

Downeast Correctional Facility

Memorandum

To: DCF Staff, Residents, and Resident Families
From: Jeff Morin, Warden
Date: March 27, 2023
Subject: Changes to Resident Mail Procedures

The threat of contraband being introduced to correctional facilities through the mail process poses significant risk to our population and the staff that must manage this process. In order to minimize the risk of harmful items being received in our correctional facilities, the Maine Department of Corrections has authorized the implementation of an alternative general mail processing practice.

Effective April 7, 2023 all general correspondence being sent to Downeast Correctional Facility residents must be sent to the following address: 811 Cushing Road Warren, Me 04864.

Please note, checks and money orders should continue to be included in these envelopes and they will be processed at the Maine State Prison.

Alternative General Mail Processing (Directive 050222 – General Mail):

At the discretion of an adult facility Chief Administrative Officer, an alternative method for processing general mail may be implemented, in whole or in part, as set out below.

a. Incoming General Mail for Adult Residents

- 1) Incoming general mail including envelopes shall be scanned by mail or other designated staff and an electronic copy shall be made. This shall include correspondence and other papers in the envelope, such as allowable downloaded materials, photocopies, and drawings.
- 2) Allowable photographs shall not be scanned, but they shall be delivered in their original form.
- 3) Designated staff shall print the scanned materials in black and white, except for greeting cards, post cards, or photocopies of paintings or drawings by a resident's minor children that contain color, which shall be printed in color.
- 4) If the mail is allowable, designated staff shall deliver it to the resident to whom the mail is addressed within forty-eight (48) hours excluding weekends, holidays, and government shutdown days or as otherwise provided in Department Policy (AF) 21.2, Resident Mail in Procedure A.41.

5) In addition, scanned greeting cards are exempt from the Department Policy (AF) 21.2, Resident Mail, Procedure A.17 requirement: “the front of the card must have a white background so that the picture on the card does not totally cover the front of the card. Ink must be black or blue only and pencil must be black only.” However, the following procedures still apply:

- Procedure A.19: No foreign substance is to be put in or on any incoming or outgoing mail, whether by spraying, soaking, affixing, or otherwise. This prohibition includes, but is not limited to, any discoloration or stain, perfume, cologne, lipstick, powder, paint, finger-paint, crayon, colored pencil, chalk, charcoal, marker, glue, glitter-glue, adhesive, stickers, tape, body fluids, etc. It does not include the postage used to send the mail or a single return name and address label affixed to the upper left corner of the envelope that has only the required adhesive; and
- Procedure A.22: Greeting cards that are padded, laminated, multilayered, contain plastic or metal, or have recorded music, messages, or sound effects are not allowed.

6) The resident shall not receive the original mail. The original mail, including everything described above as requiring scanning, shall be destroyed and disposed of after thirty (30) days, unless the resident files a grievance, in which case the original mail shall be held pending the resolution of the grievance, or unless the original mail is being maintained in connection with an investigation by a facility law enforcement officer or otherwise as required by Department policy.

7) Electronic copies of the scanned materials shall be deleted within thirty (30) days

The following correspondence will continue to come directly to DCF at **64 Base Road Machiasport, Maine 04655:**

- Privileged Mail
- Packages
- Publications and subscriptions

Please share this information with family and friends as soon as possible as any general mail received at DCF after 4/7/2023 will be returned to sender. I appreciate your patience during this transition as we continue to create safer environments for our residents and staff.