



POLICY TITLE: COLLOCATED FACILITY POLICY NUMBER: 24.11 CHAPTER 24: ADMINISTRATION OF PROGRAMS AND SERVICES		PAGE <u>1</u> OF <u>5</u>
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: February 18, 2018	LATEST REVISION:

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

Mountain View Correctional Facility

III. POLICY

It is the policy of the Department of Corrections that any collocated adult and juvenile facility be operated in accordance with federal and state law.

IV. CONTENTS

- Procedure A: Collocated Facilities, General
- Procedure B: Separation of Adults and Juveniles
- Procedure C: Documenting and Reporting Contact Between Adults and Juveniles

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Collocated Facility, General

1. Mountain View Correctional Facility is a collocated facility, with housing units for adult prisoners and one housing unit for juvenile detainees.
2. Juveniles who have been adjudicated of juvenile crimes or charged with juvenile crimes that would not be crimes if committed by an adult shall not be housed at Mountain View Correctional Facility.

3. There shall be full compliance with mandatory sight and sound separation standards established by the federal Juvenile Justice and Delinquency Prevention Act and state law.
4. Adult prisoners and juvenile residents shall be housed and provided programs, services, and activities separately. There shall be no exception to these requirements.

Procedure B: Separation of Adults and Juveniles

1. The facility Chief Administrative Officer, or designee, shall ensure that separation is maintained between juvenile residents and adult prisoners as required by mandatory sight and sound separation standards established by federal and state law.
2. Separation shall be achieved through architectural barriers, including, but not limited to, fully separated housing units, as well as time phasing of common use areas outside of housing units.
3. Every effort shall be made to avoid sight contact, i.e., clear visual contact between adult prisoners who are in close proximity to juvenile residents, including by the use of opaque window coverings or specialized window design.
4. Every effort shall be to avoid sound contact, i.e., ability for juvenile residents to overhear adult prisoner audible conversations or direct oral communication between adult prisoners and juvenile residents.
5. Staff assigned to the intake area shall coordinate all intakes of adults and juveniles with the transporting agencies to avoid contact between adults and juveniles in the intake area.
6. In the case of an adult and juvenile arriving at the same time, the adult shall be placed in a holding cell to avoid contact with the juvenile. The juvenile shall remain in the intake area only long enough to be photographed, fingerprinted, searched and dressed in a facility uniform. Once the intake process is complete, the juvenile shall be removed immediately from the intake area.
7. When being transported to or from the facility, adult prisoners shall be transported separately from juvenile residents and departures from and returns to the facility shall be coordinated by designated facility staff to avoid contact between adult prisoners and juvenile residents.
8. Designated facility staff shall coordinate departures from and returns to the facility by adult prisoners participating in community transition programs (work release, education release, and public service release), furlough programs, work crews, etc., to avoid contact between adult prisoners and juvenile residents.
9. Facility staff shall ensure that adult prisoners and juvenile residents are not moving in the same area of the facility at the same time.

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10. In the case of evacuation from the facility, adult prisoners shall be removed from the facility to a separate area from juvenile residents using exit routes for adult prisoners that are separate from juvenile residents.
11. In the case of evacuation from the site, both populations shall be evacuated in separate vehicles. If evacuated to the same destination, facility staff shall ensure that adult prisoners are kept separate from juvenile residents as much as reasonably possible.
12. A juvenile resident may only be in a shared space if there is no adult prisoner present and only if the resident is escorted by facility staff.
13. An adult prisoner may only be in a shared space if there is no juvenile resident present.
14. An adult prisoner shall not be permitted in a juvenile resident housing unit while a juvenile is housed at the facility.
15. A juvenile resident shall not be permitted in an adult prisoner housing unit, even if there is no adult prisoner present or the unit is vacant, at any time for any reason.
16. All windows in common areas of the facility shall be covered by opaque window coverings or be specially designed to prevent sight contact.
17. Adult prisoners shall have programs, services and activities separate from juvenile residents, including, but not limited to, educational, library, vocational, religious, health care, treatment, recreational, and food programs, services and activities. Space and equipment may be shared by the use of time phasing.
18. Any adult prisoner shall not be permitted to provide services to juvenile residents (e.g., serving meals, dispensing reading materials, issuing uniforms).
19. When the facility has juvenile residents, security staff assigned to supervise the juveniles shall provide constant direct supervision and shall not supervise adult prisoners during that time.
20. Staff that may be shared include facility administrators, business and human resources staff, and staff providing food, laundry, maintenance, engineering, health care, treatment, case management, education, and vocational programs and services and correctional officers when there are no juveniles at the facility.
21. In addition to training required by other departmental policies, all facility staff shall complete training on the developmental, safety, and other specific needs of juvenile residents and the principles and practices of separation of juvenile residents and adult prisoners.

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Procedure C: Documenting and Reporting Contact Between Adults and Juveniles

1. Incidental contact is defined as brief and inadvertent contact between juvenile residents and adult prisoners in areas of the facility that are not dedicated to exclusive use by juvenile residents, e.g., dining, recreational, educational, vocational, health care areas, entry areas, and hallways.
2. In the case of any sight or sound contact, including incidental contact, between an adult prisoner and a juvenile resident, the staff witnessing the contact shall verbally report this contact immediately to his or her supervisor, who shall report the contact to the Superintendent, or designee. The staff witnessing the contact shall complete an incident report outlining the details of the contact and the circumstances that led to the contact.
3. All incidents of contact between an adult prisoner and a juvenile resident shall be reviewed by the Superintendent, or designee, and shall be included in the facility incident mapping for the Department. The Superintendent, or designee, shall identify the reasons for the contact and ensure the implementation of any necessary corrective action.
4. The Superintendent, or designee, shall compile and report data annually of contact other than incidental contact to the Department's Juvenile Justice Advisory Group compliance monitor.

VII. PROFESSIONAL STANDARDS

ACA

ACI-4-[4306](#) (Mandatory) Written policy, procedure, and practice provide that adjudicated delinquent offenders and youths charged with offenses that would not be crimes if committed by adults do not reside in the institution.

ACI-4-[4307](#) If youthful offenders are housed in the facility, written policy, procedure, and practice provide that they are housed in a specialized unit for youthful offenders except when:

- a violent, predatory youthful offender poses an undue risk of harm to others within the specialized unit; and/or
- a qualified medical or mental-health specialist documents that the youthful offender would benefit from placement outside the unit.

Written policy, procedure, and practice provide for the preparation of a written statement of the specific reasons for housing a youthful offender outside the specialized unit and a case-management plan specifying what behaviors need to be modified and how the youthful offender may return to the unit. The statement of reasons and case-management plan must be approved by the warden or his or her designee. Cases are reviewed at least quarterly by the case manager, the warden or his or her designee, and the youthful offender to determine whether a youthful offender should be returned to the specialized unit.

ACI-4-[4308](#) Written policy, procedure, and practice provide for the direct supervision of youthful offenders housed in the specialized unit to ensure safety and security.

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ACI-4-[4311](#) Adult offenders have no more than incidental sight or sound contact with youthful offenders outside the unit in living, program, dining, or other common areas of the facility.

ACI-4-[4312](#) Written policy, procedure, and practice require that program personnel who work with youthful offenders from the specialized unit be trained in the developmental, safety, and other specific needs of youthful offenders. Written job descriptions and qualifications require training for staff specifically assigned to the unit or staff who are responsible for programming of youthful offenders in the specialized unit before being assigned to work with youthful offenders. The training should include but not be limited to the following areas:

- adolescent development
- educational programming
- cultural awareness
- crisis prevention and intervention
- legal issues
- housing and physical plant
- policies and procedures
- the management of, and programming for, sex offenders
- substance-abuse services
- cognitive-behavioral interventions, including anger management, social-skills training, problem solving, and resisting peer pressure
- suicide prevention
- nutrition
- mental-health issues
- gender-specific issues
- case-management planning and implementation

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