Inmate Handbook	(1) comb
(1) pair canvas shoes	(1) ID card	(1) flex pen
(1) pair shower shoes	(2) towels	
(1) radio headset	(2) washcloths	

All of these issued items must be maintained in good condition. Loss or destruction of these items will result in discipline up to and including replacement costs being debited from your account. If you are in possession of more than the previously listed number of issued items those items will be considered contraband and you will be subject to discipline.

The minimum allowable uniform when out of your cell will be one (1) pair of uniform pants and one (1) uniform shirt, underwear, canvas shoes and socks.

You have the option of purchasing one (1) long sleeve thermal undershirt from the jail commissary. Your name will be written on the shirt with black marker at the time you receive it. You may only wear the thermal shirt as an undergarment, and your jail issued uniform shirt must be worn as the outermost layer anytime you are out of your cell.

During times when you leave the housing unit you must wear the above listed items and the Somerset County Jail uniform shirt must be worn on the outermost layer. The Inmate I.D. card is to be kept on your person at all times unless it has been turned in to staff in exchange for use of equipment.

The uniform will be properly sized and worn in the traditional fashion. Pants and shirts will not be rolled up or worn in a faddish style.

The complete uniform will be worn to and from the shower. Shower shoes without socks may be worn to and from the shower instead of the canvas shoes.

While sleeping, you will wear at least underwear. You are required to sleep with at least a sheet covering. Your head must remain visible at all times.

* Winter jackets will be available as needed for use during outdoor recreation. These items are not authorized for use in the dayroom and may not enter a cell.

CLASSIFICATION

Classification is the process that decides which living area you are assigned to while you are here as well as what privileges you are granted. Your behavior at this and other corrections facilities, charge(s), and past criminal history were considered by classification staff prior to placing you into this housing unit. You may appeal your classification within five (5) days by submitting an Inmate Request Form, stating the reasons for your appeal.

If you have a concern for your safety, you should notify your housing unit officer immediately. Inmates who have verifiable concerns about their safety may request a housing change. You will be asked to write a statement outlining your safety concerns. The classification staff or shift commander will respond to your request and determine if a housing change is necessary.

Continued good behavior and participation in programs may result in a lower security classification and increased privileges.

GOOD TIME / TIME CALCULATION

Sentenced inmates at the Somerset County Jail may earn good time off their sentences. Your incarceration time is computed in accordance with Maine State Law. Questions regarding good time can be answered by the Programs Manager by completing and submitting an Inmate Request Form.

SECTION-II RIGHTS

MAIL

Somerset County Jail regards contact with family and friends as a vital avenue for maintaining and strengthening ties outside the facility.

Inmate-to-Inmate mail is not allowed. This includes mail to and from other Federal, State, Local and Juvenile institutions, as well as any correspondence between inmates within the Somerset County Jail. All such mail, outgoing and incoming, will be returned to sender.

Outgoing

Outgoing mail will be inserted into a standard size envelope and sealed by you. All outgoing mail must include the **complete** and legible name and address of both the **sender** and the **recipient** printed on the front of the envelope. Envelopes without this information may be opened and returned to you. You must use the name under which you were committed to the

institution. Do not draw or make stray marks on the outside of your envelopes. These letters will be returned to you to be placed in another envelope at your expense. Outgoing mail should contain only sheet paper. Letters containing bulges for whatever reason or other solid items, (i.e., Identification Cards), will be returned, opened, and inspected for contraband. Place your outgoing mail in the correspondence mailbox located in the pod.

The facility address is:

Your Full Name
Somerset County Jail
131 East Madison Road
Madison, ME 04950

Per Somerset County Jail policy, any inmate with an amount sufficient for postage or more on their account is required to buy envelopes and postage from the commissary. These envelopes, and envelopes provided to you by Somerset County Jail staff, are the only envelopes you are permitted to use for sending mail.

Inmates without funds for ten (10) or more days will be provided postage to send three (3) one-ounce letters per week and will be allowed to send an unlimited number of letters to any court official or attorney.

Outgoing mail may be opened and inspected.

Incoming

All incoming mail will be delivered to you by the next business day after arrival to the facility. All envelopes for both personal and legal mail will be retained by the officer. You may request to receive the return address.

All inmate mail will be opened and inspected. Any incoming mail containing unauthorized enclosures or contraband will be returned to sender. Any incoming mail with the odor of cologne or perfume will be returned to sender. All incoming mail must have the sender's name and address printed on the envelope. Mail without a return address will be placed into your stored property.

Legal mail will be opened in your presence. Legal mail must be clearly identifiable. You must sign for your legal mail when receiving it. Mail that does not contain adequate information on the envelope to identify it as legal mail may be opened prior to the discovery that it is legal mail.

You are permitted to receive publications directly from a publishing

company or approved bookstore. All publications must be received through the U.S. Mail. Publications include magazines, books and newspapers. You are permitted to have two (2) personal publications in your possession, as well as two (2) publications from the facility library and publications related to programs or religion. Any publication that contains information which may pose a risk to the safety and security of the facility will not be forwarded to you. Any publication you receive that is found in another inmate's possession or which is altered in any way will be confiscated and disposed of. Violation of this policy may result in loss of the privilege. Newspapers will be delivered to the housing pod daily, and must remain in the dayroom area. You are not permitted to remove any articles or alter the newspapers in any way.

All photos you receive must come through the U.S. Mail. Photos cannot be Polaroid or larger than four inches by six inches (4" X 6"). Photos that do not meet these guidelines will be returned to sender. You are permitted to have five (5) photos in your possession.

The only monies you may receive by mail are money orders, government issued checks or checks issued by another correctional facility. Anyone else wishing to send you money must do so using the internet, telephone, or the kiosk located in the Somerset County Jail lobby.

DIPLOMATIC REPRESENTATION

Foreign national inmates shall have access to the diplomatic representative of their country of citizenship upon the inmate's request.

ACCESS TO THE COURTS

If you have a court appearance scheduled in another court or on charges other than the current charges you are being held on, you must write the court to notify them of your incarceration. This applies to all other courts such as family, civil, criminal courts and other legal hearings. If you have a court appearance scheduled in a county other than Somerset, you must contact that jurisdiction by mail to notify them of your whereabouts. You may contact the Somerset County Courts by mail:

District Court
47 Court Street
P.O. Box 525
Skowhegan, ME 04976

Superior Court
41 Court Street
P.O. Box 725
Skowhegan, ME 04976

Any inmate who cannot afford an attorney may be appointed one by the court of jurisdiction in their case. This action is solely at the Court's discretion. The Housing Unit Officer can provide you with the necessary forms. Once these forms are complete, inform the housing unit officer. The unit officer will notify the Programs Manager who will ask the court personnel to schedule a screening. The screening process may take up to a week or more. Do not sign or turn in the provided paperwork, you will need it at your screening.

LAW LIBRARY

All inmates are eligible to access law reference material. Law reference material is available for legal research only and is not to be used for any other purpose. The mobile law library computer is provided in the housing units on a rotating schedule.

RECREATION

Various structured recreational activities are provided daily to the inmate population consistent with safety and security considerations. The jail provides equipment and programming for indoor and outdoor recreation activities. You are required to wear all regular uniform items during recreation.

The housing unit dayroom and recreation yard will be open following the successful completion of the daily morning inspection, and following the clean-up after meals.

Outdoor recreation is permitted year-round except under conditions of severely inclement weather or as limited by the Housing Unit Officer to ensure proper control and supervision. You will conduct yourself in a disciplined fashion. The Housing Unit Officer may cancel recreation due to excessive noise levels or security violations and concerns.

No housing unit furnishings or other items (i.e. blankets, food, etc.) are allowed in the outside recreation area. You are permitted to use your issued headphones in the outdoor recreation area. However, you ARE NOT to wear your headphones while playing basketball. Keep in mind that you will be responsible for the cost of any damage resulting from misuse/abuse

RELIGIOUS SERVICES

You have the right to access religious services and voluntary religious worship. The Somerset County Jail understands the need for access to religious services and materials for individuals with strongly held religious beliefs. You will be expected to recognize and respect the rights of others in this regard. A facility Chaplain is available to meet with you by request. It may be necessary to limit some religious activities services or materials in the facility for reason of safety and security.

VISITATION

Visitation is afforded to inmates in order to maintain and encourage contact with legal assistance, family ties and significant others. A visitation schedule has been set by the Jail Administrator and is posted in your pod.

You were given an approved visitor request form during Intake/Orientation. You may request approval of up to six (6) adults and three (3) children. You do not need to include attorneys or other professional visitors on your list. This list can be changed on the first (1st) and fifteenth (15th) of each month. The time it takes to approve your visitors is dependent upon the accuracy of the information you supply. Visitors are only approved Monday through Friday and it may take several days to complete the process. You are authorized to receive visits from immediate family only prior to your list being approved.

To be eligible for contact visitation, you must complete a Strip Search Consent Form.

All inmates and visitors will be provided equal access to visitation sign up. Once the maximum number of inmates has been reached for a given time, no additional inmates will be added for that time. Sufficient time and space is provided for inmates to receive all visits appropriate for their classification.

VISITATION RULES

1. Visitors may be denied visits for the following reasons:
 - a. Being on current bail conditions.
 - b. Pending criminal charges.
 - c. If a protection order or other court order prohibiting contact in between the inmate and the requested visitor is in effect.

- d. If a warrant for the visitor's arrest is currently active. Upon the visitor's arrival to the jail, the Shift Commander will contact local law enforcement to notify them of the situation.
 - e. The visitor is currently under supervision of Probation and Parole, or a jail diversion program approved by the Sheriff.
 - f. The visitor has been released from custody of Somerset County Jail within the last sixty (60) days.
 - g. Any known convictions for Trafficking in Prison Contraband.
 - h. Any previously identified behavior during a visit which violated Somerset County Jail rules and regulations governing visits.
 - i. Any individual denied a visit because of 1a, 1b or 1e shall be offered a non-contact visit.
2. A visit maybe refused or terminated if there has been a violation of visiting rules or there is reasonable belief that the visitor poses a threat to the safety or security of the facility, staff, or inmate.
 3. All visitors must arrive at the facility fifteen (15) minutes prior to the scheduled visit. Visitors who arrive after visiting starts will not be permitted to visit that day unless approved by the Shift Commander or Assistant Shift Commander. Visits, if approved, may be offered as non-contact at the discretion of the supervisor.
 4. All visitors must present government issued photo identification before being permitted to visit. Acceptable identification will be, at a minimum, one of the following:
 - a. Driver's License.
 - b. State Issued Photo ID card.
 - c. Military ID.
 5. All visitors under the age of eighteen (18) must be supervised by their parent or guardian who has successfully passed the background check.
 6. Visits are restricted to three (3) (two (2) adults and one (1) child under the age of five (5) years old) family members or friends at any given time, as long as space permits. Visits will be a minimum of sixty (60) minutes. NOTE: children will be on a chair or a lap at all times during a visit.

7. All visitors will enter the building through the public entrance.
8. All visitors are required to register with the visiting officer at the reception desk located in the lobby.
9. All visitors are required to store their personal property in the lockers provided in the lobby.
10. All visitors' clothing must be appropriate for a visit. Clothing must be worn on the upper body at all times. Bare tops or miniskirts are prohibited.
11. Visitors may be subject to search by jail personnel. All visitors will be searched by a metal detector.
12. Smoking is prohibited in the facility. All tobacco products and lighting materials are considered contraband and will be left outside of the facility.
13. Passing anything to an inmate during a visit without approval from staff is prohibited and will result in termination of the visit.
14. Any person who brings or attempts to bring any item of contraband into the facility will be prosecuted to the fullest extent of the law.
15. No cameras are allowed in the facility without prior written approval from the Correctional Administrator.
16. No person suspected of being under the influence of alcohol or drugs will be allowed to enter visitation.
17. Former inmates may only visit with inmates at the Somerset County Jail upon approval by the Assistant. Jail Administrator.
18. Inmates and visitors must conduct themselves with consideration and respect for others during visits.
19. Any disruptive action which imposes on others' visiting time shall result in termination of the visit.

20. All visitors must leave the facility grounds upon completion of their visit.

Behavior of inmates and visitors will be carefully regulated. Loud speech, boisterousness, obscene behavior or language will not be permitted.

Visitors may be asked to terminate their visit at any time at the discretion of the Visitation Officer. Failure on the part of the visitor to leave when asked could result in the termination of their visitation privileges or criminal charges.

Bathroom facilities are available to visitors in the lobby prior to entering and for inmates in their housing unit. There are no facilities available in the visitation area. If it is necessary to stop the visit to use the restroom, the visit will be ended.

SECTION-III PRIVILEGES

INMATE TELEPHONE

The housing unit is equipped with blue collect/debit telephones for use during dayroom time. You may only use the phones located on your assigned tier. To use these phones you will need to enter your Telephone ID Number (TID). This number was provided to you during your intake. This number should be kept secret. If you lose this number the housing unit officer can give it to you. Do not use another inmate's TID or allow another inmate to use your TID; you will be subject to disciplinary action.

The phone system allows you to check your inmate account balance. If you have money on your account you may use the phone to make purchases of food and hygiene items from the commissary menu.

You must have at least eight dollars (\$8.00) in your account to make a debit call. If making the debit call will drop your account balance below five dollars (\$5.00), you will not be able to complete the call. When you were processed into the facility, you were given an Inmate Telephone Number Request form to enter up to ten (10) telephone numbers you would like to call. These are the only numbers you will be able to call. You may request to make additions or deletions to this list on the first (1st) and fifteenth (15th) of each month by submitting an Inmate Request Form.

You can make a limited number of collect calls when you first use your account. To continue making collect calls, any individual you would like to call will need to set up a collect call account with our phone provider. You

need to inform the individuals you call of their need to contact Inmate Telephone Inc. at 814.949.3303 or go online to www.inmatetelephone.com to set up an account. They will need to provide the following information: phone number, mailing address of the party you are trying to reach and the name of this institution. If they do not do this you will not be able to make any more collect calls to them.

To place a call, listen to the instructions provided on the phone. You must include the area code for any number you are calling. After fifteen (15) minutes your call will automatically be disconnected. Voice prompts will notify you prior to your call terminating. Do not make back-to-back calls. Do not use three-way or conference calling. If ordered to hang-up the phone by your Housing Unit Officer, do so immediately. Your call may be disconnected at any time for sufficient reason. If you misuse or abuse the telephone you will be subjecting yourself to disciplinary action. **Using the telephone to break the law will result in criminal charges.**

Phone calls to your attorney may be made from this telephone. If your attorney will not accept a collect call or you have no money available for a debit call, you must communicate with your attorney by mail or visitation.

Incoming calls are prohibited; messages will not be taken for inmates. Outgoing calls other than those made on the inmate telephone are also prohibited. In the event of a verifiable emergency, you will be notified of the emergency and given access to a phone.

Telephone numbers may be blocked by the facility or the individual receiving a call. If you feel a number has been incorrectly blocked submit a written request to have the number checked.

A TTY device is available for the hearing impaired. Notify your Housing Unit Officer of your need for this device.

COMMISSARY

You will be allowed to purchase various items through the inmate commissary. Menus are available in your pod. All commissary orders are placed over the inmate phone system, using your TID number.

Commissary is delivered weekly. Money will be debited from your account for all items purchased.

You are required to purchase personal hygiene items from the commissary after receiving your initial hygiene pack.

Inmates without money will be able to order a limited number of items by filling out an indigent commissary request provided by the Housing Unit Officer. The cost of these items will be debited from your account creating a

negative balance.

You are not allowed to buy, sell, trade, gamble for or give commissary items to other inmates housed in the facility. You are not permitted to purchase any commissary items for other inmates, or request other inmates to purchase commissary items for you.

When your commissary order is ready to be distributed, your Housing Unit Officer will make an announcement. Do not approach the officer or linger in the area until called forward to accept your order. When your name is called, verify the items you received against your sales receipt. It is your responsibility to check the accuracy of your order. You are required to sign your sales receipt as verification of receiving your commissary items, and to receive any credits or adjustments for any discrepancies. You will not receive a refund or credit for any item that you ordered, unless the item is defective or missing. If you leave the area and later discover a mistake, you will no longer be able to receive a credit or adjustment. You must retain your receipt. If you are later found to have commissary items in your possession that are not included on your receipts, the items will be confiscated and treated as contraband.

If you are released prior to receiving your commissary order, you will have seven (7) business days from your release date to claim your property during normal business hours (Mon-Fri 8:00-4:00). Once the seven (7) business days from your release date has passed, Somerset County Jail reserves the right to destroy unclaimed commissary. No refunds will be granted to your account or money returned.

TELEVISION

The housing unit dayroom is equipped with two televisions. Televisions will be turned on daily when approved by the Housing Unit Officer. Televisions will be turned off during meals, clean-up and during any times of lock-in. If inmates do not conduct themselves in an appropriate manner while viewing television, the Housing Unit Officer may restrict an individual inmate or the entire housing unit from television use.

The television will be repaired or replaced if a malfunction occurs because of normal wear and tear. If the problem is caused by misuse, it will be repaired or replaced only after an investigation has been completed. Channel selection will be determined by the Housing Unit Officer. Arguments over television programming will result in loss of the privilege.

FURLOUGHS

Inmates housed in Somerset County Jail may be eligible for furloughs. Requests for furloughs must be directed to the Programs Department for review.

SECTION-IV INMATE SERVICES

FOOD SERVICES

While in the Somerset County Jail, you will receive three (3) meals a day. Meal times are posted in your housing unit. Meals will not be withheld for disciplinary reasons. You are required to eat and drink meals provided by the facility in the designated dining area only. You are not to trade, give or share food provided by the facility. **Food provided by the facility is not allowed in your cell.** After receiving your tray, take your seat immediately. You will have approximately twenty (20) minutes to eat. When you are finished, remain seated until instructed by your Housing Unit Officer to return your tray to the food cart. Do not dispose of uneaten food in the dayroom trash cans.

Requests for medical diets should be submitted to the Medical Department for approval. Medical diets related to food allergies will be verified with your physician prior to implementation. Requests for religious diets should be submitted to the Programs Department for approval.

HEALTH CARE

Somerset County Jail maintains a qualified staff of medical professionals within the facility. All health care is provided and coordinated by the facility's medical staff.

If you have a medical problem, you are required to fill out a medical services request, available in the housing unit. Medical will review all requests and schedule an appointment to see you.

If you are having a medical emergency, notify your Housing Unit Officer immediately.

Your cell is equipped with an intercom for use if you are experiencing a medical emergency. Repeated use of the intercom for no legitimate reason may result in disciplinary action.

All medication prescribed to you will be verified by the Medical Department.

Medication will be dispensed in accordance with the facility's doctor's

orders. You may be approved to keep certain medication on your person. You will be held financially responsible for some medical treatments. See the healthcare provider for billing information. No inmate will be denied access to healthcare.

DENTAL CARE

Emergency dental treatment will be provided as needed. Limited dental treatment is available to all inmates and should be requested on the medical services request.

SOCIAL SERVICES

Services to address a variety of issues are offered to inmates by staff and contracted service providers from the community. Please contact the Programs Department with specific requests.

HAIRCUTS

You will be afforded the opportunity to receive haircuts at least monthly and will be required to pay the hairstylist's rate. Indigent inmates must meet specific policy requirements to qualify for an indigent haircut. Notify your Housing Unit Officer that you would like to be placed on the schedule to receive a haircut.

LAUNDRY SERVICES

You were issued clean clothing and clean linen upon entering Somerset County Jail.

Linen and clothing items are the property of Somerset County Jail and any damage done to these items (beyond normal wear) will result in disciplinary action.

All clothing and linen items will be washed in the facility's central laundry area. All clothing items to be laundered will be collected and returned in your assigned laundry bag. A laundry schedule is posted in your living area.

Laundry inmate workers will distribute and retrieve blankets, towels and linen to the general population inmates in accordance with the laundry schedule. This is done on a one for one basis.

Failure to meet sanitary standards within the facility may result in disciplinary action.

LIBRARY

The facility is equipped with a library containing an assortment of reading materials. Requests for specific materials are made to the Librarian on an Inmate Request Form.

The library book cart will be available in the pod on a rotating schedule. You are allowed to check-out two (2) publications at a time. You may only have two (2) personal books in your possession in addition to the library materials. This does not include legal, religious or books distributed for programs.

All library materials are the property of the SCJ. If you deface or damage any library materials you are subject to disciplinary action and charged a fee for replacement.

PROGRAMS

Somerset County Jail offers many programs to assist in the areas of education, job preparation, substance abuse and numerous other areas. If you have questions regarding these or other inmate programs speak with an officer or request information from the Programs Manager.

SECTION-V SANITATION

The Somerset County Jail has established a housekeeping plan and regular inspections in order to maintain sanitation and cleanliness at acceptable levels, promoting an environment for responsible behavior.

PERSONAL HYGIENE

All inmates are required to keep clean and free from offensive odors and parasites and to maintain a neat and presentable appearance. Personal hygiene items are available for purchase through the commissary and as part of the indigent commissary procedures.

Razors and nail clippers are available from your Housing Unit Officer.

Failure to meet minimum hygiene standards could result in discipline.

LIVING AREA

You are required to keep your cell clean and sanitary. Beds must be made each morning by 0800 hours. You are permitted to lie on top of your made bed and cover with your second blanket, but your head must remain visible at all times. When you are not using the bunk, the second blanket must be neatly folded at the foot of the bed.

Cleaning supplies are available from the Housing Unit Officer.

Personal hygiene items may be stored neatly on the shelf or desk. You are authorized to have five (5) photographs in your possession, and may display them neatly on your desk. Dirty laundry must be contained in your laundry bag. When your laundry bag is in Central Laundry, you are permitted to keep dirty laundry in a neat pile on your cell floor, in front of the toilet privacy wall.

There will be no items kept in the window sill, on the bunk, atop the privacy wall or attached to any surface in the cell. Nothing is to be hung from or attached to the sprinkler head. **Tampering with a sprinkler head may result in criminal charges.** Your vents must be clear of obstruction.

Items not stored in your tote, beyond the provisions listed above, **WILL BE CONFISCATED.**

A photograph of a clean room ready for inspection is available in the housing unit.

The Housing Unit Officer will inspect cells for cleanliness and contraband. Your cell must be kept clean and ready for inspection throughout the day. Failure to meet sanitation and cleanliness standards will result in discipline.

DAYROOM

All inmates are required to keep all common areas in the pod clean and sanitary. These areas include but are not limited to walls, floors, showers, tables, chairs, windows, railings, food service area, and recreation area. The pod has inmate workers assigned; however, all inmates are responsible for cleaning up after themselves in all common areas of the facility.

SECTION-VI GRIEVANCE PROCEDURE

FILING A GRIEVANCE

A Grievance may be initiated by an inmate for an alleged violation of civil, constitutional, or statutory rights; an alleged criminal or prohibited act by a staff member; to resolve a condition existing within the facility that creates unsafe or unsanitary living conditions; to resolve a chronic condition existing within the facility that contradicts the Detention and Correctional Standards for Maine Counties and Municipalities.

Attempt to handle complaints through supervisory staff and the inmate request system prior to filing a grievance. Not all complaints are Grievances.

Informal Request for Remedy (Step 1)

You will not be punished for filing a Grievance. Any Grievance form that is not filled out properly (i.e. use of profanity, not signed, or any type of misuse of the form) will be returned to the sender.

You must attempt to resolve the Grievance informally (step 1) before proceeding to the Administrative Grievance (step 2).

Informal Requests for Remedy are readily available in the housing unit.

Informal Requests for Remedy must be submitted within seven (7) days of the alleged incident or violation, and should be completed within the space available on the form. If more space is needed, you must attach paper to the Informal Request for Remedy. You will not write on the back of the Informal Request for Remedy. One complaint will be heard on each form. All copies of the form must be legible. When you have completed the Informal Request for Remedy, place it in the correspondence box located in the pod. Informal Requests for Remedy requests will be answered by the on-duty Shift Commander or designee. The Special Projects Officer will pick up the Informal Requests for Remedies, sign and date the request and return the bottom copy to you. The Special Projects Officer will distribute the Requests for Remedies to the Shift Commander on duty. Shift Commanders or designees will return completed Informal Requests for Remedies within forty-eight (48) hours of receipt.

Administrative Grievance (Step 2)

Administrative Grievances are readily available in the housing unit.

Administrative Grievances must be submitted within two (2) calendar days of receiving the Step 1 response and must be accompanied by a copy of the Informal Request for Remedy form relating to the complaint. Place the completed form in the correspondence box located in the pod. The Special Projects Officer will pick up the Administrative Grievances, sign and date them and give the bottom copy to you.

Administrative grievances will be processed by the Assistant Correctional Administrator or designee within seven (7) working days of receipt. The Assistant Correctional Administrator will provide you with a written response outlining findings and any action taken regarding the matter.

The original completed Administrative Grievance will be placed in your file; one copy will be returned to you, and one copy will be maintained by the Office Administrator.

The determination of the Assistant Correctional Administrator or designee is considered final. No further hearing of the same complaint will be considered. If you are still not satisfied with the outcome of this second

step you may write to: Jail Inspector, Maine Department of Corrections, State House Street #111, Augusta, Maine 04333.

SECTION-VII DISCIPLINARY PROCEDURE

All disciplinary actions against any inmate will be administered in accordance with the following policy.

LEVEL OF OFFENSE

There are three (3) levels of disciplinary infractions at the Somerset County Jail. A-Violation is the most serious Major infraction and will be handled in a formal disciplinary hearing; B-Violations are more serious than C-Violation minor infractions but not as serious as A-Violations and may be handled informally or formally. C-Violations are minor in nature and can be resolved informally or formally.

MAJOR INFRACTIONS

Major infractions are serious violations of facility rules. There are two (2) categories of major infractions; Group A and Group B. Group B violations are more severe than minor infractions and Group A are more severe than Group B. Major infractions are handled formally and have an appeal process. Group B violations may be handled informally at the discretion of the Shift Commander on duty. You may be placed in administrative segregation pending the outcome of the investigation of any Group A or B violation.

MINOR INFRACTIONS

Minor infractions are Group C Violations. They constitute the lowest level offense within the facility and will be handled informally by the housing unit officer and shift supervisors.

GROUP A VIOLATIONS (MAJOR)

A-01 **Alcohol**-Trafficking, possession or use of any alcoholic beverage or the adulteration of any food or drink for the purpose of making an intoxicating beverage.

A-02 **Assessment**-Refusing or failing to appropriately participate in a required program screening or assessment, such as substance abuse screening, sex offender risk assessment, etc.

- A-03 **Bodily Injury**-Inflicting bodily injury on oneself or another person or any attempt to inflict bodily injury on oneself or another person.
- A-04 **Bodily Fluid**-Spitting, excreting, urinating on/at another individual, throwing any body fluid or any fluid appearing to be or stated to be a body fluid on/at another individual, or contaminating any item with any body fluid or any fluid appearing to be or stated to be a body fluid. Body fluid includes feces, urine, blood, saliva, vomit, semen or any other human body fluid.
- A-05 **Count**-Non presence at or interfering with the taking of an inmate count, either formal or informal.
- A-06 **Deadly instrument**-Possession of, or the trafficking in, any firearm, weapon, sharpened instrument, knife, or any chemical, explosive, ammunition, or device which could be a deadly instrument.
- A-07 **Demonstration**-Organizing, engaging in, or encouraging any unauthorized group demonstration.
- A-08 **Destruction of Property (More than \$50.00)** -Willful destruction of any property not the inmates, of which the cost of replacement or repair, including labor, is in excess of \$50.00.
- A-09 **Electronic Communication Device**-Possession of any electronic communication device, including, but not limited to, cell phone, radio or pager.
- A-10 **Escape**-Escape, attempting to escape, or planning an escape and any tools used or could be used in an escape, escape attempt or planning to escape.
- A-11 **Evidence**-Willful destruction or concealment of any item that is evidence or appears to be evidence of a disciplinary violation or crime.
- A-12 **Exposure**-Exposing one's private body parts to another person for the purpose of causing discomfort or offense to the other person or gratifying sexual desires.
- A-13 **Fire**-The intentional ignition of combustible materials, the reasonable result of which could be injury to any person or the destruction of property.
- A-14 **Influencing Staff**-Promising, offering, or giving to any county staff member or volunteer any money or other benefits for the purpose of influencing such staff or volunteer in the performance of official duties.
- A-15 **Rioting**-Rioting or being an accessory to a riot.
- A-16 **Sexual Activity by force or duress**-Any sexual activity involving duress, force, or violence.

- A-17 **Smoking**-Trafficking, possession or use of tobacco, or trafficking or possession of tobacco related devices, including, but not limited to, pipes, lighters, matches, cigarette papers and rollers.
- A-18 **Tampering**-Tampering with, blocking or obtaining control of any safety or security device, including, but not limited to, any locking device, door, fire alarm, smoke alarm, heat sensor, fire sprinkler, security touch screen, PDA, radio, or causing a false alarm.
- A-19 **Theft (More than \$25.00)** - Theft of the property of another party, or possession of stolen property, where the value of such property is greater than \$25.00
- A-20 **Trafficking**-Trafficking, possession or use of a prescription drug not prescribed to the inmate by the medical department, or non-prescription drug of the W, X, Y classification, marijuana or related paraphernalia.
- A-21 **Refusing to Lockdown** – In an emergency or upon a direct order from any staff member refusing to lockdown as exhibited verbally or by actions.
- A-22 **Murder**-Murder or attempted murder.
- A-23 **Hostage**-Taking a hostage or holding/retaining any person(s) against their will.
- A-24 **Gang Activity**-Gang/Security Threat Group activity or possession/exhibition of any gang-related material.
- A-25 **Class A Conspiracy**-Attempting to commit, being an accessory to or preventing the discovery of any Class A-Violation.
- A-26 **Pod Dog Abuse**-Causing injury to the Pod Dog either intentionally or un-intentionally.

GROUP B VIOLATIONS (MAJOR OR MINOR)

- B-01 **Communication**-Communicating, directly or indirectly, with any person who the inmate is prohibited from having contact with as condition of probation, by a court order, or as a result of having been forbidden to harass that person pursuant to 17-A M.R.S.A. Section 506-A.
- B-02 **Destruction of Property (\$50.00 or less)**-Willful destruction of any property not the inmates, of which the cost of replacement or repair, including labor is \$50.00 or less.
- B-03 **Extortion**-The demanding and/or receiving anything of value, in return for protection of any kind, by threat of bodily harm or duress.

- B-04 **False Statement**-Making or soliciting a false statement, whether verbal or written. This includes lying to a jail investigator, or staff member investigating a disciplinary infraction, in the course of an official investigation
- B-05 **Assault** – Intentionally, knowingly, or recklessly causing bodily injury or offensive physical contact to another person.
- B-06 **Fighting**-Any physical use of force between two or more persons, when not permitted. Examples include but are not limited to: slap fighting, wrestling, martial arts practice, boxing, etc.
- B-07 **Hygiene**-Failure to maintain personal hygiene and/or failure to maintain assigned living space in a sanitary and safe condition, as prescribed by the housing area rules.
- B-08 **Mail**-Violating the Somerset County Jail mail rules and regulations.
- B-09 **Medication**-Unauthorized possession, passing, or concealment of any medication or abuse of any medication.
- B-10 **Order, Refusing to obey**-Refusing to obey any lawful order, instruction, rule or assignment either verbal or written.
- B-11 **Obstruction**-Hindering or impeding staff in the performance of their duties.
- B-12 **Provocation**-Disrespect in the form of arguing, profanity, obscene or abusive language or gestures.
- B-13 **Sexual Activity not under Duress or Force**-Any sexual activity not involving force, duress or violence.
- B-14 **Soliciting**-Soliciting money or other property from another party other than a family member without authorization.
- B-15 **Tattooing**-Tattooing or any other intentional puncturing of one's own skin or the skin of another, self mutilation, or the possession of tattooing equipment.
- B-16 **Telephone**-Violating the Somerset County Jail telephone rules and regulations.
- B-17 **Theft-(\$25.00 or less)** -Theft of the property or possession of the stolen property of another party, where the value of such property is \$25.00 or less.
- B-18 **Threatening**-Threatening to strike or otherwise injure another individual, to include direct or indirect communication.
- B-19 **Throwing**-Throwing any object or substance.
- B-20 **Visitation**-Violation of Somerset County Jail visitation rules and regulations.

- B-21 **Work, Refusal**-Refusing to work, failing to work as instructed, or leaving work without permission.
- B-22 **Odors** – Activating a device or exposing a substance which releases noxious or offensive odors.
- B-23 **Interfering**-Interfering with the performance of duties of any staff member.
- B-24 **Unauthorized Area**-Being in any unauthorized area without permission, including another cell or housing area where you are not assigned.
- B-25 **Flooding**-Flooding or attempting to flood a cell or area.
- B-26 **Class B Conspiracy**- Attempting to commit, being an accessory to, or preventing the discovery of any Class B-Violation.
- B-27 **Pod Dog in Cell**-Pod Dog found in an inmate’s cell.
- B-28 **Repeated Violations**-Commission of three (3) GROUP C violations within a ninety (90) day period.

GROUP C VIOLATIONS (MINOR)

- C-01 **Absence**-Unauthorized absence from any work or school assignment.
- C-02 **Disorderly Behavior**-Failure of the inmate to conduct himself/herself in an orderly courteous manner at all times.
- C-03 **Gambling**-Gambling, including participation in legal gambling, such as state sponsored lottery games.
- C-04 **Giving, Receiving or Swapping**-The giving, receiving or swapping of money or other property between an inmate and another inmate, visitor, volunteer or staff member. The giving, receiving or swapping of money or other property between an inmate and the family or friend of another inmate without authorization.
- C-05 **Horseplay**-Engaging in horseplay and physical encounters not part of an organized recreation program or activity. This violation does not include physical encounters the object of which is threat of injury or actual injury to another person.
- C-06 **Identification**-Failure to display issued identification in the required manner, altering or defacing the identification in any way.
- C-07 **Martial Arts**-Demonstrating or practicing wrestling, boxing, or other martial arts without authorization.
- C-08 **Money**-Possession of money inside the facility.

- C-09 **Possession**-Possession of any item which was not issued to the inmate, sold through the commissary services, or otherwise authorized to be in the inmate's possession or unauthorized alteration of an authorized item.
- C-10 **Rules**-Failure to abide by the rules of any program not specifically covered in this policy.
- C-11 **Waste**-Waste, misuse, or negligent destruction of County property.
- C-12 **Written Communication**-Unauthorized passing or possession of any written communication.
- C-13 **Improperly Clothed**-Failure to be properly clothed when outside of cell or housing area.
- C-14 **Unauthorized Food**-Taking, consuming or possessing unauthorized food from the kitchen, or retaining food from personal trays for later consumption.
- C-15 **Posting Materials**-Posting any item to walls, lights, fixtures or windows; obstructing the view of the interior of cell or housing area in any manner.
- C-16 **Class C Conspiracy**-Attempting to commit, being an accessory to, or preventing the discovery of any Class C-Violation.
- C-17 **Feeding of Pod Dog**-Unauthorized feeding of Pod Dog "table scraps" or snacks, from inmate meals or inmate canteen items.

REVIEW OF CHARGES

An investigation will begin within forty-eight (48) hours of the report (not including weekends and holidays), which will be completed without unreasonable delay. Delays at any stage must be explained in the Disciplinary Report. Your version of the offense will be obtained and the charging officer will be contacted to clarify information. If necessary, any other staff members or inmates who witnessed or have information pertaining to the allegation and the charge may be contacted.

You may request witnesses. Prior to your Disciplinary Hearing, you shall provide the Special Projects Officer with a summary of the expected testimony of a desired witness as a condition for that witness being called and any questions you want asked of a witness at a hearing. Based upon this information, the Special Projects Officer will determine whether the alleged infraction or offense is to be dismissed or if you are to be charged and the alleged infraction referred to the disciplinary board.

INFORMAL DISCIPLINARY SANCTIONS

Disciplinary sanctions for minor infractions are determined by the shift

supervisor, all of which will be documented in an incident report. These may include, but are not limited to:

1. Verbal reprimand, warning or counseling by a staff person,
2. Early lockdown, loss of privileges, extra duty, or room restriction not to exceed forty-eight (48) hours,
3. Written or verbal apology.

There is no appeal process for sanctions imposed for minor infractions.

DISCIPLINARY BOARD

Disciplinary hearings shall be convened no later than seven (7) days (except when postponed, not to exceed thirty (30) days) excluding weekends and holidays, after the violation. Disciplinary hearings will be held as often as required to comply with time requirements for the processing of Disciplinary Reports. The Special Projects Officer will ensure time requirements are met for the processing of Disciplinary Reports.

The Disciplinary Hearing Officer (DHO) shall conduct an impartial hearing to include the rights; to be present at the hearing unless behavior justifies the inmate absence; to call witnesses to the incident or other relevant witnesses; to present relevant evidence; to be represented by consenting staff or another inmate.

The DHO shall provide an opportunity for you to provide a statement.

The DHO shall:

- Explain the hearing procedures.
- Explain the range of possible punishment(s) which could be imposed if there is a guilty finding.
- Read Section I from the Disciplinary Report.
- For major violations, ask whether the inmate pleads "guilty" or "not guilty."
- If a plea of "guilty" is entered, no further evidence needs to be heard. You may offer any statement concerning the misconduct for consideration by the DHO.
- If a plea of "not guilty" is entered, evidence shall be presented, including appropriate inmate and staff testimony or written statements. The inmate may make a closing statement concerning the misconduct for consideration by the DHO.
- If no plea is entered, this shall be treated as a "not guilty" plea as far as hearing procedures are concerned.

The DHO may postpone a hearing for good cause. The reasons for postponement shall be included in the report.

If you are released, hospitalized, escape, or are otherwise outside the jurisdiction of the jail during the period between a disciplinary violation and the serving of sanctions, the penalty period shall begin when you return to the Somerset County Jail.

A Disciplinary Board is used to hear all incidents of A and B violations which were not treated as minor discipline.

SANCTIONS

The disciplinary sanction imposed shall be determined by the DHO. The following is a list of possible sanctions for Major A and B Violations:

- Disciplinary Segregation for up to fifteen (15) days per charge for A violations,
- Disciplinary Segregation for up to ten (10) days per charge for B violations,
- Loss of Good Time Recommendation for A and B violations,
- Restitution,
- Fine of twenty-five dollars (\$25.00) for Major violations,
- Fine of ten dollars (\$10.00) for Minor violations,
- Sanctions listed under minor rule violations.

Sanctions may be imposed immediately for a guilty plea. For a plea of “not guilty” the sanction will be imposed after twelve (12) hours to provide time for an appeal to be placed. The sanction will start at the beginning of a shift.

OFFENSES

Offenses are any violation of facility rules which are also considered violations of state or federal laws and regulations. Offenses committed by inmates of the jail will be referred to the Somerset County Sheriff’s Department for prosecution and handled internally by the facility discipline process.

APPEALS PROCEDURE

You may appeal DHO decisions to the Correctional Administrator within ten (10) days of the disciplinary hearing. You shall submit the appeal through the Special Projects Officer using the Appeal of Disciplinary Hearing Decision. The Special Projects Officer will forward the appeal to

the Correctional Administrator.

The Correctional Administrator will only review the case record and shall not consider new evidence. The only points to be considered in an appeal are whether the disciplinary process was followed, that the facts support the findings (a guilty plea can not be changed to a not guilty plea as part of the appeals process), and the sanctions are appropriate based on the facts. The Correctional Administrator will then approve, modify downward, disapprove the recommended disciplinary action or return the report to the Disciplinary Hearing Officer for additional information or reconsideration of the recommended action. You will receive a written response within fifteen (15) calendar days of receipt of the appeal. The response shall state specific reasons for the decision and shall be signed and dated

The Correctional Administrator's response is final. Administrative remedies shall be considered exhausted with the Correctional Administrator's decision.

SECTION-VIII GENERAL INFORMATION

EMERGENCY PROCEDURES

Emergency conditions can happen in numerous areas of the facility. During any emergency condition you are required to remain locked down, regardless of the location of the emergency. Failure to follow directions quickly and efficiently will result in discipline.

Somerset County Jail has developed an evacuation plan to quickly and safely evacuate inmates from the facility in case of an emergency. In case of emergency, listen and fully cooperate with the Housing Unit Officer. Evacuation diagrams are posted on the wall of each housing unit. All inmates should be familiar with the diagram in their housing unit.

COUNTS

There will be scheduled and unscheduled counts performed at various times during the day. You are required to be in your cell when a count is taking place, and stand near or sit on your bunk. Do not attempt to hide under clothing, linen, bedding or other property items. Do not block the view through your door or window. Interfering or attempting to interfere with the officer conducting a count will subject you to disciplinary action.

SEARCHES

Inmate searches and searches in living areas may be conducted at any

time. Cell searches may take place in your absence. You are allowed to have in your possession any property issued to you.

CONTRABAND DEFINITION

Non-Criminal Contraband includes items such as:

- Food
- Money
- Unauthorized property
- Authorized property accumulated in excess
- Any allowable item used for other than its intended purpose

Criminal Contraband includes items such as:

- Weapons (to include allowable items that have been modified as such)
- Unauthorized drugs or drug paraphernalia, to include prescription medication
- Alcoholic beverages or items used for the production of alcoholic beverages
- Lighters or items used as an incendiary device
- Explosive materials
- Any items used in the commission of a crime within the SCJ

INMATE WORKER PROGRAM

The Somerset County Jail utilizes inmate workers to provide many vital functions within the facility. There are numerous benefits to inmates who participate in inmate worker programs. For more information regarding the specific programs available and how to apply, submit an Inmate Request Form to the Programs Department.

RELEASING PERSONAL PROPERTY

If you wish to release items from your property or funds from your account, you need to submit an Inmate Request Form. Funds can not be transferred from one inmate account to another inmate.

If you are released to another institution and that institution will not accept your property, it will be kept at Somerset County Jail in storage for thirty (30) days to allow you time to make arrangements to have it picked up. After thirty (30) days these items will be destroyed.

RELEASE PLANNING

Each inmate can participate in an in-house release planning program by completing an Inmate Request Form to the Programs Manager for information. Release planning can provide information regarding probation requirements, Social Security, and other benefits, banking and financial assistance, sources of public assistance, community substance abuse resources and other information necessary to assist with a successful reintegration into the community.

VOTING

If you are a registered voter, you have the right to vote in any municipal, state, or national election. To exercise this right, you should contact the Programs Manager no later than fourteen (14) days prior to the election for an absentee ballot. No ballot will be processed on the day of the election.

MONEY

At the time of booking, all cash you had in your possession was deposited into an account established for you. There will be no transfer of money between inmates unless authorized by the Jail Administrator. Money will only be accepted through electronic deposits made via the internet, telephone or the kiosk located in the SCJ lobby. A receipt will be issued to you for all transactions. No inmate is allowed to have any form of money in their possession. Money received and accepted by the facility for inmates will be credited to the individual inmate's account on the next regular business day. Upon discharge from the facility, all money remaining in the account will be returned to you in the form of a check.

NOTARIZATION OF LEGAL PAPERS

The services of a Notary Public are available to you without cost for any current legal casework. A request slip must be filled out to request this service.

INMATE MOVEMENT

There are two types of inmate movement within the facility; Escorted Movement and Directed Movement. Escorted Movement is when inmates are physically escorted by staff from one location to another, and may include the use of restraints. Directed Movement occurs when inmates are instructed to go to a particular location without escort, but under constant visual monitoring by security staff. Under normal conditions, you will be

permitted to move about the facility without escort while housed in this pod.

While moving throughout the facility, you must follow all the rules listed below. Any inmate found in violation of these rules will be subject to disciplinary action:

- Stay to the right side of the hall with your hands to your sides.
- Inmates moving together in groups (two(2) or more inmates) will travel in a straight line, single-file formation.
- Do not talk during movement in any corridor or sally port unless engaged by a staff member.
- You are authorized to travel with only the necessary property (i.e. books, paperwork) required at the destination. Writing utensils will be provided at the destination (if applicable).
- Absolutely no horseplay will be tolerated during movement anywhere in the Somerset County Jail.
- At no time will it be permissible for you to run inside the facility, excluding authorized recreational activities.
- Do not loiter in any areas of the Somerset County Jail.
- You must be properly dressed at all times.

Do not stop anywhere during movement except under the following conditions:

- You are engaged or directed by staff.
- Movement is interrupted by staff or visitors. In this instance, you will stop, move to the wall, remain silent, and proceed when clear.
- Absolutely NO INMATE MOVEMENT while headcount is being conducted.
- If you are in transit in the area during staff response to an assistance call, you will be ordered to turn, face the wall, place your hands on the wall and instructed not to move until otherwise directed by staff.
- You are subject to a pat search by any officer while traveling throughout the Somerset County Jail.
- If you require the use of wheelchairs or crutches due to a medical or physical condition, you are required to follow the same rules and regulations during movement.

PRISON RAPE ELIMINATION ACT (PREA)

The Somerset County Jail has a zero-tolerance policy for the incidence of rape or attempted rape. The facility also makes the prevention of sexual

abuse or assault a top priority. Report any act of sexual misconduct, assault or rape in writing or verbally to any Somerset County Jail staff member.

DISCLAIMER

This handbook is designed to be a guide to assist you in successfully completing your period of incarceration in this facility. It is impossible to present you with all the information, rules, policies and procedures which govern your everyday life while inside this institution. It is important to note that rules and procedures often change before they can be represented in this manual. Because of this fact you must be aware that in this direct supervision facility your direct contact for questions and concerns should always be the housing unit officer. **You are required to follow the directions of Officers within the facility** in order to ensure everyone's continued safety.

