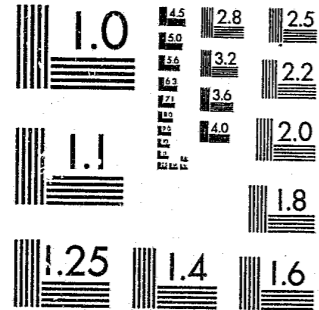


National Criminal Justice Reference Service



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National Institute of Justice  
United States Department of Justice  
Washington, D. C. 20531

11/02/82

1980  
**COUNTY JAIL  
INSPECTION REPORT**

MF-1



**STATE OF MAINE**  
Joseph E. Brennan  
Governor

**DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS**

Kevin W. Concannon  
Commissioner

Donald L. Allen  
Director, Bureau of Corrections

Joseph McClay  
State Jail Inspector

80891

1980

COUNTY JAIL

INSPECTION REPORT

MAINE

DEPARTMENT OF MENTAL HEALTH  
AND CORRECTIONS

December 1980

Joseph L. McClay  
Jail Inspector  
Bureau of Corrections

U.S. Department of Justice  
National Institute of Justice

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NCJRS

DEC 1980

ACC...

DONALD L. ALLEN  
DIRECTOR



STATE OF MAINE  
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS  
**BUREAU OF CORRECTIONS**

Room 411, State Office Building, Augusta, Maine 04333  
TELEPHONE (207) 289-2711

December 1, 1980

Honorable Governor Joseph E. Brennan  
State House  
Augusta, Maine 04333

Dear Governor Brennan:

The enclosed 1980 County Jail Inspection Report is submitted in compliance with Title 34, M.R.S.A. 1977 section 3 and regulations set forth relating to Standards for County Jails established by the Department of Mental Health and Corrections, January, 1977.

The Inspection Report was prepared by Mr. Joseph L. McClay, State Jail Inspector for the Department of Mental Health and Corrections.

The Department, especially the Bureau of Corrections, has in the past and shall continue to do so in the future work very closely with County Commissioners, Sheriffs, citizen groups, federal and state agencies and concerned individuals in an ongoing attempt to upgrade jail facilities and programs. The combined efforts were instrumental in the opening one new county jail facility in 1980.

The proposed revision of the County and Municipal Jail Standards has been delayed due to revisions of the American Correctional Association Standards and the late publishing date of U.S. Department of Justice Federal Standards for Prisons and Jails, both of which are very instrumental in the standards for Maine. It is our intent that the standards will be effective July 1, 1981.

We are not only aware that there are serious problems in the area of jails, but are happy to report that positive actions are being taken to solve them.

Respectfully submitted,

*Donald L. Allen*  
Donald L. Allen, Director  
Bureau of Corrections

DLA:esp

DONALD L. ALLEN  
DIRECTOR



STATE OF MAINE  
DEPARTMENT OF MENTAL HEALTH AND CORRECTIONS  
**BUREAU OF CORRECTIONS**

Room 411, State Office Building, Augusta, Maine 04333  
TELEPHONE (207) 289-2711

December 1, 1980

State of Maine  
County Commissioners and Sheriffs

Commissioners and Sheriffs:

In accordance with the authority and instructions contained in Title 34, M.R.S.A., 1977, Chapter 1, section 3, which is stated below, the results of the 1980 county jail inspections are contained in the following individual county reports.

Title 34, M.R.S.A., 1977

§ 3. Inspection of county jails; standards, transfer of prisoners

The department may make frequent inspections of all county jails and shall inspect all county jails at least twice in each year and report annually, before December 1st to the Governor in respect to the conditions of said jails.

The commissioner shall establish standards for all county jails. Such standards shall approximate, insofar as possible, those established by the Inspector of Jails, Federal Bureau of Prisons.

Failure on the part of the county commissioners to maintain standards established under this section, discovered during any jail inspection conducted under this section, shall be reported by the commissioner in writing to the county commissioners of the county in which such jail is located, specifying deficiencies and departures from such standards and ordering their correction. It shall be the responsibility of the county commissioners to cause such deficiencies to be corrected and such standards to be restored, within 6 months from receipt of the report and order of the commissioner. For failure of the county commissioners to comply with such order, the commissioner may order the county jail to be closed and the prisoners transferred to the nearest county jail or jails meeting the prescribed standards and having

available room for prisoners. The cost of transfer, support and return of such prisoners shall be paid by the county from whose jail the prisoners are transferred as provided in this section for other transfers. The commissioner may contract with any qualified person to serve as consultant to the department for the purpose of inspections under this section and to inspect the county jails, and any law to the contrary notwithstanding, such qualified person may be an officer or employee of the department.

The department, upon request of the sending sheriff and approval of the county commissioners, may transfer any prisoner serving a sentence in his jail to any other county jail to serve the balance of his sentence, or any part thereof, upon the approval of the sheriff and county commissioners of the receiving county. Cost of transfer or return of such prisoner shall be paid by the sending county. The amount to be paid for the support of the prisoner in the receiving county shall be at a rate agreed upon by the county commissioners party to the transfer, and shall be paid by the sending county.

The department shall have the same authority over local lock-ups as they have over county jails pursuant to this section.

The revision of the Maine Standards for County Jails has been delayed due to the American Correctional Association's Standards being revised and the lateness of the publishing of the Federal Standards for Prisons and Jails by the U.S. Department of Justice. The two above mentioned sets of standards along with federal court decisions will be very instrumental in the final standards for Maine. The target date for the implementation of the revised standards is July 1, 1981.

The opening of the new facility in Hancock County this year makes a total of four new and one completely renovated facilities opened in the past five years.

The citizens of Franklin County voted in favor of a bond issue for the construction of a new jail. The site has been purchased and the process has been started to hire an architectural firm to draw up the plans for the facility.

In 1980 the Maine Sheriff's Association with the aid of a federal grant engaged the services of C.E. Maguire, Inc., Portland, Maine an architectural, engineering and planning firm to conduct an architectural feasibility study of county jails throughout Maine. The following eleven counties participated in the study; Androscoggin, Aroostook, Cumberland, Franklin, Knox, Lincoln, Penobscot, Piscataquis, Somerset, Washington and York. The actual on site visits to ascertain the physical conditions, needs, options and recommendations was done by Carter-Goble-Roberts, Inc., Columbia, S.C. a correctional planning and programming firm. The preliminary reports have been discussed

with the commissioners and sheriffs of the individual counties involved. The final reports are due in the hands of the Association in February 1981. There has been a great deal of interest generated throughout county government by this study.

The Sheriff's Associations has employed a standards compliance coordinator for the purpose of trying to comply with the no cost, low cost and high cost standards which each day are becoming more of a mandate.

There has been and continues to be evidence that the counties are more aware of the serious problems in the area of jails and their operation and are making a valid attempt to at least start to solve them.

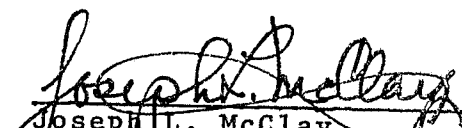
The Work Release Program in the County Jails continues to be probably the best and in some cases the only constructive program available. For the year beginning July 1, 1979 thru June 30, 1980 the earnings and board paid are as follows:

Inmate earnings---\$225,476.53  
Board paid-----\$ 54,479.00

Inmate earnings increased \$62,452.00 and board paid to the counties by inmates increased \$8,665.00 over the previous year.

The cooperation between counties and the counties and state is manifested by the large number of inmates housed for other counties and the state by those facilities with the space to do so.

The Bureau of Corrections wishes to thank the Sheriffs and County Commissioners for their fine cooperation during the past year and looks forward to the same kind of relations in the future. The resources of the Bureau are always available to you for whatever the problem.

  
Joseph L. McClay  
State Jail Inspector  
Bureau of Corrections

I N D E X

Androscoggin County Jail . . . . .	A-1 thru A-21
Aroostook County Jail . . . . .	B-1 thru B-21
Cumberland County Jail . . . . .	C-1 thru C-21
Franklin County Jail . . . . .	D-1 thru D-21
Hancock County Jail . . . . .	E-1 thru E-21
Kennebec County Jail . . . . .	F-1 thru F-21
Knox County Jail . . . . .	G-1 thru G-21
Oxford County Jail . . . . .	H-1 thru H-21
Penobscot County Jail . . . . .	I-1 thru I-21
Piscataquis County Jail . . . . .	J-1 thru J-21
Somerset County Jail . . . . .	K-1 thru K-21
Waldo County Jail . . . . .	L-1 thru L-21
Washington County Jail . . . . .	M-1 thru M-21
York County Jail . . . . .	N-1 thru N-21

COUNTY JAIL INSPECTION REPORT

November 10, 1980

ANDROSCOGGIN COUNTY JAIL

Auburn, Maine

Normand Bureau, Sheriff

DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

Androscoggin County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

Male:

Jail Attendants (FT)	<u>10</u>
Counselors (FT)	<u>          </u>
Cook (FT)	<u>1</u>
Jail Attendants (PT)	<u>3</u>
Counselors (PT)	<u>          </u>
Other (PT)	<u>          </u>

Female:

Matrons (FT)	<u>4</u>
Counselors (FT)	<u>          </u>
Cook (FT)	<u>          </u>
Matrons (PT)	<u>          </u>
Counselors (PT)	<u>          </u>
Other (PT) Cook	<u>1</u>

Average Overnight Population:

Adult

Male	<u>30</u>
Female	<u>1</u>
Total	<u>31</u>

Juvenile

Male	<u>2</u>
Female	<u>0</u>
Total	<u>2</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

Adult

Male	<u>2317</u>
Female	<u>238</u>
Total	<u>2555</u>

Juvenile

Male	<u>247</u>
Female	<u>92</u>
Total	<u>339</u>

Total Sentenced:

Adult

Male	<u>184</u>
Female	<u>3</u>
Total	<u>187</u>

Juvenile

Male	<u>16</u>
Female	<u>6</u>
Total	<u>22</u>

Suicides:

Adult

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Juvenile

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Deaths (Other than Suicides):

Adult

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Juvenile

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Escapes:

Adult

Male	<u>1 (on hospital trip)</u>
Female	<u>0</u>
Total	<u>1</u>

Juvenile

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Number of Inmates Boarded for other Counties 78

Number of Inmates Boarded for State Institutions 10

COUNTY JAIL INSPECTION REPORT

COUNTY: Androscoggin DATE: November 10, 1980  
SHERIFF: Normand Bureau PHONE: 784-7361  
CHAIRMAN, COUNTY COMMISSIONERS: Richard Charette  
Date Constructed: 1969 Date Renovated: \_\_\_\_\_  
Capacity: Male 28 Female 3 Juv. (M) 3 <sup>or</sup> Juv. (F) 3 Total 34

ADMINISTRATION

Written rules and regulations for jail employees? Yes \_\_\_ No X  
File Folder record keeping system? Yes X No \_\_\_  
Juvenile records: Separate? X Confidential? X  
Is close observation taken of physical condition (In & Out)? Yes X No \_\_\_  
Sick or injured persons accepted from other agencies? Yes \_\_\_ No X  
Thorough search of new inmate? Yes X No \_\_\_  
Receipt given for money and valuables taken? Yes X No \_\_\_  
Is a Jail Log maintained? Yes X No \_\_\_  
Telephone available to incoming prisoners? Yes X No \_\_\_  
How many calls allowed and to whom? - No. ? Within reason

COMMENTS: A policies and procedures manual should be developed and followed by this department, this is the major deficiency in this section.

The overall rating of this section is Fair.

Note: Of the sixteen (16) deficiencies noted in a letter to the County Commissioner dated March 7, 1980 ten (10) have been corrected to date.

FOOD SERVICE

Serving times: Breakfast 0800 Dinner 1200 Supper 1700  
Written, three-week menu available? Yes X No \_\_\_  
Coffee, Tea or Milk served at each meal? Yes X No \_\_\_  
Paid Cook or Supervisor? Yes X No \_\_\_  
Special Thanksgiving and Christmas Dinners? Yes X No \_\_\_  
Food withheld as punishment? Yes \_\_\_ No X  
Fire extinguisher in preparation area? Yes X No \_\_\_  
Special diets served per order of doctor? Yes X No \_\_\_  
Any food, canned or otherwise, stored on floor? Yes \_\_\_ No X  
Thermometer in each refrigerator? Yes X No \_\_\_  
Refrigerated food stored properly, covered etc.? Yes X No \_\_\_  
Full set of cutlery issued to inmates at mealtime? Yes X No \_\_\_  
Control system for issuing and return of cutlery? Yes X No \_\_\_

COMMENTS: There is still a period of fifteen (15) hours between the evening meal and breakfast. The quality of the food is good and the servings are ample.  
The overall rating of this section is Good.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? See comments Yes \_\_\_ No \_\_\_

Condition of counters Good X Fair \_\_\_ Poor \_\_\_

Condition of tables Good X Fair \_\_\_ Poor \_\_\_

Condition of shelves Good X Fair \_\_\_ Poor \_\_\_

Condition of utensils Good X Fair \_\_\_ Poor \_\_\_

Condition of Equipment Good X Fair \_\_\_ Poor \_\_\_

Hand washing facilities available? Yes X No \_\_\_

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Garbage disposal

Condition of refrigerators Good

Dishwashing machine used? Yes X No \_\_\_

Method of pest and vermin control Commercial Exterminator

Ample supply of hot water? Yes X No \_\_\_

Exhaust hood over stove? Yes X No \_\_\_

Who inspects? Jail Administrator

Overall sanitary condition? Good X Fair \_\_\_ Poor \_\_\_

COMMENTS: Inmate help do not handle any food, they are used for cleaning.

The overall rating of this section is Good.

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes X No \_\_\_

Ample Cleaning supplies? Yes X No \_\_\_

Plan for vermin control? Yes X No \_\_\_

Cleaning tools cleaned and stored after use? Yes X No \_\_\_

Plumbing fixtures cleaned each day? Yes \_\_\_ No X

Covered receptacles furnished for trash? Yes \_\_\_ No X

Condition of floors: Clean X Dirty \_\_\_ Dusty \_\_\_ Need Repair \_\_\_

Condition of walls: Clean X Dirty \_\_\_ Dusty \_\_\_ Need Repair \_\_\_

Condition of cells or rooms: Clean \_\_\_ Dirty \_\_\_ Cluttered X

Condition of paint: Good X Fair X Poor \_\_\_

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Twice a week

Blankets laundered? Weekly

Number of showers available? Ten (10)

Type of ventilating system? Forced air in each cell

Laundry available to inmates? Yes X No \_\_\_

Food allowed in cell block? Yes \_\_\_ No X

Are sanitation inspections conducted? Yes X No \_\_\_

By whom? Jail Administrator

Overall condition sanitation wise? Good X Fair X Poor \_\_\_

COMMENTS: Cleaning routine need stricter enforcing by staff.

Seventy-five per cent of the jail has been newly painted. Plumbing fixtures need to be cleaned more often.

The overall rating of this section is Fair to Good.



CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes X No     

How Often? Weekly By whom? Corrections Officer on duty

Results entered in jail log? No

Written plan for emergencies (fires, riots, escapes, etc.)? Yes X No     

How often are cell checks conducted? Every 30 minutes

Other than dispatcher, number of officers on duty:

1st Shift? 3 2nd Shift? 3 3rd Shift? 2

How much of shift spent in cell block? 65%

Is a second set of keys available in case of an emergency? Yes X No     

How often are shake downs conducted? Not often enough

Are inmates searched every time they enter the block? Yes X No     

How often are head counts conducted? Daily

Do inmates ever act as turnkeys? Yes      No X

COMMENTS: The corridors inside the jail and the dining area are monitored by closed circuit T.V.

All areas of the jail are monitored by an audio communications system both into and out of the cell blocks.

Shake downs of the cells should be conducted on a regular basis

The overall rating of this section is Good.

ADULT FEMALES

Is there twenty-four hour matron coverage? Yes X No     

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes      No X

Do females have to go through male section? Yes      No X

How often are females checked for their well being? See comments

Is there communication between the female area and desk? Yes X No     

Which of the following are available to females?

Counseling	<u>X</u>	Recreation	<u>X</u>	Library	<u>X</u>
GED	<u>    </u>	Visiting	<u>X</u>	Church	<u>X</u>
AA Meetings	<u>X</u>	Others	<u>    </u>		

Number of exits from female section? One (1) (see comments)

Do females eat in their cell or room? Yes      No X

Would a female ever be put on trustee status? Yes X No     

Would a female ever be put on work release? Yes X No     

Condition of female section: Good X Fair      Poor     

COMMENTS: Female inmate should be checked every thirty (30) minutes

during the day and night. This is presently done only when there is

a female deputy on duty. Two male officers some times go to the door

of the area to make a check but never enter the section without a

matron unless there is an emergency. The majoy deficiency in this

area is the lack of a second mean of egress.

Female inmates are fed in the dining area one half hour prior to the

feeding of the adult male population.

This facility is cleared to house female inmates.

The overall rating of this area is Fair.

JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No     

Communications between juvenile areas and desk? Yes X No     

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes      No X

How often are juveniles checked? Every 30 minutes

Are there any programs for juveniles? Yes X No     

Such as: All programs available to adult inmates are available to the juveniles.

What alternatives are tried other than incarceration? Unless court committed,

Division of Intake Services and parents

Condition of female juvenile area? Good      Fair X Poor     

Condition of male juvenile area? Good      Fair X Poor     

COMMENTS: The major deficiency in the juvenile areas is the lack of a second means of egress.

Security light fixtures should be installed in the cells for reading purposes.

There are no lights in the individual cells.

This facility is cleared to house juveniles.

The overall rating of this section is Fair.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No     

Any segregating of classes of inmates done at this jail? Yes      No X

Is there a "plan of the day" for inmates? Yes      No X

Are any inmates given authority over others? Yes      No X

Are inmates allowed to have money with them? Yes      No X

If so, how much NA

Is good time taken away as a form of discipline? Yes X No     

Do you use lock up as punishment? Yes X No     

If so, length of time locked up Two (2) days at most

Are inmates charged for destroying property? Yes X No     

Is the population in constant lockup? Yes X No     

Is a jail officer on duty at all times? Yes X No     

Are mechanical monitoring devices used? Yes X No     

COMMENTS: The overall rating of this section is Good.



RELIGION

Are there regular church services offered? Yes  No   
Are all sects available to the jail? Yes  No   
Does the jail have a chaplain? Yes  No   
Are requests for religious participation ever refused? Yes  No

COMMENTS: Services are held by Pastor Bob once a week and he will come to the jail anytime when called.  
Numerous church groups have made their services available.  
The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes  No

Description: A cabinet containing a number of bound books and paperbacks located in the main corridor of the jail is the library.

Are legal references available to inmates? Yes  No   
Working agreement with local public library? See comments Yes  No   
Source of publications in library Donations  
Hours Library open to inmates 1230-1330 daily to pick up books

COMMENTS: The public library from time to time donates books that have become surplus to them.  
The overall rating of this section is Fair.

RECREATION

Does jail provide TV for inmates? Yes  No   
Is there an outside exercise area? Yes  No   
How often is area used? Daily, weather permitting and staff availability

Are radios allowed in the jail? Yes  No   
Is a staff member in charge of recreation? Yes  No   
Are facilities such as YMCA etc. utilized? Yes  No   
Are there scheduled recreation periods? Yes  No

What is furnished for recreation equipment? Basketball, volleyball, table games. A ping pong table and a pool table in work release area.

COMMENTS: A T.V. is furnished in the dining area for viewing in the evening until around 2230 or 2300 hours. T.V.'s are allowed in the work release area.  
The overall rating of this section is Fair.

COMMISSARY

Does jail have a commissary? Yes  No

Items available Cigarettes, tobacco, candy, chips and various sundry items.

If no commissary, what arrangements are made? NA

Who operates commissary? Shift Supervisor

What is done with profits from sales? Inmate benefit fund.

COMMENTS: The overall rating of this section is Good.

COUNSELING

Is counseling available in the following areas:

Drugs  Religion  Mental Health  Employment   
Education  Alcohol  Health & Welfare

Are full time counselors employed? Yes \_\_\_ No X  
Are part time counselors employed? Yes \_\_\_ No X  
Are volunteers used in counseling? Yes X No \_\_\_  
Do you get help from State Agencies? Yes \_\_\_ No X  
What agencies? NA

COMMENTS: A pilot project, the Androscoggin County Jail Alcohol Treatment Project, has been funded and is on line. Three counselors visit the jail for twenty (20) hours a week for counselling.  
The overall rating of this section is Good.

WORK RELEASE

Do you have a work release program? Yes X No \_\_\_  
Does inmate have to serve set portion of sentence before becoming eligible? Yes X No \_\_\_  
Estimated percent of failures? 10%  
Estimated percent of successes? 90%  
How much board is charged? 35.00 per week  
Does inmate have to get own employment? Yes \_\_\_ No X  
Are checks made of the inmate on the job? Yes X No \_\_\_  
How often? Weekly By Whom? Patrol officers  
What do you think of the Work Release Program? Very good

Does program cause contraband problems? Yes \_\_\_ No X  
Is an inmate given a second chance? Yes X No \_\_\_  
COMMENTS: Amount earned --- \$17,725.24  
Board paid ----- \$ 9,183.00  
The overall rating of this section is Good

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes \_\_\_ No X  
Is program governed the same as Work Release? NA Yes \_\_\_ No \_\_\_

COMMENTS: Would consider such a program if requested by inmates.  
In the past one inmate was released to attend college.  
The overall rating of this section is Fair.

Are all activities and programs made available to female and juvenile inmates? Yes X No \_\_\_  
If not, why not? NA

What activities and programs are available? Any and all programs offered are available to all classes of inmates.

COMMENTS: There is plenty of room in the area of programs for improvements.  
The overall rating of this section is Fair.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes X No     

Are inmates advised of the penalties for infractions? Yes X No     

Is there a disciplinary board for infractions? Yes      No X

Can the accused call witnesses? Yes X No     

Who makes the final review of the penalty imposed? Jail Administrator

What punishments are given for infractions? Lock up - segregation - loss of privileges and loss of good time.

Is segregation used at this facility? Yes X No     

For what reasons? Serious disciplinary in fractions.

What is the longest an inmate would be in segregation? Ten (10) days.

When in segregation does an inmate lose any privileges? Yes      No     

If so, what privileges? Recreation

Who investigates inmate complaints? Jail Administrator

Is there a due process system at this jail? See comments Yes X No     

When an offense is committed is the inmate charged? Yes X No     

COMMENTS: There is a partial system of due process at this facility but it does not go far enough. The establishment of a board to hear disciplinary cases would be a big step toward a complete due process system.

The overall rating of this section is Fair to Good.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes X No X

If not -- 2 man 4 4 man      Other 6 man - 3 single - 4

Square footage per inmate per cell Sixty-four (64)

Is there dayroom space? Yes      No X

Is there a dining area? Yes X No     

Are windows screened? Security X Against pests X

Are cell doors gang locked? Yes X No     

Condition of roof? Good X Fair      Poor     

Condition of walls? Good X Fair      Poor     

Condition of ceilings? Good X Fair      Poor     

Condition of cat walks? NA Good      Fair      Poor     

Condition of floors? Good X Fair      Poor     

Condition of paint? Good X Fair X Poor     

Condition of cells? Good      Fair X Poor     

Condition of windows? Good      Fair X Poor     

Condition of Bunks? Good      Fair X Poor     

Condition of visiting area? Good      Fair X Poor     

Number of exits from cell block? Two (2) in adult male sections. (see comments)

COMMENTS: From the adult female and juvenile sections there is only one means of egress, this is a serious deficiency.

Roughly twenty-five (25) percent of the jail is still badly in need of painting.

The present facility is too small to meet the day to day needs of the County and should be enlarged.

Cells are locked by padlocks which are master keyed.

The overall rating of this section is Fair.

PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? Good  Fair  Poor

Condition of lavatories? Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? NA

Is plumbing inspected locally? Yes  No  X

COMMENTS: Some toilets did not flush completely.

In some areas the water pressure was quite low.

Most shower drains were without covers.

The overall rating of this section is Fair.

ELECTRICAL

Are cell lights the security type? Yes  No

If not, what type? Bare bulb in exposed socket in cells.

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? Yes  No

COMMENTS: Security light fixtures should be installed in all cells,

juvenile area included.

The overall rating of this section is Fair.

SHERIFF'S COMMENTS: There will be a change in administration the first  
of the year so things are pretty much on hold.

FUTURE PLANS: The County is participating in the architectural feasibility  
study sponsored by the Maine Sheriff's Association.

RECOMMENDATIONS: The area used for housing the work release inmates  
should be completely repainted and housekeeping rules should be  
strictly enforced.

Second means of egress should be installed in both the female and  
juvenile areas.

Very serious consideration should be given to adding one or more  
floors to the new section of the jail for both housing and program  
areas.

OVERALL RATING: Good  Fair  Poor

Many of the sections rated Fair could be upgraded to Good by a change  
of policy or procedure.

COUNTY JAIL INSPECTION REPORT

January 23, 1981

AROOSTOOK COUNTY JAIL

Houlton, Maine

Darrell Crandall, Sheriff



DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

Arcostook County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

Male:

Jail Attendants (FT)	<u>10</u>
Counselors (FT)	<u>0</u>
Cook (FT)	<u>0</u>
Jail Attendants (PT)	<u>0</u>
Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>

Female:

Matrons (FT)	<u>4</u>
Counselors (FT)	<u>0</u>
Cook (FT)	<u>0</u>
Matrons (PT)	<u>0</u>
Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>

Average Overnight Population:

Adult

Male	<u>44.0</u>
Female	<u>1.5</u>
Total	<u>45.5</u>

Juvenile

Male	<u>1.43</u>
Female	<u>.13</u>
Total	<u>1.56</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

Adult

Male	<u>898</u>
Female	<u>50</u>
Total	<u>948</u>

Juvenile

Male	<u>128</u>
Female	<u>27</u>
Total	<u>155</u>

Total Sentenced:

Adult

Male	<u>447</u>
Female	<u>13</u>
Total	<u>460</u>

Juvenile

Male	<u>7</u>
Female	<u>2</u>
Total	<u>9</u>

Suicides:

Adult

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Juvenile

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Deaths (Other than Suicides):

Adult

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Juvenile

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Escapes:

Adult

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Juvenile

Male	<u>1</u>
Female	<u>0</u>
Total	<u>0</u>

Number of Inmates Boarded for other Counties

56

Number of Inmates Boarded for State Institutions

44

COUNTY JAIL INSPECTION REPORT

COUNTY: Aroostook DATE: Jan. 23, 1981  
SHERIFF: Darrell Crandall PHONE: 532-3471  
CHAIRMAN, COUNTY COMMISSIONERS: David Bell  
Date Constructed: 1889 Date Renovated: 1978  
Capacity: Male 59 Female 2 Juv. (M) 5 Juv. (F) 4 Total 70

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No       
File Folder record keeping system? Yes      No X  
Juvenile records: Separate? X Confidential? X  
Is close observation taken of physical condition (In & Out)? Yes X No       
Sick or injured persons accepted from other agencies? Yes      No X  
Thorough search of new inmate? Yes X No       
Receipt given for money and valuables taken? See comments Yes      No X  
Is a Jail Log maintained? Yes X No       
Telephone available to incoming prisoners? Yes X No       
How many calls allowed and to whom? - No.   ? Within reason

COMMENTS: All inmate money transactions are done by check, therefore  
the canceled check becomes as signed receipt.  
The developing of policies and procedures should be under taken  
at once.  
The overall rating of this section is Fair.  
Note: Of the fifteen (15) deficiencies noted in a letter to the  
County Commissioners dated March 7, 1980 five (5) have been  
corrected to date.

FOOD SERVICE

Serving times: Breakfast 0630 Dinner 1100 Supper 1630  
Written, three-week menu available? Yes X No       
Coffee, Tea or Milk served at each meal? Yes X No       
Paid Cook or Supervisor? Yes X No       
Special Thanksgiving and Christmas Dinners? Yes X No       
Food withheld as punishment? Yes      No X  
Fire extinguisher in preparation area? Yes X No       
Special diets served per order of doctor? Yes X No       
Any food, canned or otherwise, stored on floor? Yes      No X  
Thermometer in each refrigerator? Yes X No       
Refrigerated food stored properly, covered etc.? Yes X No       
Full set of cutlery issued to inmates at mealtime? Yes X No       
Control system for issuing and return of cutlery? Yes X No     

COMMENTS: The County employs two (2) full time cooks.  
The quality of food is good and the quantity served is ample.  
The overall rating of this section is Good.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? Yes X No     

Condition of counters Good      Fair X Poor     

Condition of tables Good      Fair X Poor     

Condition of shelves Good      Fair X Poor     

Condition of utensils Good      Fair X Poor     

Condition of Equipment Good      Fair X Poor     

Hand washing facilities available? Yes X No     

Condition of walls and ceilings Good

Condition of paint Fair

Condition of floors Good

How is garbage handled? Placed outside for pick up.

Condition of refrigerators Fair

Dishwashing machine used? Yes      No X

Method of pest and vermin control Commercial exterminator if needed.

Ample supply of hot water? Yes X No     

Exhaust hood over stove? Yes X No     

Who inspects? Jail Administrator

Overall sanitary condition? Good X Fair      Poor     

COMMENTS: The equipment though serviceable is old and replacement should be seriously considered.

The complete renovation of the kitchen should be one of the top priorities at this facility.

The overall rating of this section is Fair.

SANITATION (NOW-FOOD RELATED)

Daily routine for cleaning jail? Yes X No     

Ample Cleaning supplies? Yes X No     

Plan for vermin control? Yes X No     

Cleaning tools cleaned and stored after use? Yes X No     

Plumbing fixtures cleaned each day? Yes X No     

Covered receptacles furnished for trash? Yes      No X

Condition of floors: Clean      Dirty      Dusty      Need ~~Repair~~ <sup>Paint</sup> X

Condition of walls: Clean      Dirty      Dusty      Need ~~Repair~~ <sup>Paint</sup> X

Condition of cells or rooms: Clean      Dirty      Cluttered X

Condition of paint: Good      Fair X Poor X

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Weekly

Blankets laundered? Weekly

Number of showers available? Nine (9)

Type of ventilating system? Roof exhaust fan with vent in each cell.

Laundry available to inmates? Yes X No     

Food allowed in cell block? Yes      No X

Are sanitation inspections conducted? Yes X No     

By whom? Jail Administrator

Overall condition sanitation wise? Good X Fair      Poor     

COMMENTS: The entire jail was the cleanest it has been during past inspections.

With the exception of one toilet all plumbing was in good working condition.

The interior of the jail needs to be painted.

The overall rating of this section is Good.

CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes X No     

How Often? Weekly By whom? Jail Administrator

Results entered in jail log? No (See comments)

Written plan for emergencies (fires, riots, escapes, etc.)? Yes X No     

How often are cell checks conducted? Constantly (Day time) Hourly (Night time)

Other than dispatcher, number of officers on duty:

1st Shift? 4 2nd Shift? 3 3rd Shift? No third shift

How much of shift spent in cell block? 75% of the shift

Is a second set of keys available in case of an emergency? Yes X No     

How often are shake downs conducted? As needed and complete facility monthly.

Are inmates searched every time they enter the block? Yes X No     

How often are head counts conducted? Four (4) times daily

Do inmates ever act as turnkeys? Yes      No X

COMMENTS: Everything pertaining to the daily operation of the jail should be entered on the jail log.

The facility is presently operating with two (2) twelve (12) hour shifts.

There are two (2) means of egress from each floor.

The overall rating of this section is Good.

ADULT FEMALES

Is there twenty-four hour matron coverage? Yes X No     

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes      No X

Do females have to go through male section? Yes      No X

How often are females checked for their well being? Every thirty (30) minutes

Is there communication between the female area and desk? <sup>See</sup> Comments Yes X No     

Which of the following are available to females?

Counseling	<u>X</u>	Recreation	<u>X</u>	Library	<u>X</u>
GED	<u>X</u>	Visiting	<u>X</u>	Church	<u>X</u>
AA Meetings	<u>X</u>	Others	<u>    </u>		

Number of exits from female section? Two (2)

Do females eat in their cell or room? See comments Yes X No     

Would a female ever be put on trustee status? Yes X No     

Would a female ever be put on work release? Yes X No     

Condition of female section: Good X Fair      Poor     

COMMENTS: A buzzer system to the front desk alerts the Duty Officer that a matron's presence is wanted.

Meals are eaten in the dayroom space of the area.

The adult female area is keep in exceptionally good condition by the inmates.

This facility is cleared to house females,

The overall rating of this section is Good.

JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes  No

Communications between juvenile areas and desk? See comments Yes  No

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes  No

How often are juveniles checked? Female - 30 minutes Male 30-60 minutes

Are there any programs for juveniles? Yes  No

Such as: NA

What alternatives are tried other than incarceration? Division of Intake

Services when not court committed.

Condition of female juvenile area? Good  Fair  Poor

Condition of male juvenile area? Good  Fair  Poor

COMMENTS: The same buzzer system used in the adult female area is utilized in the juvenile area.

The overall rating of the female juvenile section is Good.

At the time of the inspection male juveniles were sleeping on mattresses on the floor due to the Commissioners not approving the purchase of bunks. Since the inspection the inspector has been advised that the County Commission has approved the purchase of bunks that will be anchored to the floor to prevent destruction.

The overall rating of the male juvenile section is Poor.

This facility is cleared to house juveniles.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes  No

Any segregating of classes of inmates done at this jail? Yes  No

Is there a "plan of the day" for inmates? Yes  No

Are any inmates given authority over others? Yes  No

Are inmates allowed to have money with them? Yes  No

If so, how much NA

Is good time taken away as a form of discipline? Yes  No

Do you use lock up as punishment? Yes  No

If so, length of time locked up Twenty-four (24) hours maximum.

Are inmates charged for destroying property? Yes  No

Is the population in constant lockup? Yes  No

Is a jail officer on duty at all times? Yes  No

Are mechanical monitoring devices used? Yes  No

COMMENTS: When the size of the population allows; the sentenced are segregated from the unsentenced.

Trusties are housed in an area removed from the main cell block.

Inmates are not locked in their cells but are confined to the walk in front of their cell.

The overall rating of this section is Good.

MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes \_\_\_ No X

Number of weekly visits to jail? NA

If no doctor, how are complaints of illness handled? Inmates are taken to the emergency room of the local hospital.

Are any staff medically trained? Yes X No \_\_\_

Degree of Training: CPR-10 Basic First Aid - 6

Medication kept under lock and key? Yes X No \_\_\_

How are complaints of illness reported? Orally to the officer on duty.

Where are medical records kept? Medical records file.

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes \_\_\_ No X

Are the services of a psychiatrist or psychologist available? Yes X No \_\_\_

Is there a problem with services from State of Maine Mental Health Institutes? Yes \_\_\_ No X

Can ill inmates be segregated? Yes X No \_\_\_

Is treatment ever refused? Yes \_\_\_ No X

COMMENTS: Aroostook County Mental Health Center is available for psychological services.

The County is attempting to contract for the services of a doctor to call on the jail on a regular basis.

The overall rating of this section is Fair.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? One

Times of day visiting allowed? Saturday 0800-1600

Total number of hours per week? Seven (7)

Are contact visits allowed Yes \_\_\_ No X

Special visits allowed? Yes X No \_\_\_

Limitations on who may visit? Yes \_\_\_ No X

Explain NA

Visiting withheld as punishment? Yes X No \_\_\_

Condition of visiting area: Good \_\_\_ Fair \_\_\_ Poor X

COMMENTS: Visiting should be scheduled for more than one day per week.

The visiting room is small and offers very little privacy.

The overall rating of this section is Poor.

MAIL

Is incoming mail censored? Yes \_\_\_ No X

Is outgoing mail censored? Yes \_\_\_ No X

Are there restrictions on what may be received? Yes X No \_\_\_

If so, what are they? Obscene magazines not allowed.

COMMENTS: Mail is checked for contraband only.

The overall rating of this section is Good.

RELIGION

Are there regular church services offered? Yes  No   
Are all sects available to the jail? Yes  No   
Does the jail have a chaplain? Yes  No   
Are requests for religious participation ever refused? Yes  No

COMMENTS: Religious services are held on Sunday afternoon.

The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes  No

Description: Each floor has reading materials stored on shelves that may be taken to the inmate's cell.

Are legal references available to inmates? Yes  No

Working agreement with local public library? Yes  No

Source of publications in library Donations

Hours Library open to inmates Materials available anytime.

COMMENTS: The overall rating of this section is Fair.

RECREATION

Does jail provide TV for inmates? Yes  No

Is there an outside exercise area? Yes  No

How often is area used? Daily weather permitting.

Are radios allowed in the jail? Yes  No

Is a staff member in charge of recreation? Yes  No

Are facilities such as YMCA etc. utilized? Yes  No

Are there scheduled recreation periods? Yes  No

What is furnished for recreation equipment? Table games for inside.

Basketball - outside.

COMMENTS: The recreation building in the outside recreation area has been closed until security screening can be installed on the rear windows to stop the flow of contraband.

The overall rating of this section is Good.

COMMISSARY

Does jail have a commissary? Yes  No

Items available NA

If no commissary, what arrangements are made? Officer makes a store run for the needs and wants of the inmates.

Who operates commissary? NA

What is done with profits from sales? NA

COMMENTS: Cigaretts are available to the inmates at the jail.

This facility is large enough to support its own commissary.

The overall rating of this section is Fair.

COUNSELING

Is counseling available in the following areas:

Drugs  Religion  Mental Health  Employment

Education  Alcohol  Health & Welfare

Are full time counselors employed? Yes \_\_\_ No X  
Are part time counselors employed? Yes \_\_\_ No X  
Are volunteers used in counseling? Yes X No \_\_\_  
Do you get help from State Agencies? Yes X No \_\_\_  
What agencies? Human Services - Mental Health & Corrections

COMMENTS: Two counselors from Aroostook County Mental Health are in the jail three (3) times a week to counsel in the areas of drugs and alcohol.  
The overall rating of this section is Good.

WORK RELEASE

Do you have a work release program? Yes X No \_\_\_  
Does inmate have to serve set portion of sentence before becoming eligible? Yes X No \_\_\_  
Estimated percent of failures? Twenty-five (25) per cent  
Estimated percent of successes? Seventy-five (75) per cent  
How much board is charged? \$7.00 per day or \$35.00 per week  
Does inmate have to get own employment? Yes \_\_\_ No X  
Are checks made of the inmate on the job? Yes X No \_\_\_  
How often? Daily By Whom? Staff of half way house  
What do you think of the Work Release Program? Good

Does program cause contraband problems? Yes X No \_\_\_  
Is an inmate given a second chance? Yes \_\_\_ No X  
COMMENTS: Amount earned ----- \$41,362.97  
Board paid ----- \$ 9,112.00  
The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes X No \_\_\_  
Is program governed the same as Work Release? Yes X No \_\_\_

COMMENTS: Available to deserving and qualified inmates.

The overall rating of this section is Fair.

Are all activities and programs made available to female and juvenile inmates? Yes X No \_\_\_

If not, why not? NA

What activities and programs are available? NA

COMMENTS: The overall rating of this section is Fair.



INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes X No     

Are inmates advised of the penalties for infractions? Yes X No     

Is there a disciplinary board for infractions? Yes      No X

Can the accused call witnesses? Yes      No X

Who makes the final review of the penalty imposed? Jail Administrator

What punishments are given for infractions? Loss of privileges - loss of good time - lock up

Is segregation used at this facility? Yes X No     

For what reasons? Serious infractions

What is the longest an inmate would be in segregation? 24 hours

When in segregation does an inmate lose any privileges? Yes X No     

If so, what privileges? All

Who investigates inmate complaints? Jail Administrator

Is there a due process system at this jail? Yes      No X

When an offense is committed is the inmate charged? Yes X No     

COMMENTS: A complete due process system including a disciplinary board should be instituted at this jail.

The overall rating of this section is Fair.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes X No X

If not -- 2 man 20 4 man      Other Single - 16

Square footage per inmate per cell Single - 56 sq. ft. Two man - 36 sq. ft.

Is there dayroom space? Yes      No X

Is there a dining area? Yes X No     

Are windows screened? Security Part Against pests Yes

Are cell doors gang locked? Yes X No     

Condition of roof? Good X Fair      Poor     

Condition of walls? Good      Fair X Poor     

Condition of ceilings? Good X Fair      Poor     

Condition of cat walks? NA Good      Fair      Poor     

Condition of floors? Good      Fair X Poor     

Condition of paint? Good      Fair      Poor X

Condition of cells? Good      Fair      Poor X

Condition of windows? Good      Fair X Poor     

Condition of Bunks? Good      Fair X Poor X

Condition of visiting area? Good      Fair      Poor X

Number of exits from cell block? Two (2)

COMMENTS: Walls and floor throughout the jail are in need of painting.

The bunks throughout the adult male section in many cases are in need of repair.

The windows on one side of the main cell area should be replaced or repaired.

The visiting area is still in need of improvements.

The overall rating of this section is Fair.

PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? Good  Fair  Poor

Condition of lavatories? Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? NA

Is plumbing inspected locally? Yes  No

COMMENTS: The present showers should be replaced.

Of the thirty-six (36) toilets in the adult male section only one (1) was not working.

The overall rating of this section is Fair.

ELECTRICAL

Are cell lights the security type? Yes  No

If not, what type? Bare Bulb

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? Yes  No

COMMENTS: The jail is tied into the emergency lighting system of the courthouse.

The complete lighting system in the main jail should be revamped.

The overall rating of this section is Poor.

SHERIFF'S COMMENTS: The moving and modernizing of the kitchen is one of the priorities of the Sheriff.

The remodeling of the present dining area would offer an all purpose area which could be used for visiting, program space, reading room, meeting room etc.

The County is participating in the jail architectural feasibility study sponsored by the Maine Sheriff's Association.

FUTURE PLANS: To study the results and recommendations of the feasibility study and attempt to put into effect those portions which are felt to be feasible.

RECOMMENDATIONS: Make the necessary security improvements on the recreation building so that the inmates can start using it again.

Get the male juvenile area repaired so that it will at least be on the par of the other living areas.

Develop a Policy and Procedure Manual for the operation of the corrections area.

OVERALL RATING: Good  Fair  Poor

COUNTY JAIL INSPECTION REPORT

January 12, 1981

CUMBERLAND COUNTY JAIL

Portland, Maine

Charles Sharpe, Sheriff

Cumberland County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

<u>Male:</u>		<u>Female:</u>	
Jail Attendants (FT)	<u>22</u>	Matrons (FT)	<u>3</u>
Counselors (FT)	<u>1</u>	Counselors (FT)	<u>0</u>
Cook (FT)	<u>2</u>	Cook (FT)	<u>0</u>
Jail Attendants (PT)	<u>20</u>	Matrons (PT)	<u>6</u>
Counselors (PT)	<u>0</u>	Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>	Other (PT)	<u>0</u>

Average Overnight Population:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>72</u>	Male	<u>3</u>
Female	<u>2.3</u>	Female	<u>.7</u>
Total	<u>74.3</u>	Total	<u>3.7</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>4922</u>	Male	<u>701</u>
Female	<u>549</u>	Female	<u>145</u>
Total	<u>5471</u>	Total	<u>846</u>

Total Sentenced:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>380</u>	Male	<u>11</u>
Female	<u>18</u>	Female	<u>1</u>
Total	<u>398</u>	Total	<u>12</u>

Suicides:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Deaths (Other than Suicides):

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Escapes:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>2</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>2</u>	Total	<u>0</u>

Number of Inmates Boarded for other Counties 31  
 Number of Inmates Boarded for State Institutions 18

COUNTY JAIL INSPECTION REPORT

COUNTY: Cumberland DATE: Jan. 12, 1981
SHERIFF: Charles Sharpe PHONE: 774-1444
CHAIRMAN, COUNTY COMMISSIONERS: Peggy Reagan
Date Constructed: 1964 Date Renovated:
Capacity: Male 94 Female 5 Juv. (M) 4 Juv. (F) 3 Total 106

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No
File Folder record keeping system? Yes X No
Juvenile records: Separate? X Confidential? X
Is close observation taken of physical condition (In & Out)? Yes X No
Sick or injured persons accepted from other agencies? Yes No X
Thorough search of new inmate? Yes X No
Receipt given for money and valuables taken? Yes X No
Is a Jail Log maintained? Yes X No
Telephone available to incoming prisoners? Yes X No
How many calls allowed and to whom? - No. ? Within reason

COMMENTS: A new Policy and Procedure Manual modeled after the Manual for Small Jails is about 70% complete.

The overall rating of this section is Good.

Note: Of the twelve (12) deficiencies noted in a letter to the County Commissioners dated March 7, 1980 three (3) have been corrected to date.

FOOD SERVICE

Serving times: Breakfast 0700 Dinner 1100 Supper 1600-1700

Written, three-week menu available? Yes X No
Coffee, Tea or Milk served at each meal? Yes X No
Paid Cook or Supervisor? Yes X No
Special Thanksgiving and Christmas Dinners? Yes X No
Food withheld as punishment? Yes No X
Fire extinguisher in preparation area? Yes X No
Special diets served per order of doctor? Yes X No
Any food, canned or otherwise, stored on floor? Yes No X
Thermometer in each refrigerator? Yes X No
Refrigerated food stored properly, covered etc.? Yes X No
Full set of cutlery issued to inmates at mealtime? Yes X No
Control system for issuing and return of cutlery? Yes X No

COMMENTS: The County employs two (2) full time cooks and one (1) part time cook.

The quality of food served is good and the amount is ample.

The overall rating of this section is Good.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? Yes X No \_\_\_\_\_

Condition of counters Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of tables Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of shelves Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of utensils Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

Condition of Equipment Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

Hand washing facilities available? Yes X No \_\_\_\_\_

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Garbage disposal

Condition of refrigerators Good

Dishwashing machine used? Yes X No \_\_\_\_\_

Method of pest and vermin control Commercial exterminator every 2 months

Ample supply of hot water? Yes X No \_\_\_\_\_

Exhaust hood over stove? Yes X No \_\_\_\_\_

Who inspects? Jail Administrator

Overall sanitary condition? Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

COMMENTS: The cleanliness of the kitchen was the best in a long time.

The overall rating of this section is Good.

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes X No \_\_\_\_\_

Ample Cleaning supplies? Yes X No \_\_\_\_\_

Plan for vermin control? Yes X No \_\_\_\_\_

Cleaning tools cleaned and stored after use? Yes X No \_\_\_\_\_

Plumbing fixtures cleaned each day? Yes X No \_\_\_\_\_

Covered receptacles furnished for trash? Yes \_\_\_\_\_ No X

Condition of floors: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need <sup>Paint</sup> ~~Repair~~ X

Condition of walls: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need <sup>Paint</sup> ~~Repair~~ X

Condition of cells or rooms: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Cluttered X

Condition of paint: Good \_\_\_\_\_ Fair X <sup>to</sup> Poor X

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Twice weekly

Blankets laundered? Weekly

Number of showers available? Seventeen (17)

Type of ventilating system? Open windows

Laundry available to inmates? Yes X No \_\_\_\_\_

Food allowed in cell block? Yes \_\_\_\_\_ No X

Are sanitation inspections conducted? Yes X No \_\_\_\_\_

By whom? Jail Administrator

Overall condition sanitation wise? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor X

COMMENTS: The showers in the adult male blocks do not have shower curtains and the shower floors are unsanitary.

The cleaning routine has to be more strictly enforced.

Cell bars were very dusty and a lot of debris was on the floors.

The overall rating of this section is Poor.

CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes X No     

How Often? Daily By whom? Corrections officers on duty

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes X No     

How often are cell checks conducted? Constantly

Other than dispatcher, number of officers on duty:

1st Shift? 8 + matron 2nd Shift? 7 + matron 3rd Shift? 6 + matron

How much of shift spent in cell block? 100%

Is a second set of keys available in case of an emergency? Yes X No     

How often are shake downs conducted? Two to three times a week

Are inmates searched every time they enter the block? Yes X No     

How often are head counts conducted? Six (6) times a day

Do inmates ever act as turnkeys? Yes      No X

COMMENTS: There is at least one corrections officer per floor on duty inside the cell block at all times.

The overall rating of this section is Good.

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ADULT FEMALES

Is there twenty-four hour matron coverage? Yes X No     

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes      No X

Do females have to go through male section? Yes      No X

How often are females checked for their well being? Constantly

Is there communication between the female area and desk? Yes X No     

Which of the following are available to females?

Counseling	<u>X</u>	Recreation	<u>X</u>	Library	<u>X</u>
GED	<u>X</u>	Visiting	<u>X</u>	Church	<u>X</u>
AA Meetings	<u>X</u>	Others	<u>    </u>		

Number of exits from female section? Two (2)

Do females eat in their cell or room? Yes X No     

Would a female ever be put on trustee status? Yes X No     

Would a female ever be put on work release? Yes X No     

Condition of female section: Good X Fair      Poor     

COMMENTS: This facility is cleared to house females.

The overall rating of this section is Good.

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JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No     

Communications between juvenile areas and desk? Female Yes X No     

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Female Yes      No X

How often are juveniles checked? Constantly

Are there any programs for juveniles? Yes X No     

Such as: Same as adult inmates

What alternatives are tried other than incarceration? Division of Intake

Services

Condition of female juvenile area? Good X Fair      Poor     

Condition of male juvenile area? Good      Fair      Poor X

COMMENTS: One of the major deficiencies at this facility is the lack of an adequate male juvenile living area. The present area is in the adult male cell block where there is segregation by sight but not from sound. Entrance to the section is gained by going by the adult cells. Toilets have been torn out of some of the cells and not replaced, the lighting is inadequate and the area is dirty and in need of paint.

This facility is cleared to house juveniles under very close supervision.

The overall rating of the female juvenile section is Good.

The overall rating of the male juvenile section is Poor.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No     

Any segregating of classes of inmates done at this jail? Yes X No     

Is there a "plan of the day" for inmates? Yes      No X

Are any inmates given authority over others? Yes      No X

Are inmates allowed to have money with them? Yes      No X

If so, how much     

Is good time taken away as a form of discipline? Yes X No     

Do you use lock up as punishment? Yes X No     

If so, length of time locked up Twenty-four (24) hours at most.

Are inmates charged for destroying property? Yes X No     

Is the population in constant lockup? Yes X No     

Is a jail officer on duty at all times? Yes X No     

Are mechanical monitoring devices used? Yes      No X

COMMENTS: The constant presence of at least one corrections officer in each block acts as a deterrent thus keeping control and discipline problems at a minimum.

The overall rating of this section is Good.



MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes  No

Number of weekly visits to jail? Two (2)

If no doctor, how are complaints of illness handled? NA

Are any staff medically trained? Yes  No

Degree of Training: 2-Medic (USN)

Medication kept under lock and key? Yes  No

How are complaints of illness reported? Medical request slip is filled out by the inmate.

Where are medical records kept? Medical file in Medic's office.

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes  No

Are the services of a psychiatrist or psychologist available? Yes  No

Is there a problem with services from State of Maine Mental Health Institutes? Yes  No

Can ill inmates be segregated? Yes  No

Is treatment ever refused? Yes  No

COMMENTS: Physicals are given by the jail medics.

The social worker employed by the County has training in the field of psychology.

The overall rating of this section is Good.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? Five (5)

Times of day visiting allowed? See comments

Total number of hours per week? 10½ hours

Are contact visits allowed? Yes  No

Special visits allowed? Yes  No

Limitations on who may visit? Yes  No

Explain Ex-inmates must have permission

Visiting withheld as punishment? Yes  No

Condition of visiting area: Good  Fair  Poor

COMMENTS: Tues., Wed. & Thurs. 1900-2000 Sat. & Sun. 0900-0945.

1000-1100, 1330-1500. Special trusty visiting on Sunday 1900-2000.

The overall rating of this section is Fair.

MAIL

Is incoming mail censored? Yes  No

Is outgoing mail censored? Yes  No

Are there restrictions on what may be received? Yes  No

If so, what are they? NA

COMMENTS: The overall rating of this section is Good.

RELIGION

Are there regular church services offered? Yes X No       
Are all sects available to the jail? Yes X No       
Does the jail have a chaplain? Yes      No X  
Are requests for religious participation ever refused? Yes      No X

COMMENTS: This facility has a chapel where Catholic services are held on Wednesdays and Protestant on Fridays.  
The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes X No     

Description: A large room with chairs, tables and shelves containing a large volume of reading materials, also serves as a classroom.

Are legal references available to inmates? Yes X No       
Working agreement with local public library? Yes      No X  
Source of publications in library Donations

Hours Library open to inmates 0900-1100 Monday thru Friday

COMMENTS: A librarian/teacher from the Urban Adult Learning Center oversees the library during the hours it is open.  
The overall rating of this section is Good.

RECREATION

Does jail provide TV for inmates? Yes X No       
Is there an outside exercise area? Yes      No X  
How often is area used? NA

Are radios allowed in the jail? Yes X No     

Is a staff member in charge of recreation? Yes X No     

Are facilities such as YMCA etc. utilized? Yes      No X

Are there scheduled recreation periods? Yes X No     

What is furnished for recreation equipment? Basketball, volleyball, pool table, ping pong, weights and punching bag.

COMMENTS: Organized recreation is scheduled for nineteen (19) hours each week and conducted by the recreation officer.

With the exception of no outdoor exercise area the overall rating of this section is Good.

COMMISSARY

Does jail have a commissary? Yes X No     

Items available Cigaretts, cigars, tobacco, candy, soft drinks, toilet articles etc.

If no commissary, what arrangements are made? NA

Who operates commissary? Staff

What is done with profits from sales? Inmate Benefit Fund.

COMMENTS: A well stocked cart is wheeled from cell to cell daily for the purchases by inmates.

The overall rating of this section is Good.

COUNSELING

Is counseling available in the following areas:

Drugs X Religion X Mental Health X Employment X  
Education X Alcohol X Health & Welfare X

Are full time counselors employed? Yes  No   
Are part time counselors employed? Yes  No   
Are volunteers used in counseling? Yes  No   
Do you get help from State Agencies? Yes  No

What agencies? Human Services - Mental Health and Corrections

COMMENTS: A full time counselor, employed by the County, does most of the counseling.  
The overall rating of this section is Good.

WORK RELEASE

Do you have a work release program? Yes  No   
Does inmate have to serve set portion of sentence before becoming eligible? Yes  No   
Estimated percent of failures? 10%  
Estimated percent of successes? 90%  
How much board is charged? \$5.00 per working day  
Does inmate have to get own employment? Yes  No   
Are checks made of the inmate on the job? Yes  No   
How often? Daily By Whom? Work release officer

What do you think of the Work Release Program? Very good.

Does program cause contraband problems? Yes  No   
Is an inmate given a second chance? Yes  No

COMMENTS: Amount earned ----- \$57,214.22  
Board paid ----- \$12,714.27

The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes  No   
Is program governed the same as Work Release? Yes  No

COMMENTS: The overall rating of this section is Good.

Are all activities and programs made available to female and juvenile inmates? Yes  No

If not, why not? NA

What activities and programs are available? NA

COMMENTS: All programs are available to all classes of inmates.

The overall rating of this section is Good.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes \_\_\_ No X

Are inmates advised of the penalties for infractions? Yes \_\_\_ No X

Is there a disciplinary board for infractions? Yes X No \_\_\_

Can the accused call witnesses? Yes X No \_\_\_

Who makes the final review of the penalty imposed? Jail Administrator

What punishments are given for infractions? Loss of privileges, loss of good time and lock up.

Is segregation used at this facility? Yes X No \_\_\_

For what reasons? Discipline - Inmate Safety - Mentally Disturbed

What is the longest an inmate would be in segregation? Twenty-four (24) hours

When in segregation does an inmate lose any privileges? Yes X No \_\_\_

If so, what privileges? All

Who investigates inmate complaints? Jail Administrator

Is there a due process system at this jail? See comments Yes \_\_\_ No \_\_\_

When an offense is committed is the inmate charged? Yes X No \_\_\_

COMMENTS: When the rules for inmates are revised to spell out infractions and the penalties for such a due process system will be in place.

The overall rating of this section is Good.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes X No \_\_\_

If not -- <sup>6</sup> X man <sup>7</sup> 1 ~~XX~~ man 3 Other 8 man-3 9 man-1 18 man-1

Square footage per inmate per cell Fifty-six (56) sq ft.

Is there dayroom space? Yes \_\_\_ No X

Is there a dining area? Yes X No \_\_\_

Are windows screened? Security No Against pests X

Are cell doors gang locked? Yes X No \_\_\_

Condition of roof? Good X Fair \_\_\_ Poor \_\_\_

Condition of walls? Good X Fair \_\_\_ Poor \_\_\_

Condition of ceilings? Good X Fair \_\_\_ Poor \_\_\_

Condition of cat walks? NA Good \_\_\_ Fair \_\_\_ Poor \_\_\_

Condition of floors? Good \_\_\_ Fair X Poor \_\_\_

Condition of paint? Good \_\_\_ Fair X <sup>to</sup> Poor X

Condition of cells? Good \_\_\_ Fair X Poor \_\_\_

Condition of windows? Good \_\_\_ Fair \_\_\_ Poor X

Condition of Bunks? Good \_\_\_ Fair X Poor \_\_\_

Condition of visiting area? Good \_\_\_ Fair X Poor \_\_\_

Number of exits from cell block? Two (2)

COMMENTS: Floors are being stripped of paint and wax build up in an effort to get a lasting finish on the floors.

The entire security area is in need of paint.

Multiple occupancy cells tend to cause safety and management problems.

A better preventative maintenance program must be devised and strictly enforced.

The overall rating of this section is Fair.

PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? Good  Fair  Poor

Condition of lavatories? Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? NA

Is plumbing inspected locally? Yes  No

COMMENTS: The majority of the showers are without curtains and are in an unsanitary condition.

Some lavatories need repair.

Toilets in the male juvenile section are missing or damaged.

The overall rating of this section is Fair.

ELECTRICAL

Are cell lights the security type? Yes  No

If not, what type? NA

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? Yes  No

COMMENTS: Many lights through out the adult male section need repair or to be replaced.

The overall rating of this section is Fair to Poor.

SHERIFF'S COMMENTS: Cumberland County is participating in the jail architectural feasibility study sponsored by the Maine Sheriff's Association.

The sentencing of male juveniles to week ends causes a very serious housing problem as the jail is only set up to handle four (4) at any given time.

FUTURE PLANS: To try to blend the recommendations of the study with departmental plans, particularly in the juvenile area, and come up with an acceptable and economical plan for the renovation of the present facility.

RECOMMENDATIONS: Make shift supervisors more accountable for the staff they supervise, especially in the area of housekeeping.

Address the serious male juvenile housing problem.

Employ a maintenance supervisor to oversee a strict preventative maintenance program.

Plans should be made with other facilities for the housing of male juveniles when the number exceeds four (4).

OVERALL RATING: Good  to Fair  Poor

The program and administrative areas are rated Good.

Physical plant and up keep are rated Fair.

COUNTY JAIL INSPECTION REPORT

November 25, 1980

FRANKLIN COUNTY JAIL

Farmington, Maine

Ronald Durrell, Sheriff

DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

Franklin County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

<u>Male:</u>		<u>Female:</u>	
Jail Attendants (FT)	<u>4</u>	Matrons (FT)	<u>0</u>
Counselors (FT)	<u>0</u>	Counselors (FT)	<u>0</u>
Cook (FT)	<u>0</u>	Cook (FT)	<u>1</u>
Jail Attendants (PT)	<u>4</u>	Matrons (PT)	<u>4</u>
Counselors (PT)	<u>0</u>	Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>	Other (PT)	<u>0</u>

Average Overnight Population:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>8.6</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>8.6</u>	Total	<u>0</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>592</u>	Male	<u>62</u>
Female	<u>34</u>	Female	<u>12</u>
Total	<u>626</u>	Total	<u>74</u>

Total Sentenced:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>130</u>	Male	<u>7</u>
Female	<u>8</u>	Female	<u>2</u>
Total	<u>138</u>	Total	<u>9</u>

Suicides:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Deaths (Other than Suicides):

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Escapes:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Number of Inmates Boarded for other Counties 1

Number of Inmates Boarded for State Institutions 3

COUNTY JAIL INSPECTION REPORT

COUNTY: Franklin DATE: November 25, 1980

SHERIFF: Ronald Durrell PHONE: 778-2680

CHAIRMAN, COUNTY COMMISSIONERS: Eben Farrington

Date Constructed: 1889 Date Renovated: \_\_\_\_\_

Capacity: Male 15 Female 1 Juv. (M) 1 Juv. (F) 1 Total 17

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No \_\_\_\_\_

File Folder record keeping system? Yes \_\_\_\_\_ No X

Juvenile records: Separate? X Confidential? X

Is close observation taken of physical condition (In & Out)? Yes X No \_\_\_\_\_

Sick or injured persons accepted from other agencies? Yes \_\_\_\_\_ No X

Thorough search of new inmate? Yes X No \_\_\_\_\_

Receipt given for money and valuables taken? See comments Yes \_\_\_\_\_ No X

Is a Jail Log maintained? Yes X No \_\_\_\_\_

Telephone available to incoming prisoners? Yes X No \_\_\_\_\_

How many calls allowed and to whom? - No. ? Within reason

COMMENTS: Money and valuables are placed in an envelope and receipted

for by the booking officer and the inmate and the process is

reversed when the inmate is released.

A policies and procedures manual will be completed in January, 1981.

The overall rating of this section is Good.

Note: Of the eleven (11) deficiencies noted in a letter to the

County Commissioners dated March 7, 1980 six (6) have been

corrected to date.

FOOD SERVICE

Serving times: Breakfast 0730 Dinner 1200 Supper 1730

Written, three-week menu available? Yes X No \_\_\_\_\_

Coffee, Tea or Milk served at each meal? Yes X No \_\_\_\_\_

Paid Cook or Supervisor? Yes X No \_\_\_\_\_

Special Thanksgiving and Christmas Dinners? Yes X No \_\_\_\_\_

Food withheld as punishment? Yes \_\_\_\_\_ No X

Fire extinguisher in preparation area? Yes X No \_\_\_\_\_

Special diets served per order of doctor? Yes X No \_\_\_\_\_

Any food, canned or otherwise, stored on floor? Yes \_\_\_\_\_ No X

Thermometer in each refrigerator? Yes X No \_\_\_\_\_

Refrigerated food stored properly, covered etc.? Yes X No \_\_\_\_\_

Full set of cutlery issued to inmates at mealtime? Yes X No \_\_\_\_\_

Control system for issuing and return of cutlery? Yes X No \_\_\_\_\_

COMMENTS: Food is prepared in the kitchen of the Sheriff's quarters

by the Sheriff's wife, who is employed by the County.

The quality of the food is good and the amount served is ample.

The time span between the evening meal and breakfast has been

reduced to fourteen (14) hours in accordance with standards.

The overall rating of this section is Good.



SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? See comments Yes \_\_\_\_\_ No \_\_\_\_\_

Condition of counters Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of tables Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of shelves Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of utensils Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of Equipment Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Hand washing facilities available? Yes X No \_\_\_\_\_

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Removed from kitchen for pick up after meals.

Condition of refrigerators Good

Dishwashing machine used? Yes X No \_\_\_\_\_

Method of pest and vermin control In house control

Ample supply of hot water? Yes X No \_\_\_\_\_

Exhaust hood over stove? Yes \_\_\_\_\_ No X

Who inspects? Sheriff

Overall sanitary condition? Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

COMMENTS: Inmate help is not used at this facility.

The overall rating of this section is Good.

SANITATION (NOW-FOOD RELATED)

Daily routine for cleaning jail? Yes X No \_\_\_\_\_

Ample Cleaning supplies? Yes X No \_\_\_\_\_

Plan for vermin control? Yes X No \_\_\_\_\_

Cleaning tools cleaned and stored after use? Yes X No \_\_\_\_\_

Plumbing fixtures cleaned each day? Yes X No \_\_\_\_\_

Covered receptacles furnished for trash? Yes X No \_\_\_\_\_

Condition of floors: Clean X Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need Repair \_\_\_\_\_

Condition of walls: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need ~~Repair~~ Paint X

Condition of cells or rooms: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Cluttered X

Condition of paint: Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor X

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Once a week

Blankets laundered? Every two weeks

Number of showers available? Two (2)

Type of ventilating system? Gravity system

Laundry available to inmates? See comments Yes \_\_\_\_\_ No X

Food allowed in cell block? Yes X No \_\_\_\_\_

Are sanitation inspections conducted? Yes X No \_\_\_\_\_

By whom? Jail Administrator

Overall condition sanitation wise? Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

COMMENTS: Personal laundry is sent out by the inmate to be done, generally by the family.

The entire jail needs to be painted.

Stricter enforcement of housekeeping rules is a must.

The overall rating of this section is Fair.

CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes X No     

How Often? Every 1/2 hour By whom? Corrections officer on duty

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes X No     

How often are cell checks conducted? Every thirty (30) minutes

Other than dispatcher, number of officers on duty: See comments

1st Shift? 1 2nd Shift? 1 3rd Shift? 1

How much of shift spent in cell block? Twenty-five (25) per cent

Is a second set of keys available in case of an emergency? Yes X No     

How often are shake downs conducted? As needed

Are inmates searched every time they enter the block? Yes X No     

How often are head counts conducted? At shift change

Do inmates ever act as turnkeys? Yes      No X

COMMENTS: At the time of the 1979 inspection each shift was staffed with

two (2) correctional officers in addition to the dispatcher, which

was deemed to be adequate, since that time there has been a reduction

on one (1) officer per shift. The present situation is a step back-

ward and is not adequate coverage for this jail.

It not only reduces the custodial and security aspects of the operation

but also, jeopardizes the safety of staff and inmates.

The overall rating of this section is Fair.

ADULT FEMALES

Is there twenty-four hour matron coverage? Yes X No     

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes      No X

Do females have to go through male section? Yes      No X

How often are females checked for their well being? Every thirty (30) minutes

Is there communication between the female area and desk? Yes      No X

Which of the following are available to females?

Counseling X Recreation X Library X

GED X Visiting X Church X

AA Meetings X Others Family Counseling

Number of exits from female section? Two (2)

Do females eat in their cell or room? Yes X No     

Would a female ever be put on trustee status? Yes X No     

Would a female ever be put on work release? Yes X No     

Condition of female section: Good X Fair      Poor     

COMMENTS: The mattress should be replaced with one that is not damaged.

This facility is cleared to house one (1) adult female or one (1)

juvenile female or one (1) juvenile male at any one time.

The overall rating of this section is Good.

JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No     

Communications between juvenile areas and desk? Yes      No X

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes      No X

How often are juveniles checked? Every thirty (30) minutes

Are there any programs for juveniles? Yes X No     

Such as: All programs available to adult inmates

What alternatives are tried other than incarceration? Division of Intake Services.

Condition of female juvenile area? Good X Fair      Poor     

Condition of male juvenile area? Good X Fair      Poor     

COMMENTS: One juvenile at a time either male or female may be housed at this facility provided there is not an adult female incarcerated.

This facility is cleared to house juveniles.

The overall rating of this section is Fair.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No     

Any segregating of classes of inmates done at this jail? Yes      No X

Is there a "plan of the day" for inmates? Yes      No X

Are any inmates given authority over others? Yes      No X

Are inmates allowed to have money with them? Yes X No     

If so, how much \$10.00 maximum

Is good time taken away as a form of discipline? Yes X No     

Do you use lock up as punishment? Yes X No     

If so, length of time locked up See comments.

Are inmates charged for destroying property? Yes X No     

Is the population in constant lockup? Yes      No X

Is a jail officer on duty at all times? Yes X No     

Are mechanical monitoring devices used? Yes      No X

COMMENTS: If an inmate is locked up for disciplinary reasons his case is reviewed after forty-eight (48) hours.

The overall rating of this section is Good.

MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes \_\_\_ No X

Number of weekly visits to jail? NA

If no doctor, how are complaints of illness handled? Taken to emergency room of local hospital.

Are any staff medically trained? Yes X No \_\_\_

Degree of Training: 1-EMT

Medication kept under lock and key? Yes X No \_\_\_

How are complaints of illness reported? Medical request form.

Where are medical records kept? Medical records file

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes \_\_\_ No X

Are the services of a psychiatrist or psychologist available? Yes X No \_\_\_

Is there a problem with services from State of Maine Mental Health Institutes? Yes \_\_\_ No X

Can ill inmates be segregated? Yes \_\_\_ No X

Is treatment ever refused? Yes \_\_\_ No X

COMMENTS: The County is trying to reach an agreement with the Rural Group Practice to have doctor coverage on a regular schedule at the jail.

Tri-County Mental Health services the jail on psychological problems.

More staff should be medically trained to some degree.

The overall rating of this section is Fair.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? One (1) and on request

Times of day visiting allowed? Saturday 1400-1600

Total number of hours per week? Two (2) hours

Are contact visits allowed Yes X No \_\_\_

Special visits allowed? Yes X No \_\_\_

Limitations on who may visit? Yes X No \_\_\_

Explain No juveniles during regular visiting.

Visiting withheld as punishment? Yes X No \_\_\_

Condition of visiting area: Good \_\_\_ Fair X Poor \_\_\_

COMMENTS: The security of the visiting area has been greatly increased by the sealing off of a door that used to open onto the parking lot.

The overall rating of this section is Fair.

MAIL

Is incoming mail censored? Yes \_\_\_ No X

Is outgoing mail censored? Yes \_\_\_ No X

Are there restrictions on what may be received? Yes \_\_\_ No X

If so, what are they? NA

COMMENTS: The overall rating of this area is Good.

RELIGION

Are there regular church services offered? Yes \_\_\_ No X

Are all sects available to the jail? Yes X No \_\_\_

Does the jail have a chaplain? Yes \_\_\_ No X

Are requests for religious participation ever refused? Yes \_\_\_ No X

COMMENTS: Clergymen come to the jail when requested.

The overall rating of this section is Fair.

LIBRARY

Is there a library in the jail? Yes \_\_\_ No X

Description: NA

Are legal references available to inmates? Yes X No \_\_\_

Working agreement with local public library? Yes X No \_\_\_

Source of publications in library Donations

Hours Library open to inmates Anytime

COMMENTS: There are a few books, paperbacks and magazines available to the inmates.

The overall rating of this section is Poor.

RECREATION

Does jail provide TV for inmates? Yes X No \_\_\_

Is there an outside exercise area? Yes \_\_\_ No X

How often is area used? See comments

Is a staff member in charge of recreation? Yes \_\_\_ No X

Are facilities such as YMCA etc. utilized? Yes \_\_\_ No X

Are there scheduled recreation periods? Yes X No \_\_\_

What is furnished for recreation equipment? Football-Horseshoes-Weights-Badminton.

COMMENTS: There is no secure outside recreation area.

Inmates are taken out to specified area under the supervision of corrections officers for recreation.

The overall rating of this section is Poor.

COMMISSARY

Does jail have a commissary? Yes \_\_\_ No X

Items available NA

If no commissary, what arrangements are made? Daily store run is made.

Who operates commissary? NA

What is done with profits from sales? NA

COMMENTS: The population is not large enough for a full fledged commissary.

The overall rating of this section is Fair.

COUNSELING

Is counseling available in the following areas:

Drugs X Religion X Mental Health X Employment X

Education X Alcohol X Health & Welfare X

Are full time counselors employed? Yes \_\_\_ No X  
Are part time counselors employed? Yes \_\_\_ No X  
Are volunteers used in counseling? Yes \_\_\_ No X  
Do you get help from State Agencies? Yes \_\_\_ No X  
What agencies? NA

COMMENTS: Counseling in most areas is made available upon request  
of the inmates.  
The overall rating of this section is Fair.

WORK RELEASE

Do you have a work release program? Yes X No \_\_\_  
Does inmate have to serve set portion of sentence before  
becoming eligible? Yes X No \_\_\_  
Estimated percent of failures? 20%  
Estimated percent of successes? 80%  
How much board is charged? \$5.00 per working day  
Does inmate have to get own employment? Yes X No \_\_\_  
Are checks made of the inmate on the job? Yes X No \_\_\_  
How often? Weekly By Whom? Jail Administrator  
What do you think of the Work Release Program? Good program

Does program cause contraband problems? Yes X No \_\_\_  
Is an inmate given a second chance? Yes \_\_\_ No X  
COMMENTS: Amount earned --- \$12,790.19  
Board paid ----- \$ 1,823.00  
The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes X No \_\_\_  
Is program governed the same as Work Release? Yes X No \_\_\_

COMMENTS: Available to deserving and qualified inmates.  
The overall rating of this section is Good.

Are all activities and programs made available to female and  
juvenile inmates? Yes X No \_\_\_  
If not, why not? NA

What activities and programs are available? NA

COMMENTS: The overall rating of this section is Fair.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes X No     

Are inmates advised of the penalties for infractions? Yes X No     

Is there a disciplinary board for infractions? Yes X No     

Can the accused call witnesses? Yes X No     

Who makes the final review of the penalty imposed? Sheriff

What punishments are given for infractions? Loss of privileges - Loss of good time - Lock up

Is segregation used at this facility? Yes X No     

For what reasons? Disciplinary

What is the longest an inmate would be in segregation? Forty-eight (48) hours

When in segregation does an inmate lose any privileges? Yes X No     

If so, what privileges? Recreation - No T.V.

Who investigates inmate complaints? Jail Administrator

Is there a due process system at this jail? Yes X No     

When an offense is committed is the inmate charged? Yes X No     

COMMENTS: The overall rating of this section is Good.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes      No X

If not -- 2 man      5      4 man      1      Other Single - 1

Square footage per inmate per cell Thirty-two (32)

Is there dayroom space? Yes      No X

Is there a dining area? Yes      No X

Are windows screened? Security X Against pests No

Are cell doors gang locked? Yes      No     

Condition of roof? Good X Fair      Poor     

Condition of walls? Good      Fair X Poor     

Condition of ceilings? Good      Fair X Poor     

Condition of cat walks? NA Good      Fair      Poor     

Condition of floors? Good      Fair X Poor     

Condition of paint? Good      Fair      Poor X

Condition of cells? Good      Fair X Poor     

Condition of windows? Good      Fair      Poor X

Condition of Bunks? Good      Fair X Poor     

Condition of visiting area? Good      Fair X Poor     

Number of exits from cell block? Two (2)

COMMENTS: A second means of egress is being installed from the second floor of the jail.

An ongoing prevention maintenance program must be undertaken to keep the building in a livable condition until such time the new facility becomes available.

The overall rating of this section is Poor.

PLUMBING

Sufficient and available toilets in block? Yes \_\_\_ No X  
 Hot and cold running water in cell block? Yes X No \_\_\_  
 Are pipes exposed? Yes X No \_\_\_  
 Condition of showers? Good \_\_\_ Fair X Poor \_\_\_  
 Condition of toilets? Good \_\_\_ Fair X Poor \_\_\_  
 Condition of lavatories? Good \_\_\_ Fair X Poor \_\_\_  
 Does jail have laundry? Yes \_\_\_ No X

If not, how is laundry done? Inmate sends his personal laundry out to be done.

Is plumbing inspected locally? Yes \_\_\_ No X

COMMENTS: The overall rating of this section is Poor.

ELECTRICAL

Are cell lights the security type? Yes \_\_\_ No X  
 If not, what type? Bare bulb in ordinary socket  
 Is wiring and conduit pipe exposed? Yes X No \_\_\_  
 Are lights controlled outside the cell block? Yes X No \_\_\_  
 Is there emergency lighting? Yes X No \_\_\_  
 Is there sufficient light in the block? Yes \_\_\_ No X

COMMENTS: The overall rating of this section is Poor.

SHERIFF'S COMMENTS: On November 4, 1980 the citizens of Franklin County voted in favor of a referendum to allow the County Commissioners to borrow up to 1.5 million dollars for the construction of a new jail. During the first week in December the purchase of the site for the new facility is to be finalized.

The County is participating in the architectural feasibility study sponsored by the Maine Sheriff's Association.

FUTURE PLANS: In accordance with the mandate of the State Fire Marshal a second means of egress from the second floor will be installed to meet the life safety code.

RECOMMENDATIONS: The jail must be maintained at an acceptable level of standards to include painting and preventive maintenance in order to remain open until such time that a new facility is operational. The longer that the County waits to get the proposed new jail under construction the less they are going to realize for their money.

OVERALL RATING: Good \_\_\_ Fair X Too Poor X

Even though a new jail has become a reality the present one cannot be allowed to deteriorate further.



**CONTINUED**

**1 OF 4**

COUNTY JAIL INSPECTION REPORT

December 1, 1980

HANCOCK COUNTY JAIL

Ellsworth, Maine

Harland Urqhart, Sheriff

E-1

Hancock County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

Male:

Jail Attendants (FT)	<u>4</u>
Counselors (FT)	<u>0</u>
Cook (FT)	<u>1</u>
Jail Attendants (PT)	<u>1</u>
Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>

Female:

Matrons (FT)	<u>0</u>
Counselors (FT)	<u>0</u>
Cook (FT)	<u>1</u>
Matrons (PT)	<u>2</u>
Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>

Average Overnight Population:

Adult

Male	<u>10</u>
Female	<u>0</u>
Total	<u>10</u>

Juvenile

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

Adult

Male	<u>564</u>
Female	<u>30</u>
Total	<u>594</u>

Juvenile

Male	<u>34</u>
Female	<u>1</u>
Total	<u>35</u>

Total Sentenced:

Adult

Male	<u>64</u>
Female	<u>2</u>
Total	<u>66</u>

Juvenile

Male	<u>4</u>
Female	<u>0</u>
Total	<u>4</u>

Suicides:

Adult

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Juvenile

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Deaths (Other than Suicides):

Adult

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Juvenile

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Escapes:

Adult

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Juvenile

Male	<u>0</u>
Female	<u>0</u>
Total	<u>0</u>

Number of Inmates Boarded for other Counties

41

Number of Inmates Boarded for State Institutions

1

COUNTY JAIL INSPECTION REPORT

COUNTY: Hancock DATE: Dec. 1, 1980  
SHERIFF: Harland Urqhart PHONE: 667-8466  
CHAIRMAN, COUNTY COMMISSIONERS: John E. Jordan, Jr.  
Date Constructed: 1979 Date Renovated: \_\_\_\_\_  
Capacity: Male 14 Female 2 Juv. (M) 2 <sup>or</sup> Juv. (F) 2 Total 18

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No \_\_\_\_\_  
File Folder record keeping system? Yes X No \_\_\_\_\_  
Juvenile records: Separate? X Confidential? X  
Is close observation taken of physical condition (In & Out)? Yes X No \_\_\_\_\_  
Sick or injured persons accepted from other agencies? Yes \_\_\_\_\_ No X  
Thorough search of new inmate? Yes X No \_\_\_\_\_  
Receipt given for money and valuables taken? Yes X No \_\_\_\_\_  
Is a Jail Log maintained? Yes X No \_\_\_\_\_  
Telephone available to incoming prisoners? Yes X No \_\_\_\_\_  
How many calls allowed and to whom? - No. ? Within reason

COMMENTS: Policies and procedures will be written by the Jail Administrator and modeled after the ones used for small jails, which were developed by CRS.  
The overall rating of this section is Good.

Note: Of the five (5) deficiencies noted in a letter to the County Commissioners dated March 7, 1980 two (2) have been corrected to date.

FOOD SERVICE

Serving times: Breakfast 0700 Dinner 1200 Supper 1700  
Written, three-week menu available? Yes X No \_\_\_\_\_  
Coffee, Tea or Milk served at each meal? Yes X No \_\_\_\_\_  
Paid Cook or Supervisor? Yes X No \_\_\_\_\_  
Special Thanksgiving and Christmas Dinners? Yes X No \_\_\_\_\_  
Food withheld as punishment? Yes \_\_\_\_\_ No X  
Fire extinguisher in preparation area? Yes X No \_\_\_\_\_  
Special diets served per order of doctor? Yes \_\_\_\_\_ No X  
Any food, canned or otherwise, stored on floor? Yes X No \_\_\_\_\_  
Thermometer in each refrigerator? Yes X No \_\_\_\_\_  
Refrigerated food stored properly, covered etc.? Yes \_\_\_\_\_ No X  
Full set of cutlery issued to inmates at mealtime? Yes X No \_\_\_\_\_  
Control system for issuing and return of cutlery? Yes X No \_\_\_\_\_

COMMENTS: Food stored in the refrigerator shall be covered to guard against drippings, odors and drying out.  
The quality of the food is good and the amount served is ample.  
The overall rating of this section is Good.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? Yes \_\_\_\_\_ No X

Condition of counters Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of tables Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of shelves Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of utensils Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of Equipment Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Hand washing facilities available? Yes X No \_\_\_\_\_

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Disposal

Condition of refrigerators Good

Dishwashing machine used? Yes X No \_\_\_\_\_

Method of pest and vermin control Commercial exterminator

Ample supply of hot water? Yes X No \_\_\_\_\_

Exhaust hood over stove? Yes X No \_\_\_\_\_

Who inspects? Jail Administrator

Overall sanitary condition? Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

COMMENTS: The condition of the equipment as far as repair is concerned  
it good but the overall cleanliness is poor. It is simply a case of  
poor supervision on the part of the cook. There is no excuse for this  
condition to exist in a new kitchen.  
The overall rating of this section is Fair.

SANITATION (NOW-FOOD RELATED)

Daily routine for cleaning jail? Yes X No \_\_\_\_\_

Ample Cleaning supplies? Yes X No \_\_\_\_\_

Plan for vermin control? Yes X No \_\_\_\_\_

Cleaning tools cleaned and stored after use? Yes X No \_\_\_\_\_

Plumbing fixtures cleaned each day? Yes \_\_\_\_\_ No X

Covered receptacles furnished for trash? Yes \_\_\_\_\_ No X

Condition of floors: Clean X Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need Repair \_\_\_\_\_  
 Paint \_\_\_\_\_

Condition of walls: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need X

Condition of cells or rooms: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Cluttered X

Condition of paint: Good \_\_\_\_\_ Fair X Poor X

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Weekly

Blankets laundered? Every two (2) weeks

Number of showers available? Five (5)

Type of ventilating system? Forced air

Laundry available to inmates? Yes X No \_\_\_\_\_

Food allowed in cell block? See comments Yes X No \_\_\_\_\_

Are sanitation inspections conducted? Yes X No \_\_\_\_\_

By whom? Jail Administrator

Overall condition sanitation wise? Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

COMMENTS: Inmates are fed in the day room of their respective area  
thus the food in the blocks.  
The entire security area is in need of painting.  
The housekeeping routine shall be more strictly enforced.  
The overall rating of this section is Fair.

CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes X No     

How Often? Each shift By whom? Corrections officer on duty

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes X No     

How often are cell checks conducted? Every thirty (30) minutes

Other than dispatcher, number of officers on duty:

1st Shift? 1 2nd Shift? 1 3rd Shift? 1

How much of shift spent in cell block? 25%

Is a second set of keys available in case of an emergency? Yes X No     

How often are shake downs conducted? As needed

Are inmates searched every time they enter the block? Yes X No     

How often are head counts conducted? Each shift

Do inmates ever act as turnkeys? Yes      No X

COMMENTS: There should be at least two officers in addition to the dispatcher on duty in the jail especially on the first and second shifts. The hours for one officer could be arranged so that the shifts would over lap thus adding a safety factor for both staff and inmates.

The overall rating of this section is Fair.

Is there twenty-four hour matron coverage? Yes 1 No     

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes      No X

Do females have to go through male section? Yes      No X

How often are females checked for their well being? Every thirty (30) minutes

Is there communication between the female area and desk? Yes X No     

Which of the following are available to females?

Counseling	<u>X</u>	Recreation	<u>X</u>	Library	<u>X</u>
GED	<u>X</u>	Visiting	<u>X</u>	Church	<u>X</u>
AA Meetings	<u>X</u>	Others	<u>    </u>		

Number of exits from female section? one (1)

Do females eat in their cell or room? See comments Yes X No     

Would a female ever be put on trustee status? Yes X No     

Would a female ever be put on work release? Yes X No     

Condition of female section: Good      Fair X Poor     

COMMENTS: Female inmates eat their meals in the day room space in their area.

This area is in need of new paint.

A major deficiency is the lack of a second means of egress from the area.

This facility is cleared to house females.

The overall rating of this section is Fair.

JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No     

Communications between juvenile areas and desk? Yes X No     

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes      No X

How often are juveniles checked? Every thirty (30) minutes

Are there any programs for juveniles? Yes      No X

Such as: None

What alternatives are tried other than incarceration? Division of Intake Services

Condition of female juvenile area? Good      Fair X Poor     

Condition of male juvenile area? Good      Fair X Poor     

COMMENTS: There is only one means of egress from this area.

The area needs to be completely painted.

There is a complete lack of programs for juveniles.

This facility is cleared to house juveniles.

The overall rating of this section is Fair,

Written rules and regulations for each new inmate? Yes X No     

Any segregating of classes of inmates done at this jail? Yes      No X

Is there a "plan of the day" for inmates? Yes      No X

Are any inmates given authority over others? Yes      No X

Are inmates allowed to have money with them? Yes      No X

If so, how much NA

Is good time taken away as a form of discipline? Yes X No     

Do you use lock up as punishment? Yes X No     

If so, length of time locked up Twelve (12) hours maximum

Are inmates charged for destroying property? Yes X No     

Is the population in constant lockup? See comments Yes      No X

Is a jail officer on duty at all times? Yes X No     

Are mechanical monitoring devices used? Yes X No     

COMMENTS: Inmates are constantly locked in their respective area of the jail but have access to the day room of that area.

Control and disciplinary problems are at a minimum due to the small population and the ability to house inmates in smaller groups.

The overall rating of this section is Good.

MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes \_\_\_ No X

Number of weekly visits to jail? NA

If no doctor, how are complaints of illness handled? Taken to the emergency room of the local hospital.

Are any staff medically trained? Yes X No \_\_\_

Degree of Training: 4 CPR and Basic First Aid

Medication kept under lock and key? Yes X No \_\_\_

How are complaints of illness reported? Orally to the officer on duty.

Where are medical records kept? Personal folder of inmate

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes \_\_\_ No X

Are the services of a psychiatrist or psychologist available? Yes X No \_\_\_

Is there a problem with services from State of Maine Mental Health Institutes? Yes X No \_\_\_

Can ill inmates be segregated? Yes \_\_\_ No X

Is treatment ever refused? Yes \_\_\_ No X

COMMENTS: The County should make a special effort to contract the services of a doctor to make regular visits to the jail to care for inmate medical needs, this would be much less expensive than the present method.

The Hancock County Counselling Center furnishes psychological services to the jail.

The overall rating of this section is Fair.

VISITING

Number of visiting days per week? Four (4)

Times of day visiting allowed? See comments

Total number of hours per week? Six (6) hours for each class of inmate.

Are contact visits allowed Yes \_\_\_ No X

Special visits allowed? Yes X No \_\_\_

Limitations on who may visit? Yes \_\_\_ No X

Explain NA

Visiting withheld as punishment? Yes \_\_\_ No X

Condition of visiting area: Good X Fair \_\_\_ Poor \_\_\_

COMMENTS: Sentenced inmates visits - Wed, 1300-1600 Sat, 1300-1600

Unsentenced inmates visits - Tues. 1300-1600 Fri, 1300-1600

The overall rating of this section is Good.

MAIL

Is incoming mail censored? Yes \_\_\_ No X

Is outgoing mail censored? Yes \_\_\_ No X

Are there restrictions on what may be received? Yes \_\_\_ No X

If so, what are they? NA

COMMENTS: The overall rating of this section is Good.



RELIGION

Are there regular church services offered? Yes \_\_\_ No X

Are all sects available to the jail? Yes X No \_\_\_

Does the jail have a chaplain? Yes \_\_\_ No X

Are requests for religious participation ever refused? Yes \_\_\_ No X

COMMENTS: Regular visits by clergymen should be solicited.

The overall rating of this section is Poor.

LIBRARY

Is there a library in the jail? Yes \_\_\_ No X

Description: A number of books, paperbacks, and magazines are available to the population.

Are legal references available to inmates? Yes X No \_\_\_

Working agreement with local public library? Yes \_\_\_ No X

Source of publications in library Donations

Hours Library open to inmates Anytime

COMMENTS: The overall rating of this section is Poor.

RECREATION

Does jail provide TV for inmates? Yes \_\_\_ No X

Is there an outside exercise area? Yes X No \_\_\_

How often is area used? Daily, weather permitting.

Are radios allowed in the jail? Yes X No \_\_\_

Is a staff member in charge of recreation? Yes \_\_\_ No X

Are facilities such as YMCA etc. utilized? Yes \_\_\_ No X

Are there scheduled recreation periods? Yes \_\_\_ No X

What is furnished for recreation equipment? Nothing at present

COMMENTS: Donations from civic clubs is a possible way to get equipment for outside and inside recreation.

The overall rating of this section is Fair.

COMMISSARY

Does jail have a commissary? Yes \_\_\_ No X

Items available NA

If no commissary, what arrangements are made? Corrections officer makes a daily store run.

Who operates commissary? NA

What is done with profits from sales? NA

COMMENTS: The size of the population does not warrant a full scale commissary.

The overall rating of this section is Fair.

COUNSELING

Is counseling available in the following areas:

Drugs X Religion X Mental Health X Employment \_\_\_  
Education \_\_\_ Alcohol X Health & Welfare X

Are full time counselors employed? Yes \_\_\_\_\_ No X  
Are part time counselors employed? Yes \_\_\_\_\_ No X  
Are volunteers used in counseling? Yes \_\_\_\_\_ No X  
Do you get help from State Agencies? Yes \_\_\_\_\_ No X  
What agencies? NA

COMMENTS: Some counselling is done by the Hancock County Counselling Center.  
The overall rating of this section is Fair.

WORK RELEASE

Do you have a work release program? Yes X No \_\_\_\_\_  
Does inmate have to serve set portion of sentence before becoming eligible? Yes X No \_\_\_\_\_  
Estimated percent of failures? 20%  
Estimated percent of successes? 80%  
How much board is charged? \$5.00 per working day  
Does inmate have to get own employment? Yes \_\_\_\_\_ No X  
Are checks made of the inmate on the job? Yes X No \_\_\_\_\_  
How often? Weekly By Whom? Jail Administrator  
What do you think of the Work Release Program? Good program

Does program cause contraband problems? Yes \_\_\_\_\_ No X  
Is an inmate given a second chance? Yes X No \_\_\_\_\_  
COMMENTS: Amount earned - - - \$3,100.40  
Board paid - - - \$ 735.00  
The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes \_\_\_\_\_ No X  
Is program governed the same as Work Release? Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS: The overall rating of this section is Poor.

Are all activities and programs made available to female and juvenile inmates? Yes X No X  
If not, why not? All programs and activities are available to the adult females. The juveniles as a rule are not in the facility long enough to take part in any programs even if they were available.

What activities and programs are available? The juvenile gets his/her periods of exercise, visiting and some counselling.

COMMENTS: The overall rating of this section is Poor.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes \_\_\_ No X  
Are inmates advised of the penalties for infractions? Yes \_\_\_ No X  
Is there a disciplinary board for infractions? Yes \_\_\_ No X  
Can the accused call witnesses? Yes \_\_\_ No X  
Who makes the final review of the penalty imposed? Jail Administrator & Sheriff  
What punishments are given for infractions? Loss of privileges and lock up.

Is segregation used at this facility? Yes X No \_\_\_  
For what reasons? Disciplinary

What is the longest an inmate would be in segregation? 12 hours  
When in segregation does an inmate lose any privileges? Yes X No \_\_\_  
If so, what privileges? T.V.

Who investigates inmate complaints? Jail Administrator  
Is there a due process system at this jail? Yes \_\_\_ No X  
When an offense is committed is the inmate charged? Yes X No \_\_\_

COMMENTS: A disciplinary board is going to be set up to insure that  
the inmate has the benefit of due process in the case of alleged  
infractions of the jail rules.  
The overall rating of this section is Poor.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes X No \_\_\_  
If not -- 2 man \_\_\_\_\_ 4 man \_\_\_\_\_ Other \_\_\_\_\_  
Square footage per inmate per cell Seventy (70) square feet.  
Is there dayroom space? Yes X No \_\_\_  
Is there a dining area? See comments Yes \_\_\_ No X  
Are windows screened? Security NA Against pests NA  
Are cell doors gang locked? Yes X No \_\_\_  
Condition of roof? See comments Good \_\_\_ Fair \_\_\_ Poor X  
Condition of walls? Good \_\_\_ Fair X Poor \_\_\_  
Condition of ceilings? Good X Fair \_\_\_ Poor \_\_\_  
Condition of cat walks? NA Good \_\_\_ Fair \_\_\_ Poor \_\_\_  
Condition of floors? Good \_\_\_ Fair X Poor \_\_\_  
Condition of paint? Good \_\_\_ Fair X Poor X  
Condition of cells? Good \_\_\_ Fair X Poor \_\_\_  
Condition of windows? Good X Fair \_\_\_ Poor \_\_\_  
Condition of Bunks? Good X Fair \_\_\_ Poor \_\_\_  
Condition of visiting area? Good X Fair \_\_\_ Poor \_\_\_  
Number of exits from cell block? Three (3).

COMMENTS: Meals are eaten in the day room areas.  
The rook leaks in numerous places and should be repaired at once.  
The entire security area needs to be painted,  
The overall rating of this section is Fair.

PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? Good  Fair  Poor

Condition of lavatories? Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? NA

Is plumbing inspected locally? Yes  No

COMMENTS: The overall rating of this section is Good.

ELECTRICAL

Are cell lights the security type? Yes  No

If not, what type? NA

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? Yes  No

COMMENTS: The overall rating of this section is Good.

SHERIFF'S COMMENTS: The administration at this facility is going through a period of transition as the present Sheriff is stepping down and a newly elected Sheriff will be taking over.

A study of the wage structure for the department has been completed and it has been recommended that the hours for the corrections staff be reduced and the rate of pay remain the same.

FUTURE PLANS: The new Sheriff has plans to utilize some of the present dead space into additional office space which is badly needed,

RECOMMENDATIONS: A preventative maintenance program should be set up and enforced so that this new facility will not get in a state of disrepair that will be very expensive to overcome.

The proposed reduction in the number of hours to be worked per week by corrections officers will cause problems in programming, security and safety unless the County hires additional staff to cover the reductions.

OVERALL RATING: Good  Fair  Poor

Changes in policies and procedures and strict enforcement of the rules could result in an overall rating of Good,

COUNTY JAIL INSPECTION REPORT

January 8, 1981

KENNEBEC COUNTY JAIL

Augusta, Maine

Leo Bazinet, Sheriff

F-1

DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

Kennebec County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

<u>Male:</u>		<u>Female:</u>	
Jail Attendants (FT)	<u>9</u>	Matrons (FT)	<u>0</u>
Counselors (FT)	<u>0</u>	Counselors (FT)	<u>0</u>
Cook (FT)	<u>1</u>	Cook (FT)	<u>0</u>
Jail Attendants (PT)	<u>7</u>	Matrons (PT)	<u>4</u>
Counselors (PT)	<u>0</u>	Counselors (PT)	<u>0</u>
Other (PT) Doctor	<u>1</u>	Other (PT) Cook	<u>1</u>

Average Overnight Population:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>13.2</u>	Male	<u>0</u>
Female	<u>1</u>	Female	<u>0</u>
Total	<u>14.2</u>	Total	<u>0</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>1,051</u>	Male	<u>12</u>
Female	<u>29</u>	Female	<u>6</u>
Total	<u>1,080</u>	Total	<u>18</u>

Total Sentenced:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>243</u>	Male	<u>0</u>
Female	<u>1</u>	Female	<u>1</u>
Total	<u>244</u>	Total	<u>1</u>

Suicides:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Deaths (Other than Suicides):

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>1 (auto accident-work release)</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>1</u>	Total	<u>0</u>

Escapes:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>3 (1-trusty-walked away) (2-trusties thru window)</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>3</u>	Total	<u>0</u>

Number of Inmates Boarded for other Counties	<u>113</u>
Number of Inmates Boarded for State Institutions	<u>25</u>

COUNTY JAIL INSPECTION REPORT

COUNTY: Kennebec DATE: Jan. 8, 1981  
SHERIFF: Leo Bazinet PHONE: 623-3591  
CHAIRMAN, COUNTY COMMISSIONERS: Charles Moreshead  
Date Constructed: 1890 Date Renovated: 1979  
Capacity: Male 30 Female - Juv. (M) - Juv. (F) - Total 30

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No      
File Folder record keeping system? Yes X No      
Juvenile records: Separate? X Confidential? X  
Is close observation taken of physical condition (In & Out)? Yes X No      
Sick or injured persons accepted from other agencies? Yes     No X  
Thorough search of new inmate? Yes X No      
Receipt given for money and valuables taken? See comments Yes     No      
Is a Jail Log maintained? Yes X No      
Telephone available to incoming prisoners? Yes X No      
How many calls allowed and to whom? - No. ? Within reason    

COMMENTS: This facility has a Policy and Procedure Manual, which is presently being updated, covering the operation of the corrections section.

The inmate and an officer sign the property card for money and valuables upon admission and release.

The overall rating of this section is Good.

Note: Of the fourteen (14) deficiencies noted in a letter dated March 7, 1980 to the County Commissioner three (3) have been corrected to date.

FOOD SERVICE

Serving times: Breakfast 0700 Dinner 1200 Supper 1700  
Written, three-week menu available? Yes X No      
Coffee, Tea or Milk served at each meal? Yes X No      
Paid Cook or Supervisor? Yes X No      
Special Thanksgiving and Christmas Dinners? Yes X No      
Food withheld as punishment? Yes     No X  
Fire extinguisher in preparation area? Yes X No      
Special diets served per order of doctor? Yes X No      
Any food, canned or otherwise, stored on floor? Yes X No      
Thermometer in each refrigerator? Yes     No X  
Refrigerated food stored properly, covered etc.? Yes X No      
Full set of cutlery issued to inmates at mealtime? Yes X No      
Control system for issuing and return of cutlery? Yes X No    

COMMENTS: Canned goods and other packaged food shall not be stored on the floor but on pallets.

There shall be a thermometer in each refrigerator.

The above are long standing deficiencies.

The quality of food is Good and the amount served is ample.

The overall rating of this section is Good.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? Yes X No \_\_\_\_\_

Condition of counters Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

Condition of tables Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

Condition of shelves Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor X

Condition of utensils Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

Condition of Equipment Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

Hand washing facilities available? Yes X No \_\_\_\_\_

Condition of walls and ceilings Fair

Condition of paint Fair

Condition of floors Fair

How is garbage handled? Garbage disposal

Condition of refrigerators Fair

Dishwashing machine used? Yes X No \_\_\_\_\_

Method of pest and vermin control Commercial exterminator, twice a month

Ample supply of hot water? Yes X No \_\_\_\_\_

Exhaust hood over stove? Yes X No \_\_\_\_\_

Who inspects? Jail Administrator

Overall sanitary condition? Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

COMMENTS: The kitchen has been condensed into a smaller area but still should be completely renovated.

There is still plenty of room for improvement in the housekeeping of the area.

The overall rating of this section is Fair.

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes X No \_\_\_\_\_

Ample Cleaning supplies? Yes X No \_\_\_\_\_

Plan for vermin control? Yes X No \_\_\_\_\_

Cleaning tools cleaned and stored after use? Yes X No \_\_\_\_\_

Plumbing fixtures cleaned each day? Yes X No \_\_\_\_\_

Covered receptacles furnished for trash? Yes \_\_\_\_\_ No X

Condition of floors: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need ~~Repair~~ <sup>Paint</sup> X

Condition of walls: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need ~~Repair~~ <sup>Paint</sup> X

Condition of cells or rooms: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Cluttered X

Condition of paint: Good \_\_\_\_\_ Fair X <sup>to</sup> Poor X

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Weekly

Blankets laundered? Weekly

Number of showers available? Six (6)

Type of ventilating system? Roof exhaust fans

Laundry available to inmates? Yes X No \_\_\_\_\_

Food allowed in cell block? Yes \_\_\_\_\_ No X

Are sanitation inspections conducted? Yes X No \_\_\_\_\_

By whom? Jail Administrator

Overall condition sanitation wise? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor X

COMMENTS: The entire cell block was extremely dusty and quite dirty in some areas.

The whole area is in need of paint.

The housekeeping rules must be strictly enforced.

The overall rating of this section is Poor.



CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes  No

How Often? Daily By whom? Corrections officer on duty

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes  No

How often are cell checks conducted? Constantly, 1st & 2nd shifts-Hourly,  
3rd shift

Other than dispatcher, number of officers on duty:  
1st Shift? 4 + 1 CETA 2nd Shift? 2 + 1 CETA 3rd Shift? 2 + 1 CETA

How much of shift spent in cell block? 90% 1st & 2nd shifts - 50% 3rd shift

Is a second set of keys available in case of an emergency? Yes  No

How often are shake downs conducted? Every two (2) months

Are inmates searched every time they enter the block? Yes  No

How often are head counts conducted? Three (3) times a day

Do inmates ever act as turnkeys? Yes  No

COMMENTS: Cell checks should be conducted every thirty (30) minutes  
during the third shift.

When the ongoing renovations are completed the present number of  
staff will be inadequate to operate this facility in a safe and  
secure manner.

The renovations will add two fixed posts therefore requiring added  
staff.

The overall rating of this section is Fair.

ADULT FEMALES

Is there twenty-four hour matron coverage? Yes  No

How long are females held at this facility? \_\_\_\_\_

Do male officers enter female area without a Matron? Yes  No

Do females have to go through male section? Yes  No

How often are females checked for their well being? \_\_\_\_\_

Is there communication between the female area and desk? Yes  No

Which of the following are available to females?  
Counseling \_\_\_\_\_ Recreation \_\_\_\_\_ Library \_\_\_\_\_  
GED \_\_\_\_\_ Visiting \_\_\_\_\_ Church \_\_\_\_\_  
AA Meetings \_\_\_\_\_ Others \_\_\_\_\_

Number of exits from female section? \_\_\_\_\_

Do females eat in their cell or room? Yes  No

Would a female ever be put on trustee status? Yes  No

Would a female ever be put on work release? Yes  No

Condition of female section: Good  Fair  Poor

COMMENTS: The renovations now in progress will allow for the housing  
of females when completed sometime in 1981.

At the present time this facility is NOT cleared to house females.

JUVENILES

How long are juveniles held at this facility? \_\_\_\_\_

Is matron coverage present for female juveniles? Yes \_\_\_ No \_\_\_

Communications between juvenile areas and desk? Yes \_\_\_ No \_\_\_

Where are juveniles taken to be locked up? \_\_\_\_\_

Do juveniles have to go through the adult area? Yes \_\_\_ No \_\_\_

How often are juveniles checked? \_\_\_\_\_

Are there any programs for juveniles? Yes \_\_\_ No \_\_\_

Such as: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What alternatives are tried other than incarceration? \_\_\_\_\_

\_\_\_\_\_

Condition of female juvenile area? Good \_\_\_ Fair \_\_\_ Poor \_\_\_

Condition of male juvenile area? Good \_\_\_ Fair \_\_\_ Poor \_\_\_

COMMENTS: The renovations now in progress will allow for the housing

of juveniles when completed.

Presently this facility is NOT cleared to house juveniles.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No \_\_\_

Any segregating of classes of inmates done at this jail? Yes X No \_\_\_

Is there a "plan of the day" for inmates? Yes \_\_\_ No X

Are any inmates given authority over others? Yes \_\_\_ No X

Are inmates allowed to have money with them? Yes \_\_\_ No X

If so, how much NA

Is good time taken away as a form of discipline? Yes X No \_\_\_

Do you use lock up as punishment? Yes X No \_\_\_

If so, length of time locked up Three (3) to five (5) days at most.

Are inmates charged for destroying property? Yes X No \_\_\_

Is the population in constant lockup? Yes \_\_\_ No X

Is a jail officer on duty at all times? Yes X No \_\_\_

Are mechanical monitoring devices used? Yes \_\_\_ No X

COMMENTS: Inmates are assigned to a housing area in accordance with the

results of a classification process administered when received at

the jail.

Inmate control is difficult at best in this jail due to the physical

layout.

The overall rating of this section is Good.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes X No     

Number of weekly visits to jail? One (1) per week and when called.

If no doctor, how are complaints of illness handled? Emergency room of the local hospital.

Are any staff medically trained? Yes      No X

Degree of Training: NA

Medication kept under lock and key? Yes X No     

How are complaints of illness reported? Medical request slip.

Where are medical records kept? Medical records file.

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes      No X

Are the services of a psychiatrist or psychologist available? Yes X No     

Is there a problem with services from State of Maine Mental Health Institutes? Yes X No     

Can ill inmates be segregated? Yes      No X

Is treatment ever refused? Yes      No X

COMMENTS: Psychological services are provided by the Kennebec Valley Mental Health Center.

The overall rating of this section is Good.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? Four (4)

Times of day visiting allowed? 0900-1100 Sat. & Sun. 1300-1500 Tues. & Thurs. 1900-2100

Total number of hours per week? Twelve (12)

Are contact visits allowed Yes X No     

Special visits allowed? Yes X No     

Limitations on who may visit? Yes X No     

Explain Ex-inmates with permission. Juveniles accompanied by parents

Visiting withheld as punishment? Yes      No X

Condition of visiting area: Good      Fair      Poor X

COMMENTS: The present renovations include a new and more secure visiting area.

The overall rating of this section is Poor.

MAIL

Is incoming mail censored? Yes      No X

Is outgoing mail censored? Yes      No X

Are there restrictions on what may be received? Yes      No X

If so, what are they? NA

COMMENTS: The overall rating of this section is Good.

RELIGION

Are there regular church services offered? Yes X No       
Are all sects available to the jail? Yes X No       
Does the jail have a chaplain? Yes      No X  
Are requests for religious participation ever refused? Yes      No X

COMMENTS: Services on Sunday 1515 to 1630

A number of clergy visit the jail weekly for counseling of inmates who wish it.

The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes X No     

Description: A large room with seats, tables, and shelves of reading materials make up the library.

Are legal references available to inmates? Yes X No     

Working agreement with local public library? Yes      No X

Source of publications in library Donations

Hours Library open to inmates Anytime

COMMENTS: The library is also used as an area where volunteers come in and show movies to the population.

The overall rating of this section is Good.

RECREATION

Does jail provide TV for inmates? Yes X No     

Is there an outside exercise area? Yes X No     

How often is area used? Daily weather permitting,

Are radios allowed in the jail? Yes X No     

Is a staff member in charge of recreation? Yes      No X

Are facilities such as YMCA etc. utilized? Yes      No X

Are there scheduled recreation periods? Yes      No X

What is furnished for recreation equipment? Basketball, volleyball and table games.

COMMENTS: The County furnishes three T.V.'s for the inmates.

The overall rating of this section is Good.

COMMISSARY

Does jail have a commissary? Yes X No     

Items available Cigarettes, cigars, tobacco, candy, crackers, stamps and toilet articles.

If no commissary, what arrangements are made? NA

Who operates commissary? Staff

What is done with profits from sales? Inmate benefit fund.

COMMENTS: The overall rating of this section is Good.

COUNSELING

Is counseling available in the following areas:

Drugs X Religion X Mental Health X Employment X  
Education X Alcohol X Health & Welfare X

Are full time counselors employed? Yes  No   
Are part time counselors employed? Yes  No   
Are volunteers used in counseling? Yes  No   
Do you get help from State Agencies? Yes  No

What agencies? Human Services - Mental Health & Corrections

COMMENTS: Counselors from the Crisis and Counseling Center visit the jail at least two times a week.

The overall rating of this section is Good.

WORK RELEASE

Do you have a work release program? Yes  No

Does inmate have to serve set portion of sentence before becoming eligible? Yes  No

Estimated percent of failures? None

Estimated percent of successes? 100%

How much board is charged? \$5.00 per working day

Does inmate have to get own employment? Yes  No

Are checks made of the inmate on the job? Yes  No

How often? Weekly By Whom? Work Release Coordinator-Jail Administrator

What do you think of the Work Release Program? Very Good

Does program cause contraband problems? Yes  No

Is an inmate given a second chance? Yes  No

COMMENTS: Amount earned --\$30,111.57 Board paid --- \$7,555.00

County operates a half way house where work releasees are housed.

The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes  No

Is program governed the same as Work Release? Yes  No

COMMENTS: Program is available to deserving and eligible inmates, but is seldom used.

Inmate pays \$5.00 per day for board.

The overall rating of this section is Good.

Are all activities and programs made available to female and juvenile inmates? Yes  No

If not, why not? NA

What activities and programs are available? NA

COMMENTS: Facility not cleared to house females or juveniles.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes  No   
Are inmates advised of the penalties for infractions? See Comments Yes  No   
Is there a disciplinary board for infractions? Yes  No   
Can the accused call witnesses? Yes  No

Who makes the final review of the penalty imposed? Jail Administrator-Sheriff

What punishments are given for infractions? Loss of privileges, loss of good time and lock up.

Is segregation used at this facility? Yes  No

For what reasons? NA

What is the longest an inmate would be in segregation? NA

When in segregation does an inmate lose any privileges? Yes  No

If so, what privileges? NA

Who investigates inmate complaints? Jail Administrator

Is there a due process system at this jail? Yes  No

When an offense is committed is the inmate charged? Yes  No

COMMENTS: The new revision of the Policy and Procedure Manual will spell out the penalties for infractions of jail rules and regulations.

The overall rating of this section is Good.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes  No

If not -- 2 man \_\_\_\_\_ 4 man \_\_\_\_\_ Other \_\_\_\_\_

Square footage per inmate per cell Sixty-four (64) square feet.

Is there dayroom space? Yes  No

Is there a dining area? Yes  No

Are windows screened? Security NA Against pests No

Are cell doors gang locked? Yes  No

Condition of roof? Good  Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of walls? Good \_\_\_\_\_ Fair  Poor \_\_\_\_\_

Condition of ceilings? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Condition of cat walks? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Condition of floors? Good \_\_\_\_\_ Fair  Poor \_\_\_\_\_

Condition of paint? Good \_\_\_\_\_ Fair  Poor

Condition of cells? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Condition of windows? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Condition of Bunks? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Condition of visiting area? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Number of exits from cell block? Three (3)

COMMENTS: Ceilings are not constructed of fire retardant materials.

Cat walks are of wood construction with many layers of paint.

All areas of the jail are in need of fresh paint.

Windows in rear of the jail in many cases are missing the vents.

Bunks are not stationary - can be used as weapons.

There is no visiting area.

The trusty quarters, though crowded, are in good condition.

The overall rating of this section is Poor.

PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? Good  Fair  Poor

Condition of lavatories? Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? NA

Is plumbing inspected locally? Yes  No

COMMENTS: The showers are of a very light metal construction and are not suitable for institutional use.

All pipes to the fixtures are exposed thus inviting destruction.

The overall rating of this section is Poor.

ELECTRICAL

Are cell lights the security type? Yes  No

If not, what type? Exposed bulb in ordinary socket.

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? Yes  No

COMMENTS: The overall rating of this section is Poor.

SHERIFF'S COMMENTS: Upon completion of the present renovations there will be a new intake area, four holding cells, female and/or juvenile area, an observation cell, visiting room and an all purpose room and a cell block observation area.

The jail building now houses only the corrections division of the department, dispatching and law enforcement are in a separate building.

FUTURE PLANS: Still will be working toward a new jail or complete renovation of the present one.

RECOMMENDATIONS: The County should hire sufficient staff to adequately man the new areas being installed as well as strengthen the existing staff which is not adequate in numbers.

A preventative maintenance program should be devised and made operational to maintain as well as up grade the present facility.

OVERALL RATING: Good  Fair  Poor

The program and administrative areas rate Good.

The physical plant and equipment rate Fair to Poor.

COUNTY JAIL INSPECTION REPORT

October 16, 1980

KNOX COUNTY JAIL

Rockland, Maine

Carlton Thurston, Sheriff



DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

Knox County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

<u>Male:</u>		<u>Female:</u>	
Jail Attendants (FT)	<u>8</u>	Matrons (FT)	<u>5</u>
Counselors (FT)	<u>1</u>	Counselors (FT)	<u>1</u>
Cook (FT)	<u>0</u>	Cook (FT)	<u>1</u>
Jail Attendants (PT)	<u>6</u>	Matrons (PT)	<u>0</u>
Counselors (PT)	<u>0</u>	Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>	Other (PT)	<u>0</u>

Average Overnight Population:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>+9</u>	Male	<u>+1</u>
Female	<u>+1</u>	Female	<u>+1</u>
Total	<u>+10</u>	Total	<u>+2</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>942</u>	Male	<u>92</u>
Female	<u>67</u>	Female	<u>27</u>
Total	<u>1009</u>	Total	<u>119</u>

Total Sentenced:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>121</u>	Male	<u>4</u>
Female	<u>3</u>	Female	<u>1</u>
Total	<u>124</u>	Total	<u>5</u>

Suicides:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Deaths (Other than Suicides):

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Escapes:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>2</u> (1 trusty-walked off exercise)	Male	<u>0</u>
Female	<u>1</u> (from court officer)	Female	<u>0</u>
Total	<u>3</u>	Total	<u>0</u>

Number of Inmates Boarded for other Counties	<u>32</u>
Number of Inmates Boarded for State Institutions	<u>1</u>

COUNTY JAIL INSPECTION REPORT

COUNTY: Knox DATE: October 16, 1980  
SHERIFF: Carlton Thurston PHONE: 594-5656  
CHAIRMAN, COUNTY COMMISSIONERS: Jeffery Carpenter  
Date Constructed: 1885 Date Renovated: 1977  
Capacity: Male 9 Female 2 Juv. (M) 1 <sup>or</sup> Juv. (F) 1 Total 12

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No       
File Folder record keeping system? Yes X No       
Juvenile records: Separate? X Confidential? X  
Is close observation taken of physical condition (In & Out)? Yes X No       
Sick or injured persons accepted from other agencies? Yes      No X  
Thorough search of new inmate? Yes X No       
Receipt given for money and valuables taken? Yes X No       
Is a Jail Log maintained? Yes X No       
Telephone available to incoming prisoners? Yes X No       
How many calls allowed and to whom? - No.   ?   Within reason

COMMENTS: The overall rating of this section is Good.

Note: None of the deficiencies noted in a letter to the County Commissioners dated March 7, 1980 were corrected prior to this inspection. The deficiencies were present during the 1979 inspection.

FOOD SERVICE

Serving times: Breakfast 0700 Dinner 1200 Supper 1700  
Written, three-week menu available? Yes      No X  
Coffee, Tea or Milk served at each meal? Yes X No       
Paid Cook or Supervisor? Yes X No       
Special Thanksgiving and Christmas Dinners? Yes X No       
Food withheld as punishment? Yes      No X  
Fire extinguisher in preparation area? Yes X No       
Special diets served per order of doctor? Yes X No       
Any food, canned or otherwise, stored on floor? Yes      No X  
Thermometer in each refrigerator? Yes X No       
Refrigerated food stored properly, covered etc.? Yes X No       
Full set of cutlery issued to inmates at mealtime? Yes X No       
Control system for issuing and return of cutlery? Yes X No     

COMMENTS: The quality of the food is good and the servings are ample.  
The preparation of three week menus shall be reinstated.  
The overall rating of this section is Good.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? NA Yes \_\_\_ No \_\_\_

Condition of counters Good X Fair \_\_\_ Poor \_\_\_

Condition of tables Good X Fair \_\_\_ Poor \_\_\_

Condition of shelves Good X Fair \_\_\_ Poor \_\_\_

Condition of utensils Good X Fair \_\_\_ Poor \_\_\_

Condition of Equipment Good X Fair \_\_\_ Poor \_\_\_

Hand washing facilities available? Yes X No \_\_\_

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Picked up three times a week

Condition of refrigerators Good

Dishwashing machine used? Yes X No \_\_\_

Method of pest and vermin control Commercial exterminator

Ample supply of hot water? Yes X No \_\_\_

Exhaust hood over stove? Yes \_\_\_ No X

Who inspects? NA

Overall sanitary condition? Good X Fair \_\_\_ Poor \_\_\_

COMMENTS: Food preparation area is the kitchen in the Sheriff's living quarters.

Inmates do not handle food or work in the kitchen at this facility.

The overall rating of this section is Good,

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes X No \_\_\_

Ample Cleaning supplies? Yes X No \_\_\_

Plan for vermin control? Yes X No \_\_\_

Cleaning tools cleaned and stored after use? Yes X No \_\_\_

Plumbing fixtures cleaned each day? Yes X No \_\_\_

Covered receptacles furnished for trash? Yes \_\_\_ No X

Condition of floors: Clean X Dirty \_\_\_ Dusty \_\_\_ Need Repair \_\_\_

Condition of walls: Clean \_\_\_ Dirty See comments Duscy \_\_\_ Need Repair \_\_\_

Condition of cells or rooms: Clean \_\_\_ Dirty \_\_\_ Cluttered X

Condition of paint: Good \_\_\_ Fair X Poor \_\_\_

Type of mattress used State Fire Marshal approved fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Twice weekly

Blankets laundered? Twice monthly

Number of showers available? Six (6)

Type of ventilating system? Force air

Laundry available to inmates? See coments Yes \_\_\_ No X

Food allowed in cell block? See comments Yes X No \_\_\_

Are sanitation inspections conducted? Yes X No \_\_\_

By whom? Sheriff and Chief Deputy

Overall condition sanitation wise? Good X Fair \_\_\_ Poor \_\_\_

COMMENTS: Plastic trash receptacles need to be replaced with metal ones.

Walls are in good repair but are in need of repainting - Some areas quite bad.

Inmate laundry done twice a week at local laundry.

Types and amount of food allowed in cells controlled by staff.  
The overall rating of this section is Good,

CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes X No     

How Often? Daily By whom? Corrections Officer on duty

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes X No     

How often are cell checks conducted? Every 30 to 60 minutes

Other than dispatcher, number of officers on duty:

1st Shift? 1 2nd Shift? 1 3rd Shift? 1

How much of shift spent in cell block? One third

Is a second set of keys available in case of an emergency? Yes X No     

How often are shake downs conducted? As needed

Are inmates searched every time they enter the block? Yes X No     

How often are head counts conducted? Constantly

Do inmates ever act as turnkeys? Yes      No X

COMMENTS: The Corrections Officer should spend at least three quarters of the shift inside the cell block.

Cell checks should be conducted every thirty (30) minutes under normal conditions and more often when a high risk inmate is present.

The overall rating of this section is Fair to Good.

ADULT FEMALES

Is there twenty-four hour matron coverage? Yes X No     

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes      No X

Do females have to go through male section? Yes      No X

How often are females checked for their well being? Every 30 minutes

Is there communication between the female area and desk? Yes X No     

Which of the following are available to females?

Counseling	<u>X</u>	Recreation	<u>    </u>	Library	<u>X</u>
GED	<u>X</u>	Visiting	<u>X</u>	Church	<u>X</u>
AA Meetings	<u>X</u>	Others	<u>    </u>		

Number of exits from female section? Two (2)

Do females eat in their cell or room? See comments Yes      No X

Would a female ever be put on trustee status? Yes X No     

Would a female ever be put on work release? Yes X No     

Condition of female section: Good X Fair      Poor     

COMMENTS: Dayroom is used as a dining area.

This facility is cleared to house females.

The overall rating of this section is Good.

JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No   

Communications between juvenile areas and desk? Yes X No   

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes    No X

How often are juveniles checked? Every 30 minutes

Are there any programs for juveniles? Yes X No   

Such as: All programs that are offered to the adult inmates.

What alternatives are tried other than incarceration? Turned over to intake worker unless court committed.

Condition of female juvenile area? Good X Fair    Poor   

Condition of male juvenile area? Good X Fair    Poor   

COMMENTS: This facility is cleared to house juveniles.

The overall rating of this section is Good.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? See comments Yes X No   

Any segregating of classes of inmates done at this jail? Yes    No X

Is there a "plan of the day" for inmates? Yes X No   

Are any inmates given authority over others? Yes    No X

Are inmates allowed to have money with them? Yes    No X

If so, how much NA

Is good time taken away as a form of discipline? Yes X No   

Do you use lock up as punishment? Yes X No   

If so, length of time locked up Twenty-four (24) hours at most

Are inmates charged for destroying property? Yes X No   

Is the population in constant lockup? Yes    No X

Is a jail officer on duty at all times? Yes X No   

Are mechanical monitoring devices used? Yes X No   

COMMENTS: Each inmate is given a book of rules upon being admitted to the jail.

Inmates are allowed out of their rooms and can mingle with others on the floor where they are housed.

Control and disciplinary problems are at a minimum due to the small number of inmates incarcerated at any one time.

The overall rating of this section is Good.

MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes X No     

Number of weekly visits to jail? On call

If no doctor, how are complaints of illness handled? Taken to emergency room at local hospital.

Are any staff medically trained? Yes X No     

Degree of Training: 2-EMT's 5-Advanced First Aid

Medication kept under lock and key? Yes X No     

How are complaints of illness reported? Orally to corrections officer on duty.

Where are medical records kept? Separate file.

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes      No X

Are the services of a psychiatrist or psychologist available? Yes X No     

Is there a problem with services from State of Maine Mental Health Institutes? Yes      No X

Can ill inmates be segregated? Yes X No     

Is treatment ever refused? Yes      No X

COMMENTS: Psychological services are provided upon request by the Mid Coast Mental Health Center.

The overall rating of this section is Good.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? Three (3) Holidays 0800-1600

Times of day visiting allowed? Sun 0900-1530 Tues 1900-2100 Thurs 1800-2000

Total number of hours per week? 10½ Regular 8 Holidays

Are contact visits allowed? Yes      No X

Special visits allowed? Yes X No     

Limitations on who may visit? Yes X No     

Explain Ex-offenders must receive permission of Sheriff or Chief Deputy

Visiting withheld as punishment? Yes      No X

Condition of visiting area: Good X Fair      Poor     

COMMENTS: The overall rating of this section is Good.

MAIL

Is incoming mail censored? Yes      No X

Is outgoing mail censored? Yes      No X

Are there restrictions on what may be received? Yes      No X

If so, what are they? NA

COMMENTS: The overall rating of this section is Good.

RELIGION

Are there regular church services offered? Yes \_\_\_ No X  
Are all sects available to the jail? Yes X No \_\_\_  
Does the jail have a chaplain? Yes \_\_\_ No X  
Are requests for religious participation ever refused? Yes \_\_\_ No X

COMMENTS: Inmate requests for religious services are honored if at all possible.

The overall rating of this section is Fair.

LIBRARY

Is there a library in the jail? Yes \_\_\_ No X  
Description: NA

Are legal references available to inmates? Yes X No \_\_\_  
Working agreement with local public library? Yes X No \_\_\_  
Source of publications in library Donations  
Hours Library open to inmates NA

COMMENTS: Each day room has a selection of books, paperbacks and magazines available to the inmates housed on that floor.

The overall rating of this section is Fair.

RECREATION

Does jail provide TV for inmates? Yes X No \_\_\_  
Is there an outside exercise area? Yes \_\_\_ No X  
How often is area used? NA

Are radios allowed in the jail? Yes X No \_\_\_  
Is a staff member in charge of recreation? Yes \_\_\_ No X  
Are facilities such as YMCA etc. utilized? Yes \_\_\_ No X  
Are there scheduled recreation periods? Yes \_\_\_ No X

What is furnished for recreation equipment? Table games.

COMMENTS: The major deficiency at this facility is the lack of an outside exercise area.

The overall rating of this section is Poor.

COMMISSARY

Does jail have a commissary? Yes \_\_\_ No X  
Items available NA

If no commissary, what arrangements are made? Corrections officer makes a store run for the inmate needs.

Who operates commissary? NA

What is done with profits from sales? NA

COMMENTS: The population is so small that a full fledged commissary would not be feasible.

The overall rating of this section is Fair.

COUNSELING

Is counseling available in the following areas:  
Drugs X Religion X Mental Health X Employment X  
Education X Alcohol X Health & Welfare X

Are full time counselors employed? Yes  No   
Are part time counselors employed? Yes  No   
Are volunteers used in counseling? Yes  No   
Do you get help from State Agencies? Yes  No   
What agencies? Mental Health and Corrections

COMMENTS: The overall rating of this section is Fair.

WORK RELEASE

Do you have a work release program? Yes  No   
Does inmate have to serve set portion of sentence before becoming eligible? Yes  No   
Estimated percent of failures? None this year  
Estimated percent of successes? 100%  
How much board is charged? \$5.00 per day  
Does inmate have to get own employment? Yes  No   
Are checks made of the inmate on the job? Yes  No   
How often? Every 10 days By Whom? Chief Deputy  
What do you think of the Work Release Program? Good

Does program cause contraband problems? Yes  No   
Is an inmate given a second chance? Yes  No   
COMMENTS: Amount earned ---- No record  
Board paid ----- \$995.00  
The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes  No   
Is program governed the same as Work Release? Yes  No

COMMENTS: Available to qualified inmates.  
The overall rating of this section is Good.

Are all activities and programs made available to female and juvenile inmates? Yes  No   
If not, why not? NA

What activities and programs are available? All

COMMENTS: The overall rating of this section is Good.



INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes \_\_\_ No X  
Are inmates advised of the penalties for infractions? Yes \_\_\_ No X  
Is there a disciplinary board for infractions? Yes \_\_\_ No X  
Can the accused call witnesses? Yes \_\_\_ No X

Who makes the final review of the penalty imposed? Sheriff

What punishments are given for infractions? Loss of good time - Loss of privileges

Is segregation used at this facility? Yes \_\_\_ No X

For what reasons? NA

What is the longest an inmate would be in segregation? NA

When in segregation does an inmate lose any privileges? Yes \_\_\_ No \_\_\_

If so, what privileges? NA

Who investigates inmate complaints? Chief Deputy

Is there a due process system at this jail? Yes \_\_\_ No X

When an offense is committed is the inmate charged? Yes X No \_\_\_

COMMENTS: A due process system shall be instituted at this facility assuring violators of jail rules and regulations a fair hearing before any punishment is imposed.

The overall rating of this section is Poor.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes X No \_\_\_

If not -- 2 man \_\_\_\_\_ 4 man \_\_\_\_\_ Other \_\_\_\_\_

Square footage per inmate per cell Sixty (60) square feet

Is there dayroom space? Yes X No \_\_\_

Is there a dining area? Yes \_\_\_ No X

Are windows screened? Security NA Against pests NA

Are cell doors gang locked? Yes X No \_\_\_

Condition of roof? Good X Fair \_\_\_ Poor \_\_\_

Condition of walls? Good X Fair \_\_\_ Poor \_\_\_

Condition of ceilings? Good X Fair \_\_\_ Poor \_\_\_

Condition of cat walks? NA Good \_\_\_ Fair \_\_\_ Poor \_\_\_

Condition of floors? Good X Fair \_\_\_ Poor \_\_\_

Condition of paint? Good \_\_\_ Fair X Poor \_\_\_

Condition of cells? Good X Fair \_\_\_ Poor \_\_\_

Condition of windows? Good X Fair \_\_\_ Poor \_\_\_

Condition of Bunks? Good X Fair \_\_\_ Poor \_\_\_

Condition of visiting area? Good X Fair \_\_\_ Poor \_\_\_

Number of exits from cell block? Two (2)

COMMENTS: The major deficiency in this area is the lack of space for the number of inmates incarcerated, which often times exceeds the rated capacity.

The Commissioners should explore the possibility of enlarging the present structure.

The complete inside of the jail is in need of a paint job.

The overall rating of this section is Fair to Good,

PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? Good  Fair  Poor

Condition of lavatories? Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? Laundry is sent out to a local laundry two times a week.

Is plumbing inspected locally? Yes  No

COMMENTS: The overall rating of this section is Good.

ELECTRICAL

Are cell lights the security type? Yes  No

If not, what type? NA

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? Yes  No

COMMENTS: The overall rating of this section is Good.

SHERIFF'S COMMENTS: Each year the Sheriff has included in the jail

budget money for an outside exercise area and each year it has been cut.

The jail is not large enough to accomodate the number of persons being sent there so the county must call on other counties for help. Preventative maintenance such as painting is being neglected.

The County is taking part in the jail architectural feasibility study of jails sponsored by the Maine Sheriff's Association.

FUTURE PLANS: The possible use of the present Sheriff's house for minimum security inmates, such as work release etc., is still under consideration by the County.

RECOMMENDATIONS: The immediate installation of an outside exercise area for inmates.

Seriously consider the enlarging of the present facility to raise the capacity to at least twenty-five (25).

The lack of preventative maintenance is beginning to show and should be addressed at once to save possible costly repairs in the future.

OVERALL RATING: Good  Fair  Poor

The Sheriff and his staff have done a commendable job within the budgetary constraints under which they had to work.

COUNTY JAIL INSPECTION REPORT

October 21, 1980

OXFORD COUNTY JAIL

South Paris, Maine

Alton Howe, Sheriff

DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

Oxford County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

<u>Male:</u>		<u>Female:</u>	
Jail Attendants (FT)	<u>4</u>	Matrons (FT)	<u>0</u>
Counselors (FT)	<u>0</u>	Counselors (FT)	<u>0</u>
Cook (FT)	<u>1</u>	Cook (FT)	<u>0</u>
Jail Attendants (PT)	<u>4</u>	Matrons (PT)	<u>6</u>
Counselors (PT)	<u>0</u>	Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>	Other (PT)	<u>0</u>

Average Overnight Population:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>21,33</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>21,33</u>	Total	<u>0</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>627</u>	Male	<u>120</u>
Female	<u>33</u>	Female	<u>21</u>
Total	<u>660</u>	Total	<u>141</u>

Total Sentenced:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>81</u>	Male	<u>4</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>81</u>	Total	<u>4</u>

Suicides:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Deaths (Other than Suicides):

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Escapes:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>1 (from exercise yard)</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>1</u>	Total	<u>0</u>

Number of Inmates Boarded for other Counties 2

Number of Inmates Boarded for State Institutions 3

COUNTY JAIL INSPECTION REPORT

COUNTY: Oxford DATE: Oct. 21, 1980  
SHERIFF: Alton Howe PHONE: 743-8934  
CHAIRMAN, COUNTY COMMISSIONERS: Norman Ferguson, Jr.  
Date Constructed: 1979 Date Renovated: NA  
Capacity: Male 24 Female 3 Juv. (M) 3 <sup>OR</sup> Juv. (F) 3 Total 30

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No       
File Folder record keeping system? Yes X No       
Juvenile records: Separate? X Confidential? X  
Is close observation taken of physical condition (In & Out)? Yes X No       
Sick or injured persons accepted from other agencies? Yes      No X  
Thorough search of new inmate? Yes X No       
Receipt given for money and valuables taken? Yes X No       
Is a Jail Log maintained? Yes X No       
Telephone available to incoming prisoners? Yes X No       
How many calls allowed and to whom? - No.   ?   Within reason

COMMENTS: This facility was used as a model for the development of  
a Policies and Procedures Manual for Small Jails, funded by the  
National Institute of Corrections, to be used through out the  
county. The Manual has been completed, accepted and is being  
widely used. This jail is operated under the guide lines of  
these policies and procedures.  
The overall rating of this section is Good.

FOOD SERVICE

Serving times: Breakfast 0600 Dinner 1130 Supper 1700  
Written, three-week menu available? Yes X No       
Coffee, Tea or Milk served at each meal? Yes X No       
Paid Cook or Supervisor? Yes X No       
Special Thanksgiving and Christmas Dinners? Yes X No       
Food withheld as punishment? Yes      No X  
Fire extinguisher in preparation area? Yes X No       
Special diets served per order of doctor? Yes X No       
Any food, canned or otherwise, stored on floor? Yes      No X  
Thermometer in each refrigerator? Yes X No       
Refrigerated food stored properly, covered etc.? Yes X No       
Full set of cutlery issued to inmates at mealtime? Yes X No       
Control system for issuing and return of cutlery? Yes X No     

COMMENTS: The present cook is an ex-inmate of this jail, paid by the  
County and doing an excellent job.

The quality of the food is good and the quantity served is ample.  
The overall rating of this section is Good.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? Yes X No     

Condition of counters Good X Fair      Poor     

Condition of tables Good X Fair      Poor     

Condition of shelves Good X Fair      Poor     

Condition of utensils Good X Fair      Poor     

Condition of Equipment Good X Fair      Poor     

Hand washing facilities available? Yes X No     

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Garbage disposal

Condition of refrigerators Good

Dishwashing machine used? Yes X No     

Method of pest and vermin control Commercial exterminator

Ample supply of hot water? Yes X No     

Exhaust hood over stove? Yes X No     

Who inspects? Sheriff

Overall sanitary condition? Good X Fair      Poor     

COMMENTS: The equipment has been very well maintained and looks as good as the day it was installed.

The kitchen looked the best ever,

The overall rating of this section is Good.

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes X No     

Ample Cleaning supplies? Yes X No     

Plan for vermin control? Yes X No     

Cleaning tools cleaned and stored after use? Yes X No     

Plumbing fixtures cleaned each day? Yes      No X

Covered receptacles furnished for trash? Yes      No X

Condition of floors: Clean X Dirty      Dusty      Need Repair     

Condition of walls: Clean X Dirty      Dusty      Need Repair     

Condition of cells or rooms: Clean      Dirty      Cluttered X

Condition of paint: Good X Fair X Poor     

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Twice weekly

Blankets laundered? Six (6)

Number of showers available? Force Air

Type of ventilating system?     

Laundry available to inmates? Yes X No     

Food allowed in cell block? Yes      No X

Are sanitation inspections conducted? Yes X No     

By whom? Sheriff

Overall condition sanitation wise? Good X Fair      Poor     

COMMENTS: Close supervision must be exercised by the staff over the inmates to overcome some minor deficiencies in this area.

The present trash receptacles should be replaced.

The overall rating of this section is Fair to Good.

Inspection of locks, bars, windows, etc. Yes X No \_\_\_\_\_

How Often? Daily By whom? Corrections Officer on duty

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes X No \_\_\_\_\_

How often are cell checks conducted? Every thirty (30) minutes

Other than dispatcher, number of officers on duty: See comments

1st Shift? 1½ 2nd Shift? 1½ 3rd Shift? 1

How much of shift spent in cell block? 100%

Is a second set of keys available in case of an emergency? Yes X No \_\_\_\_\_

How often are shake downs conducted? As needed

Are inmates searched every time they enter the block? Yes X No \_\_\_\_\_

How often are head counts conducted? Three (3) times a day

Do inmates ever act as turnkeys? Yes \_\_\_\_\_ No X

COMMENTS: During the past year there has been another Corrections

Officer added who works part of the first and second shifts,

therefore the one and one half officers on the first and second

shifts.

The overall rating of this section is Good.

ADULT FEMALES

Is there twenty-four hour matron coverage? Yes X No \_\_\_\_\_

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes \_\_\_\_\_ No X

Do females have to go through male section? Yes \_\_\_\_\_ No X

How often are females checked for their well being? Constantly

Is there communication between the female area and desk? Yes X No \_\_\_\_\_

Which of the following are available to females?

Counseling X Recreation X Library X

GED X Visiting X Church X

AA Meetings X Others \_\_\_\_\_

Number of exits from female section? Two (2)

Do females eat in their cell or room? See comments Yes X No \_\_\_\_\_

Would a female ever be put on trustee status? Yes X No \_\_\_\_\_

Would a female ever be put on work release? Yes X No \_\_\_\_\_

Condition of female section: Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

COMMENTS: Female inmates eat their meals in the day room of their area,

This facility is cleared to house females,

The overall rating of this section is Good,

JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No     

Communications between juvenile areas and desk? Yes X No     

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes      No X

How often are juveniles checked? Every twenty (20) minutes

Are there any programs for juveniles? Yes X No     

Such as: GED - Religious counseling (See comments)

What alternatives are tried other than incarceration? Work through the

Division of Intake Services unless court committed,

Condition of female juvenile area? Good X Fair      Poor     

Condition of male juvenile area? Good X Fair      Poor     

COMMENTS: All programs available to the adult inmates should be made available to juveniles.

This facility is cleared to house juveniles.

The overall rating of this section is Good.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No     

Any segregating of classes of inmates done at this jail? <sup>See</sup> Yes X No       
<sub>Comments</sub>

Is there a "plan of the day" for inmates? Yes X No     

Are any inmates given authority over others? Yes      No X

Are inmates allowed to have money with them? Yes      No X

If so, how much NA

Is good time taken away as a form of discipline? Yes X No     

Do you use lock up as punishment? Yes X No     

If so, length of time locked up Three (3) days at the most

Are inmates charged for destroying property? Yes X No     

Is the population in constant lockup? Yes      No X

Is a jail officer on duty at all times? Yes X No     

Are mechanical monitoring devices used? Yes X No     

COMMENTS: The ability to segregate the different classes of inmates according to security classifications tend to keep control and discipline problems at a minimum.

During the year closed circuit TV was installed with cameras through out the jail.

The overall rating of this section is Good.



MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? See comments Yes X No     

Number of weekly visits to jail? Responds when called

If no doctor, how are complaints of illness handled? Transported to the emergency room of the local hospital.

Are any staff medically trained? Yes X No     

Degree of Training: Three (3) EMT's Two (2) Advanced First Aid

Medication kept under lock and key? Yes X No     

How are complaints of illness reported? Inmate fills out a medical request form.

Where are medical records kept? Inmate file folder

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes      No X

Are the services of a psychiatrist or psychologist available? Yes X No     

Is there a problem with services from State of Maine Mental Health Institutes? Yes      No X

Can ill inmates be segregated? Yes X No     

Is treatment ever refused? Yes      No X

COMMENTS: The services of a local doctor have been retained on an on call basis with payment being made for each call, no contract involved.

Pschiatric services are furnished by the Tri County Mental Health Center.

The overall rating of this section is Good.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? Three (3)

Times of day visiting allowed? Wed. 1300-1430 & 1830-2000 Sat. 1300-1430 Sun. 1300-1430

Total number of hours per week? Six (6)

Are contact visits allowed Yes X No     

Special visits allowed? Yes X No     

Limitations on who may visit? Yes X No     

Explain Immediate family - Girl friend of recond only. No ex-inmates.

Visiting withheld as punishment? Yes      No X

Condition of visiting area: Good X Fair      Poor     

COMMENTS: The number of days and amount of time have been reduced since the last inspection, although special visits are allowed most any time.

The overall rating of this section is Fair.

MAIL

Is incoming mail censored? Yes      No X

Is outgoing mail censored? Yes      No X

Are there restrictions on what may be received? Yes      No X

If so, what are they? NA

COMMENTS: Incoming mail is checked for contraband.

The overall rating of this section is Good.

RELIGION

Are there regular church services offered? Yes X No       
Are all sects available to the jail? Yes X No       
Does the jail have a chaplain? Yes X No       
Are requests for religious participation ever refused? Yes      No X

COMMENTS: An ex-police officer from the Los Angeles, California  
police department, who is an ordained minister, is the department  
chaplain.

The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes X No     

Description: A small room with a table and chairs and shelves  
containing a large supply of books, paperbacks and magazines.

Are legal references available to inmates? Yes X No     

Working agreement with local public library? Yes      No X

Source of publications in library Donations

Hours Library open to inmates Any time

COMMENTS: The library is small, but adequate for the size of the  
population.

The overall rating of this section is Good.

RECREATION

Does jail provide TV for inmates? Yes X No     

Is there an outside exercise area? Yes X No     

How often is area used? Daily for 1 to 1 1/2 hours weather being favorable.

Are radios allowed in the jail? Yes X No     

Is a staff member in charge of recreation? Yes      No X

Are facilities such as YMCA etc. utilized? Yes      No X

Are there scheduled recreation periods? Yes X No     

What is furnished for recreation equipment? Table games, volleyball and  
basketball.

COMMENTS: The overall rating of this section is Good.

COMMISSARY

Does jail have a commissary? Yes      No X

Items available NA

If no commissary, what arrangements are made? An officer makes a store run  
at least three (3) times a week.

Who operates commissary? NA

What is done with profits from sales? NA

COMMENTS: The size of the population does not warrant a full size  
commissary.

The overall rating of this section is Good.

COUNSELING

Is counseling available in the following areas:

Drugs X Religion X Mental Health X Employment X

Education X Alcohol X Health & Welfare

Are full time counselors employed? Yes \_\_\_ No X  
Are part time counselors employed? Yes \_\_\_ No X  
Are volunteers used in counseling? See comments Yes X No \_\_\_  
Do you get help from State Agencies? Yes X No \_\_\_  
What agencies? Mental Health and Corrections - Human Services

COMMENTS: The chaplain, who is a volunteer, counsels in a number of areas.  
Tri County Mental Health does some counseling.  
The overall rating of this section is Good.

WORK RELEASE

Do you have a work release program? Yes X No \_\_\_  
Does inmate have to serve set portion of sentence before becoming eligible? Yes X No \_\_\_  
Estimated percent of failures? None this year  
Estimated percent of successes? 100%  
How much board is charged? \$5.00 per day  
Does inmate have to get own employment? Yes \_\_\_ No X  
Are checks made of the inmate on the job? Yes X No \_\_\_  
How often? Weekly By Whom? Deputies on patrol.

What do you think of the Work Release Program? Very good.

Does program cause contraband problems? Yes X No \_\_\_  
Is an inmate given a second chance? Yes X No \_\_\_

COMMENTS: Amount earned ----- \$9,530.35  
Board paid ----- \$2,280.00  
The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes \_\_\_ No X  
Is program governed the same as Work Release? Yes \_\_\_ No \_\_\_

COMMENTS: A program would be made available if there were eligible inmates requesting it.

The overall rating of this section is Fair.

Are all activities and programs made available to female and juvenile inmates? Yes X No X

If not, why not? Yes to female inmates. No to juvenile inmates.

What activities and programs are available? All programs are available to adult females. Only a couple of programs are made available to juveniles.

COMMENTS: There needs to be more effort put forth in the programming area for juveniles.

The overall rating of this section is Fair.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes  No

Are inmates advised of the penalties for infractions? Yes  No

Is there a disciplinary board for infractions? Yes  No

Can the accused call witnesses? Yes  No

Who makes the final review of the penalty imposed? Sheriff

What punishments are given for infractions? Loss of privileges, lock up and loss of good time.

Is segregation used at this facility? Yes  No

For what reasons? Disciplinary

What is the longest an inmate would be in segregation? Three (3) days

When in segregation does an inmate lose any privileges? Yes  No

If so, what privileges? All

Who investigates inmate complaints? See comments

Is there a due process system at this jail? Yes  No

When an offense is committed is the inmate charged? Yes  No

COMMENTS: Complaints are investigated by a grievance committee composed of a Captain, Corrections Officer and an inmate representative.

The overall rating of this section is Good.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes  No

If not -- 2 man \_\_\_\_\_ 4 man \_\_\_\_\_ Other \_\_\_\_\_

Square footage per inmate per cell Seventy (70) square feet

Is there dayroom space? Yes  No

Is there a dining area? See comments Yes  No

Are windows screened? Security NA Against pests NA

Are cell doors gang locked? Yes  No

Condition of roof? Good  Fair  Poor

Condition of walls? Good  Fair  Poor

Condition of ceilings? Good  Fair  Poor

Condition of cat walks? NA Good  Fair  Poor

Condition of floors? Good  Fair  Poor

Condition of paint? Good  Fair  Poor

Condition of cells? Good  Fair  Poor

Condition of windows? Good  Fair  Poor

Condition of Bunks? Good  Fair  Poor

Condition of visiting area? Good  Fair  Poor

Number of exits from cell block? Three (3)

COMMENTS: The day room of each security area also serves as a dining area.

On the whole the facility has been well maintained.

The overall rating of this section is Good.

PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? Good  Fair  Poor

Condition of lavatories? Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? NA

Is plumbing inspected locally? Yes  No

COMMENTS: The overall rating of this section is Good.

ELECTRICAL

Are cell lights the security type? Yes  No

If not, what type? NA

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? Yes  No

COMMENTS: The type of fixtures used in the rooms can be vandalized and in many instances have been.

The overall rating of this section is Good.

SHERIFF'S COMMENTS: The budget includes a request for three (3) additional corrections officers.

The closed circuit T.V. has raised the level of security.

The availability of a doctor to come to the jail has certainly been a big help.

The Policies and Procedures Manual for Small jails will be used as a training tool for officers.

Oxford County is taking part in the architectural feasibility study sponsored by the Maine Sheriff's Association.

FUTURE PLANS: Attempt to institute a much wider variety of programs for juveniles.

More recreation equipment for inside as well as outside recreation.

RECOMMENDATIONS: The most serious deficiency at this facility is not enough staff to properly operate therefore it is recommended that the County furnish the additional staff requested by the Sheriff.

Note: Of the four (4) deficiencies noted in a letter to the County Commissioners dated March 7, 1980 two (2) have been corrected to date.

OVERALL RATING: Good  Fair  Poor

The Sheriff and his staff are to be commended for the advances made in the field of corrections.

COUNTY JAIL INSPECTION REPORT

October 29, 1980

PENOBSCOT COUNTY JAIL

Bangor, Maine

Otis N. LaBree, Sheriff

Penobscot County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

<u>Male:</u>		<u>Female:</u>	
Jail Attendants (FT)	<u>15</u>	Matrons (FT)	<u>2</u>
Counselors (FT)	<u>1</u>	Counselors (FT)	<u>1</u>
Cook (FT)	<u>2</u>	Cook (FT)	<u>2</u>
Jail Attendants (PT)	<u>16</u>	Matrons (PT)	<u>6</u>
Counselors (PT)	<u>5 (7) Vol.</u>	Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>	Other (PT)	<u>0</u>

Average Overnight Population:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>52.4</u>	Male	<u>2.5</u>
Female	<u>1</u>	Female	<u>0</u>
Total	<u>53.4</u>	Total	<u>2.5</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>2489</u>	Male	<u>286</u>
Female	<u>43</u>	Female	<u>7</u>
Total	<u>2532</u>	Total	<u>293</u>

Total Sentenced:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>296</u>	Male	<u>26</u>
Female	<u>13</u>	Female	<u>0</u>
Total	<u>309</u>	Total	<u>26</u>

Suicides:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Deaths (Other than Suicides):

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Escapes:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Number of Inmates Boarded for other Counties	<u>151</u>
Number of Inmates Boarded for State Institutions	<u>2</u>

COUNTY JAIL INSPECTION REPORT

COUNTY: Penobscot DATE: Oct. 22, 1980
SHERIFF: Otis N. LaBree PHONE: 947-4585
CHAIRMAN, COUNTY COMMISSIONERS: William Cox
Date Constructed: 1870 Date Renovated:
Capacity: Male 78 Female 4 Juv.(M) 6 Juv.(F) 4 Total 92

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No
File Folder record keeping system? Yes X No
Juvenile records: Separate? X Confidential? X
Is close observation taken of physical condition (In & Out)? Yes X No
Sick or injured persons accepted from other agencies? Yes No X
Thorough search of new inmate? Yes X No
Receipt given for money and valuables taken? Yes X No
Is a Jail Log maintained? Yes X No
Telephone available to incoming prisoners? Yes X No
How many calls allowed and to whom? - No. ? Within reason

COMMENTS: Policies and procedures manual is being revised and updated in accordance with the proposed new state standards.

Penobscot County Jail has been awarded a grant to develop a classification system. The instrument to be used has been developed and is being studied prior to acceptance.

The overall rating of this section is Good.

Note: A letter to the County Commissioners date March 7, 1980 listed ten (10) deficiencies noted during the 1979 inspection, only two (2) of the deficiencies have been corrected to date.

FOOD SERVICE

Serving times: Breakfast 0800 Dinner 1200 Supper 1700
Written, three-week menu available? Yes X No
Coffee, Tea or Milk served at each meal? Yes X No
Paid Cook or Supervisor? Yes X No
Special Thanksgiving and Christmas Dinners? Yes X No
Food withheld as punishment? Yes No X
Fire extinguisher in preparation area? Yes X No
Special diets served per order of doctor? Yes X No
Any food, canned or otherwise, stored on floor? Yes No X
Thermometer in each refrigerator? Yes X No
Refrigerated food stored properly, covered etc.? Yes X No
Full set of cutlery issued to inmates at mealtime? Yes X No
Control system for issuing and return of cutlery? Yes X No

COMMENTS: There is still a fifteen (15) hour span between the evening meal and breakfast but the inmates are given a snack in the evening at 1900 hrs.

There are two (2) full time cooks employed.

The quality of food is good and the quantity served is ample.

The overall rating of this section is Good.



SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? Yes  No

Condition of counters See comments Good  Fair  Poor

Condition of tables Good  Fair  Poor

Condition of shelves Good  Fair  Poor

Condition of utensils Good  Fair  Poor

Condition of Equipment Good  Fair  Poor

Hand washing facilities available? Yes  No

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Removed from kitchen after each meal.

Condition of refrigerators Fair

Dishwashing machine used? Yes  No

Method of pest and vermin control Inspected monthly by commercial exterminator

Ample supply of hot water? Yes  No

Exhaust hood over stove? Yes  No

Who inspects? Jail Administrator

Overall sanitary condition? Good  Fair  Poor

COMMENTS: The cutting board needs to be replaced as it is badly cracked and is not sanitary.

A new set of ovens and an ice making machine have been installed during the past year.

The gas cooking range is antiquated and should be replaced,

The overall rating of this section is Fair to Good.

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes  No

Ample Cleaning supplies? Yes  No

Plan for vermin control? Yes  No

Cleaning tools cleaned and stored after use? Yes  No

Plumbing fixtures cleaned each day? Yes  No

Covered receptacles furnished for trash? Yes  No

Condition of floors: Clean  Dirty  Dusty  Need Repair

Condition of walls: Clean  Dirty  Dusty  Need Repair

Condition of cells or rooms: Clean  Dirty  Cluttered

Condition of paint: Good  Fair  Poor

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Weekly

Blankets laundered? Every month

Number of showers available? Seven (7)

Type of ventilating system? Exhaust fans allow air exchange 20 times per hour.

Laundry available to inmates? Yes  No

Food allowed in cell block? Yes  No

Are sanitation inspections conducted? Yes  No

By whom? Jail Administrator

Overall condition sanitation wise? Good  Fair  Poor

COMMENTS: The floors and walls are badly in need of repair.

The entire security area needs to be painted.

The showers in the adult male area are in very bad shape.

The cleaning routine should be more strictly enforced.

The overall rating of this section is Poor to Fair.

**CONTINUED**

**2 OF 4**

CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes  No

How Often? Each shift By whom? Shift leader

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes  No

How often are cell checks conducted? Constantly

Other than dispatcher, number of officers on duty:

1st Shift? 5 2nd Shift? 5 3rd Shift? 3

How much of shift spent in cell block? See comments

Is a second set of keys available in case of an emergency? Yes  No

How often are shake downs conducted? As needed

Are inmates searched every time they enter the block? Yes  No

How often are head counts conducted? Daily

Do inmates ever act as turnkeys? Yes  No

COMMENTS: There is always at least two (2) officers in the cell block on the first and second shifts and one on the third shift.

The overall rating of this section is Good.

ADULT FEMALES

Is there twenty-four hour matron coverage? Yes  No

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes  No

Do females have to go through male section? Yes  No

How often are females checked for their well being? Constantly - See comments

Is there communication between the female area and desk? Yes  No

Which of the following are available to females?

Counseling	<input checked="" type="checkbox"/>	Recreation	<input checked="" type="checkbox"/>	Library	<input checked="" type="checkbox"/>
GED	<input checked="" type="checkbox"/>	Visiting	<input checked="" type="checkbox"/>	Church	<input checked="" type="checkbox"/>
AA Meetings	<input checked="" type="checkbox"/>	Others	<input type="checkbox"/>		

Number of exits from female section? Two (2)

Do females eat in their cell or room? See comments Yes  No

Would a female ever be put on trustee status? Yes  No

Would a female ever be put on work release? Yes  No

Condition of female section: Good  Fair  Poor

COMMENTS: The matron's station is right in the female security area.

An area is set aside within the female section, away from the sleeping quarters, where they eat their meals.

This facility is cleared to house females.

The overall rating of this section is Good.

JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No     

Communications between juvenile areas and desk? See comments Yes X No     

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? See comments Yes X No X

How often are juveniles checked? Constantly

Are there any programs for juveniles? Yes X No     

Such as: All programs that are available to the adult inmates.

What alternatives are tried other than incarceration? The Division of Intake Services is contacted except when the juvenile is court committed.

Condition of female juvenile area? Good X Fair      Poor     

Condition of male juvenile area? Good      Fair      Poor X

COMMENTS: There is communications between female juveniles and the desk but not male juveniles and the desk, Male juveniles must go through the adult section to get to their cell area.

Male juveniles are segregated by sight but not by sound from adult males.

The Sheriff informed the Chief Justice in writing of the situation with male juveniles.

This facility is cleared to house juveniles.

The overall rating of the male juvenile section is Poor.

The overall rating of the female juvenile section is Good.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No     

Any segregating of classes of inmates done at this jail? Yes      No X

Is there a "plan of the day" for inmates? Yes X No     

Are any inmates given authority over others? Yes      No X

Are inmates allowed to have money with them? Yes X No     

If so, how much Twenty (\$20.00) dollars

Is good time taken away as a form of discipline? Yes X No     

Do you use lock up as punishment? Yes X No     

If so, length of time locked up Ten (10) days at most

Are inmates charged for destroying property? Yes X No     

Is the population in constant lockup? Yes      No X

Is a jail officer on duty at all times? Yes X No     

Are mechanical monitoring devices used? See comments Yes X No X

COMMENTS: Mechanical monitoring devices are used in the female area only.

Close supervision of the inmates by the corrections officers keeps the control and disciplinary problems at a minimum.

This facility operates on an open jail concept and it works very well.

The overall rating of this section is Good.

MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes X No     

Number of weekly visits to jail? One (1) scheduled. See comments

If no doctor, how are complaints of illness handled? NA

Are any staff medically trained? Yes X No     

Degree of Training: Two (2) CPR One (1) officer medically trained by EMMC

Medication kept under lock and key? Yes X No     

How are complaints of illness reported? Medical request filled out by inmate.

Where are medical records kept? Medical folder

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes      No X

Are the services of a psychiatrist or psychologist available? Yes X No     

Is there a problem with services from State of Maine Mental Health Institutes? Yes      No X

Can ill inmates be segregated? Yes X No     

Is treatment ever refused? Yes      No X

COMMENTS: Three (3) doctors on call under contract with the Family

Practice Program of the Eastern Maine Medical Center.

A three (3) bed infirmary is available for inmates who have to be medically segregated.

The aim of the Sheriff is to have all officers eventually trained in advanced first aid or CPR.

The overall rating of this section is Good.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? Seven (7)

Times of day visiting allowed? Mond., Wed., Fri. 1900-2100 Tues. Thurs. 1300-1500 Sat. 1300-1500 Sun 1900-2100 and 1300-1500 for contact visits.

Total number of hours per week? Sixteen (16)

Are contact visits allowed Yes X No     

Special visits allowed? Yes X No     

Limitations on who may visit? Yes X No     

Explain Ex-inmates not allowed for six (6) months unless ok by administration

Visiting withheld as punishment? Yes      No X

Condition of visiting area: Good X Fair      Poor     

COMMENTS: This facility offers more visiting days and time than any other jail.

The overall rating of this section is Good.

MAIL

Is incoming mail censored? Yes      No X

Is outgoing mail censored? Yes      No X

Are there restrictions on what may be received? Yes      No X

If so, what are they? NA

COMMENTS: The overall rating of this section is Good.

RELIGION

Are there regular church services offered? Yes  No   
Are all sects available to the jail? Yes  No   
Does the jail have a chaplain? Yes  No   
Are requests for religious participation ever refused? Yes  No

COMMENTS: Church services are offered every Sunday.  
Bible classes are available every Thursday evening.  
There are in excess of fifteen (15) clergy available to the jail.  
The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes  No

Description: A room in the adult male section is equipped with  
a table and chairs and an assortment of bound books, paperbacks  
and magazines are available.

Are legal references available to inmates? Yes  No   
Working agreement with local public library? Yes  No

Source of publications in library Donations  
Hours Library open to inmates Any time

COMMENTS: The physical location of the library is such that it can  
only be used by adult males.  
The overall rating of this section is Fair.

RECREATION

Does jail provide TV for inmates? See comments Yes  No   
Is there an outside exercise area? Yes  No   
How often is area used? Daily weather permitting.

Yes  No

Is a staff member in charge of recreation? Yes  No

Are facilities such as YMCA etc. utilized? Yes  No

Are there scheduled recreation periods? Yes  No

What is furnished for recreation equipment? Volleyball, basketball, ping  
pong, weights and table games.

COMMENTS: A T.V. is furnished the females but the male inmates have  
to furnish their own.

A volunteer from the Bangor School Department supervises recreation.  
The overall rating of this section is Good.

COMMISSARY

Does jail have a commissary? Yes  No

Items available Cigarettes, candy, toilet articles, playing cards etc.

If no commissary, what arrangements are made? NA

Who operates commissary? Jail staff

What is done with profits from sales? Inmate benefit fund.

COMMENTS: The overall rating of this section is Good.

COUNSELING

Is counseling available in the following areas:

Drugs  Religion  Mental Health  Employment   
Education  Alcohol  Health & Welfare

Are full time counselors employed? Yes \_\_\_ No X  
Are part time counselors employed? See comments Yes X No \_\_\_  
Are volunteers used in counseling? Yes X No \_\_\_  
Do you get help from State Agencies? Yes X No \_\_\_

What agencies? Bangor Mental Health, Human Services, University of  
Maine, Orono

COMMENTS: The Psychology Department of UMO has a grant to furnish  
psychological services to the jail.

The overall rating of this section is Good.

WORK RELEASE

Do you have a work release program? Yes X No \_\_\_

Does inmate have to serve set portion of sentence before  
becoming eligible? Yes X No \_\_\_

Estimated percent of failures? Five (5%) per cent

Estimated percent of successes? Ninety-five (95%) per cent

How much board is charged? Five (5.00) per working day

Does inmate have to get own employment? Yes \_\_\_ No X

Are checks made of the inmate on the job? Yes X No \_\_\_

How often? Weekly By Whom? Director of Programs

What do you think of the Work Release Program? Excellent

Does program cause contraband problems? Yes \_\_\_ No X

Is an inmate given a second chance? Yes X No \_\_\_

COMMENTS: Amount earned ---- \$26,579.87

Board paid ----- \$ 2,985.00

The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes X No \_\_\_

Is program governed the same as Work Release? Yes X No \_\_\_

COMMENTS: The overall rating of this section is Good.

Are all activities and programs made available to female and  
juvenile inmates? Yes X No \_\_\_

If not, why not? NA

What activities and programs are available? NA

COMMENTS: The overall rating of this section is Good.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes X No \_\_\_\_\_

Are inmates advised of the penalties for infractions? Yes X No \_\_\_\_\_

Is there a disciplinary board for infractions? Yes X No \_\_\_\_\_

Can the accused call witnesses? Yes X No \_\_\_\_\_

Who makes the final review of the penalty imposed? Jail Administrator and Sheriff

What punishments are given for infractions? Loss of privileges, loss of good time and lock up.

Is segregation used at this facility? Yes X No \_\_\_\_\_

For what reasons? Serious infractions of the rules.

What is the longest an inmate would be in segregation? Ten (10) days at the most

When in segregation does an inmate lose any privileges? Yes X No \_\_\_\_\_

If so, what privileges? Recreation and visiting.

Who investigates inmate complaints? Jail Administrator

Is there a due process system at this jail? Yes X No \_\_\_\_\_

When an offense is committed is the inmate charged? Yes X No \_\_\_\_\_

COMMENTS: The overall rating of this section is Good.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes \_\_\_\_\_ No X

If not -- 2 man 30 4 man 2 Other 3 man - 1 Single - 21

Square footage per inmate per cell 2 man 36 Sq. ft. Single 45 Sq. ft.

Is there dayroom space? Yes \_\_\_\_\_ No X

Is there a dining area? See comments Yes X No \_\_\_\_\_

Are windows screened? Security X Against pests X

Are cell doors gang locked? Yes X No \_\_\_\_\_

Condition of roof? Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of walls? Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

Condition of ceilings? Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of cat walks? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor X

Condition of floors? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor X

Condition of paint? Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor X

Condition of cells? Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

Condition of windows? Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of Bunks? Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

Condition of visiting area? Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Number of exits from cell block? Two (2)

COMMENTS: The eating area is directly in front of a row of cells which does not make for a pleasant nor sanitary situation.

The entire security area is badly in need of paint.

The roof was finally repaired during the past year.

Some of the areas cannot be used due to the lack of security screening on the exterior windows.

The overall rating of this section is Poor to Fair.



PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? Good  Fair  Poor

Condition of lavatories? Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? \_\_\_\_\_

Is plumbing inspected locally? Yes  No

COMMENTS: The showers should be replaced with stainless steel stalls, the present cement ones are unsanitary. Toilets and lavatories should be replaced with combination penal type fixtures.

The overall rating of this section is Fair to Poor.

ELECTRICAL

Are cell lights the security type? Yes  No

If not, what type? Plain bulb

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? Yes  No

COMMENTS: Lights were to have been replaced with security fixtures but has not been done.

There is no where near enough light in the main cell block.

The overall rating of this section is Poor.

SHERIFF'S COMMENTS: The sheriff again expressed his feelings about what he terms a very serious problem concerning male juveniles. He has no problem with holding them for twenty-four hours or so, but does not think that the court should sentence them to the jail as he cannot adequately care for them.

He feels that a new regional facility servicing four or five counties should be build and the present jail used as a lock up type facility not a sentencing one. The third floor of the broom factory should be made into an all purpose room.

FUTURE PLANS: Plans now call for the cells to be removed from the lower brick area with a dining area to be built on one side and an inside recreation/all purpose area on the other side.

Penobscot County is participating in the jail architectural feasibility study sponsored by the Maine Sheriff's Association.

RECOMMENDATIONS: Showers and toilets could be replaced a few each year until the whole jail was done, by doing it this way it would not put such a strain on the budget.

Remove all cells in the bricks especially the ones next to the present dining area.

A more rigid cleaning schedule should be instituted and be closely supervised.

A coat of paint would certainly improve the interior appearance greatly.

OVERALL RATING: Good  Fair  Poor

Program and treatment areas are rated Good.

Physical plant areas are rated Fair.

COUNTY JAIL INSPECTION REPORT

November 24, 1980

PISCATAQUIS COUNTY JAIL

Dover-Foxcroft, Maine

Frank Murch, Sheriff

Jr1

Piscataquis County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

<u>Male:</u>		<u>Female:</u>	
Jail Attendants (FT)	<u>3</u>	Matrons (FT)	<u>0</u>
Counselors (FT)	<u>0</u>	Counselors (FT)	<u>0</u>
Cook (FT)	<u>0</u>	Cook (FT)	<u>1</u>
Jail Attendants (PT)	<u>4</u>	Matrons (PT)	<u>3</u>
Counselors (PT)	<u>0</u>	Counselors (PT)	<u>0</u>
Other (PT)	<u>4</u>	Other (PT)	<u>0</u>

Average Overnight Population:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>10</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>10</u>	Total	<u>0</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>429</u>	Male	<u>48</u>
Female	<u>24</u>	Female	<u>5</u>
Total	<u>453</u>	Total	<u>53</u>

Total Sentenced:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>87</u>	Male	<u>9</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>87</u>	Total	<u>9</u>

Suicides:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Deaths (Other than Suicides):

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Escapes:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>2</u> Removed a window inside the jail.	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>2</u>	Total	<u>0</u>

Number of Inmates Boarded for other Counties	<u>2</u>
Number of Inmates Boarded for State Institutions	<u>5</u>

COUNTY JAIL INSPECTION REPORT

COUNTY: Piscataquis DATE: Nov. 24, 1980  
SHERIFF: Frank Murch PHONE: 564-3304  
CHAIRMAN, COUNTY COMMISSIONERS: Phillip Annis  
Date Constructed: 1901 Date Renovated: 1977  
Capacity: Male 17 Female 2 Juv. (M) 2 Juv. (F) 2 Total 21

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No \_\_\_  
File Folder record keeping system? Yes X No \_\_\_  
Juvenile records: Separate? X Confidential? X  
Is close observation taken of physical condition (In & Out)? Yes X No \_\_\_  
Sick or injured persons accepted from other agencies? Yes \_\_\_ No X  
Thorough search of new inmate? Yes X No \_\_\_  
Receipt given for money and valuables taken? See comments Yes \_\_\_ No \_\_\_  
Is a Jail Log maintained? Yes X No \_\_\_  
Telephone available to incoming prisoners? Yes X No \_\_\_  
How many calls allowed and to whom? - No. ? Within reason

COMMENTS: Money and valuables are receipted for by the booking officer and the inmate both in and out of the facility.

There is a written Standing Operating Procedure which guides the operation, there will be additions to cover missing procedures.

The overall rating of this section is Good.

Note: Of the eleven (11) deficiencies noted in a letter to the County Commissioners dated March 7, 1980 five (5) have been corrected to date.

FOOD SERVICE

Serving times: Breakfast 0500 Dinner 1200 Supper 1700  
Written, three-week menu available? Yes X No \_\_\_  
Coffee, Tea or Milk served at each meal? Yes X No \_\_\_  
Paid Cook or Supervisor? Yes X No \_\_\_  
Special Thanksgiving and Christmas Dinners? Yes X No \_\_\_  
Food withheld as punishment? Yes \_\_\_ No X  
Fire extinguisher in preparation area? Yes X No \_\_\_  
Special diets served per order of doctor? Yes X No \_\_\_  
Any food, canned or otherwise, stored on floor? Yes \_\_\_ No X  
Thermometer in each refrigerator? Yes X No \_\_\_  
Refrigerated food stored properly, covered etc.? Yes X No \_\_\_  
Full set of cutlery issued to inmates at mealtime? Yes X No \_\_\_  
Control system for issuing and return of cutlery? Yes \_\_\_ No \_\_\_

COMMENTS: Food is prepared by the Sheriff's wife in the kitchen of their quarters.

The quality of the food is good and the quantity served is ample.

Seconds are available at most meals.

The overall rating of this section is Good.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? See comments Yes \_\_\_ No \_\_\_

Condition of counters Good X Fair \_\_\_ Poor \_\_\_

Condition of tables Good X Fair \_\_\_ Poor \_\_\_

Condition of shelves Good X Fair \_\_\_ Poor \_\_\_

Condition of utensils Good X Fair \_\_\_ Poor \_\_\_

Condition of Equipment Good X Fair \_\_\_ Poor \_\_\_

Hand washing facilities available? Yes X No \_\_\_

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Picked up by local collector

Condition of refrigerators Good

Dishwashing machine used? See comments Yes \_\_\_ No X

Method of pest and vermin control \_\_\_\_\_

Ample supply of hot water? Yes X No \_\_\_

Exhaust hood over stove? Yes \_\_\_ No X

Who inspects? Sheriff

Overall sanitary condition? Good X Fair \_\_\_ Poor \_\_\_

COMMENTS: Inmate help is not used in the food preparation area of this facility.

Paper eating utensils are used and discarded after each meal.

The overall rating of this section is Good.

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes X No \_\_\_

Ample Cleaning supplies? Yes X No \_\_\_

Plan for vermin control? Yes X No \_\_\_

Cleaning tools cleaned and stored after use? Yes \_\_\_ No X

Plumbing fixtures cleaned each day? Yes \_\_\_ No X

Covered receptacles furnished for trash? Yes X No \_\_\_

Condition of floors: Clean \_\_\_ Dirty \_\_\_ Dusty \_\_\_ Need Paint \_\_\_

Condition of walls: Clean \_\_\_ Dirty \_\_\_ Dusty \_\_\_ Need Paint \_\_\_

Condition of cells or rooms: Clean \_\_\_ Dirty \_\_\_ Cluttered X

Condition of paint: Good \_\_\_ Fair X Poor \_\_\_

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Two (2) times a week

Blankets laundered? Monthly

Number of showers available? Three (3)

Type of ventilating system? Forced air in new section - Gravity in old section

Laundry available to inmates? Yes \_\_\_ No X

Food allowed in cell block? Yes X No \_\_\_

Are sanitation inspections conducted? Yes X No \_\_\_

By whom? Jail Administrator

Overall condition sanitation wise? Good \_\_\_ Fair X Poor \_\_\_

COMMENTS: The strict enforcement of housekeeping rules would improve this area 100%.

The entire facility is in need of a paint job.

The overall rating of this section is Fair.



JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No     

Communications between juvenile areas and desk? Yes      No X

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes      No X

How often are juveniles checked? Female-Constantly Male-Every 1/2 hour

Are there any programs for juveniles? Yes X No     

Such as: All programs available to adult inmates are available to juveniles.

What alternatives are tried other than incarceration? Intake worker is involved in all cases that are not court committed.

Condition of female juvenile area? Good      Fair X Poor     

Condition of male juvenile area? Good      Fair X Poor     

COMMENTS: The housekeeping in this area needs to be improved.

The area is in need of repainting.

This facility is cleared to house juveniles.

The overall rating of this section is Fair.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No     

Any segregating of classes of inmates done at this jail? Yes      No X

Is there a "plan of the day" for inmates? Yes      No X

Are any inmates given authority over others? Yes      No X

Are inmates allowed to have money with them? Yes X No     

If so, how much No more than \$10.00

Is good time taken away as a form of discipline? Yes X No     

Do you use lock up as punishment? Yes      No X

If so, length of time locked up NA

Are inmates charged for destroying property? Yes X No     

Is the population in constant lockup? Yes      No X

Is a jail officer on duty at all times? Yes X No     

Are mechanical monitoring devices used? Yes      No X

COMMENTS: Control and disciplinary problems at this jail are at a

minimum due to the size of population and most all of the inmates

are well known by the staff.

The overall rating of this section is Good.

MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes \_\_\_ No X

Number of weekly visits to jail? NA

If no doctor, how are complaints of illness handled? Inmates are taken to the emergency room at the local hospital.

Are any staff medically trained? Yes X No \_\_\_

Degree of Training: Two (2) EMT's.

Medication kept under lock and key? Yes X No \_\_\_

How are complaints of illness reported? Medical request form is filled out by the inmate and given to a staff member.

Where are medical records kept? Inmate file folder

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes \_\_\_ No X

Are the services of a psychiatrist or psychologist available? Yes X No \_\_\_

Is there a problem with services from State of Maine Mental Health Institutes? Yes \_\_\_ No X

Can ill inmates be segregated? Yes X No \_\_\_

Is treatment ever refused? Yes \_\_\_ No X

COMMENTS: The Community Counseling Center furnishes the jail psychological services.

The County should attempt to contract for the services of a doctor to make regular calls at the jail as it would be less expensive than the present method.

The overall rating of this section is Fair.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? Two (2)

Times of day visiting allowed? Wed. 1900-2000 Sat. 1500-1600 1900-2000

Total number of hours per week? Three (3)

Are contact visits allowed Yes X No \_\_\_

Special visits allowed? Yes X No \_\_\_

Limitations on who may visit? Yes \_\_\_ No X

Explain NA

Visiting withheld as punishment? Yes \_\_\_ No X

Condition of visiting area: Good \_\_\_ Fair \_\_\_ Poor X

COMMENTS: A major deficiency is the lack of an adequate visiting area.

Special visits are generally granted upon request.

The overall rating of this section is Poor.

MAIL

Is incoming mail censored? Yes \_\_\_ No X

Is outgoing mail censored? Yes \_\_\_ No X

Are there restrictions on what may be received? Yes \_\_\_ No X

If so, what are they? NA

COMMENTS: The overall rating of this section is Good.



RELIGION

Are there regular church services offered? Yes  No

Are all sects available to the jail? Yes  No

Does the jail have a chaplain? Yes  No

Are requests for religious participation ever refused? Yes  No

COMMENTS: Inmates are allowed to attend outside church services with an escort.

There are two clergymen who visit on Sunday and one other day.

The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes  No

Description: \_\_\_\_\_

Are legal references available to inmates? Yes  No

Working agreement with local public library? Yes  No

Source of publications in library Donations

Hours Library open to inmates Any time

COMMENTS: Inmates are taken to the public library by a staff member upon request.

The overall rating of this section is Fair.

RECREATION

Does jail provide TV for inmates? Yes  No

Is there an outside exercise area? Yes  No

How often is area used? Daily weather permitting.

Are radios allowed in the jail? Yes  No

Is a staff member in charge of recreation? Yes  No

Are facilities such as YMCA etc. utilized? Yes  No

Are there scheduled recreation periods? Yes  No

What is furnished for recreation equipment? Basketball and horse shoes for outside. Table games for inside.

COMMENTS: The overall rating of this section is Good.

COMMISSARY

Does jail have a commissary? Yes  No

Items available NA

If no commissary, what arrangements are made? Corrections Officer takes one inmate on a store run for the others.

Who operates commissary? NA

What is done with profits from sales? NA

COMMENTS: Tobacco is furnished by the County.

The population is not large enough for a commissary.

The overall rating of this section is Fair.

COUNSELING

Is counseling available in the following areas:

Drugs  Religion  Mental Health  Employment

Education  Alcohol  Health & Welfare

Are full time counselors employed? Yes \_\_\_ No X  
Are part time counselors employed? Yes \_\_\_ No X  
Are volunteers used in counseling? Yes X No \_\_\_  
Do you get help from State Agencies? Yes X No \_\_\_  
What agencies? Human Services - Mental Health and Corrections

COMMENTS: The Community Counseling Center offers counseling in a number of areas.  
The overall rating of this section is Good.

WORK RELEASE

Do you have a work release program? Yes X No \_\_\_  
Does inmate have to serve set portion of sentence before becoming eligible? Yes \_\_\_ No X  
Estimated percent of failures? 15%  
Estimated percent of successes? 85%  
How much board is charged? \$5.00 per working day  
Does inmate have to get own employment? Yes X No \_\_\_  
Are checks made of the inmate on the job? Yes X No \_\_\_  
How often? Weekly By Whom? Sheriff - Chief Deputy

What do you think of the Work Release Program? Good program  
  
Does program cause contraband problems? Yes X No \_\_\_  
Is an inmate given a second chance? Yes \_\_\_ No X  
COMMENTS: Amount earned ----- \$2,585.00  
Amount of board paid-\$1,295.00  
The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes X No \_\_\_  
Is program governed the same as Work Release? Yes X No \_\_\_

COMMENTS: Have allowed inmates to leave the jail to pursue studies in order to obtain a high school diploma or the equivalent.  
The overall rating of this section is Fair.

Are all activities and programs made available to female and juvenile inmates? Yes X No \_\_\_  
If not, why not? NA

What activities and programs are available? NA  
  
COMMENTS: The overall rating of this section is Fair.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes X No     

Are inmates advised of the penalties for infractions? Yes X No     

Is there a disciplinary board for infractions? See comments Yes      No X

Can the accused call witnesses? See comments Yes      No     

Who makes the final review of the penalty imposed? Sheriff

What punishments are given for infractions? Loss of privileges - Loss of good time.

Is segregation used at this facility? Yes      No X

For what reasons? NA

What is the longest an inmate would be in segregation? NA

When in segregation does an inmate lose any privileges? NA Yes      No     

If so, what privileges? NA

Who investigates inmate complaints? Jail Administrator

Is there a due process system at this jail? Yes      No X

When an offense is committed is the inmate charged? Yes X No     

COMMENTS: The procedures for handling infractions and other

disciplinary matters will be written and implemented, this will

include a disciplinary board.

The accused will be allowed to call witnesses in his behalf under

the new procedures.

The overall rating of this section is Poor.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes      No X

If not -- 2 man 8 4 man      Other 1-single

Square footage per inmate per cell 35 sq. ft. single occupancy

Is there dayroom space? See comments Yes X No X

Is there a dining area? Yes      No X

Are windows screened? Security X Against pests X

Are cell doors gang locked? Yes X No     

Condition of roof? Good X Fair      Poor     

Condition of walls? Good      Fair X Poor     

Condition of ceilings? Good X Fair      Poor     

Condition of cat walks? NA Good      Fair      Poor     

Condition of floors? Good      Fair X Poor     

Condition of paint? Good      Fair X Poor X

Condition of cells? Good      Fair X Poor     

Condition of windows? Good X Fair      Poor     

Condition of Bunks? Good      Fair X Poor     

Condition of visiting area? Good      Fair      Poor X

Number of exits from cell block? Two (2)

COMMENTS: Female and juvenile areas have day room space but the

adult male area does not.

All areas of the jail are in need of painting.

A permanent and adequate visiting area is non-existence and should

be addressed at once.

There shall be no more double occupancy in the thirty-five (35)

square foot cells.

The overall rating of this section is Fair.

PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? See comments Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? See comments Good  Fair  Poor

Condition of lavatories? See comments Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? Sent out by the inmate to be done, generally by the family.

Is plumbing inspected locally? Yes  No

COMMENTS: The plumbing fixtures in the female and juvenile areas are in good condition and there are no exposed pipes, this is not so in the adult male section.

The overall rating of this section is Fair.

ELECTRICAL

Are cell lights the security type? (S) Yes  No

If not, what type? Bare bulb in standard socket

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? See comments Yes  No

COMMENTS: The wiring and fixtures in the female and juvenile areas are in good condition and there is sufficient light. This is not true of the adult male section.

The overall rating of this section is Fair.

SHERIFF'S COMMENTS: The Sheriff is still attempting to get additional staff for the operation of the facility.

The need for a permanent visiting area is one of the top priorities. The County is participating in the architectural feasibility study sponsored by the Maine Sheriff's Association.

FUTURE PLANS: To study the findings of the feasibility study and try to make the recommended improvements particularly in the area of a visiting room.

RECOMMENDATIONS: The addition of one officer on the first and second shifts would be a tremendous improvement in the area of custody and security.

One bay of the present garage could be made into a visiting room/all purpose room without effecting the security of the jail.

The County should be looking toward a new jail or a complete renovation because the present facility can by no means meet modern standards.

OVERALL RATING: Good  Fair  Poor

The Sheriff and his staff are doing a good job with what they have to work with.

COUNTY JAIL INSPECTION REPORT

December 11, 1980

SOMERSET COUNTY JAIL

Skowhegan, Maine

William Wright, Sheriff

DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

Somerset County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

<u>Male:</u>		<u>Female:</u>	
Jail Attendants (FT)	<u>7</u>	Matrons (FT)	<u>1</u>
Counselors (FT)	<u>0</u>	Counselors (FT)	<u>0</u>
Cook (FT)	<u>0</u>	Cook (FT)	<u>0</u>
Jail Attendants (PT)	<u>20</u>	Matrons (PT)	<u>5</u>
Counselors (PT)	<u>0</u>	Counselors (PT)	<u>0</u>
Other (PT)	<u>0</u>	Other (PT)	<u>0</u>

Average Overnight Population:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>33</u>	Male	<u>.55</u>
Female	<u>.5</u>	Female	<u>.08</u>
Total	<u>33.5</u>	Total	<u>.63</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>815</u>	Male	<u>97</u>
Female	<u>64</u>	Female	<u>11</u>
Total	<u>879</u>	Total	<u>108</u>

Total Sentenced:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>389</u>	Male	<u>10</u>
Female	<u>16</u>	Female	<u>2</u>
Total	<u>405</u>	Total	<u>12</u>

Suicides:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Deaths (Other than Suicides):

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Escapes:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>2 (from exercise yard)</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>2</u>	Total	<u>0</u>

Number of Inmates Boarded for other Counties 22

Number of Inmates Boarded for State Institutions 13

COUNTY JAIL INSPECTION REPORT

COUNTY: Somerset DATE: Dec. 11, 1980  
SHERIFF: William Wright PHONE: 474-9591  
CHAIRMAN, COUNTY COMMISSIONERS: Charles Carpenter  
Date Constructed: 1900 Date Renovated: 1979  
Capacity: Male 48 Female 2 Juv. (M) 2 Juv. (F) 2 Total 50

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No       
File Folder record keeping system? Yes X No       
Juvenile records: Separate? X Confidential? X  
Is close observation taken of physical condition (In & Out)? Yes X No       
Sick or injured persons accepted from other agencies? Yes      No X  
Thorough search of new inmate? Yes X No       
Receipt given for money and valuables taken? Yes      No X  
Is a Jail Log maintained? Yes X No       
Telephone available to incoming prisoners? Yes X No       
How many calls allowed and to whom? - No.   ? Within reason     

COMMENTS: A policy and procedure manual is being developed using  
the one developed for small jails as a model.  
The overall rating of this section is Good.

Note: Of the six (6) deficiencies noted in a letter to the County  
Commissioners dated March 7, 1981 one (1) has been corrected  
to date.

FOOD SERVICE

Serving times: Breakfast 0700 Dinner 1100 Supper 1700  
Written, three-week menu available? Yes      No X  
Coffee, Tea or Milk served at each meal? Yes X No       
Paid Cook or Supervisor? Yes      No X  
Special Thanksgiving and Christmas Dinners? Yes X No       
Food withheld as punishment? Yes      No X  
Fire extinguisher in preparation area? Yes X No       
Special diets served per order of doctor? Yes X No       
Any food, canned or otherwise, stored on floor? Yes      No X  
Thermometer in each refrigerator? Yes X No       
Refrigerated food stored properly, covered etc.? Yes X No       
Full set of cutlery issued to inmates at mealtime? Yes X No       
Control system for issuing and return of cutlery? Yes X No     

COMMENTS: There shall be a written three week menu posted.

An inmate does the cooking at this facility.

The quality of food is good and the amount served is ample.

The overall rating of this section is Fair.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? Yes  No

Condition of counters Good  Fair  Poor

Condition of tables Good  Fair  Poor

Condition of shelves Good  Fair  Poor

Condition of utensils Good  Fair  Poor

Condition of Equipment Good  Fair  Poor

Hand washing facilities available? Yes  No

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Stored outside for pick up

Condition of refrigerators Fair

Dishwashing machine used? Yes  No

Method of pest and vermin control Commercial exterminator

Ample supply of hot water? Yes  No

Exhaust hood over stove? Yes  No

Who inspects? Jail Administrator

Overall sanitary condition? Good  Fair  Poor

COMMENTS: Kitchen help shall wear aprons and hair restraints.

The overall rating of this section is Fair.

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes  No

Ample Cleaning supplies? Yes  No

Plan for vermin control? Yes  No

Cleaning tools cleaned and stored after use? Yes  No

Plumbing fixtures cleaned each day? Yes  No

Covered receptacles furnished for trash? Yes  No

Condition of floors: Clean  Dirty  Dusty  Need Repair

Condition of walls: Clean  Dirty  Dusty  Need Repair

Condition of cells or rooms: Clean  Dirty  Cluttered

Condition of paint: Good  Fair  Poor

Type of mattress used Fire retardant

Sheets furnished? No-mattress covers furnished

Sheets changed and laundered? Mattress covers weekly

Blankets laundered? Weekly

Number of showers available? Five (5)

Type of ventilating system? Window exhaust fans (6 changes of air per hour)

Laundry available to inmates? Yes  No

Food allowed in cell block? Yes  No

Are sanitation inspections conducted? Yes  No

By whom? Jail Administrator

Overall condition sanitation wise? Good  Fair  Poor

COMMENTS: Bars need to be dusted more often, also need painting.

The overall rating of this section is Good.



CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes  No

How Often? Weekly By whom? Inside Corrections Officer

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes  No

How often are cell checks conducted? Every thirty (30) minutes

Other than dispatcher, number of officers on duty: See comments

1st Shift? 2 2nd Shift? 1 3rd Shift? 1

How much of shift spent in cell block? 90%

Is a second set of keys available in case of an emergency? Yes  No

How often are shake downs conducted? Weekly

Are inmates searched every time they enter the block? Yes  No

How often are head counts conducted? Change of shifts

Do inmates ever act as turnkeys? Yes  No

COMMENTS: There is an officer inside the cell block at all times.

The jail has two (2) CETA employees who work inside the jail on

Monday, Wednesday and Friday (one on the second shift and one on the

third shift) in addition to the regular officers.

The overall rating of this section is Good.

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ADULT FEMALES

Is there twenty-four hour matron coverage? Yes  No

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes  No

Do females have to go through male section? Yes  No

How often are females checked for their well being? Every thirty (30) minutes

Is there communication between the female area and desk? Yes  No

Which of the following are available to females?

Counseling	<input checked="" type="checkbox"/>	Recreation	<input checked="" type="checkbox"/>	Library	<input checked="" type="checkbox"/>
GED	<input checked="" type="checkbox"/>	Visiting	<input checked="" type="checkbox"/>	Church	<input checked="" type="checkbox"/>
AA Meetings	<input checked="" type="checkbox"/>	Others	<input type="checkbox"/>		

Number of exits from female section? Two (2)

Do females eat in their cell or room? Yes  No

Would a female ever be put on trustee status? Yes  No

Would a female ever be put on work release? Yes  No

Condition of female section: Good  Fair  Poor

COMMENTS: This facility can house two (2) adult females or two (2)

juveniles (either male or female) at one time.

This facility is cleared to house females.

The overall rating of this section is Good.

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JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No     

Communications between juvenile areas and desk? Yes      No X

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes      No X

How often are juveniles checked? Every thirty (30) minutes

Are there any programs for juveniles? Yes X No     

Such as: All programs available to the adults

What alternatives are tried other than incarceration? Division of Intake Services

Condition of female juvenile area? Good X Fair      Poor     

Condition of male juvenile area? Good X Fair      Poor     

COMMENTS: This facility is cleared to house juveniles.

The overall rating of this section is Good.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No     

Any segregating of classes of inmates done at this jail? <sup>See</sup> Yes      No X  
<sub>Comments</sub>

Is there a "plan of the day" for inmates? Yes      No X

Are any inmates given authority over others? Yes      No X

Are inmates allowed to have money with them? Yes      No X

If so, how much NA

Is good time taken away as a form of discipline? Yes X No     

Do you use lock up as punishment? Yes X No     

If so, length of time locked up Twenty-four (24) hours maximum

Are inmates charged for destroying property? Yes X No     

Is the population in constant lockup? Yes      No X

Is a jail officer on duty at all times? Yes X No     

Are mechanical monitoring devices used? Yes      No X

COMMENTS: An effort is made to keep sentenced inmates separate from unsentenced.

The overall rating of this section is Good.

MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes X No     

Number of weekly visits to jail? Two (2) Tuesday and Friday

If no doctor, how are complaints of illness handled? Taken to emergency room of local hospital.

Are any staff medically trained? Yes      No X

Degree of Training: NA

Medication kept under lock and key? Yes X No     

How are complaints of illness reported? medical request form filled out by inmate.

Where are medical records kept? Individual's folder

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes      No X

Are the services of a psychiatrist or psychologist available? Yes X No     

Is there a problem with services from State of Maine Mental Health Institutes? Yes      No X

Can ill inmates be segregated? Yes X No     

Is treatment ever refused? Yes      No X

COMMENTS: Twice a week a representative from the Kennebec Mental Health Center visits the jail to deal with psychological problems of the inmates.

Steps should be taken to train at least one officer per shift in basic and advanced first aid.

The overall rating of this section is Good.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? Three (3)

Times of day visiting allowed? Tues. and Thurs. 1800-2000 Sat. 1300-1500

Total number of hours per week? Six (6)

Are contact visits allowed Yes X No     

Special visits allowed? Yes X No     

Limitations on who may visit? Yes X No     

Explain No probationers or parolees

Visiting withheld as punishment? Yes      No X

Condition of visiting area: Good      Fair X Poor     

COMMENTS: The visiting room is inside the security area therefore visitors are locked in during the visit.

The overall rating of this section is Fair.

MAIL

Is incoming mail censored? Yes      No X

Is outgoing mail censored? Yes      No X

Are there restrictions on what may be received? Yes      No X

If so, what are they? NA

COMMENTS: The overall rating of this section is Good.

RELIGION

Are there regular church services offered? Yes x No       
Are all sects available to the jail? Yes x No       
Does the jail have a chaplain? Yes      No x  
Are requests for religious participation ever refused? Yes      No x

COMMENTS: Three local clergymen make weekly calls at the jail for church services and counseling.  
The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes x No     

Description: Reading materials are available in the all purpose or day room.

Are legal references available to inmates? Yes x No       
Working agreement with local public library? Yes      No x  
Source of publications in library Donations  
Hours Library open to inmates Anytime

COMMENTS: The supply of reading materials is not large enough and could be increased by solicitations from various service organizations.  
The overall rating of this section is Fair.

RECREATION

Does jail provide TV for inmates? Yes x No       
Is there an outside exercise area? Yes x No       
How often is area used? Daily, weather permitting.

Are radios allowed in the jail? Yes x No     

Is a staff member in charge of recreation? Yes      No x

Are facilities such as YMCA etc. utilized? Yes      No x

Are there scheduled recreation periods? Yes      No x

What is furnished for recreation equipment? Volleyball, basketball, football, weights, and table games.

COMMENTS: The old wood shed area is used for inside recreation, such as basketball.  
The overall rating of this section is Good.

COMMISSARY

Does jail have a commissary? Yes      No x

Items available A cigarette and a soda machine are available to the inmates.

If no commissary, what arrangements are made? Deputy makes a regular store run for the wants and needs of the inmate.

Who operates commissary? NA

What is done with profits from sales? NA

COMMENTS: The size of the population could support a small commissary.  
The overall rating of this section is Fair.

COUNSELING

Is counseling available in the following areas:

Drugs x Religion x Mental Health x Employment x  
Education x Alcohol x Health & Welfare x

Are full time counselors employed? Yes \_\_\_ No X  
Are part time counselors employed? Yes \_\_\_ No X  
Are volunteers used in counseling? Yes X No \_\_\_  
Do you get help from State Agencies? Yes \_\_\_ No X  
What agencies? NA

COMMENTS: A wide range of counseling services are provided by the Criminal Justice Agency out of Waterville.  
The overall rating of this section is Good.

WORK RELEASE

Do you have a work release program? Yes X No \_\_\_  
Does inmate have to serve set portion of sentence before becoming eligible? Yes \_\_\_ No X  
Estimated percent of failures? 5%  
Estimated percent of successes? 95%  
How much board is charged? \$5.00 per working day  
Does inmate have to get own employment? Yes X No \_\_\_  
Are checks made of the inmate on the job? Yes X No \_\_\_  
How often? Monthly By Whom? Patrol deputies

What do you think of the Work Release Program? Very Good  
  
Does program cause contraband problems? Yes X No \_\_\_  
Is an inmate given a second chance? Yes X No \_\_\_  
COMMENTS: Amount earned ----- \$16,641.19  
Board paid ----- \$ 3,885.00  
The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes X No \_\_\_  
Is program governed the same as Work Release? Yes X No \_\_\_

COMMENTS: Inmates participating in an educational release program are not charged board by the County.

The overall rating of this section is Good.

Are all activities and programs made available to female and juvenile inmates? Yes X No \_\_\_

If not, why not? NA

What activities and programs are available? NA

COMMENTS: The overall rating of this section is Good.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes  No  X  
Are inmates advised of the penalties for infractions? Yes  No  X  
Is there a disciplinary board for infractions? Yes  No  X  
Can the accused call witnesses? Yes  X No

Who makes the final review of the penalty imposed? Sheriff

What punishments are given for infractions? Loss of privileges and loss of good time.

Is segregation used at this facility? Yes  No  X

For what reasons? NA

What is the longest an inmate would be in segregation? NA

When in segregation does an inmate lose any privileges? NA Yes  No

If so, what privileges? NA

Who investigates inmate complaints? Jail Administrator

Is there a due process system at this jail? Yes  No  X

When an offense is committed is the inmate charged? Yes  X No

COMMENTS: A due process system is being set up and will be implemented in the near future.

Under new policies and procedures infractions and the penalties for such will be spelled out.

The overall rating of this section is Poor.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes  No  X

If not -- 2 man 14 4 man 5 Other           

Square footage per inmate per cell Less than twenty (20) sq. ft.

Is there dayroom space? Yes  X No

Is there a dining area? Yes  X No

Are windows screened? Security  Yes Against pests  No

Are cell doors gang locked? Yes  X No

Condition of roof? Good  X Fair  Poor

Condition of walls? Good  X Fair  Poor

Condition of ceilings? Good  Fair  X Poor

Condition of cat walks? NA Good  Fair  Poor

Condition of floors? Good  Fair  X Poor

Condition of paint? Good  Fair  X To Poor  X

Condition of cells? Good  Fair  Poor  X

Condition of windows? Good  Fair  X Poor

Condition of bunks? Good  Fair  Poor  X

Condition of visiting area? Good  Fair  X Poor

Number of exits from cell block? Two (2)

COMMENTS: The County Commissioners are faced with the problem of complete renovation or new construction as the present facility, though structurally sound, does not by any means meet minimum standards.

The overall rating of this section is Poor.

PLUMBING

Sufficient and available toilets in block? Yes \_\_\_ No X

Hot and cold running water in cell block? Yes X No \_\_\_

Are pipes exposed? Yes X No \_\_\_

Condition of showers? Good X Fair \_\_\_ Poor \_\_\_

Condition of toilets? Good \_\_\_ Fair X Poor \_\_\_

Condition of lavatories? Good \_\_\_ Fair \_\_\_ Poor X

Does jail have laundry? Yes X No \_\_\_

If not, how is laundry done? NA

Is plumbing inspected locally? Yes X No \_\_\_

COMMENTS: There is only one toilet for a maximum of twelve (12) inmates in the second floor cell block.

The overall rating of this section is Poor.

ELECTRICAL

Are cell lights the security type? Yes \_\_\_ No X

If not, what type? Mercury vapor in hallways outside of cells.

Is wiring and conduit pipe exposed? Yes X No \_\_\_

Are lights controlled outside the cell block? Yes X No \_\_\_

Is there emergency lighting? Yes X No \_\_\_

Is there sufficient light in the block? Yes \_\_\_ No X

COMMENTS: The overall rating of this section is Poor.

SHERIFF'S COMMENTS: The Sheriff feels that the County should have a new facility and he realizes the poor condition of the present one. The County is participating in the architectural feasibility study sponsored by the Maine Sheriff's Association.

The County Commissioners have been budgeting money each year for a building fund.

FUTURE PLANS: The department has the materials to renovate the present garage which would contain both female and juveniles areas.

The renovating of the old wood shed into housing and program areas is still in the planning stages.

RECOMMENDATIONS: The possibility of limiting one inmate to a cell should be seriously considered as new standards will be addressing capacities of jails in regard to square footage per individual.

The County should come up with a plan and a time table for implementation in the very near future to address this very serious problem of which way to go.

OVERALL RATING: Good \_\_\_ Fair X to Poor X

The physical plant has to be rated as Poor.

COUNTY JAIL INSPECTION REPORT

December 10, 1980

WALDO COUNTY JAIL

Belfast, Maine

Stanley Knox, Sheriff



DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

Waldo County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

<u>Male:</u>		<u>Female:</u>	
Jail Attendants (FT)	<u>3</u>	Matrons (FT)	<u>0</u>
Counselors (FT)	<u>0</u>	Counselors (FT)	<u>0</u>
Cook (FT)	<u>    </u>	Cook (FT)	<u>1</u>
Jail Attendants (PT)	<u>8</u>	Matrons (PT)	<u>8</u>
Counselors (PT)	<u>5</u>	Counselors (PT)	<u>4</u>
Other (PT)	<u>    </u>	Other (PT)	<u>    </u>

Average Overnight Population:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>13</u>	Male	<u>-1</u>
Female	<u>1</u>	Female	<u>-1</u>
Total	<u>14</u>	Total	<u>-1</u>

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>748</u>	Male	<u>30</u>
Female	<u>30</u>	Female	<u>20</u>
Total	<u>778</u>	Total	<u>50</u>

COUNTY JAIL INSPECTION REPORT

COUNTY: Waldo DATE: Dec. 10, 1980  
 SHERIFF: Stanley Knox PHONE: 338-2040  
 CHAIRMAN, COUNTY COMMISSIONERS: Kenneth Murch  
 Date Constructed: 1976 Date Renovated: 1980  
 Capacity: Male 10 Female 2 Juv. (M) 2 Juv. (F) 2 Total 16

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No       
 File Folder record keeping system? Yes X No       
 Juvenile records: Separate? X Confidential? X  
 Is close observation taken of physical condition (In & Out)? Yes X No       
 Sick or injured persons accepted from other agencies? Yes      No X  
 Thorough search of new inmate? Yes X No       
 Receipt given for money and valuables taken? Yes X No       
 Is a Jail Log maintained? Yes X No       
 Telephone available to incoming prisoners? Yes X No       
 How many calls allowed and to whom? - No. ?      Within reason     

COMMENTS: The overall rating of this section is Good.

Note: Of the six (6) deficiencies noted in a letter to the County Commissioners dated March 7, 1980 none have been corrected to date.

Total Sentenced:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>80</u>	Male	<u>3</u>
Female	<u>3</u>	Female	<u>0</u>
Total	<u>83</u>	Total	<u>3</u>

Suicides:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Deaths (Other than Suicides):

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>0</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>0</u>	Total	<u>0</u>

Escapes:

<u>Adult</u>		<u>Juvenile</u>	
Male	<u>2 (1-exercise yard) (1-out of window)</u>	Male	<u>0</u>
Female	<u>0</u>	Female	<u>0</u>
Total	<u>2</u>	Total	<u>0</u>

Number of Inmates Boarded for other Counties 32  
 Number of Inmates Boarded for State Institutions 4

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? Yes X No     

Condition of counters Good X Fair      Poor     

Condition of tables Good X Fair      Poor     

Condition of shelves Good X Fair      Poor     

Condition of utensils Good X Fair      Poor     

Condition of Equipment Good X Fair      Poor     

Hand washing facilities available? Yes X No     

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Garbage disposal

Condition of refrigerators Good

Dishwashing machine used? Yes X No     

Method of pest and vermin control Commercial exterminator

Ample supply of hot water? Yes X No     

Exhaust hood over stove? Yes X No     

Who inspects? Sheriff

Overall sanitary condition? Good X Fair      Poor     

COMMENTS: The overall rating of this section is Good.

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FOOD SERVICE

Serving times: Breakfast 0800 Dinner 1200 Supper 1700

Written, three-week menu available? Yes  No

Coffee, Tea or Milk served at each meal? Yes  No

Paid Cook or Supervisor? Yes  No

Special Thanksgiving and Christmas Dinners? Yes  No

Food withheld as punishment? Yes  No

Fire extinguisher in preparation area? Yes  No

Special diets served per order of doctor? Yes  No

Any food, canned or otherwise, stored on floor? Yes  No

Thermometer in each refrigerator? Yes  No

Refrigerated food stored properly, covered etc.? Yes  No

Full set of cutlery issued to inmates at mealtime? Yes  No

Control system for issuing and return of cutlery? Yes  No

COMMENTS: There should be no more than a fourteen hour-time lapse  
between the evening meal and breakfast.

The Sheriff's wife is employed by the County to manage the food  
service operation.

The quality of food is good and the amount served is ample.

The overall rating of this section is Good.

CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes  No

How Often? Daily By whom? Officer on duty

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes  No

How often are cell checks conducted? Every thirty (30) minutes

Other than dispatcher, number of officers on duty:

1st Shift? 1 2nd Shift? 1 3rd Shift? 0

How much of shift spent in cell block? 80%

Is a second set of keys available in case of an emergency? Yes  No

How often are shake downs conducted? As needed

Are inmates searched every time they enter the block? Yes  No

How often are head counts conducted? Constantly

Do inmates ever act as turnkeys? Yes  No

COMMENTS: Even though the Sheriff calls in an extra officer when he  
feels that the population warrants it, it is felt that there should  
be one officer in addition to the dispatcher on the third shift  
especially now that the new addition to the jail is operational.  
The dispatcher should not have to act as a corrections officer along  
with his dispatching duties.

The overall rating of this section is Fair.

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes X No     

Ample Cleaning supplies? Yes X No     

Plan for vermin control? Yes X No     

Cleaning tools cleaned and stored after use? Yes X No     

Plumbing fixtures cleaned each day? Yes X No     

Covered receptacles furnished for trash? Yes      No X

Condition of floors: Clean X Dirty      Dusty      Need Repair     

Condition of walls: Clean      Dirty      Dusty      Need <sup>Paint</sup>      X

Condition of cells or rooms: Clean      Dirty      Cluttered X

Condition of paint: Good      Fair X Poor X

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Weekly

Blankets laundered? As needed

Number of showers available? Seven (7)

Type of ventilating system? Forced air in each cell.

Laundry available to inmates? Yes X No     

Food allowed in cell block? See comments Yes X No     

Are sanitation inspections conducted? Yes X No     

By whom? Sheriff and officer on duty/

Overall condition sanitation wise? Good      Fair X Poor     

COMMENTS: Type and amount of food controled by jail staff.

The entire security area is in need of painting.

A janitor employed by the County comes in once a week to clean all areas except the housing area.

The overall rating of this section is Fair.

JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes X No     

Communications between juvenile areas and desk? Yes X No     

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes      No X

How often are juveniles checked? Every thirty (30) minutes

Are there any programs for juveniles? Yes      No X

Such as: Same as adult inmates

What alternatives are tried other than incarceration? Division of Intake Services

Condition of female juvenile area? Good      Fair X Poor     

Condition of male juvenile area? Good      Fair X Poor     

COMMENTS: Area needs to be painted.

This facility is cleared to house juveniles.

The overall rating of this section is Fair.

ADULT FEMALES

Is there twenty-four hour matron coverage? Yes X No     

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes      No X

Do females have to go through male section? Yes      No X

How often are females checked for their well being? Every thirty (30) minutes

Is there communication between the female area and desk? Yes X No     

Which of the following are available to females?

Counseling	<u>X</u>	Recreation	<u>X</u>	Library	<u>X</u>
GED	<u>X</u>	Visiting	<u>X</u>	Church	<u>X</u>
AA Meetings	<u>X</u>	Others	<u>    </u>		

Number of exits from female section? Two (2)

Do females eat in their cell or room? Yes X No     

Would a female ever be put on trustee status? Yes X No     

Would a female ever be put on work release? Yes X No     

Condition of female section: Good      Fair X Poor     

COMMENTS: The area is in need of a paint job.

The facility is cleared to house females.

The overall rating of this section is Fair.

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MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes      No X

Number of weekly visits to jail? NA

If no doctor, how are complaints of illness handled? Inmate taken to the emergency room of the local hospital.

Are any staff medically trained? Yes X No     

Degree of Training: 3-EMT, 2-Advanced First Aid, 2-Basic First Aid

Medication kept under lock and key? Yes X No     

How are complaints of illness reported? Inmate fills out a medical request form.

Where are medical records kept? In personal folder.

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes      No X

Are the services of a psychiatrist or psychologist available? Yes X No     

Is there a problem with services from State of Maine Mental Health Institutes? Yes X No     

Can ill inmates be segregated? Yes X No     

Is treatment ever refused? Yes      No X

COMMENTS: County is unable to contract with a doctor who would make regular calls at the jail.

Mid Coast Mental Health furnishes psychological services to the jail.

The overall rating of this section is Fair.

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INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No     

Any segregating of classes of inmates done at this jail? Yes X No     

Is there a "plan of the day" for inmates? Yes      No X

Are any inmates given authority over others? Yes      No X

Are inmates allowed to have money with them? Yes      No X

If so, how much     NA    

Is good time taken away as a form of discipline? Yes X No     

Do you use lock up as punishment? Yes      No X

If so, length of time locked up     NA    

Are inmates charged for destroying property? Yes X No     

Is the population in constant lockup? Yes      No X

Is a jail officer on duty at all times? **See comments** Yes      No X

Are mechanical monitoring devices used? Yes X No     

COMMENTS: On the third shift the dispatcher also acts as the jail officer. There should be an officer in addition to the desk man on this shift.

The overall rating of this section is Fair.

RELIGION

Are there regular church services offered? Yes X No     

Are all sects available to the jail? Yes X No     

Does the jail have a chaplain? Yes      No X

Are requests for religious participation ever refused? Yes      No X

COMMENTS: Services are held on Thursday evenings.

The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes      No X

Description: The library consists of reading materials on a cart that is wheeled about the jail for selection by the inmates.

Are legal references available to inmates? Yes X No     

Working agreement with local public library? Yes X No     

Source of publications in library Donations

Hours Library open to inmates Any time

COMMENTS: The Sheriff suggests that the State of Maine Mobile Library make stops at County Jails.

The overall rating of this section is Fair.

RECREATION

Does jail provide TV for inmates? Yes      No X

Is there an outside exercise area? Yes X No     

How often is area used? Daily weather permitting

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? Three (3) and Holidays
Times of day visiting allowed? Wed. 1900-2100 Sat. 1900-2100 Sun. 1400-1530 & 1900-2100
Total number of hours per week? 7 1/2 weekly plus 3 1/2 on holidays
Are contact visits allowed? Yes X No
Special visits allowed? Yes X No
Limitations on who may visit? Yes X No
Explain No juveniles without permission.
Visiting withheld as punishment? Yes X No
Condition of visiting area: Good X Fair Poor

COMMENTS: The overall rating of this section is Good.

MAIL

Is incoming mail censored? Yes No X
Is outgoing mail censored? Yes No X
Are there restrictions on what may be received? Yes No X
If so, what are they? NA

COMMENTS: The overall rating of this section is Good.

Are full time counselors employed? Yes No X
Are part time counselors employed? Yes No X
Are volunteers used in counseling? Yes X No
Do you get help from State Agencies? Yes X No
What agencies? Human Services - Mental Health & Corrections

COMMENTS: The overall rating of this section is Fair.

WORK RELEASE

Do you have a work release program? Yes X No
Does inmate have to serve set portion of sentence before becoming eligible? Yes X No
Estimated percent of failures? 10%
Estimated percent of successes? 90%
How much board is charged? \$3.00 to \$6.00 per day
Does inmate have to get own employment? Yes No X
Are checks made of the inmate on the job? Yes X No
How often? Weekly By Whom? Sheriff

What do you think of the Work Release Program? Useful program

Does program cause contraband problems? Yes No X
Is an inmate given a second chance? Yes X No

COMMENTS: Amount earned ---- \$2,534.26
Board paid ----- \$ 756.00

The overall rating of this section is Good.

Are radios allowed in the jail? Yes  No   
 Is a staff member in charge of recreation? Yes  No   
 Are facilities such as YMCA etc. utilized? Yes  No   
 Are there scheduled recreation periods? Yes  No   
 What is furnished for recreation equipment? Volleyball, basketball, football, cards and table games.

COMMENTS: T.V.'s are allowed but must be furnished by the inmate.  
The overall rating of this section is Good.

COMMISSARY

Does jail have a commissary? Yes  No   
 Items available NA

If no commissary, what arrangements are made? Officer makes a store run for the wants of the inmates.

Who operates commissary? NA  
 What is done with profits from sales? NA

COMMENTS: The population is not large enough to support a fully stocked commissary.  
The overall rating of this section is Fair.

COUNSELING

Is counseling available in the following areas:  
 Drugs  Religion  Mental Health  Employment   
 Education  Alcohol  Health & Welfare

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes  No   
 Are inmates advised of the penalties for infractions? Yes  No   
 Is there a disciplinary board for infractions? Yes  No   
 Can the accused call witnesses? Yes  No

Who makes the final review of the penalty imposed? Sheriff

What punishments are given for infractions? Loss of privileges - loss of good time - lock-up.

Is segregation used at this facility? Yes  No

For what reasons? NA

What is the longest an inmate would be in segregation? NA

When in segregation does an inmate lose any privileges? Yes  No

If so, what privileges? NA

Who investigates inmate complaints? Sheriff

Is there a due process system at this jail? See comments Yes  No

When an offense is committed is the inmate charged? Yes  No

COMMENTS: There is a partial due process system at this facility but it does not go far enough. The setting up of a disciplinary board for infractions would insure inmates of due process.

The overall rating of this section is Fair.



EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes \_\_\_ No X

Is program governed the same as Work Release? Yes \_\_\_ No X

COMMENTS: Would consider such a program for qualified and deserving inmates.

The overall rating of this section is Fair.

Are all activities and programs made available to female and juvenile inmates? Yes X No \_\_\_

If not, why not? NA

What activities and programs are available? NA

COMMENTS: The overall rating of this section is Fair.

PLUMBING

Sufficient and available toilets in block? Yes X No \_\_\_

Hot and cold running water in cell block? Yes X No \_\_\_

Are pipes exposed? Yes \_\_\_ No X

Condition of showers? Good X Fair \_\_\_ Poor \_\_\_

Condition of toilets? Good X Fair \_\_\_ Poor \_\_\_

Condition of lavatories? Good X Fair \_\_\_ Poor \_\_\_

Does jail have laundry? Yes X No \_\_\_

If not, how is laundry done? NA

Is plumbing inspected locally? Yes \_\_\_ No X

COMMENTS: An excessive amount of iron in the water has caused some discoloration to the showers.

The overall rating of this section is Good.

ELECTRICAL

Are cell lights the security type? Yes X No \_\_\_

If not, what type? NA

Is wiring and conduit pipe exposed? Yes \_\_\_ No X

Are lights controlled outside the cell block? Yes X No \_\_\_

Is there emergency lighting? Yes X No \_\_\_

Is there sufficient light in the block? Yes X No \_\_\_

COMMENTS: Some light fixtures have been damaged and should be repaired or replaced.

The overall rating of this section is Fair.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes X No     

If not -- 2 man      4 man      Other     

Square footage per inmate per cell Seventy-two (72)

Is there dayroom space? Yes X No     

Is there a dining area? See comments Yes X No     

Are windows screened? Security NA Against pests NA

Are cell doors gang locked? Yes X No     

Condition of roof? Good X Fair      Poor     

Condition of walls? Good      Fair X Poor     

Condition of ceilings? Good X Fair      Poor     

Condition of cat walks? NA Good      Fair      Poor     

Condition of floors? Good X Fair      Poor     

Condition of paint? Good      Fair X Poor to X

Condition of cells? Good      Fair X Poor     

Condition of windows? Good      Fair X Poor     

Condition of Bunks? Good X Fair      Poor     

Condition of visiting area? Good X Fair      Poor     

Number of exits from cell block? Two (2)

COMMENTS: The dining area is not being used due to past problems with the inmates.

There has been some damage to the walls that requires minor repairs.

The cell areas and cells are in need of painting.

A holding tank for two has been installed along with a booking area, vehicle entrance and garage in a new addition.

The overall rating of this section is Fair.

SHERIFF'S COMMENTS: The addition of the holding tank has been a help but the Sheriff feels that the installation of three more cells in that area would allow him much more flexibility in the operation of the jail especially where problem inmates are involved.

FUTURE PLANS: The completion of the new addition.

RECOMMENDATIONS: The Commissioners should very seriously consider the hiring of an officer for the third shift to work in the jail, new state as well as federal standards will require sufficient staff to safely operate a facility,

A plan of preventative maintenance should be implemented to keep future repair costs as low as possible.

OVERALL RATING: Good      Fair X Poor     

The majority of the sections rated as Fair could be upgraded to Good by administrative procedures.

COUNTY JAIL INSPECTION REPORT

January 29, 1981

WASHINGTON COUNTY JAIL

Machias, Maine

Reid Molholland, Sheriff

DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

Washington County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

Male:

Jail Attendants (FT) 3\*  
 Counselors (FT) 0  
 Cook (FT) 0

Female:

Matrons (FT) 0  
 Counselors (FT) 0  
 Cook (FT) 0

\*Additional (1) employee to be added

Jail Attendants (PT) 6  
 Counselors (PT) 0  
 Other (PT) 0

Matrons (PT) 9  
 Counselors (PT) 0  
 Other (PT) 0

Average Overnight Population:

Adult

Male 5  
 Female 0  
 Total 5

Juvenile

Male 0  
 Female 0  
 Total 0

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

Adult

Male 618  
 Female 29  
 Total 647

Juvenile

Male 31  
 Female 6  
 Total 37

Total Sentenced:

Adult

Male 116  
 Female 4  
 Total 120

Juvenile

Male 22  
 Female 3  
 Total 25

Suicides:

Adult

Male 0  
 Female 0  
 Total 0

Juvenile

Male 0  
 Female 0  
 Total 0

Deaths (Other than Suicides):

Adult

Male 0  
 Female 0  
 Total 0

Juvenile

Male 0  
 Female 0  
 Total 0

Escapes:

Adult

Male 3 (2 ran/ 1 walked out)  
 Female 0  
 Total 3

Juvenile

Male 0  
 Female 0  
 Total 0

Number of Inmates Boarded for other Counties 0

Number of Inmates Boarded for State Institutions 0

COUNTY JAIL INSPECTION REPORT

COUNTY: Washington DATE: Jan. 29, 1981  
SHERIFF: Reid Molholland PHONE: 255-3434  
CHAIRMAN, COUNTY COMMISSIONERS: Theone Look  
Date Constructed: \_\_\_\_\_ Date Renovated: 1978  
Capacity: Male 4 Female - Juv. (M) - Juv. (F) - Total 4

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No \_\_\_\_\_  
File Folder record keeping system? Yes X No \_\_\_\_\_  
Juvenile records: Separate? X Confidential? X  
Is close observation taken of physical condition (In & Out)? Yes X No \_\_\_\_\_  
Sick or injured persons accepted from other agencies? Yes \_\_\_\_\_ No X  
Thorough search of new inmates? Yes X No \_\_\_\_\_  
Receipt given for money and valuables taken? Yes \_\_\_\_\_ No X  
Is a Jail Log maintained? Yes X No \_\_\_\_\_  
Telephone available to incoming prisoners? Yes X No \_\_\_\_\_  
How many calls allowed and to whom? - No. ? Within reason

COMMENTS: Policies and procedures are being written to comply with state standards.

A receipt in duplicate will be issued for money and valuables taken from inmates.

The overall rating of this section is Good.

FOOD SERVICE

Serving times: Breakfast 0700-0730 Dinner 1100-1200 Supper 1730-1800

Written, three-week menu available? Yes \_\_\_\_\_ No \_\_\_\_\_  
Coffee, Tea or Milk served at each meal? Yes \_\_\_\_\_ No \_\_\_\_\_  
Paid Cook or Supervisor? Yes \_\_\_\_\_ No \_\_\_\_\_  
Special Thanksgiving and Christmas Dinners? Yes \_\_\_\_\_ No \_\_\_\_\_  
Food withheld as punishment? Yes \_\_\_\_\_ No \_\_\_\_\_  
Fire extinguisher in preparation area? Yes \_\_\_\_\_ No \_\_\_\_\_  
Special diets served per order of doctor? Yes \_\_\_\_\_ No \_\_\_\_\_  
Any food, canned or otherwise, stored on floor? Yes \_\_\_\_\_ No \_\_\_\_\_  
Thermometer in each refrigerator? Yes \_\_\_\_\_ No \_\_\_\_\_  
Refrigerated food stored properly, covered etc.? Yes \_\_\_\_\_ No \_\_\_\_\_  
Full set of cutlery issued to inmates at mealtime? Yes \_\_\_\_\_ No \_\_\_\_\_  
Control system for issuing and return of cutlery? Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS: Food is catered from a local restaurant.

The quality of food is good and the amount served is ample.

The overall rating of this section is Good.

SANITATION (FOOD RELATED)

NA

Kitchen help wears aprons and hair restraints? Yes  No

Condition of counters Good  Fair  Poor

Condition of tables Good  Fair  Poor

Condition of shelves Good  Fair  Poor

Condition of utensils Good  Fair  Poor

Condition of Equipment Good  Fair  Poor

Hand washing facilities available? Yes  No

Condition of walls and ceilings \_\_\_\_\_

Condition of paint \_\_\_\_\_

Condition of floors \_\_\_\_\_

How is garbage handled? \_\_\_\_\_

Condition of refrigerators \_\_\_\_\_

Dishwashing machine used? Yes  No

Method of pest and vermin control \_\_\_\_\_

Ample supply of hot water? Yes  No

Exhaust hood over stove? Yes  No

Who inspects? \_\_\_\_\_

Overall sanitary condition? Good  Fair  Poor

COMMENTS: \_\_\_\_\_

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SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes  No

Ample Cleaning supplies? Yes  No

Plan for vermin control? Yes  No

Cleaning tools cleaned and stored after use? Yes  No

Plumbing fixtures cleaned each day? Yes  No

Covered receptacles furnished for trash? Yes  No

Condition of floors: Clean  Dirty  Dusty  Need Repair

Condition of walls: Clean  Dirty  Dusty  Need Repair

Condition of cells or rooms: Clean  Dirty  Cluttered

Condition of paint: Good  Fair  Poor

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Twice weekly

Blankets laundered? Weekly

Number of showers available? One (1)

Type of ventilating system? Exhaust fan

Laundry available to inmates? Yes  No

Food allowed in cell block? Yes  No

Are sanitation inspections conducted? Yes  No

By whom? Sheriff

Overall condition sanitation wise? Good  Fair  Poor

COMMENTS: The overall rating of this section is Good.

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CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes  No

How Often? Daily By whom? Corrections officer on duty

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes  No

How often are cell checks conducted? Every thirty (30) minutes

Other than dispatcher, number of officers on duty:

1st Shift? 1 2nd Shift? 1 3rd Shift? 1

How much of shift spent in cell block? Twenty-five (25) per cent

Is a second set of keys available in case of an emergency? Yes  No

How often are shake downs conducted? As needed

Are inmates searched every time they enter the block? Yes  No

How often are head counts conducted? Shift change

Do inmates ever act as turnkeys? Yes  No

COMMENTS: All County dispatching is done in the court house therefore the Sheriff's Department personnel work as corrections officers only.

The overall rating of this section is Good.

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ADULT FEMALES NA

Is there twenty-four hour matron coverage? Yes  No

How long are females held at this facility? \_\_\_\_\_

Do male officers enter female area without a Matron? Yes  No

Do females have to go through male section? Yes  No

How often are females checked for their well being? \_\_\_\_\_

Is there communication between the female area and desk? Yes  No

Which of the following are available to females?

- |             |       |            |       |         |       |
|-------------|-------|------------|-------|---------|-------|
| Counseling  | _____ | Recreation | _____ | Library | _____ |
| GED         | _____ | Visiting   | _____ | Church  | _____ |
| AA Meetings | _____ | Others     | _____ |         |       |

Number of exits from female section? \_\_\_\_\_

Do females eat in their cell or room? Yes  No

Would a female ever be put on trustee status? Yes  No

Would a female ever be put on work release? Yes  No

Condition of female section: Good  Fair  Poor

COMMENTS: This facility is not cleared to house females.

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JUVENILES NA

How long are juveniles held at this facility? \_\_\_\_\_

Is matron coverage present for female juveniles? Yes \_\_\_ No \_\_\_

Communications between juvenile areas and desk? Yes \_\_\_ No \_\_\_

Where are juveniles taken to be locked up? \_\_\_\_\_

Do juveniles have to go through the adult area? Yes \_\_\_ No \_\_\_

How often are juveniles checked? \_\_\_\_\_

Are there any programs for juveniles? Yes \_\_\_ No \_\_\_

Such as: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What alternatives are tried other than incarceration? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Condition of female juvenile area? Good \_\_\_ Fair \_\_\_ Poor \_\_\_

Condition of male juvenile area? Good \_\_\_ Fair \_\_\_ Poor \_\_\_

COMMENTS: This facility is not cleared to house juveniles.

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INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes X No \_\_\_

Any segregating of classes of inmates done at this jail? Yes \_\_\_ No X

Is there a "plan of the day" for inmates? Yes \_\_\_ No X

Are any inmates given authority over others? Yes \_\_\_ No X

Are inmates allowed to have money with them? Yes \_\_\_ No X

If so, how much NA

Is good time taken away as a form of discipline? NA Yes \_\_\_ No \_\_\_

Do you use lock up as punishment? Yes \_\_\_ No X

If so, length of time locked up NA

Are inmates charged for destroying property? Yes X No \_\_\_

Is the population in constant lockup? Yes \_\_\_ No X

Is a jail officer on duty at all times? Yes X No \_\_\_

Are mechanical monitoring devices used? Yes X No \_\_\_

COMMENTS: The overall rating of this section is Good.

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MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes \_\_\_ No X

Number of weekly visits to jail? NA

If no doctor, how are complaints of illness handled? Taken to emergency room of local hospital.

Are any staff medically trained? Yes \_\_\_ No X

Degree of Training: NA

Medication kept under lock and key? Yes X No \_\_\_

How are complaints of illness reported? Medical request form

Where are medical records kept? Inmate folder

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes \_\_\_ No X

Are the services of a psychiatrist or psychologist available? Yes X No \_\_\_

Is there a problem with services from State of Maine Mental Health Institutes? Yes \_\_\_ No X

Can ill inmates be segregated? Yes \_\_\_ No X

Is treatment ever refused? Yes \_\_\_ No X

COMMENTS: Washington County Counseling Center furnishes psychiatric services on request.

The overall rating of this section is Fair.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? One (1)

Times of day visiting allowed? Sunday 0830-1100 1300-1600

Total number of hours per week? 5½ hours

Are contact visits allowed Yes X No \_\_\_

Special visits allowed? Yes X No \_\_\_

Limitations on who may visit? Yes \_\_\_ No X

Explain NA

Visiting withheld as punishment? Yes \_\_\_ No X

Condition of visiting area: Good \_\_\_ Fair \_\_\_ Poor X

COMMENTS: Considering that this facility is classed as a seventy-two (72) hour lock up the visiting allowed is good. The area where visits are held is Poor.

The overall rating of this section is Fair.

MAIL

Is incoming mail censored? Yes \_\_\_ No X

Is outgoing mail censored? Yes \_\_\_ No X

Are there restrictions on what may be received? Yes \_\_\_ No X

If so, what are they? NA

COMMENTS: The overall rating of this section is Good.

RELIGION

Are there regular church services offered? Yes \_\_\_ No X  
Are all sects available to the jail? Yes X No \_\_\_  
Does the jail have a chaplain? Yes \_\_\_ No X  
Are requests for religious participation ever refused? Yes \_\_\_ No X

COMMENTS: A clergyman would be called in if requested.

This section is unrated.

LIBRARY

Is there a library in the jail? Yes \_\_\_ No X  
Description; NA

Are legal references available to inmates? Yes \_\_\_ No X  
Working agreement with local public library? Yes \_\_\_ No X  
Source of publications in library NA  
Hours Library open to inmates NA

COMMENTS: A small amount of reading material is available.

This section is unrated.

RECREATION

Does jail provide TV for inmates? Yes \_\_\_ No X  
Is there an outside exercise area? Yes \_\_\_ No X  
How often is area used? NA

Are radios allowed in the jail? Yes X No \_\_\_  
Is a staff member in charge of recreation? Yes \_\_\_ No X  
Are facilities such as YMCA etc. utilized? Yes \_\_\_ No X  
Are there scheduled recreation periods? Yes \_\_\_ No X  
What is furnished for recreation equipment? Nothing

COMMENTS: This section is unrated.

COMMISSARY

Does jail have a commissary? Yes \_\_\_ No X  
Items available NA

If no commissary, what arrangements are made? NA

Who operates commissary? NA  
What is done with profits from sales? NA

COMMENTS: This section is unrated.

COUNSELING

Is counseling available in the following areas:  
Drugs X Religion X Mental Health X Employment \_\_\_  
Education \_\_\_ Alcohol X Health & Welfare X

**CONTINUED**

**3 OF 4**

Are full time counselors employed? Yes \_\_\_ No X  
 Are part time counselors employed? Yes \_\_\_ No X  
 Are volunteers used in counseling? Yes \_\_\_ No X  
 Do you get help from State Agencies? Yes \_\_\_ No X  
 What agencies? NA

COMMENTS: Counseling is available upon request from the Washington County Counseling Center and the Social Service Consortium.  
This section is unrated.

WORK RELEASE NA

Do you have a work release program? Yes \_\_\_ No \_\_\_  
 Does inmate have to serve set portion of sentence before becoming eligible? Yes \_\_\_ No \_\_\_  
 Estimated percent of failures? \_\_\_\_\_  
 Estimated percent of successes? \_\_\_\_\_  
 How much board is charged? \_\_\_\_\_  
 Does inmate have to get own employment? Yes \_\_\_ No \_\_\_  
 Are checks made of the inmate on the job? Yes \_\_\_ No \_\_\_  
 How often? \_\_\_\_\_ By Whom? \_\_\_\_\_  
 What do you think of the Work Release Program? \_\_\_\_\_

Does program cause contraband problems? Yes \_\_\_ No \_\_\_  
 Is an inmate given a second chance? Yes \_\_\_ No \_\_\_  
 COMMENTS: Not in facility long enough.

Do you have an Education Release Program? Yes \_\_\_ No \_\_\_  
 Is program governed the same as Work Release? Yes \_\_\_ No \_\_\_

COMMENTS: Not in facility long enough.  
 \_\_\_\_\_  
 \_\_\_\_\_

Are all activities and programs made available to female and juvenile inmates? NA Yes \_\_\_ No \_\_\_  
 If not, why not? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What activities and programs are available? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

COMMENTS: Females and juveniles not housed in this facility.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes \_\_\_ No X

Are inmates advised of the penalties for infractions? Yes \_\_\_ No X

Is there a disciplinary board for infractions? Yes \_\_\_ No X

Can the accused call witnesses? Yes \_\_\_ No X

Who makes the final review of the penalty imposed? Sheriff

What punishments are given for infractions? Lock up

Is segregation used at this facility? Yes \_\_\_ No X

For what reasons? NA

What is the longest an inmate would be in segregation? NA

When in segregation does an inmate lose any privileges? Yes \_\_\_ No \_\_\_

If so, what privileges? NA

Who investigates inmate complaints? Sheriff

Is there a due process system at this jail? Yes \_\_\_ No X

When an offense is committed is the inmate charged? Yes X No \_\_\_

COMMENTS: Inmates are not kept at this facility long enough to become involved in a complete due process system.

New policies and procedures will address this area more in depth.

This section is unrated.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes X No \_\_\_

If not -- 2 man \_\_\_ 4 man \_\_\_ Other \_\_\_

Square footage per inmate per cell Sixty (60)

Is there dayroom space? Yes \_\_\_ No X

Is there a dining area? Yes \_\_\_ No X

Are windows screened? Security NA Against pests NA

Are cell doors gang locked? Yes \_\_\_ No X

Condition of roof? Good X Fair \_\_\_ Poor \_\_\_

Condition of walls? Good X Fair \_\_\_ Poor \_\_\_

Condition of ceilings? Good X Fair \_\_\_ Poor \_\_\_

Condition of cat walks? NA Good \_\_\_ Fair \_\_\_ Poor \_\_\_

Condition of floors? Good X Fair \_\_\_ Poor \_\_\_

Condition of paint? Good X Fair \_\_\_ Poor \_\_\_

Condition of cells? Good \_\_\_ Fair X Poor \_\_\_

Condition of windows? NA Good \_\_\_ Fair \_\_\_ Poor \_\_\_

Condition of Bunks? Good \_\_\_ Fair X Poor \_\_\_

Condition of visiting area? Good \_\_\_ Fair \_\_\_ Poor X

Number of exits from cell block? Two (2)

COMMENTS: The inspection was conducted only on that part of the facility now being used, the remaining portion was declared unfit for use in 1978 by the State Fire Marshal's Office.

The overall rating of this section is Fair.

PLUMBING

Sufficient and available toilets in block? Yes  No

Hot and cold running water in cell block? Yes  No

Are pipes exposed? Yes  No

Condition of showers? Good  Fair  Poor

Condition of toilets? Good  Fair  Poor

Condition of lavatories? Good  Fair  Poor

Does jail have laundry? Yes  No

If not, how is laundry done? NA

Is plumbing inspected locally? Yes  No

COMMENTS: The overall rating of this section is Fair.

ELECTRICAL

Are cell lights the security type? Yes  No

If not, what type? NA

Is wiring and conduit pipe exposed? Yes  No

Are lights controlled outside the cell block? Yes  No

Is there emergency lighting? Yes  No

Is there sufficient light in the block? Yes  No

COMMENTS: The overall rating of this section is Good.

SHERIFF'S COMMENTS: The need for a new facility in Washington County is becoming greater as time goes by.

The County is participating in the jail architectural feasibility study sponsored by the Maine Sheriff's Association.

FUTURE PLANS: To educate the citizens of Washington County as to the advantages of a new jail especially from an economic standpoint.

RECOMMENDATIONS: Make an all out effort through the Sheriff, County Commissioners and the Legislative Delegation to sell the citizens the feasibility of a bond issue for a new jail.

OVERALL RATING: Good  Fair  Poor

This facility is now classed as a seventy-two (72) hour holding facility with a capacity of four (4) adult males.

COUNTY JAIL INSPECTION REPORT

November 21, 1980

YORK COUNTY JAIL

Alfred, Maine

C. Wesley Phinney, Sheriff

N-1

DEPARTMENTAL STATISTICS 7/1/79 - 6/30/80

York County

Employees: (FT Denotes Full Time - PT Denotes Part Time)

Male:

Jail Attendants (FT) 18  
 Counselors (FT) 0  
 Cook (FT) 1  
  
 Jail Attendants (PT) 17  
 Counselors (PT) 0  
 Other (PT) 5

Female:

Matrons (FT) 1  
 Counselors (FT) 1  
 Cook (FT) 0  
  
 Matrons (PT) 6  
 Counselors (PT) 0  
 Other (PT) 0

Average Overnight Population:

Adult

Male 37.47  
 Female 1.94  
 Total 39.40

Juvenile

Male 2.0  
 Female .5  
 Total 2.5

Total Detained, County Jail: (Holds for other Departments/Awaiting Trial, Bail, Transportation, etc.)

Adult

Male 1688  
 Female 94  
 Total 1782

Juvenile

Male 46  
 Female 4  
 Total 50

York County

Adult

Male 274  
 Female 20  
 Total 294

Juvenile

Male 20  
 Female 2  
 Total 22

Suicides:

Adult

Male 0  
 Female 0  
 Total 0

Juvenile

Male 0  
 Female 0  
 Total 0

Deaths (Other than Suicides):

Adult

Male 0  
 Female 0  
 Total 0

Juvenile

Male 0  
 Female 0  
 Total 0

Escapes:

Adult

Male 4 (thru window at jail)  
 Female 0  
 Total 4

Juvenile

Male 0  
 Female 0  
 Total 0

Number of Inmates Boarded for other Counties 0  
 Number of Inmates Boarded for State Institutions 0



COUNTY JAIL INSPECTION REPORT

COUNTY: York DATE: Nov. 21, 1980
SHERIFF: C. Wesley Phinney PHONE: 324-1111
CHAIRMAN, COUNTY COMMISSIONERS: Peter Dennet
Date Constructed: 1979 Date Renovated:
Capacity: Male 26 Female 3 Juv. (M) 2 Juv. (F) 2 Total 33

ADMINISTRATION

Written rules and regulations for jail employees? Yes X No
File Folder record keeping system? Yes X No
Juvenile records: Separate? No Confidential? No
Is close observation taken of physical condition (In & Out)? Yes X No
Sick or injured persons accepted from other agencies? Yes No X
Thorough search of new inmate? Yes X No
Receipt given for money and valuables taken? See comments Yes No X
Is a Jail Log maintained? Yes X No
Telephone available to incoming prisoners? Yes X No
How many calls allowed and to whom? - No. ? Within reason

COMMENTS: The writing of a policies and procedures manual for corrections will begin in the very near future.
A receipt in duplicate should be issued when money and/or valuables are taken from an inmate.
The overall rating of this section is Fair.
Note: Of the five (5) deficiencies noted in a letter to the County Commissioners dated March 7, 1980 none have been corrected to date.

FOOD SERVICE

Serving times: Breakfast 0700 Dinner 1200 Supper 1730
Written, three-week menu available? Yes X No
Coffee, Tea or Milk served at each meal? Yes X No
Paid Cook or Supervisor? Yes X No
Special Thanksgiving and Christmas Dinners? Yes X No
Food withheld as punishment? Yes No X
Fire extinguisher in preparation area? Yes X No
Special diets served per order of doctor? Yes X No
Any food, canned or otherwise, stored on floor? Yes No X
Thermometer in each refrigerator? Yes X No
Refrigerated food stored properly, covered etc.? Yes X No
Full set of cutlery issued to inmates at mealtime? Yes X No
Control system for issuing and return of cutlery? Yes X No

COMMENTS: The County employs the services of one full time and one part time cook.

The quality of the food is Good and the quantity is ample.

The overall rating of this section is Good.

SANITATION (FOOD RELATED)

Kitchen help wears aprons and hair restraints? Yes X No \_\_\_\_\_

Condition of counters Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of tables Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of shelves Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of utensils Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Condition of Equipment Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

Hand washing facilities available? Yes X No \_\_\_\_\_

Condition of walls and ceilings Good

Condition of paint Good

Condition of floors Good

How is garbage handled? Disposal

Condition of refrigerators Good

Dishwashing machine used? Yes X No \_\_\_\_\_

Method of pest and vermin control Commercial exterminator

Ample supply of hot water? Yes X No \_\_\_\_\_

Exhaust hood over stove? Yes X No \_\_\_\_\_

Who inspects? Jail Administrator

Overall sanitary condition? Good X Fair \_\_\_\_\_ Poor \_\_\_\_\_

COMMENTS: Housekeeping rules should be more strictly enforced in a couple of areas.

The overall rating of this section is Good.

SANITATION (NON-FOOD RELATED)

Daily routine for cleaning jail? Yes X No \_\_\_\_\_

Ample Cleaning supplies? Yes X No \_\_\_\_\_

Plan for vermin control? Yes X No \_\_\_\_\_

Cleaning tools cleaned and stored after use? Yes X No \_\_\_\_\_

Plumbing fixtures cleaned each day? Yes X No \_\_\_\_\_

Covered receptacles furnished for trash? See comments Yes \_\_\_\_\_ No \_\_\_\_\_

Condition of floors: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need Repair X

Condition of walls: Clean X Dirty \_\_\_\_\_ Dusty \_\_\_\_\_ Need Repair \_\_\_\_\_

Condition of cells or rooms: Clean \_\_\_\_\_ Dirty \_\_\_\_\_ Cluttered X

Condition of paint: Good \_\_\_\_\_ Fair X Poor X

Type of mattress used Fire retardant

Sheets furnished? Yes

Sheets changed and laundered? Two (2) times a week

Blankets laundered? Monthly

Number of showers available? Eight (8)

Type of ventilating system? Forced air

Laundry available to inmates? Yes X No \_\_\_\_\_

Food allowed in cell block? See comments Yes \_\_\_\_\_ No \_\_\_\_\_

Are sanitation inspections conducted? Yes X No \_\_\_\_\_

By whom? Jail Administrator

Overall condition sanitation wise? Good \_\_\_\_\_ Fair X Poor \_\_\_\_\_

COMMENTS: Covered receptacles are located in the day rooms for trash.

Paper bags should not be used for trash in the cells.

The linoleum on the floor has many burned places caused by cigarettes.

The paint through out the security area is Fair to Poor.

Food is allowed in the day rooms and not in the cells.

The overall rating of this section is Fair.

CUSTODY AND SECURITY

Inspection of locks, bars, windows, etc. Yes X No     

How Often? Each shift By whom? Shift supervisor

Results entered in jail log? Yes

Written plan for emergencies (fires, riots, escapes, etc.)? Yes X No     

How often are cell checks conducted? Every thirty (30) minutes

Other than dispatcher, number of officers on duty:

1st Shift? 3 2nd Shift? 3 3rd Shift? 3

How much of shift spent in cell block? Ninety (90) per cent

Is a second set of keys available in case of an emergency? Yes X No     

How often are shake downs conducted? As needed

Are inmates searched every time they enter the block? Yes X No     

How often are head counts conducted? Each shift

Do inmates ever act as turnkeys? Yes      No X

COMMENTS: The Sheriff has requested in the jail budget the addition of one officer per shift to do the booking in of inmates, the release of inmates, record keeping, and other administrative functions dealing with the day to day operation of the jail. The additional officer would free up the Shift Supervisor to supervise rather than be wasted behind a desk.

The overall rating of this section is Fair to Good.

ADULT FEMALES

Is there twenty-four hour matron coverage? Yes X No     

How long are females held at this facility? Sentencing facility

Do male officers enter female area without a Matron? Yes      No X

Do females have to go through male section? Yes      No X

How often are females checked for their well being? Every thirty (30) minutes.

Is there communication between the female area and desk? <sup>See</sup> Comments Yes      No X

Which of the following are available to females?

- |             |          |            |             |         |          |
|-------------|----------|------------|-------------|---------|----------|
| Counseling  | <u>X</u> | Recreation | <u>X</u>    | Library | <u>X</u> |
| GED         | <u>X</u> | Visiting   | <u>X</u>    | Church  | <u>X</u> |
| AA Meetings | <u>X</u> | Others     | <u>    </u> |         |          |

Number of exits from female section? Three (3)

Do females eat in their cell or room? See comments Yes X No     

Would a female ever be put on trustee status? Yes X No     

Would a female ever be put on work release? Yes X No     

Condition of female section: Good X Fair      Poor     

COMMENTS: An inter-communications system was supposed to have been purchased and installed during the past year but to date has not been done.

Female inmates would eat their meals in their day room area.

This facility is cleared to house females.

The overall rating of this section is Good.

JUVENILES

How long are juveniles held at this facility? Sentencing facility

Is matron coverage present for female juveniles? Yes  No

Communications between juvenile areas and desk? Yes  No

Where are juveniles taken to be locked up? NA

Do juveniles have to go through the adult area? Yes  No

How often are juveniles checked? Every thirty (30) minutes

Are there any programs for juveniles? Yes  No

Such as: The same programs available to adults.

What alternatives are tried other than incarceration? Division of Intake

Services and York County Sheriff's Youth Aid Bureau.

Condition of female juvenile area? Good  Fair  Poor

Condition of male juvenile area? Good  Fair  Poor

COMMENTS: Juveniles shall be segregated from adult inmates both by sight and sound.

This facility is cleared to house juveniles as long as the above provision is complied with.

The overall rating of this section is Good.

INMATE CONTROL AND DISCIPLINE

Written rules and regulations for each new inmate? Yes  No

Any segregating of classes of inmates done at this jail? Yes  No

Is there a "plan of the day" for inmates? Yes  No

Are any inmates given authority over others? Yes  No

Are inmates allowed to have money with them? Yes  No

If so, how much NA

Is good time taken away as a form of discipline? Yes  No

Do you use lock up as punishment? Yes  No

If so, length of time locked up Ten (10) days maximum

Are inmates charged for destroying property? Yes  No

Is the population in constant lockup? See comments Yes  No

Is a jail officer on duty at all times? Yes  No

Are mechanical monitoring devices used? Yes  No

COMMENTS: Inmates in all sections of the jail have access to the day room space in their particular area.

The maximum area and the medium/minimum area are under constant surveillance by a corrections officer in a control room.

The overall rating of this section is Good.

MEDICAL AND HEALTH SERVICES

Does the County employ a full time doctor? Yes X No     

Number of weekly visits to jail? Two (2)

If no doctor, how are complaints of illness handled? Transported to the emergency room of the local hospital.

Are any staff medically trained? Yes X No     

Degree of Training: 4-EMT's 1-R.N. (part time Deputy)

Medication kept under lock and key? Yes X No     

How are complaints of illness reported? Request slip to see the doctor is filled out by the inmate.

Where are medical records kept? Medical record section

Are inmates who are incarcerated for more than forty-eight hours given a physical? Yes      No X

Are the services of a psychiatrist or psychologist available? Yes X No     

Is there a problem with services from State of Maine Mental Health Institutes? Yes      No X

Can ill inmates be segregated? Yes X No     

Is treatment ever refused? Yes      No X

COMMENTS: York County Counseling Center furnishes psychiatric services to the jail.

The overall rating of this section is Good.

INMATE ACTIVITIES AND PROGRAMS

VISITING

Number of visiting days per week? Three (3)

Times of day visiting allowed? Wed. 1900-2100 Sat. & Sun. 1300-1600

Total number of hours per week? Eight (8) hours

Are contact visits allowed Yes      No X

Special visits allowed Yes X No     

Limitations on who may visit? Yes      No X

Explain NA

Visiting withheld as punishment? Yes      No X

Condition of visiting area: Good X Fair      Poor     

COMMENTS: The overall rating of this section is Good.

MAIL

Is incoming mail censored? Yes      No X

Is outgoing mail censored? Yes      No X

Are there restrictions on what may be received? Yes X No     

If so, what are they? Magazines dealing with violence.

COMMENTS: The overall rating of this section is Good.

RELIGION

Are there regular church services offered? Yes x No     

Are all sects available to the jail? Yes x No     

Does the jail have a chaplain? Yes      No x

Are requests for religious participation ever refused? Yes      No x

COMMENTS: Clergy of various denominations make weekly visits to the jail for services and counseling.

The overall rating of this section is Good.

LIBRARY

Is there a library in the jail? Yes      No x

Description: There is a large number of bound books, paperbacks and magazines all cataloged available to the inmates. No reading room.

Are legal references available to inmates? Yes x No     

Working agreement with local public library? Yes      No x

Source of publications in library Donations

Hours Library open to inmates Anytime

COMMENTS: An area will be set aside for use as a library containing shelves for books and tables and chairs.

The overall rating of this section is Fair.

RECREATION

Does jail provide TV for inmates? Yes x No     

Is there an outside exercise area? Yes x No     

How often is area used? Daily according to weather conditions.

Are radios allowed in the jail? Yes x No     

Is a staff member in charge of recreation? Yes x No     

Are facilities such as YMCA etc. utilized? Yes      No x

Are there scheduled recreation periods? Yes x No     

What is furnished for recreation equipment? Table Tennis - Weights - Volleyball - Basketball - Football - Table Games

COMMENTS: The overall rating of this section is Good.

COMMISSARY

Does jail have a commissary? Yes x No     

Items available Cigarettes, cigars, tobacco, candy and various sundry items.

If no commissary, what arrangements are made? NA

Who operates commissary? Jail staff

What is done with profits from sales? Inmate benefit fund

COMMENTS: The overall rating of this section is Good.

COUNSELING

Is counseling available in the following areas:

Drugs x Religion x Mental Health x Employment x

Education x Alcohol x Health & Welfare x

Are full time counselors employed? Yes Y No      
Are part time counselors employed? Yes     No X  
Are volunteers used in counseling? Yes X No      
Do you get help from State Agencies? Yes X No      
What agencies? Human Services - Mental Health and Corrections

COMMENTS: The Work Release Coordinator counsels inmates in various areas.  
York County Counseling Center offers counseling in many areas.  
The overall rating of this section is Good.

WORK RELEASE

Do you have a work release program? Yes X No      
Does inmate have to serve set portion of sentence before becoming eligible? Yes X No      
Estimated percent of failures? 0  
Estimated percent of successes? 100%  
How much board is charged? \$5.00 per working day  
Does inmate have to get own employment? Yes     No X  
Are checks made of the inmate on the job? Yes X No      
How often? Weekly By Whom? Program Director  
What do you think of the Work Release Program? Very Good

Does program cause contraband problems? Yes     No X  
Is an inmate given a second chance? Yes X No      
COMMENTS: Amount earned ----- \$5,301.27  
Board paid ----- \$1,160.00  
The overall rating of this section is Good.

EDUCATIONAL RELEASE

Do you have an Education Release Program? Yes     No X  
Is program governed the same as Work Release? Yes     No X

COMMENTS: The overall rating of this section is Poor.

Are all activities and programs made available to female and juvenile inmates? Yes X No      
If not, why not? NA

What activities and programs are available? NA

COMMENTS: The overall rating of this section is Good.

INMATE RIGHTS

Do the rules for inmates spell out the infractions? Yes  No

Are inmates advised of the penalties for infractions? Yes  No

Is there a disciplinary board for infractions? Yes  No

Can the accused call witnesses? Yes  No

Who makes the final review of the penalty imposed? Sheriff-Jail Administrator

What punishments are given for infractions? Loss of good time - Loss of privileges - Lock up

Is segregation used at this facility? Yes  No

For what reasons? Major infractions

What is the longest an inmate would be in segregation? Ten (10) days maximum

When in segregation does an inmate lose any privileges? Yes  No

If so, what privileges? All

Who investigates inmate complaints? Assistant Jail Administrator

Is there a due process system at this jail? Yes  No

When an offense is committed is the inmate charged? Yes  No

COMMENTS: The inspector was advised by the Sheriff and the Jail

Administrator that a due process system would be set up and put in operation within a month of the inspection.

The overall rating of this section is Fair.

BUILDING AND EQUIPMENT

Are cells single occupancy? Yes  No

If not -- 2 man \_\_\_\_\_ 4 man \_\_\_\_\_ Other \_\_\_\_\_

Square footage per inmate per cell Seventy (70)

Is there dayroom space? Yes  No

Is there a dining area? See comments Yes  No

Are windows screened? Security NA Against pests NA

Are cell doors gang locked? Yes  No

Condition of roof? Good  Fair  Poor

Condition of walls? See comments Good  Fair  Poor

Condition of ceilings? Good  Fair  Poor

Condition of cat walks? NA Good  Fair  Poor

Condition of floors? Good  Fair  Poor

Condition of paint? Good  Fair  Poor

Condition of cells? See comments Good  Fair  Poor

Condition of windows? Good  Fair  Poor

Condition of Bunks? Good  Fair  Poor

Condition of visiting area? Good  Fair  Poor

Number of exits from cell block? Two (2) from medium security, one (1) from maximum.

COMMENTS: All inmates eat their meals in the day room area of their respective area.

There are no breaks in the walls but they are in need of paint.

Cells need to be repainted.

The overall rating of this section is Fair.



PLUMBING

Sufficient and available toilets in block? Yes X No     

Hot and cold running water in cell block? Yes X No     

Are pipes exposed? Yes      No X

Condition of showers? See comments Good X Fair      Poor     

Condition of toilets? Good X Fair      Poor     

Condition of lavatories? Good X Fair      Poor     

Does jail have laundry? Yes X No     

If not, how is laundry done?     NA    

Is plumbing inspected locally? Yes      No X

COMMENTS: Shower curtains should be installed in each of the showers.

The overall rating of this section is Good.

ELECTRICAL

Are cell lights the security type? Yes X No     

If not, what type?     NA    

Is wiring and conduit pipe exposed? Yes      No X

Are lights controlled outside the cell block? Yes X No     

Is there emergency lighting? Yes X No     

Is there sufficient light in the block? Yes X No     

COMMENTS: The overall rating of this section is Good.

SHERIFF'S COMMENTS: York County is a part of the architectural  
feasibility study sponsored by the Maine Sheriff's Association.  
The need for more housing area is the most serious problem seen by  
the Sheriff.

A policy and procedure manual for the Corrections Division is one  
of the top priorities.

FUTURE PLANS: Get an addition to the present facility as soon as  
possible so the boarding out of inmates can be done away with.

RECOMMENDATIONS: Evaluate each job within the Corrections Division  
with the ultimate goal being the most effective use of available  
staff.

Address the over crowding situation at once as it can become very  
expensive boarding inmates at other facilities.

The practice of sleeping inmates on the floor will cease.

OVERALL RATING: Good X Fair      Poor     

The areas rated Fair certainly can be upgraded without any cash  
outlay just administration changes.

**END**