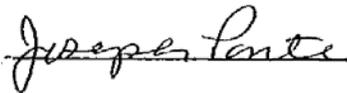


POLICY TITLE: ESTABLISHMENT AND UTILIZATION OF COMMUNITY RESOURCES		PAGE <u>1</u> OF <u>4</u>
POLICY NUMBER: 1.17		
CHAPTER 1: ADMINISTRATION, ORGANIZATION, AND MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: August 30, 2004	LATEST REVISION: November 6, 2011	CHECK ONLY IF APA []

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 that all facilities/regions establish and utilize community resources. Services provided by contract employees, consultants and employees of other agencies shall be consistent with applicable Department policies and state laws. This policy and procedures shall be reviewed annually and updated as necessary.

IV. CONTENTS

Procedure A: Establishing Community Resources
 Procedure B: Authority, Responsibility and Accountability of Contract Employees and Consultants Regularly Providing Services
 Procedure C: Supervision of Employees from Outside Agencies Providing Services at the Facility

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Establishing Community Resources

1. Where feasible, the Chief Administrative Officer, or designee, shall establish relationships with community agencies to obtain resources that supplement existing services or provide services not available at the facility or region. These services may include, but are not limited to, social services, recreation, education, vocational training programs, counseling and treatment, resident participation in community activities/programs, aiding prisoners with their transition to the community, and guidance for adult and juvenile probationers regarding services and activities available in the community.
2. A directory of community resource agencies shall be maintained by each facility/region.
3. As appropriate, relationships with community agencies shall also be established for assistance, materials and equipment for staff training programs.

Procedure B: Authority, Responsibility and Accountability of Contract Employees and Consultants Regularly Providing Services

1. The Chief Administrative Officer, or designee, of each facility/region shall know the authority and responsibilities of all persons other than State employees who are performing services on a regular basis in their facility/region.
2. Contract employees and consultants and their employees working for the Department are subject to applicable state laws and Department of Corrections policies and procedures.
3. A signed written contract or other written agreement shall establish lines of communication, levels of supervision as determined by the Chief Administrative Officer, or designee, and clearly outline the contract employee's/consultant's accountability to the Chief Administrative Officer.
4. Contract employees and consultants working within a facility shall follow all orders of facility staff regarding issues of facility security.
5. In addition, each contract employee/consultant shall be provided written information, to include but not limited to, the Department's policies and procedures concerning contraband, searches and confidentiality of information and shall be required to sign a statement that they agree to abide by them.

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Procedure C: Supervision of Employees from Outside Agencies Providing Services at the Facility

1. Employees of outside agencies, with the exception of contract employees who are assigned to the facility/region to provide services on a regular basis, who are providing services at the facility, e.g., conducting repairs, preventive maintenance, vending services, etc., in areas where prisoners and residents are located, shall be appropriately supervised by designated facility staff.

VII. PROFESSIONAL STANDARDS

ACA:

- ACI - 4-4011** The role and functions of employees of other public or private agencies providing a service to the institution are covered by written policy and procedure that specify their relation to the authority and responsibility of the warden/superintendent.
- ACI - 4-4070** Written policy, procedure, and practice provide that consultants and contract personnel who work with inmates are informed in writing about the institution's policies on confidentiality of information and agree to abide by them.
- ACI - 4-4431** Community social service resources are used to augment social services provided in the institution.
- ACI - 4-4469** The institution uses business, industry, and community resources in developing academic and vocational education programs for selected inmates.

Interpretation January 2002. This standard is applicable to all facilities. For reception and diagnostic centers, the standard only applies as follows:

1. To reception and diagnostic centers with an average offender length of stay of 90 days or longer.
2. To reception and diagnostic centers with a cadre of offenders who are expected to serve more than 90 days of confinement within the facility or for those sentenced offenders awaiting transfer to another facility whose stay exceeds 90 days.

4-ACRS-5A-11 Staff use community resources, either through referrals for service or by contractual agreement, to provide offenders with the services to meet their program needs.

4-ACRS-5A-12 The agency maintains and periodically updates a directory of functioning community agencies

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- 4-ACRS-5A-13** Offenders are aided with their transition to the community, including referrals to assist offenders in locating suitable housing.
- 4-ACRS-7B-13** The facility’s training and staff development program uses community resources.
- 4-JCF-2A-26** Service personnel other than facility staff perform work in the facility only under direct and continuous supervision of facility staff in those areas permitting contact with juveniles.
- 4-JCF-5G-06** The facility staff plans and promotes activities for participation by juveniles in community services and volunteer programs. All activities are documented, and individual juvenile participation is documented in the juvenile’s case file.
- 4-JCF-5I-02** Social services staff at the facility work closely with aftercare/parole workers and the releasing authority to secure appropriate housing for juveniles upon release. Juveniles in need of transitional assistance participate in developing a well-defined and coordinated plan for housing, education, employment, counseling, and medical services.
- 4-JCF-6D-09** The role and functions of employees of public or private agencies providing a service to the facility are covered by written policy and procedure, contract or agreement, that specify their relation to the authority and responsibility of the facility administrator. These policies and procedures are reviewed at least annually and updated as needed.
- 4-JCF-6F-01** Juvenile case-record management includes, at a minimum, the following:
1. Establishment, use and content of case records.
 2. Signed and dated entries in the case record
 3. Maintenance, secure placement, and preservation of records to minimize the possibility of theft, loss, or unauthorized destruction of records
 4. Schedule for retiring or destroying inactive records
 5. Safeguards from unauthorized and improper disclosure
 6. Security, which ensures confidentiality for any part of the information system that is computerized
 7. A “release of information consent form” that complies with applicable federal and state regulations, a copy of which is maintained in the case record.
- Employees, consultants, and contract personnel are informed in writing about the facility's policies on confidentiality of information and agree in writing to abide by them.

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