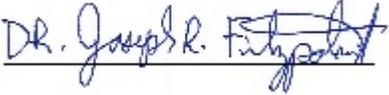


<b>POLICY TITLE: ACCESSIBILITY BY PHONE</b>		<b>PAGE <u>1</u> OF <u>2</u></b>
<b>POLICY NUMBER: 8.3 - ACC</b>		
<b>CHAPTER 8: GENERAL ADMINISTRATION</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> September 5, 2006	<b>LATEST REVISION:</b> June 16, 2014	<b>CHECK ONLY IF</b> APA [ <input type="checkbox"/> ]

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Adult Community Corrections

**III. POLICY**

It is the policy of the Department of Corrections that Regional Correctional Administrators, Regional Correctional Managers, Probation Officers and Probation Officer Assistants be accessible by phone during work hours and respond to calls received consistent with applicable collective bargaining agreements.

**IV. CONTENTS**

Procedure A: Accessibility by Phone, General

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

Procedure A: Accessibility by Phone, General

1. Each Regional Correctional Administrator shall ensure that cellular phone numbers and/or residential telephone numbers for Regional Correctional Administrators, Regional Correctional Managers, Probation Officers and Probation Officer Assistants are available to relevant law enforcement agencies

and Department staff to enable contact, as necessary.

2. Regional Correctional Administrators, Regional Correctional Managers, Probation Officers and Probation Officer Assistants shall carry state issued cellular phones as required and distribute or release state issued cellular phone numbers to relevant law enforcement agencies, pertinent Department staff and, as appropriate, other agencies and individuals. All use of state issued cellular phones shall be in accordance with Department Policy 1.14, Use of Cellular Phones.
3. In cases of poor cellular phone reception, the Department shall provide appropriate reimbursement for residential phones.

## VII. PROFESSIONAL STANDARDS

None

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER NUMBER/TITLE</b>	<b>PAGE NUMBER</b>
<b>8.3 –ACC Accessibility by Phone</b>	<b>8. General Administration</b>	<b>Page 2 of 2</b>
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