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| POLICY TITLE: EMERGENCY ASSIGNMENT OF CORRECTIONAL PERSONNEL | | PAGE 1 OF 2 |
| POLICY NUMBER 3.7 | | |
| CHAPTER 3: PERSONNEL | | |
|  | STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner | PROFESSIONAL STANDARDS: See Section VII |
| EFFECTIVE DATE: July 15, 2003 | LATEST REVISION: September 10, 2010 | 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. Sections 1403 and 3005.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department to protect the public, sustain Departmental operations, and ensure the safety and security of visitors, staff, and prisoners in situations certified as emergencies under 34-A M.R.S.A., Section 3005.

IV. CONTENTS

Procedure A: Emergency Assignment of Personnel

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Emergency Assignment of Personnel

1. When emergency situations are certified by the Chief Administrative Officer to exist at a correctional or detention facility or center, the Commissioner may, with the approval of the Governor, assign personnel as may be necessary from another facility or from community corrections or Central Office to assist in controlling the emergency situation.

2. The assignment of personnel shall be only for the period during which the emergency exists.
3. Any personnel transferred are entitled to receive compensation as required by the Civil Service Law, rules, and contract terms.

VII. PROFESSIONAL STANDARDS

ACA:

- ACI - 4-4060** Written policy, procedure, and practice provide for provisional appointments to ensure that short-term personnel, both full-time and part-time, can be available during emergencies.
- 4-ACRS-1C-07** The facility operates continuously in the event of employee work stoppage or other job action.
- 4-ACRS-2A-06** If employees' contracts are governed by civil service or unions, procedures provide for provisional appointments to ensure that short-term personnel, both full-time and part-time, can be available during emergencies.
- 4-JCF-6C-08** A mechanism exists to provide for provisional appointments to ensure that short-term personnel, both full-time and part-time, can be available during emergencies.

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