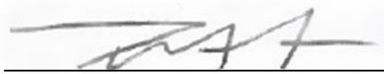
	<p>STATE of MAINE MAINE DEPARTMENT of CORRECTIONS COMMISSIONER'S DIRECTIVE</p> <p>Approved by Commissioner:</p> 
<p>To: Adult Facility Administrators</p>	<p>Effective Date: April 1, 2026</p>
<p>Directive: #04/01/26 - Video Meetings with Residents</p>	<p>Title Area: Video Conferencing</p>

To clear up any confusion about when and under what conditions residents are allowed to participate in video meetings, the following parameters are to be followed. This directive does not apply to video meetings involving residents that are part of their education, work, or rehabilitation programs. It also does not apply to video visits or remote court hearings. If there is any doubt about whether this directive applies, it should be assumed that it does.

1. A written proposal for an individual meeting or series of meetings must be submitted to the facility CAO, or designee, at least 5 business days in advance of the meeting or, if it is a series of meetings, at least 5 days in advance of the first of the meetings. If it is proposed that residents of more than one facility participate in a meeting or series of meetings, the written proposal must be submitted to the CAOs of each facility at least 10 business days in advance.
2. The proposal may be submitted by DOC staff, by a legislator or other person in the community who could otherwise meet with residents in person, or by a resident civic group or resident advisory council (RAC). Otherwise, residents may not submit a proposal.
3. The proposal must include the name of the person or group requesting the meeting, the date of the request, the purpose of meeting, the anticipated participants (both residents and others), the requested date and time of the meeting (or if it is a series of meetings, the requested dates and times), and the expected duration of the meeting(s). If a meeting is expected to last more than one hour, the proposal must include the justification for that.
4. If it is just one meeting, the proposal must include the agenda for the meeting. If it is a series of meetings, the proposal must include the agenda for the first meeting, with the agenda for each subsequent meeting being submitted as soon as possible after the prior meeting. In the case of a series of meetings, if there is any change from a prior meeting, such as expected participants, that information shall also be included with the new agenda.

5. A meeting may only be arranged if the proposal is approved in writing by the CAO, or designee. In the case of a proposal involving residents of more than one facility, the CAO, or designee, of each facility must give their written approval before the meeting is arranged. The CAO(s), or designee(s), shall consider whether to approve a proposal in a timely manner.
6. In the case of a series of meetings, for each meeting subsequent to the first, the new agenda and any change from a prior meeting also require the approval of the CAO(s), or designee(s).
7. Examples of when approval may be given is when DOC staff wish to hold a meeting with residents of more than one facility or a resident civic group has an approved advisor in the community and wishes to meet with that person remotely instead of in person.
8. Approval may not be given for residents to participate in or attend legislative hearings or work sessions, administrative hearings, administrative rulemaking proceedings, or meetings that may be attended by the general public (e.g., town hall meetings, school committee meetings). Approval may not be given for a resident to have a meeting for a personal purpose, such as to speak to an attorney.
9. The meeting must be set up by designated staff using a facility or staff account and must take place as a Teams Meeting. A resident account is NOT to be used to set up the meeting.
10. If they are approved for computer access and for video conferencing, residents may attend the meeting by logging in to a computer and connecting to the Teams meeting directly. Resident are NOT to use their email accounts. Residents may also attend by being in a designated location with a video board, as determined by designated staff.
11. The meeting must be attended by designated staff the entire time the participants are present. The staff shall disable the “chat” function. The staff shall record the entire meeting.
12. All participants must be visible on screen at all times and must use their full names (no fake names, nicknames, or initials).
13. Unless specifically approved otherwise by the CAO, or designee, as a result of a proposal asking for a longer meeting, a meeting may not exceed one hour in duration. The staff attending the meeting shall end the meeting when the hour or approved longer duration is up.
14. Staff attending the meeting may terminate the meeting if it goes off-purpose or off-agenda or any participant’s language or behavior warrants ending the meeting. Regardless of whether the staff terminates the meeting or lets it continue, they shall report the issue to the CAO, or designee, as soon as practicable after the meeting ends.

15. The CAO, or designee, after receiving a report of staff as to an issue with a meeting and/or after reviewing the recording of a meeting, may determine not to allow future meetings of that type or future meetings involving one or more of the participants.
16. Any meeting is subject to early termination and/or rescheduling if there is insufficient staff, a critical incident or emergency, or any other reason of safety, security, or orderly management as determined by the CAO, or designee, or in their absence, the Shift Commander.