

**Policy:**

Order is essential to the safe and secure operation of the facility.

Inmate rules and regulations describe behavior expected of all inmates, and the type of discipline which will result from violations. An Inmate Hand Book shall be distributed to all prisoners, upon admission to the Franklin County Detention

Center, containing the rules and procedures he/she is expected to adhere to.

Any inmate found to be in violation of any law, inmate rule or regulation will be subject to disciplinary and/or criminal action, depending on the type of violation.

**Procedure A: Inmate Handbook****INTRODUCTION:**

This facility was opened in April 1983 with the purpose of housing all inmates awaiting bail, arraignment, or sentenced to the custody of the Franklin County Sheriff. The goal of the Franklin County Detention Center is to provide a safe, sanitary and secure place of detention for all persons committed to this jurisdiction for detention or correction. This handbook is to assist you in meeting this obligation, by instructing you in the necessary rules, regulations and guidelines.

**ADMISSION/ INTAKE:**

You were required to answer certain questions designed to identify individual characteristics and to aid the facility staff during classification. In addition, you were photographed and fingerprinted. Other information was also gathered during this booking process. Medical questions will be asked during the intake process. All information will be kept confidential and will become a permanent part of your medical record. If you have a medical problem, notify an officer. All medications will be turned over to intake staff.

**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 which you signed. Once personal property has been placed into storage you will not be able to access these items. 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.

You are able to retain only the following items:

1. Eye glasses/contact lenses
2. Hearing aid(s)
3. Dentures/Denture cream
4. Medic Alert Bracelet
5. Wedding band without stones (you must be wearing the wedding band at the time of commitment)
6. Items approved by the Franklin County Detention Center Manager

Any authorized personal items that you choose to take into the jail remain your responsibility. **You will not be reimbursed by the Franklin County Detention Center 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 accompanied by a property release form. These forms can be obtained from a Corrections Officer.

### **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.

2 Orange Shirt	2 Blankets
2 Orange Pants	2 Towels
2 Orange T Shirts	1 Soap
2 White Underwear	1 Comb
2 Pair socks	1 Pair Shower Shoes
1 Pair Orange Shoes	1 Pre-pasted toothbrush
2 Sheets	

All of these issued items must be maintained in good condition. Loss or destruction of these items will result in discipline to include replacement costs. You are expected to be fully dressed when out of your cell (one (1) pair of uniform pants and one (1) uniform shirt, underwear, shoes and socks). During times when you leave the housing unit you must wear the above listed items and the Franklin County Detention Center uniform shirt must be worn on the outermost layer. The uniform will be worn in the traditional fashion. While sleeping, you will wear at least underwear.

### **CLASSIFICATION:**

Upon your arrival, the staff began collecting information about you which helps to determine what level of security you will be housed in. Your behavior at this and other corrections facilities, charge(s), and past criminal history were considered. There are 3 levels of security, **minimum** (least restrictive), **medium** and **maximum** (most restrictive). This process helps decide what area you are housed in and what your program needs are. An initial classification will be completed within 72 hours of your arrival. This classification will be reviewed within 15 days, after which there are 30 and 90 day reviews. You will receive written notice of your classification assignment each time it changes for any reason.

You may appeal your classification within 10 days after being notified. You may request a reclassification but not more than every 60 days. 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 shift supervisor will respond to your request and determine if a housing change is necessary.

### **GOOD TIME / TIME CALCULATION**

Sentenced inmates 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 Jail Administrator by completing and submitting an Inmate Request Form.

### **RIGHTS:**

#### **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 Franklin, you must contact that jurisdiction by mail to notify them of your whereabouts. You may contact the Franklin County Courts by mail:

**Farmington District Court**  
**129 Main St**  
**Farmington, ME 04938**

**Farmington Unified Court**  
**129 Main Street**  
**Farmington, ME 04938**

**Superior Court**  
**140 Main St.**  
**Farmington, ME 04938**

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 Corrections Officer can provide you with the necessary forms. Once these forms are complete, inform the Corrections Officer. The unit officer will notify the Jail Administrator 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.

**DAILY SCHEDULE:** In order to maintain a well-organized and efficient facility, all activities are planned for and scheduled in advance. This daily schedule is provided so that you can be prepared for the various activities and services provided for you (see schedule at end of this handbook).

**FOOD:**

You will be served 3 well-balanced meals served each day at 0700, 1200, and 1700. When the kitchen staff arrives with the meal you are to line up in an orderly fashion at the day-room doorway to be served. All meals are to be eaten at the day-room tables; no food is allowed in the cell area. When you are finished, scrape any remaining food into the top tray and stack yours underneath. You are responsible for the safe return of all trays, glasses, and eating utensils. Any food spills shall be wiped clean at the end of the meal. No other food items are needed or allowed to be brought into the jail except through canteen