
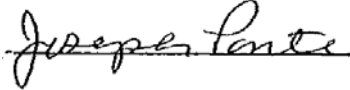


<b>POLICY TITLE: MONITORING OF DEPARTMENTAL PROGRAMS AND SERVICES</b>		<b>PAGE 1 OF 3</b>
<b>POLICY NUMBER: 1.5</b>		
<b>CHAPTER 1: ADMINISTRATION, ORGANIZATION, AND MANAGEMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  <b>Approved by Commissioner:</b> 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>EFFECTIVE DATE:</b> <b>August 2, 2004</b>	<b>LATEST REVISION:</b> <b>June 28, 2013</b>

## I. AUTHORITY

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

## II. APPLICABILITY

Entire Maine Department of Corrections

## III. POLICY

It is the policy of the Department of Corrections to ensure that programs and services are designed to enable prisoners, residents and clients to function effectively during incarceration/supervision and upon release to the community.

Operations, programs and space requirements shall be monitored through inspections and reviews, conducted by designated staff at least annually and at least once every three (3) years by qualified professionals, not affiliated with the facility or system.

Facility and community programs shall be analyzed and evaluated, at least every two (2) years, to determine their contribution to the facility's/region's mission.

## IV. CONTENTS

Procedure A: Departmental Programs and Services, General  
Procedure B: Review and Reporting of Programs and Services

## V. ATTACHMENTS

None

## **VI. PROCEDURES**

### **Procedure A: Departmental Programs and Services, General**

1. All Departmental programs and services shall be defined in terms of their objectives, expected outcomes and costs. Program and service compliance with established policies and procedures, program and service effectiveness and progress toward program and service objectives shall be monitored regularly and reported, at least annually, to the Commissioner, or designee.
2. The Commissioner, or designee, shall review the program and service needs of all Departmental clients
3. The Commissioner, or designee, shall provide updates on Departmental programs and services for inclusion in the Maine State Government Annual Report.
4. Programs and services may include, but are not limited to:
  - a. intake and orientation
  - b. evaluation and classification
  - c. academic education
  - d. work assignments
  - e. religious services
  - f. social services and counseling
  - g. medical and dental care
  - h. psychiatric and psychological services
  - i. library services
  - j. treatment services (e.g., substance abuse, sex offender, etc.)
  - k. athletic programs
  - l. recreation and leisure time activities
  - m. volunteer activity
  - n. correctional industries
  - o. work release
  - p. supervised community confinement
  - q. restitution
  - r. community service
  - s. community agency resources

### **Procedure B: Review and Reporting of Programs and Services**

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1. The manager or supervisor of each facility or community services program or service area shall prepare a quarterly report of activity to the Chief Administrative Officer. The report shall include, but not be limited to, statistical data regarding the program/service (attendance, violations, disciplinary infractions), accomplishments, problem areas and plans for correcting the deficiencies, modifications to the program/service.
2. Each facility Chief Administrative Officer shall compile an annual report for the Commissioner, or designee. This report shall contain a narrative description of the facility's programs and services and the status and pertinent statistics for each program/service, any modifications to programs/services and plans for new program/service development.
3. Each Regional Correctional Administrator shall maintain and share with field officers an inventory of available community agency resources for their respective region. The effectiveness of these resources shall be monitored on an ongoing basis. Each Regional Correctional Administrator shall compile an annual report for their respective Associate Commissioner, which shall contain a narrative description of the region's programs and services and the status and pertinent statistics for each program/service, any modifications to programs/services, and plans for new program/service development.

## VII. PROFESSIONAL STANDARDS

### ACA:

**ACI - 4-4017** Written policy, procedure, and practice provide for a system to monitor operations and programs through inspections and reviews. This monitoring is conducted by the warden/superintendent or designated staff at least annually and by qualified professionals not affiliated with the facility or system at least every three years.

**ACI - 4-4107** Institutional programs are analyzed and evaluated at least every two years to determine their contribution to the institution's mission.

**4-ACRS-7D-02** There is an internal system for assessing achievement of goals and objectives that documents findings. As necessary, program changes are implemented in response to findings.

**4-JCF-6A-09** A system is established to monitor space requirements, operations, programs and established measurable goals and objectives through inspections and reviews. The review and assessment process is reviewed at least annually and updated, as needed.

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