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A. Introduction

It is the policy of the Maine Department of Corrections to permit prisoners to have visits with family, friends and professional visitors under conditions that are consistent with the safety, security, and orderly management of the facility. The purpose of the Visitors Guide is to provide visitors with clear and concise information regarding visit procedures and visit rules in order to prevent conflict or confusion regarding our expectations and to ensure that the visitor has the best possible visit experience. There is information regarding directions, parking, check-in, property, etc. that will assist in answering some of your questions.

Our staff members are professional and are expected to be courteous and respectful at all times. It is equally important that you treat our staff members with courtesy and respect. We want your visits to be a pleasant experience and we will listen to your suggestions and concerns. Visitor Comment Cards are also available in the Prison Lobby. Contact the Lobby Officer for additional information. 273-5302

B. Application Process

No visitor, except for immediate family members shall be on more than one (1) prisoner’s visit list.

Immediate family includes spouse, natural, foster or adoptive mother, father, son, daughter, grandfather or grandmother, grandchild, brother or sister, or step-mother, step-father, step-son, step-daughter, step-grandfather or step-grandmother, step-grandchild or step-brother or step-sister.

Visitor Applications can be obtained from the prisoner that you wish to visit, from the Lobby Officer, Maine State Prison, or from the Maine State Prison Visits Website:

Fill out an application, only one name per application.

Make sure that you sign the application and return it **Attention:**

**Visits, Maine State Prison**

**807 Cushing Road**

**Warren, Me 04864.**

Clearances may take up to six (6) weeks for processing. It may take longer if an applicant has a criminal record. Falsifying an application may result in automatic denial and not able to reapply for six (6) months.
Family members as defined above may be granted NON-CONTACT visits prior to being cleared for CONTACT visits.

An adult who is not a parent or legal guardian and is an approved visitor may also be allowed to bring in a minor visitor with the written permission of a parent having legal custody or the legal guardian of the minor, and with the prior approval of the Chief Administrative Officer, or designee. The written permission must be notarized and must be limited to a specific period of time (e.g., expires after six (6) months from date of first visit) and all information provided shall be verifiable.

C. Directions and Transportation

The Maine State Prison is on Rte. 97, approximately 1 ¼ miles from Rte. 1 on the right.

Concord Trailways provides daily bus service to the Rockland Ferry Terminal from points north and points south of Rockland. The Ferry/Bus Terminal is located off Main Street, across from the Navigator Motel. Concord Trailways is approximately 8 miles north of the Prison via Rte. 1.

Local taxicab service is available from:

Rockland Yellow Cab- (207)596-3440

Schooner Bay Limo- (207)594-5000 or 542-2076

Joe’s Taxi- (207)975-3560 or 975-5637

D. What to Expect

1) Parking: After driving up the driveway of the Maine State Prison, you will find the parking lot to your left. Visitors are to pull into the very first row of parking, and park on the left side of that row. Unauthorized vehicles are not allowed past that first row of parking in the lot. There are however handicap accessible spots closer to the main entrance for those who need it. All personal vehicles shall be locked prior to entering the facility. Children are not to be unattended at any time while on the premises, to include in the parking lot.

2) Checking In: After parking your vehicle in the appropriate area, you will proceed to the Main Entrance. Once inside the double doors you arrive in the Maine State Prison Lobby. The Lobby Officer will be at the desk to check you in. You will need appropriate photo identification, such as:

- Driver’s License
- Passport
- Military I.D.
- Birth Certificate (Minor's only)

You will need to leave your keys as they are not allowed in the Visit Room. There are lockers available in the Lobby for your use if you need to leave anything; please note; the lockers are operated by quarters. After you have been checked in with the Lobby Officer, you may have a seat to wait before being called for the metal detectors/searching.

3) **Metal Detectors:** All Visitors will be required to pass through two metal detectors. All visitors will be given **three attempts** to successfully pass through the metal detectors. If a visitor cannot pass through the metal detector successfully after the third attempt then the visitor will not be granted that visit. Visitors wishing to leave and fix their outfit which may be the cause of the unsuccessful metal detector attempt may do so and then return before their third attempt. The only exception to this will be visitors that have had a medical procedure and have medical implants that would prevent them from going through the metal detectors successfully. In the event that this may happen the visitor will need to provide written medical proof from a medical professional that they have had an procedure that may prevent them from passing through a metal detector. Upon a visitor showing medical proof to the Lobby Officer, the Lobby Officer will then use a hand held metal detector to wand over the visitor to verify this medical documentation. If the hand held metal detector does not indicate the area of the medical procedure that may prevent the visitor from proceeding through the metal detector, then the visit will not be granted. Please be aware that some shoes, jewelry, belts, etc., may set off the metal detectors, and those items will have to be removed in order for you to proceed.

4) **K-9 Dogs:** The prison's K-9's and Handlers are used to search visitors prior to entry to the visit room. At any time that you refuse to allow the K-9 and Handler to search you before for your visit, your visit will be terminated. Your visit privileges may also be suspended from all DOC facilities if you do not consent to the K-9 search.

5) **Visit Room:** After you have successfully passed through the metal detectors, and/or you have been searched, you will be escorted down to the visit room. The Visit Officer will assign you a table to sit at. An adult visitor must sit or be seated directly across from the prisoner. The number of visitors allowed to visit a prisoner at any one time is three. Children under the age of four do not count as one of the three visitors.

**Use of Bathroom:** The Chief Administrative Officer, or designee, of each facility shall ensure that there is a bathroom available for use by visitors during visits and that a diaper changing table is available in the bathroom. Prisoners shall not be allowed to use or otherwise enter a visitor bathroom during visits for any reason.
Service Dogs: A visitor who is otherwise allowed to visit and who has a disability and is using a service dog to perform work or tasks related to the visitor’s disability shall be allowed to bring the service dog while on a visit, provided performance of the work or tasks might be needed traveling to or from the visit or during the visit, subject to the provisions outlined in departmental policy 21.4, Prisoner Visitation; Procedure D.

Information about Children: Adults must accompany children at all times, and will be responsible for their behavior. Each child will be allowed to go to the bookcase during the visit period, and bring books or toys back to their visiting table. Children must return directly to their table after selecting their books and toys. Adult visitors are responsible for picking up and returning books and toys to the bookcase. All children must be seated within the immediate vicinity of the parents or guardians. Children may not sit unsupervised. **Children must remain seated, may not climb on furniture or disturb other visitors in any way, which includes yelling, screaming or throwing things.**

If the minor is an infant or child who wears diapers, the visitor may bring in to the visit one diaper and a reasonable quantity of baby wipes in a clear plastic bag, provided they pass an inspection and/or search.

Photographs in the Visit Room: While personal cameras are not permitted, you may elect to have personal photographs taken in the visit room. All personal photos will be taken in front of the backdrop provided. All adults and children must be in a standing position for all photographs. Infants may be held in an appropriate position by an adult. No inappropriate hand, body or facial gestures will be permitted. Holding hands in permitted, however no other physical contact will be permitted. All personal photos will be inspected and approved by the Visit Officer or Visit Supervisor. Any photograph determined inappropriate or non-allowable will be confiscated and delivered to the Warden’s Office with a report outlining the facts and circumstances for confiscating the photograph(s). Please note however that the prisoner must have money available on his account for the photographs, as no other form of payment is accepted.

6) Demeanor: All visitors will conduct themselves in a polite and professional manner throughout the course of their visit at the facility. Failure to do so may end in termination of a visit and/or termination of visiting privileges.

E. Visit Times

**Note:** Visitors will be permitted to have their visit during the visit period when they arrive late to visits, as long as it has been pre-scheduled, dressed appropriately, and providing the prisoner is still waiting in the Visit Area for his scheduled visit.
Thursday through Sunday
8:30 a.m. to 10:30 a.m.
1:30 p.m. to 3:30 p.m. and
*6:40 p.m. to 8:40 p.m. (Saturday Night Visits)

*Only for general population prisoners housed in the Close Custody Unit and Medium Custody Unit

Scheduling of Contact/ Non-Contact Visits:

Approved visitors must pre.schedule visit appointments. Appointments must be made at least two business days prior to the scheduled visit. The Shift Commander or Visit Supervisor may make an exception to this requirement in extenuating circumstances. A prisoner must be within his allotted number of visits per week. Visit appointments must be made by telephone or email only. Visitors may telephone (207) 273-5526 from 8:30 a.m. to 11:30 a.m. and from 12:30 p.m. to 3:30 p.m.; Monday, Tuesday, and Wednesday only or anytime Monday, Tuesday, or Wednesday by email at MSP.visit@maine.gov. Voice mails and emails requests received after 3:30 pm on Wednesday will not be processed until the following Monday.

A visitor traveling from out of state or presenting another reason for an extended visit or an additional visit may make a request for extra visit time or an additional visit. The visit may be approved by the Shift Commander or Visit Supervisor.

F. Professional Visits

Professional Visits must be scheduled at least 24 hours prior to the actual visit date/time.

- A professional visit is a visit concerning a professional matter involving the prisoner between that prisoner and an attorney or a private investigator, a representative of a legal advocacy organization, Department of Corrections staff from outside the facility, staff from another state agency, staff from a federal agency, a law enforcement official, staff from a recognized community treatment program, or clergy.

No professional shall be allowed to schedule a professional visit with a prisoner unless first approved by the Chief Administrative Officer, or designee, who may require verification of professional capacity and any other reasonable requirements to be met. If such requirements are met, approval shall be given unless there is reasonable suspicion that allowing the professional to visit would facilitate criminal activity or violation of facility rules or would create a risk to the safety, security, or orderly management of the facility or unless contact between the prisoner and the professional is prohibited under one of the circumstances listed in Procedure F of the visit policy.
All professional visits must be scheduled in advance with the visit officer or other staff designated by the Chief Administrative Officer, or designee. Professional visits shall be scheduled for reasonable times taking into consideration the availability of space and staff and the impact on the prisoner’s programming.

G. Bonding Visits

In the case of a male or female prisoner who is a parent of an infant born within the six (6) weeks prior to the prisoner’s incarceration or born during the prisoner’s incarceration, the facility Chief Administrative Officer, or designee, shall ensure that the prisoner is allowed to have bonding visits with the infant until the infant is six (6) weeks old, provided that the prisoner’s visit privileges are not suspended; the infant is not a prohibited visitor as set out in Procedure F; the infant is accompanied by a parent or legal guardian (or other adult with the prisoner’s written permission) who is an approved visitor; and there is no other reason of safety, security or orderly management to deny, restrict, or terminate the visit.

- In order to be allowed a bonding visit, the prisoner or adult visitor shall provide a certified copy of the infant’s birth certificate listing the prisoner as a parent, unless, in the case of a female prisoner, she gave birth to the infant during her incarceration.

- Unless the Chief Administrative Officer, or designee, grants an extended visit or an additional visit, a bonding visit shall occur during normal visit hours.

- During a bonding visit, the prisoner may breastfeed or bottle feed the infant.
H. Appropriate Attire

It is **Your Responsibility** to be dressed appropriately to gain entrance for your visit. If you have any questions about your clothing/attire please call ahead or arrive early and ask the Lobby Officer if your clothing/attire is appropriate. Both adults and minors are expected to be dressed according to the Appropriate Attire policy. Please refer to Appropriate Attire area of this guide for information.

The following items are considered inappropriate attire for the Maine State Prison and will **not** be allowed:

- Any clothing that reveals undergarments or cleavage includes see though mesh and fishnet.
- Camouflage shirts/pants consisting of red, yellow or blue colors are acceptable. Hunter and military colors such as brown, green or gray are not acceptable.
- Headgear of any kind; e.g., hats, bandanas, metal hair ornaments (may be allowed for religious/medical reasons when authorized by visit supervisor/shift commander).
- Hooded sweatshirts/shirts.
- Outer jackets no jackets designed to worn out doors will be permitted into the visit room. This includes but not limited to pullover style jackets.
- Sweaters must be buttoned or zipped during visits.
- Low-cut sweaters, blouses V-Necks, tank tops, or “tube” tops and shirts that expose any level of cleavage or breast area below the collar bone.
- Scarves, shawls, ties, or wraps.
- Athletic style clothing which includes sweat pants/shirt, bathing suits.
- Sleeveless garments.
- Shorts, dresses, skirts and skirt slits will not exceed 2” above the knee while sitting.
- Spandex or what appears to be spandex material.
- No ripped, torn or altered clothing.
- Any attire resembling inmate’s clothing or uniforms, including but not limited to Correctional, Police and Nursing clothing items.
- Attire may not display gang affiliations or gang culture. Attire that is obscene, racist, drug and alcohol related or displays sexual content.
- The visiting room/lobby officers will use reasonable judgment if an article of clothing is questionable. **The officer shall defer to the Visit Supervisor/Shift Commander for a final decision when denying a prisoner visit.**

**CHILDREN SHALL ALSO BE APPROPRIATELY ATTIRE**

Consider where you are visiting, failure to follow the appropriate attire guidelines may result in termination of your visit.
I. Facility Rules

- ALL VISITORS ARE SUBJECT TO SEARCH: All persons are subject to search prior to and as a condition for visiting. Persons must successfully pass all search/screening procedures before each visit. This includes the search of minor children and service animals. Persons found to be trafficking contraband will be suspended from visiting and may face criminal prosecution.
- No person currently in service of a sentence will be permitted to visit. Ex-offenders must apply in writing to the Warden, one year after completion of their sentence before being allowed to visit.
- Prisoners may be restricted to non-contact visitation as outlined in Department Policy 21.4. This may include when a prisoner is found guilty of a disciplinary, drug, tobacco, or contraband violation.
- Firearms and other weapons are not allowed on State Property.
- Any visitor suspected of being under the influence of alcohol or drugs shall not be permitted to visit any prisoner and shall be required to leave the facility property immediately.
- Trafficking Contraband is a crime:

  M.R.S.A. TITLE 17-A, SECTION 757
  A person is guilty of TRAFFICKING IN PRISON CONTRABAND if:
  - That person intentionally conveys or attempts to convey contraband to any person in official custody; or,
  - Being a person in official custody, he intentionally makes, obtains, or possesses contraband.

Contraband, for the purpose of this section, is defined as a dangerous weapon, any tool or other thing that may be used to facilitate escape or any other thing that a person confined in official custody is prohibited by statute from making or possessing. Examples of contraband are: weapons, cutting blades, files, drugs, including marijuana, and alcohol. Punishment may include imprisonment for up to 5 years.

  M.R.S.A. TITLE 17-A, SECTION 757-A
  A person is guilty of TRAFFICKING OF TOBACCO in adult correctional facilities if:
  - That person intentionally conveys or attempts to convey tobacco or tobacco products to a person confined in an adult correctional facility that has banned the use of tobacco or tobacco products by prisoners; or
  - That person is confined in an adult correctional facility that has banned the use of tobacco or tobacco products by prisoners and the person intentionally obtains or possesses tobacco or tobacco products.
J. Visit Room Rules

- Nothing will be passed between the visitor and prisoner.
- With contact visits, a visitor and prisoner may embrace or kiss briefly at the beginning and end of the visit. Prisoners and visitors may hold hands during the remainder of the visit. The hands of the prisoner and visitor must be visible at all times. Unless otherwise restricted, prisoners may hold their minor children in their laps.
- There shall be no profane or loud language.
- Electronics are not allowed in the Visit Room.
- Prisoners and visitors are not allowed to move around the visit room or converse with other prisoners.
- Food, drinks, toys, candies and gum from the outside are not allowed in the visit room. Clear baby bottles and clear training cups for infants and toddlers are permitted. Also allowed into the visit room for the care of infants and toddlers is one diaper and a small amount of wipes (no container of wipes), diapers and wipes are not allow at visit tables, there will be a designated area to house these items. 1 baby blanket (ages 1 and under only).
- Outer clothing/apparel is not allowed into the visit room. Lockers are available in the Lobby to store items.
- The prisoner or visitor will carry no articles into the visit room. No prisoner property or funds will be accepted by staff in connection with a visit.

K. Prisoner Property

Prisoners may make prior arrangements with the Property Officer for a visitor to pick up a prisoner’s personal property. Visitors may pick up a prisoner’s personal property in the Lobby from 8:00 AM to 4:00 PM. Please see departmental policy 10.1; Allowable Prisoner Property for additional information.

L. Points of Contact

You may request to speak with the Visit Supervisor or Shift Commander anytime. You may also contact the Visit Supervisor/Shift Commander by telephone at 273-5300 to discuss concerns or complaints. Comment cards are available in the Lobby. Visitors may ask to speak with the Shift Commander regarding any visit issue. No visits may be cancelled/denied without the approval of the Shift Commander.

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