

Franklin County Detention Center Inmate Handbook

INTRODUCTION

The Franklin County Detention Center 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.

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 facility your direct contact for questions and concerns should always be the Corrections Officer. **You are required to follow the directions of Officers within the facility in order to ensure everyone's continued safety.**

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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. 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
4. Medic Alert Bracelet
5. Wedding band without stones (you must be wearing the wedding band at the time of commitment)

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6. Items approved by the Franklin County Detention Center Jail Administrator

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 Shirt	2 Towels
2 Pants	1 Soap
2 T Shirts	1 Comb
2 Underwear	1 Toothbrush
2 Pair socks	2 bra (women)
1 Shower Shoes	1 Spork
1 Pair Shoes	1 Headphones
2 Cups	2 Blankets
2 Sheets	
1 Laundry Bag	

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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 upon 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

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classification within 10 days after being notified. You may request a reclassification but not more than every 60 days. The shift supervisor will respond to any request for housing changes 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:

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**Farmington District Court
Franklin Unified Court
129 Main St.
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 Transport Corporal can provide you with the necessary forms. You are permitted reasonable access to your files and records, by filling out an inmate request form.

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 each day at 0700, 1200, and 1700. When the Corrections Officer arrives with the meal you are to line up in an orderly fashion at the day-room doorway to be

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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.

PRIVILEGES

INMATE TELEPHONE:

The housing unit is equipped with blue collect/debit telephones for use during dayroom time. You can make a 30 second free call when you first use your account, for the purposes of conveying information for arranging for a phone account. To continue making calls, any individual you would like to call will need to set up a call account with our phone provider. You need to inform the individuals you call of their need to contact Securus Telephone at 800-844-6591 or go online to www.securustech.net to set up an account. They will need to provide your account number that is issued to you at the time of Intake. 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

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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 a

Corrections 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 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.

TELEVISION/HEADPHONES:

The Pod dayroom is equipped with a television. The television will be turned on daily when approved by the Pod Officer. The television will be turned off during any times of lock down. If inmates do not conduct themselves in an appropriate manner while viewing television, the Pod Officer may restrict an individual inmate or the entire Pod from television use. The television's volume will remain muted at

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all times. Headphones are issued to inmates to listen to the television and to listen to music. The only authorized manner to listen to the headphones is for the headphones to be on your head with the muffs against your ears. The volume set by you on your headphones will not be loud enough to be heard by others. Do not set the volume on your headphones so that you cannot hear your surroundings, you still need to hear orders and instructions; this is for your safety. You will be issued a recharged battery each week. Do not open the battery compartment. Do not trade or swap your battery with another inmate. Do not tamper with or use the headphones in any other manner than to access the television sound and music. Channel selection will be determined by the Pod Officer. **Arguments over television programming will result in loss of the privilege.**

VISITATION:

(See Daily Schedule at end of this handbook for visit schedule)

You may have one (1) thirty (30) minute a day, with up to two people at a time, for up to four (4) days per week. You may not exceed a total of two (2) hours total visitation in one week. You will fill out a request for visitors list upon intake for visiting approval. You may list up to 6 visitors.

Appointments can be made by calling the staff 24 hours in advance at 778-3032. All visits shall be **NO**

CONTACT. Regular and professional visits will be allowed at the Franklin County Detention

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Center. Professional visits consist of visits from Attorneys, Law Enforcement, Officers of the Court, Clergy, Counselors, etc... Any exceptions to the schedule for professional visits will be with the approval of the on-duty Shift Supervisor, the Assistant Jail Administrator and/or the Jail Administrator.

RECREATION:

Inmates in general population shall be allowed access to the dayroom anytime they are not in a lockdown status. The dayroom is equipped with a television and an inmate telephone. Inmates placed on Special Management status, will be afforded one hour out of your cell daily. During this hour out they may only utilize the dayroom, watch television or use the telephone. They shall **not** be allowed to utilize the dayroom, television, and telephone at any other time. All inmates will be allowed the opportunity for one hour of outside recreation five days a week. A recreation schedule will be posted in the dayroom of each inmate housing area.

OUTDOOR RECREATION: Recreation time is provided five days per week, weather permitting. While outside you are not permitted to touch, lean against or climb on the security fencing. Contact sports will not be allowed. Inmates will be given an opportunity each day for out-of-cell recreation. See Daily Schedule for times

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LIBRARY:

The facility is equipped with a library containing an assortment of reading materials. Requests for specific materials are made to the Education Coordinator. You are allowed to check-out three books and/or magazines at a time from the book cart **only**. You may **NOT** remove books from the library during The book cart shall be afforded to each housing area at least three days per week. This does not include legal or religious books. All library materials are the property of the FCDC. If you deface or damage any library materials you are subject to disciplinary action, as well as charged a fee for replacement. At no time will inmates be allowed to go to the library except for purposes of education or scheduled programs. Access to legal materials will be through Education, by request form, utilizing the West Law online system.

MAIL:

You may send and receive as many letters as you wish. All outgoing mail must be in an envelope. Make sure you seal it. Complete addresses are **required** to include a legible name and address of the sender and the receiver on the envelope. Envelopes without a complete return address will not be sent and will be opened and returned to the inmate. While here, you should use the following address:

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Franklin County Jail
121 County Way
Farmington, ME 04938

All outgoing mail will be stamped by the Corrections staff and will read as follows:

“This correspondence is forwarded from the Franklin County Jail. The contents have not been evaluated. The Franklin County Jail is not responsible for the substance or the content of the enclosed communication.”

If you are indigent, you will be provided at no cost to you for 3 letters per week. Outgoing mail will be placed in the mailbox and picked up by the postal service every business day. All incoming mail is subject to search and inspection for contraband. Incoming mail will be delivered to you as it arrives. Any and all money, bank checks, and money orders (we do not accept personal checks) received through the mail will be deposited into your Inmate Account.

Mail that threatens the safety and security of the facility is lewd or pornographic or depicts the sale or manufacture of drugs, weapons, alcoholic substances, or items that could be used in an escape will be withheld from you. You will be notified in writing if anything received by mail is withheld.

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PROGRAMS AND SERVICES:

Various forms of programs and services are available to you when you indicate a need and desire to participate in efforts of self-improvement during your stay.

EDUCATION:

Franklin County Adult Basic Education offers to you the following:

- GED preparation and testing
- Basic reading, writing and math
- Individual and group instruction
- Basic computer skills
- Job Seeking Skills
- Human Relations

WORK PROGRAMS:

All inmates will be required to participate in the daily housekeeping of the cell and living areas. Failure to perform cell block cleaning duties will disqualify you from other work programs. Selected inmates who are classified as minimum security may be granted inmate worker status, work release and may also voluntarily participate in public work related projects in the county and improvements to property owned by charitable organizations.

JAIL PROGRAMS:

In order to maintain a well-organized and efficient facility, all activities are planned for and scheduled in advance. Various forms of programs and services

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are available to you when you indicate a need or desire to participate in efforts of self-improvement during your stay. **YOU KNOW WHAT PROGRAMS YOU ARE INVOLVED IN. BE READY FOR THESE PROGRAMS WHEN CALLED THE FIRST TIME, THERE WILL BE NO SECOND CALLS.** If you have questions or comments, please forward them to the Jail Administrator.

RELIGION:

All inmates are allowed to practice the religion of their choice and have access to a place for assembly, use of publications and religious symbols subject to the consideration of facility order, security and space. A chaplain may have private consultation with an inmate, if necessary.

Participation in religious activities is voluntary and you must sign up 24 hours in advance.

1. Sunday worship - various Pastors will be in from various denominations. The worship is always non-denominational.
2. Bible study - A study of the Bible on Monday evenings. This, too, is non-denominational.

COUNSELING:

Professional counseling services are available upon request for personal or emotional issues. These include, but are not limited to, substance abuse, religion, mental health, crisis intervention, health &

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welfare, education & vocation and family problems.

MEDICAL:

The staff will attempt to assist you with all cases of emergency and non-emergency medical, dental, or psychiatric needs that come to their attention. For this reason it is important that you are accurate and complete in answering the medical questions during your admission to the facility. If you have medical problems, are under treatment or are taking medication, be sure to notify the corrections officer. Sick call will be scheduled weekly, on Wednesday for inmates with non-emergency medical problems to see the medical personnel. If you wish to see the medical personnel, request an Inmate Medical Request from the staff. Fill it out completely, sign it, and return it to the *medical staff during medications pass for scheduling*. A service fee of \$4.00 will be charged for each visit, prescription, medication or prosthetic device, unless exempted by law. **Routine “sick call” requests must be submitted by noon on the day before sick call.**

(Sick call is routinely scheduled for Wednesday afternoon.)

Prescription medication will be kept secured by the medical staff and administered to you each day by medical staff at 0800 hours and 1400 hours. At 2000 hours medications will be issued by the on duty

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Corrections staff. You are required to sign the medication log each time to verify that you received your medication. You are to take your medication in front of the medication technician and duty corrections officer to ensure that the medication is swallowed.

If you are remaining at the jail for an extended period of time, the staff will ensure that you receive a physical examination by the medical personnel at the next scheduled sick call.

SANITATION:

LAUNDRY:

You were issued clean clothing and clean linen upon entering Franklin County Detention Center. Linen and clothing items are the property of Franklin County Detention Center and any damage done to these items (beyond normal wear) will result in disciplinary action. Laundry pick-up and exchange is as follows:

Mon, Wed, & Fri – S4, S7, and S9

Tue, Thu, & Sat – S8, S11, and S12

You will be notified of changes in this schedule. Linen exchange will be on Sundays for all pods. Inmates assigned to work details may request additional allowances for clothing exchange and laundering as needed.

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PERSONAL HYGIENE:

Everyone must keep clean. You will be expected to shower at least 3 times a week. If complaints arise about your hygiene, you will be ordered to shower, shampoo, or brush your teeth. Limited personal care items are available through canteen. Hygiene items will be provided for indigent inmates. Requests for personal care items must be submitted to Corrections staff in writing not later than 2200 lockdown the night before hygiene is needed.

LIVING AREA:

All inmates are required to keep their cells neat, clean and sanitary. Each morning from 0630 to 10:00 you will participate in a general cleanup of your cell, the day room and the shower/ toilet area. Cell floors are to be swept and mopped, beds made and the cell placed in an orderly manner. The day room and shower/toilet fixtures and washbasins will be washed and disinfected; walls, windows, and furnishings will be washed, as needed. The trash receptacles are to be emptied each day. No inmate will attach any item to any surface in the cell areas. All beds are to be made neat by 0900 hours. The exception to this rule is the inmate in administrative or disciplinary segregation. Your area will be inspected several times a day.

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GRIEVANCE PROCEDURE

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. All inmates should attempt to handle complaints through the Shift Supervisor, and the inmate request system prior to filing a grievance. You will not be punished for filing a Grievance. You may file a Step One (1) Grievance which will be answered by the appropriate personnel within five (5) days. If not satisfied with the outcome of the Step One, you may file a Step Two (2) Grievance. Your Step Two grievance will be answered within three business days by the Jail Administrator or the Assistant Jail Administrator. If not satisfied with the outcome of the Step Two Grievance, an inmate may send an appeal to:

**Jail Inspector
Maine Department of Corrections
State House Street #111
Augusta, Maine 04333**

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DISCIPLINARY PROCEDURE:

LEVEL OF OFFENSE:

There are three (3) levels of disciplinary infractions at the Franklin County Detention Center. 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 Supervisor 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 may be handled informally by the housing unit officer and shift supervisors.

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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 bodily fluid or any fluid appearing to be or stated to be a body fluid on/at another individual, or contaminating any item with any bodily 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, razor blade, 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,

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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.

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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, any type of electronic cigarettes, 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, 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.

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A- Assault on an Officer – Intentionally, knowingly, or recklessly causing bodily injury or offensive physical contact to a Corrections Officer, Law Enforcement Officer, Civilian staff member, or contracted support staff members; or any attempt to do so.

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 506A.

B-02 Destruction of Property (\$50.00 or less)- Willful destruction of any property not the inmates, of which the cost of replacement, 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; or any attempt to do so.

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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 Franklin County Detention Center 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.

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B-16 Telephone-Violating the Franklin County Detention Center 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 Franklin County Detention Center visitation rules and regulations. 24

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.

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B-27 Disorderly Behavior-Failure of the inmate to conduct himself/herself in an orderly courteous manner at all times.

B28-Electronic Devices – The unauthorized use, possession, or trafficking in, of any electronic device to include, but not limited to, cell phones, radios, computers, audio devices, recording devices, etc.

B-29 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.

GROUP C VIOLATIONS (MINOR)

C-01 Absence-Unauthorized absence from any work or school assignment.

C-02 Gambling-Gambling, including participation in legal gambling, such as state sponsored lottery games.

C-03 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.

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C-04 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-05 Martial Arts-Demonstrating or practicing wrestling, boxing, or other martial arts without authorization.

C-06 Money-Possession of money inside the facility.

C-07 Rules-Failure to abide by the rules of any program not specifically covered in this policy.

C-08 Waste-Waste, misuse, or negligent destruction of County property.

C-09 Written Communication-Unauthorized passing or possession of any written communication.

C-10 Improperly Clothed-Failure to be properly clothed when outside of cell or housing area.

C-11 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-12 Class C Conspiracy-Attempting to commit, being an accessory to, or preventing the discovery of any Class C-Violation.

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REVIEW OF CHARGES:

An investigation will begin within twenty-four (24) 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 that witnesses be questioned. Prior to your Disciplinary Hearing, you shall provide DHO with a summary of the expected testimony of a desired witness and any questions you want asked of a witness. The DHO will then provide your questions in writing to the witness for answering and submission. Based upon this information, DHO will determine whether the alleged infraction or offense is to be dismissed or if you are to be charged and the alleged infraction referred for a disciplinary hearing.

DISCIPLINARY HEARING:

A disciplinary hearing shall be conducted within thirty (30) days) excluding weekends and holidays, after the violation or staff becoming aware of the incident. Disciplinary hearings will be held as often as required to comply with time requirements for the processing of Disciplinary Reports. The Disciplinary Hearing Officer (DHO) will ensure

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time requirements are met for the processing of Disciplinary Reports. The DHO shall conduct an impartial hearing to include the rights: to be present at the hearing unless behavior justifies the inmate's absence; to present witnesses to the incident or other relevant witnesses to the DHO; to present relevant evidence; to be assisted by consenting staff. The DHO shall provide an opportunity for you to provide a statement.

The DHO shall:

1. Explain the hearing procedures.
2. Explain the range of possible punishment(s) which could be imposed if there is a guilty finding.
3. Read the Disciplinary Report.
4. For major violations, ask whether the inmate pleads "guilty" or "not guilty."
5. 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.
6. 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.
7. If no plea is entered, this shall be treated as a "not guilty" plea as far as hearing procedures are concerned.

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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 disciplinary hearing, the disciplinary report shall be noted and a postponement of the hearing shall be documented for six (6) months or until your return to FCDC custody.

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 Franklin County Detention Center.

A Disciplinary Hearing 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 A, B, and C Violations:

1. Disciplinary Segregation for up to fifteen (15) days per charge for A violations,
2. Disciplinary Segregation for up to ten (10) days per charge for B violations,

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3. Loss of Good Time Recommendation for A and B violations,
4. Restitution,
5. Fine of twenty-five dollars (\$25.00) for Major violations,
6. Fine of ten dollars (\$10.00) for Minor violations,
7. 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.

INFORMAL DISCIPLINARY SANCTIONS:

Disciplinary sanctions for minor infractions may be 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.

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

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jail will be referred to the Franklin County Sheriff's Office for prosecution and handled internally by the facility discipline process.

APPEALS PROCEDURE:

DHO decisions are automatically appealed to the Jail Administrator or the Assistant Jail Administrator. The Jail Administrator or the Assistant Jail 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 cannot be changed to a not guilty plea as part of the appeals process), and the sanctions are appropriate based on the facts. The Jail Administrator or the Assistant Jail 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. The Jail Administrator's or the Assistant Jail Administrator's response is final. Administrative remedies shall be considered exhausted with the Jail Administrators or the Assistant Jail Administrator decision.

GENERAL INFORMATION

VOTING:

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Inmates who are registered to vote have the right to vote in any municipal, state or national election. To exercise this right, the inmate must request from their local municipality an Absentee ballot beginning three months before the Election Day, and until the third business day prior to the election. Make your request early to allow enough time for the ballot to be mailed to you. To be counted, voted absentee ballots must be received by the municipal clerk by 2000 hours (8:00 PM) on Election Day.

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. Franklin County Detention Center 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 Corrections 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

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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 includes items such as:

1. Food
2. Money
3. Unauthorized property
4. Authorized property accumulated in excess
5. Any allowable item used for other than its intended purpose
Criminal Contraband includes items such as:
 - a. Weapons (to include allowable items that have been modified as such)
 - b. Unauthorized drugs or drug paraphernalia, to include prescription medication
 - c. Alcoholic beverages or items used for the production of alcoholic beverages
 - d. Lighters or items used as an incendiary device
 - e. Explosive materials

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- f. Any items used in the commission of a crime within the Franklin County Detention Center

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PRISON RAPE ELIMINATION ACT (PREA):

The Franklin County Detention Center 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 Franklin County Detention Center staff member.

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DAILY SCHEDULE:

(Times are approximate and subject to change.)

0600 hrs.	Inmate Count
0630 hrs.	Wake-up & Cell doors opened; Inmate housecleaning started; Personal Care Items issued
0700 hrs.	Breakfast Served; Inmate Phones turned on
0730 hrs.	Cleanup from breakfast
0800 hrs.	Medication administered
0830 hrs.	Recreation begins (Sat.)
0900 hrs.	Laundry issue returned; Linen exchange on Sundays; Morning programs begin
1000 hrs.	Inmate house-cleaning completed; Supervisor inspects cells; Personal Care Items collected
1115 hrs.	Morning programs end
1130 hrs.	Recreation ends (Sat.); Inmate count.
1200 hrs.	Lunch served
1230 hrs.	Cleanup from lunch; Afternoon

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	programs begin
1300 hrs.	Recreation begins (Sun.-Fri.); Visits begin (Saturday)
1400 hrs.	Medication administered
1600 hrs.	Visits end (Sat.); Sick Call (Wed.)
1645 hrs.	Recreation and afternoon programs end
1700 hrs.	Dinner served
1730 hrs.	Dinner completed; Cleanup from Dinner; Inmate Count.
1800 hrs.	Visits begin (Sun.-Fri.)
1830 hrs.	Night programs begin
2000 hrs.	Medication administered
2100 hrs.	Night programs end - Inmate Phones turned off
2200 hrs.	Lock-down; TV's turned off; Commissary Requests collected (Tues Only)
2400 hrs.	Inmate Count (Daily)

(Mail will be passed out daily as received and processed)

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Programs Schedule

Sunday:

Church 1330 - 1530

Monday:

Yoga 0900 – 1000

Anger Management 1530 – 1630

AA Meeting 1900 – 2100

Tuesday:

Education 0900 – 1115

1230 – 1630

Wednesday:

Seeking Safety 1300 – 1400

1500 – 1600

Thursday:

Education 0900 – 1115

ACTS 1900 – 2100

Friday:

Relapse and Recovery 1300 – 1400

1500 – 1600

Saturday:

No Scheduled Programs

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NOTICE: Because there are so many activities scheduled, sometimes there is a conflict. **Therefore, when there is a conflict between visits, recreation and programs, you will have to make a choice as to which you want to participate in.**

* All inmates attending this group have been screened by a member of the counseling staff. If your name is not on the list, you will be seen individually by a member of the counseling staff. You will not be allowed to attend until you have completed the screening process.

Appendix

The resources below should be part of the inmate handbook.

[Index of policy and info documents](#)

RE-ENTRY RESOURCES FOR FRANKLIN COUNTY

The below resources are offered to help support you as you transition. Please know there are folks who care about you. In addition to state and local agencies that can offer resources, there is a list of individuals who are willing to provide a little extra peer-to-peer support during this transition. Please reach out to them; you are not alone.

PEER SUPPORT TEAM MEMBERS FOR FRANKLIN COUNTY

Team Member's Name	What They Can Help With	How To Reach Them
Hilary Eslinger (Maine Access Points)	Harm reduction support, overdose education and naloxone distribution, general inquiries.	Call or text 207-319-8823; or use Signal info@maineaccesspoints.org ; www.maineaccesspoints.org
Cait Vaughan	Access to family planning, naloxone and harm reduction support, and human trafficking survivor support and recovery network	603-897-9676 cait.vaughan@gmail.com
Heather Zimmerman	General Assistance and other public benefits navigation and assistance	207-420-0303 hzimm32@gmail.com
Dale Gilmour	Maine Prisoner Re-Entry Network	dale.gilmour@gmail.com 207-578-0289

STATEWIDE RESOURCES

Organization	What They Do	How To Reach Them
Maine Prisoner Re-Entry Network	Network of folks who've experienced incarceration offering peer support	(207) 330-1446; www.re-entrymaine.org
Maine Access Points Overdose Education and Naloxone Distribution program (MAP-OEND)	Overdose response training; naloxone distribution; aftercare & support via phone line	Call or text 207-319-8823; or use Signal info@maineaccesspoints.org ; www.maineaccesspoints.org
Maine Access Points Syringe Access Program (MAP-SAP)	Mail delivery syringe access and harm reduction support	Call or text 207-370-9445 or use Signal (preferred**) info@maineaccesspoints.org ; www.maineaccesspoints.org

Maine Family Planning	Birth control, STI testing and treatment, abortion care	Call (207) 218-5015; REP@mainefamilyplanning.org; www.mainefamilyplanning.org
Maine Coalition to End Domestic Violence	Statewide domestic violence helpline; advocates & local support resources	Call 1-866-834-HELP; Hearing Impaired Call 1-800-437-1220; www.mcedv.org
Maine Coalition Against Sexual Assault	Statewide sexual violence helpline, text line & chat advocates & local support	Text or call 1-800-871-7741; Chat at www.mecasa.org
Statewide Mental Health Crisis Lines	Providing 1:1 support for people in crisis	24/7 Statewide Crisis Line 888-568-1112 24/7 Peer Support Warm line 866-771-9276 24/7 Suicide Hotline 800-273-TALK (800-273-8255)
DHHS Office of Family Independence	For questions about MaineCare, TANF, Food Stamps, etc.	Call 1-855-797-4357 TTY users can call Maine relay 711 Mon - Fri 8:00 am to 4:30 pm
Emergency General Assistance	Apply for emergency funding support for housing, if facing homelessness	Apply at your local town office. You can also call the State GA Hotline at: 1-800-442-6003
State of Maine Covid-19 Response Website	List of Maine-specific resources around Covid-19	Send "MECOVID" to 898-211 to sign up for text alerts. https://www.maine.gov/covid19/
Distance Recovery Meetings	Meetings & fellowship for folks seeking recovery from substance use	Daily Noon All Recovery Meeting By Portland Recovery Community Center Meeting Browser or app: https://zoom.us/j/637834649 Phone: 929-205-6099 / Meeting ID 637834649# Heroin Anonymous A Way Out - Sundays @ 9 am Browser or app: http://bit.ly/2U3FUbg Phone: 646--558--8656 Meeting ID: 13515309 Young People in Recovery - Daily All Recovery Meeting @ 5-6 pm Browser or app: http://tinyurl.com/YPRMaineARM Phone: 646-876-9923 / Meeting ID: 368 842 111
Maine Equal Justice	If you are having trouble getting assistance like SNAP, MaineCare, TANF, or General	Call 626-7058, ext 205 https://maineequaljustice.org/people/covid-19-resources/

	Assistance, but you think that you should qualify	
Maine Bureau of Veterans' Services	The Maine Bureau of Veterans Services provides advocacy for veterans and their families regarding connection to the Veterans Administration for healthcare and benefits, education, employment, homelessness, emergency financial assistance, suicide prevention, and connection to mental health programs.	207-430-6035 mainebvs@maine.gov www.maine.gov/veterans

RESOURCES SPECIFIC TO FRANKLIN COUNTY

Organization	What They Offer	How To Reach Them
MAT Resources		
Groups Recover Together	MAT- Suboxone	140 Pleasant St, Farmington, ME · (207) 560-3422
Wilson Stream Family Practice	Opioid Health Home/ MAT- Suboxone	672 Wilton Rd, Farmington (207) 778-9531
Food Pantries		
Directory of Franklin County Food Pantries	Food Assistance	https://www.maine.gov/dacf/ard/tefap/Franklin.shtml
Good Shepherd Food Bank directory	Directory with COVID-19 updates	https://www.gsfb.org/covid-19-partner-agency-updates/
Community Action		
Western Maine Community Action (WMCA)	WMCA provides guidance to the community in responding to emerging human needs in the areas of community health, early care and education, energy and housing, and workforce development services.	Phone: (207) 645-3764 Toll Free: (800) 645-9636 https://wmca.org/
Tri-County Mental Health Services	We offer a wide array of programs and services to meet the needs of those seeking help and support to lead healthy, fulfilling lives regardless of their challenges. Across the communities we serve we decrease stigma, and increase community awareness, and promote diversity.	For services call 1-888-304-4673 Visit: https://www.tcmhs.org/