

MICROFICHE



DEPARTMENT OF  
MENTAL HEALTH  
AND CORRECTIONS

COUNTY JAIL INSPECTION REPORT

December 1973

RESULT OF EXCELLENCES

APPLICATION

PROGRAMMING

KNOWLEDGE

MICROFICHE

William F. Kearns, Jr.  
Commissioner

Miss Ward Murphy  
Director, Bureau of Corrections

42170

December 31, 1973

NCJRS

JUN 28 1977

ACQUISITIONS

Honorable Governor Kenneth M. Curtis  
and Members of the Executive Council  
State House  
Augusta, Maine 04330

Gentlemen:

The enclosed County Jail Report is submitted in compliance with Title 34, M.R.S.A. 1964 and amended by P. S. 1967 C 248, P. L. 1969 C 258, and regulations set forth relating to "Standards for County Jails" established by the Department of Mental Health and Corrections.

The Inspection Report was prepared by Mr. Richard P. Haskell, ✓ Assistant Director and Jail Inspector for the Bureau of Corrections. Mr. Haskell has had considerable experience in the field of corrections. He has served as Commanding Officer of several facilities; Brig Warden, Security Officer, trained Councilor, and was Provost Marshall, Fire Marshall, Safety Officer of a Division, and has been an Inspector both in this country and overseas.

This inspection was based upon updating information presented in the Comprehensive County Jail Report of December 1971 and 1972 to determine what areas of recommendation had been acted upon and to give a general account of conditions present at the time of inspection of each jail.

Respectfully submitted,

*Ward E. Murphy*  
(Miss) Ward E. Murphy, Director  
Bureau of Corrections

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1973

COUNTY JAIL

INSPECTION REPORT

MAINE

DEPARTMENT OF MENTAL HEALTH

AND CORRECTIONS

December 1973

Richard P. Haskell  
Assistant Director and  
Jail Inspector  
Bureau of Corrections

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December 1, 1973

State of Maine  
County Commissioners and Sheriffs

Gentlemen:

Please be advised during the fall of 1973 Technical Assistance was requested through Mr. Gerard Samson, Correctional Functional Coordinator, Maine Law Enforcement Planning and Assistance Agency, to have an architectural specialist from the National Clearinghouse, Department of Architecture, University of Illinois to look at each of the County Jails in Maine to see what general modifications are necessary to bring the physical condition of these facilities up to the minimum contemporary standards for detention facilities and what programs could be implemented in these county jails to make them a more effective rehabilitative environment.

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visits to the fourteen County Jails in the State of Maine on September 10 and 12 and October 1 and 2 of 1973. The substance of these recommendations is based on: (1) The understanding that the State of Maine is proceeding to implement regional centers for sentenced prisoners, thereby using most county jails as a short-term lockup facility; (2) What general modifications are necessary to bring the physical conditions of these jails up to the minimum contemporary standards for detention facilities, and (3) What programs could be implemented in these county jails to make them a more effective rehabilitative environment.

The fourteen county jails are listed in alphabetical order.

The first part of each jail report will consist of the findings and recommendations of Mr. Steven P. Hesselschwerdt, Architectural Specialist from the National Clearinghouse.

Also be advised during the first six months of 1974, State Inspectors will be inspecting all County Jails in the areas of Food Service - Mrs. Nancy Martin, Director of Nutritional Services for the Department of Mental Health and Corrections; Sanitation and Plumbing - Mr. Donald C. Hoxie, Assistant Director of Health Engineering, Department of Health and Welfare; Fire Prevention, Oil Burner and Electrical - Mr. Charles Rogan, Director of Fire Prevention, Department of Public Safety.

During the year of 1974 it is one of our goals and objectives to write and implement new Standards for County Jails with the input from the Bureau, County Commissioners, and Sheriffs of the sixteen counties

The Batten, Batten, Hudson and Swab, Inc. study that was completed on June 19, 1972 for the Department of Mental Health and Corrections, will be reviewed very closely, and upon completion of this review, a meeting with the County Commissioners and Sheriffs will be held here at Augusta to make recommendations in both areas; new Standards for County Jails and the study in reference.

The recommended correctional system requires greater use of community physical facilities and the decreased need for institutions. The primary objective of the study is to provide the State of Maine with an effective correctional system with a minimum outlay of funds for facilities. The recommended correctional system requires the use of the following facilities:

Area Correctional Center: The primary function of an area correctional center is to provide administrative and rehabilitative services to the correctional area. Offenders at the center are maintained under minimum or no security provisions while pursuing work release programs, educational programs, furloughs, probation, parole and other rehabilitative programs. Offenders requiring temporary maximum security may be confined at the Center if maximum security facilities are available and transfer to the prison is not practical. The general climate of an area correctional center should provide an atmosphere of minimum supervision and all indications of incarceration such as bars, guards, cells, etc., should be avoided.

Area Sub-Centers: A correctional sub-center is an extension of the area center basically due to offender load, distance, travel and availability of community resources.

Holding facilities: County of municipal jails where adult offenders may be held under maximum security conditions for trial or to serve sentences of less than thirty days. Preferably a holding facility should be a county jail. However, if a suitable county jail is not available in the area of need, a municipal jail is used. A holding facility basically functions as a service facility to the court. Certain holding facilities may also serve as a lockup facility.

Lockup facilities: Municipal or county jails where adults or juvenile offenders may be confined under maximum security conditions (seventy-two hours) until transferred to a more suitable facility.

Institutions: The recommended system requires the use of only two institutions; both institutions would be used as maximum security facilities. Whenever practical, offenders will be returned to the area center to facilitate their eventual return to the community.

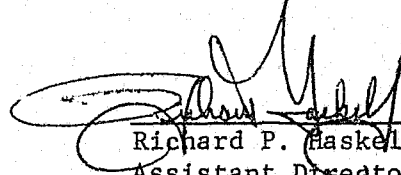
Juvenile Correctional Centers: Specifically juvenile correctional centers refer to coeducational centers at South Portland and Stevens School and an additional center at Bangor which, at this time, as far as the Bureau is concerned is questionable.

The proposed organizational structure of the Bureau of Corrections provides strong direct leadership for the total correctional system. The success of the system will be greatly dependent upon a high degree of coordination and utilization of community resources, community involvement in corrections, and the research and the development of innovative treatment programs to meet changing correctional needs. Major consideration must be given to the general change of direction of the State's correctional system. By understanding and adopting the general principles, concepts and philosophy of the recommended system, the following results may be anticipated:

1. A reduction in crime and recidivism rate.
2. A lower number of offenders confined in maximum security institutions.
3. A long range reduction in capital expenditures for incarceration.
4. A more effective use of law enforcement officers.
5. A long range reduction in the cost of prisoner maintenance.
6. An increase in the effective use of available resources.
7. Prompt diagnosis, classification and treatment of offenders.

This is only a small part of the study that was made by Batten, Batten, Hudson and Swab, Inc.; however we do feel it is one of the most important parts.

Respectfully submitted,



Richard P. Haskell  
Assistant Director/Jail Inspector  
Bureau of Corrections

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STATE OF MAINE

STANDARDS  
for  
COUNTY JAILS

Maine

Department of Mental Health and Corrections

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KENNETH M. CURTIS

Governor

WILLIAM F. KEARNS, JR.

Commissioner

WARD E. MURPHY

Director of Corrections

Department of Mental Health and Corrections

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Augusta, Maine 04330

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Title 34, M.R.S.A., 1964

§3. Inspection of county jails; standards; transfer of prisoners

The department may make frequent inspections of all county jails and shall inspect all county jails at least twice in each year and report annually, before December 1st, to the Governor and Executive Council in respect to the conditions of said jails.

The commissioner shall establish standards for all county jails. Such standards shall approximate, insofar as possible, those established by the Inspector of Jails, Federal Bureau of Prisons.

Failure on the part of the county commissioners to maintain standards established under this section, discovered during any jail inspection conducted under this section, shall be reported by the commissioner in writing to the county commissioners of the county in which such jail is located, specifying deficiencies and departures from such standards and ordering their correction. It shall be the responsibility of the county commissioners to cause such deficiencies to be corrected and such standards to be restored, within 6 months from receipt of the report and order of the commissioner. For failure of the county commissioners to comply with such order, the commissioner may order the county jail to be closed and the prisoners transferred to the nearest county jail or jails meeting the prescribed standards and having available room for prisoners. The cost of transfer, support and return of such prisoners shall be paid by the county from whose jail the prisoners are transferred as provided in this section for other transfers. The commissioner may contract with any qualified person to serve as consultant to the department for the purpose of inspections under this section and to inspect the county jails, and any law to the contrary notwithstanding, such qualified person may be an officer or employee of the department.

The department, upon request of the sending sheriff and approval of the county commissioners, may transfer any prisoner serving a sentence in his jail to any other county jail to serve the balance of his sentence, or any part thereof, upon the approval of the sheriff and county commissioners of the receiving county. Cost of transfer or return of such prisoner shall be paid by the sending county. The amount to be paid for the support of the prisoner in the receiving county shall be at a rate agreed upon by the county commissioners party to the transfer, and shall be paid by the sending county.

P.L. 1967, c. 248: P.L. 1969, c. 258

## DEPARTMENT RECOMMENDATIONS

1. Insofar as possible, records pertaining to prisoners shall also include their birthdate, personal and criminal history and description; with name and title of officer delivering or receiving; record of temporary absences from jail and authority therefor; record of mail sent and received, giving dates and addresses of correspondence; list of cash and other valuables taken from prisoners on commitment; itemized record of prisoner's expenditures and receipts while in custody; records of visitors' names and addresses and dates of visits; medical records of prisoner's physical condition on admission, during confinement, and at discharge; records of misconduct and punishment administered.
2. The admission procedure should be planned and executed so as to protect the security and sanitation of the jail, the health of the prisoners, to provide data for official records, and to serve as a basis for the proper classification and segregation of prisoners. Reports of probation and law enforcement officers and criminal identification records may be helpful in providing a sound basis for classification and segregation.
3. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds, or if the prisoner is dazed or in a coma, or if he complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required.
4. When a prisoner is received in jail, he should be immediately searched for weapons and contraband, whether or not he has been searched previously by the arresting officer.
5. All cash and property and all outdoor clothing should be taken from the prisoner, and an itemized list prepared and signed by jail official and by the prisoner. Cash and valuables should be placed in an envelope, with the contents and ownership recorded on the outside and stored in a secure place.
6. If possible, every prisoner should be fingerprinted and photographed. A copy of the fingerprint record should be forwarded to the proper authorities, including the State Police and the Federal Bureau of Investigation.
7. When booking, fingerprinting and photographing having been completed, the prisoner should be required to strip and take a shower, and his body, clothing and personal effects should be carefully inspected by jail official for contraband and vermin. If there is an indication of vermin, an adequate measure for disinfection should be taken under the direction of a physician.
8. If prisoner's condition upon admission prevents bathing and disinfection he should be assigned to isolated cell until he is able to complete this admission routine.
9. If possible, all prisoners should be given a jail uniform. Their own clothing should be receipted for, claimed, sterilized and stored in a safe place for return upon discharge.



10. Inmates suspected of having contagious or infectious disease should be immediately isolated from other prisoners and as soon as possible be examined by a physician. In case of such disease, and removal to a hospital is not ordered, the physician's instruction in regard to care of the patient and sterilization of his eating utensils, clothing and bedding, should be implicitly followed.

11. Anything that could be used for self-destruction should be removed from the person of the mentally deficient, inhibited, or the despondent prisoner before he is assigned to a cell. Close watch should be kept over a prisoner of this type so as to prevent self-inflicted injuries or suicidal attempts.

12. When the routine of admission has been completed, a jail official should assign the prisoner to a cell, give him a copy of the jail rules, and discuss them with him to make sure they are understood.

13. The necessary supplies and equipment should be issued by jail official, including clean bedding, a clean towel, soap, toothbrush and toothpaste, etc. The prisoner should be advised that he is responsible to return all nonexpensible items in good condition.

#### SUGGESTIONS FOR CONSTRUCTION OR REMODELING

All jails shall be provided with suitable wards or buildings for the separation of criminals from noncriminals; persons of different sexes; and persons alleged to be mentally ill. All prisoners shall be kept segregated accordingly.

No jail, lockup or temporary place of confinement shall be erected within 300 feet of any public, private or parochial school, or school of vocational and adult education, or building used regularly or principally for school purposes, except that the distance from a school of vocational and adult education may be reduced to 150 feet if the jail proper and the entrance thereto are shielded from view of the school property. Such distances shall be measured via the shortest distance along the street or highway.

No rooms wherein persons are forcibly confined shall be located in a basement.

The outside windows in every sleeping or living room shall have a total sash area of at least 1/10th of the floor area of the room but not less than 12 square feet. The "openable" area of such windows shall be equal to not less than 5% of the floor area of the room served.

Where cells are provided for not more than 6 occupants, for the purpose of overnight detention only, exhaust ventilation shall be provided on the basis of 6 air changes per hour for the occupied area.

All cell and detention rooms should be designed for single occupancy. Also, tanks and padded cells should be properly ventilated.

Each cell or detention room must be at least 5½ feet wide and 7½ feet long and provide 400 cubic feet of air space.

Each cell must contain a rigidly constructed, perforated, steel-bottomed metal bed, secured to the floor; prison-type washbowl; prison-type toilet; a small shelf-type table and seat, both fastened to the wall; and several non-removable hooks for towels and clothing.

There must be at least one shower bath to every six persons in each section on all floors; the section for females may be provided with tub bath. The facilities for providing hot and cold water must be adequate.

Modern selective locking devices must be installed on all security doors leading to jail sections. Doors to cells, detention rooms and day rooms must also have such locking devices so that doors can be opened and closed individually, collectively or both.

Advice must be sought from the local fire department to plan complete fire protection, including necessity for fire extinguishers, fire alarms, fire drills and inspection service.

#### RECOMMENDATIONS:

It is the responsibility of the proper local officials to determine the capacity of a new jail. Past average population, peak periods of highest population, and projection of future needs should be considered in this determination.

The juvenile court judge should be consulted when new juvenile detention quarters are being planned, or when remodeling is being considered for quarters.

Plans for new or remodeled jail and detention sections should take into consideration the possible use of reinforced concrete or filled block instead of metal for floors, walls and ceilings.

Plans should include sufficient storage space to meet all requirements of the jail.

Adequate space should be provided for visiting and consultation between inmates and their families, friends, lawyers and ministers. Visiting facilities should be planned and located so as not to jeopardize the security of the jail.

A county jail should provide adequate space and necessary equipment for the bathing and disinfection of prisoners upon admission.

Plans should include adequate space and necessary equipment for a laundry for inmate use.

Suggested size of cells and secure rooms is 6 x 9 feet within a minimum of 400 cubic feet of air space.

Separate day room facilities for both juvenile and adult inmates should be planned.

Separate day room facilities for both juvenile and adult inmates should be planned.

Special attention should be given to the design of juvenile quarters when planned as part of a jail facility.

Food passes, approximately twelve inches long and four inches high, should be provided where needed.

In new construction, elevator service should be provided if jail and detention quarters are to be located above the first floor. Elevator service to jail sections should be planned so its use can be controlled by enforcement, jail and other personnel. Elevator should be designed to serve jail needs.

Glazed brick tile or similar material should be considered for the walls of the cells and secure rooms, especially in juvenile quarters. Mortar joints should be laid as narrow as possible.

A light, soft-toned washable paint should be used for the untiled walls and metal work in the jail and detention sections.

Lights, radiators, windows and their controls should not be accessible to inmates.

Special attention should be given to provide security to exterior windows of the jail and detention sections. Windows in jail and detention sections should be protected by stainless steel security screens.

Obscure glass should be used in jail windows wherever their location permits observation of the cell and detention section by the outside public.

Barred or grilled sliding doors to cell blocks and cells are preferable to swinging doors.

In the male jail and male detention sections, shower baths are preferable to tubs.

Where mirrors are provided in the jail and detention sections they should be metal, not glass.

If possible, plans should include an outside exercise area with proper security. Plans should also include library, day room and/or multi-purpose room for inmates that may be confined up to one year.

## SANITATION

### DEPARTMENT REQUIREMENTS

Sheets, pillowcases, mattress covers and blankets (if used without sheets) must be changed and washed at least weekly.

Quilted, stuffed mattresses or pads must be sterilized before reissue. In the absence of a sterilizer, the mattress should be swept, aired for 24 hours and sprayed with a DDT water solution or other approved disinfectant.

Individual bath and face towels must be issued each inmate twice per week.

All counter, shelves, tables, equipment, and utensils with which food or drink comes in contact shall be maintained in clean condition, good repair, free of breaks, corrosion, open seams, cracks and chipped places.

Food and drink shall be stored in a clean, dry place protected from flies, dust, vermin, overhead leakage, sewage back flow, and other contamination. Foods which require moist storage shall be handled in such a manner as to prevent contamination.

Walls and ceilings of all rooms in which food or drink is stored, prepared, or served shall be kept clean.

The floors of all rooms in which food or drink is stored, prepared or served, or in which utensils are washed, shall be kept clean. Dustless methods of cleaning shall be used. All except emergency floor cleaning shall be done during those periods when the least amount of food and drink is exposed.

Utensils shall be stored in a clean, dry place protected from flies, splash, dust, overhead leakage and condensation, and other contamination. Wherever practicable, utensils shall be covered or inverted.

All foods served raw shall be thoroughly washed in clean, safe water.

All readily perishable food or drink, except when being prepared or served, shall be kept in a refrigerator which shall have a temperature maintained at or below 50° F. This shall include all custard-filled and cream-filled pastries, milk and milk products, meat, fish, shellfish, gravy, poultry stuffing and sauces, dressing, and salads containing meat, fish, eggs, milk or milk products.

All garbage shall be stored in watertight containers with tight-fitting covers and shall be disposed of in a manner that will not permit transmission of disease, create a nuisance, or provide a breeding place for flies.

All ice used shall be from an approved source, stored and handled in such manner as to prevent contamination.

Adequate means for the elimination of rodents, flies, roaches, bedbugs, fleas and lice shall be used.

All poisonous compounds used in the extermination of rodents or insects shall be so labeled and colored as to be easily identified. It is recommended that compounds harmless to humans be substituted wherever possible.

Poisonous compounds shall be stored independently and separately from food and kitchenware. Such compounds shall be stored under lock and key.

All sanitizing or cleaning chemicals shall be stored under lock and key independently and separately from food and kitchenware.

All multi-use eating and drinking utensils shall be thoroughly cleaned and effectively sanitized after each usage.

Washing aids such as brushes, dishmops, dishcloths; and other hand aids used in dishwashing operations shall be sanitized after each period of use. Drying cloths, if used, shall be clean and shall be used for no other purpose.

The eating utensils and equipment shall be washed in hot water (temperature suggested 110° to 120° F.) containing an adequate amount of an effective soap or detergent. Water shall be kept clean by changing frequently.

After cleaning and rinsing, all utensils shall be effectively sanitized by submergence for 30 seconds in clean water maintained at a temperature of at least 170° F. or by other means.

Utensils washed in machines shall be stacked in racks or trays so as to avoid overcrowding and in such manner as to assure complete washing contact with all surfaces of each article.

The wash water temperature of the utensil washing machines shall be held at from 140° to 160° F. The utensils shall be in the washing section for at least 20 seconds.

A detergent shall be used in all utensil washing machines; and it is recommended that they be quipped with automatic detergent dispensers so that the maximum efficiency of the machine can be obtained.

For sanitizing in a spray-type machine, dishes shall be subjected to a rinse period of 10 seconds or more at a temperature of at least 170° F. For sanitizing in an immersion tank-type machine, dishes shall be submerged for 30 seconds or more with water at a temperature of at least 170 F. There shall be a constant change of water through inlet and overflow.

Thermometers shall be located in both the wash and rinse water lines and in such location as to be readily visible. Thermostatic control of the temperature of the wash and rinse water shall be provided in new equipment and is recommended for existing equipment.

The pressure of the water used in spray washing and rinsing shall be 15 to 25 pounds per square inch.

## RECOMMENDATIONS:

The official responsible for administration of the jail should establish policies and prescribe regulations which will insure high standards of cleanliness and insist upon their being followed.

Periodic inspections by the local health officer should be solicited.

A daily routine of work necessary to keep all parts of the jail clean should be established and a system devised whereby work is assigned and supervised by a jail employee. The daily cleaning routine should include sweeping of floors, scouring of sanitary fixtures, complete dusting and removal of trash.

All parts of the jail should be inspected by the jail employee responsible for enforcement of the sanitation regulations.

No prisoner should be given authority to assign work to other prisoners.

Each inmate should be responsible for the cleanliness of his cell or room and it should be kept clean at all times.

Jail officials should obtain expert advice on the care of the type of floors in their jail and follow it carefully. Floors in the jail and detention sections on which water may be used should be scrubbed and rinsed completely clean twice each week.

Toilets, wash basins, sinks, and bathing facilities should be thoroughly cleaned with hot water, soap, and scouring powder at least once daily.

Receptacles should be provided for refuse. They should be emptied and cleaned at least once daily.

Windows should be washed and screens should be cleaned as frequently as necessary.

Bars and other exposed surfaces should be dusted daily and washed at least once a week.

Walls should be washed as often as necessary and kept clear of objects which might be hiding places for vermin.

Mops and other cleaning tools should be thoroughly cleaned and dried after each using and stored in a well ventilated place inaccessible to the prisoners.

The sanitation inspections should include a careful check for vermin, including body and head lice, bedbugs, cockroaches, flies, rats and mice. Eradication of all types of vermin is simplified by perfect cleanliness in all parts of the jail.

Food storage in the prisoners' quarters should not be permitted and their quarters should be kept free of all unnecessary articles which might attract vermin.

The jail building should be made rodent-proof, insofar as possible, and screened against flies. Breeding places for flies on or near the jail premises should be eradicated if possible. If a serious infestation of vermin exists, the services of a professional exterminator should be secured.

It is desirable that prisoners' living quarters be accessible to the entrance of sunlight and painted in light, washable colors. Poorly lighted interiors have a depressing effect and make proper cleaning difficult. Cells, dormitories, and day rooms should be equipped with sufficient artificial light when natural light is not adequate.

Ventilation and temperature should be controlled by jail employees, and insofar as possible, an even temperature should be maintained: 68-72 degrees in the daytime; and not below 60 degrees at night, without undue dampness or excessive dryness. A system of forced ventilations is desirable, but the air in the jail should be kept fresh and free from disagreeable odors, no matter what method is used.

#### HEALTH AND HYGIENE

The sheriff or the keeper of a jail shall constantly keep it clean and in a healthful condition and pay strict attention to the personal cleanliness of prisoners, and shall cause the clothing of each prisoner to be properly laundered. He shall furnish each prisoner with clean water, towels and bedding. He shall serve each prisoner three times daily with enough well-cooked, wholesome food.

#### DEPARTMENT REQUIREMENTS

1. Any treatment necessary for existing illness must be provided promptly. A record should be made of the prisoner's physical condition, and necessary treatment provided. The record should also include a description of any cuts, bruises, or abrasions which are the result of recent injuries.
2. Death of an inmate shall be immediately reported to the attending physician. If a physician was not in attendance, the coroner should be immediately notified.
3. In the case of acute illness or death of an inmate, the next of kin shall be immediately notified.
4. All medications and treatment shall be administered only upon order of a physician.
5. Medicines kept at the jail must be stored in a locked cabinet not accessible to prisoners.
6. The utmost precautions must be taken in the control of insecticides, rodent killers and other poisons. Prisoners must never be permitted to have access to such material except under supervision.

7. All cooks and food handlers shall wear clean garments and caps, and shall keep their hands clean at all times while engaged in handling food, drink, utensils or equipment.

8. Adequate and convenient hand washing facilities shall be provided for the use of food handlers, including hot and cold running water, soap, and approved sanitary towels.

9. Prisoners assigned to kitchen preparing, handling, or serving food must bathe daily.

#### RECOMMENDATIONS

1. An inmate's death by accident, illness, or suicide should be reported in writing to the Bureau of Corrections within 24 hours. The report should include inmate's name, age, address, reason and authority for confinement, cause of death, time of death, time last seen by jailer or attendant, time death reported to coroner or doctor in attendance.

2. Medicines prescribed for an inmate by a physician should not be left in an inmate's possession. The prescribed dose should be given to the inmate at the prescribed time by the jailer.

3. When possible, chest x-rays, medical tests and examination of prisoners upon admission are advisable to detect contagious diseases, mental disturbances, and acute illnesses; to help identify alcoholics, narcotic addicts, and sex perverts; and to guard against the introduction of vermin.

4. Inmates should be weighed at admission and discharge.

(a) During confinement an inmate's complaint of loss of weight can be checked against admission weight. What happens to be a visible loss of weight should also be checked. In either case, if loss of weight appears abnormal, a physician should examine inmate.

(b) If a person no longer in custody complains that excessive weight was lost during his confinement, a check of his weight as recorded upon admission and discharge will aid in determining the validity of such charge.

5. Menus should be planned in advance to permit economy buying. Menus should be retained for at least 60 days to permit their inspection by authorized persons.

6. Institution type plastic or metal trays, bowls and cups should be used for serving meals to inmates.

7. Food should be appetizing as well as nutritious and should be sampled before serving to insure proper cooking and flavor.

8. Either coffee, tea or milk should be served with each meal.



9. Prisoners should not be allowed to store food in their cells or in the day rooms in their quarters. These should be kept free of all unnecessary articles which might attract vermin.

10. Apportioning of food should be supervised by jail employee so that favoritism or careless serving is eliminated.

11. Jail uniforms should be provided to maintain and promote satisfactory standards of personal cleanliness.

12. Regular bathing twice a week should be a minimum requirement. Daily bathing should be permitted to all prisoners.

13. To maintain satisfactory personal hygiene, prisoners should be furnished with soap of good quality and in sufficient quantity, toothpaste or a powder.

14. Facilities for shaves and haircuts should be made available. Equipment should be carefully supervised and removed from inmate quarters after use.

15. Washable clothing should be changed and laundered at least once a week.

16. If a jail has no laundry, inmates should be furnished means of washing and drying their clothing. The jailer should see that this is done frequently enough to keep each inmate personally clean.

17. Pamphlets on planning and preparing meals may be obtained from the Bureau of Human Nutrition and Home Economics, United States Department of Agriculture, Washington, D.C.

A quality cookbook developed by the Navy may be purchased from the Superintendent of Documents, Washington, D.C. for \$1.75.

Information on feeding county jail prisoners may be procured by writing to the United States Bureau of Prisons, Washington, D.C.

The Department of Mental Health and Corrections has a full-time, registered dietician on its staff and upon written request will be glad to give consultant services.

## SECURITY

### A. DEPARTMENT REQUIREMENTS

1. All cells must be inspected at frequent and regular intervals, during the day and night, to insure the custody, safety, and welfare of those confined.

2. There must be at least two complete sets of jail and fire escape keys, one set each in use and one or more sets stored in a safe place accessible only to jail personnel for use in an emergency. There must be an accurate record of the location of all jail keys. All jail personnel must be given instructions concerning the use and the storage of the keys and held strictly accountable for keys assigned to them.

3. All jail personnel must be familiar with the locking system of the jail and must be able to immediately release prisoners in the event of a fire or other emergency.
4. Regular inspections must be made to determine if cells and fire escape locks are in good working order.
5. All windows of jail and detention sections must be covered with a heavy gauge screen of one-fourth mesh, or less, to prevent passage of contraband.
6. A steel grill door, or steel plate door with grilled observational needs, must be provided for the main jail entrance. It should not be unlocked except to permit admission of authorized persons and prisoners.
7. Modern selective locking devices must be installed on all security doors leading to jail sections. Doors to cells, detention rooms, and day rooms must also have such locking devices so that the doors can be opened and closed either individually, collectively, or both.
8. The exterior of the approaches to the jail must be well lighted at night to permit observation of persons approaching the building.
9. Windows must be opaque or glazed to prevent prisoners from observing what is going on outside the jail and outsiders from looking into the jail. Paint must not be used on the glass.
10. Any damage to the jail must be promptly and securely repaired.

## SEGREGATION

### A. DEPARTMENT REQUIREMENTS

1. All jails should be provided with suitable wards or buildings for separation of criminals from non criminals; persons of different sexes; and persons alleged to be mentally ill. All prisoners should be kept segregated accordingly.
2. Juvenile detention. If the child's habits or conduct is such as to constitute a menace to himself or others, he may be detained in the jail or other facility for the detention of adults if he is placed in a room or ward which is entirely separated from adults confined therein, and where there can be no communications with adults confined therein. This room or ward must have been approved by the department and a written instrument filed with the clerk of the juvenile court.

### B. RECOMMENDATIONS

1. Inmates dangerous to health, safety or morals of other inmates should be isolated. (Always segregate the homosexuals.)
2. The experienced habitual criminal should be held separate from the first offender of the criminally inexperienced person. Sentenced prisoners should be held separate from unsentenced prisoners.

3. No male person should enter the female section unless accompanied by the matron. Keys for the female section should be in the matron's possession at all times.

4. Whenever practical, adult and juvenile offenders should be transported separately.

## REGULATORY PRINCIPLES FOR GUIDANCE

### OF INMATES AND JAIL STAFF

#### A. INMATES

1. Prisoners must at all times conduct themselves with decency and in an orderly manner.

2. Profanity, loud whistling or singing, yelling from one part of the jail to another, and any indecent conduct will not be permitted at any time.

3. Prisoners will not be permitted to have money in their possession. Any money or valuable articles that they may have with them at the time of commitment will be taken from them by the jailer and will be kept in a safe place until their release.

4. Prisoners at all times are subject to the orders of the jailer or his authorized assistants. They must obey all instructions and orders given them.

5. Prisoners are not permitted to close windows or ventilators except on orders of the jailer or his assistant.

6. Any prisoners attempting to smuggle into the jail any firearms, files, saws, narcotics or any other contraband articles, or attempting to escape, will not only be punished, but also may be liable to an additional term of imprisonment.

7. "Kangaroo courts" are forbidden and prisoners will not be allowed to impose fines upon each other. Any prisoner participating in such practice will be punished.

8. Prisoners wishing to receive or send mail while in the jail must give the jailer written authority to inspect it. If a prisoner refuses to do this, the mail will be returned to the post office as undeliverable.

9. Additional rules for the guidance of inmates to meet the specific needs of the jail should be included. Jail rules for the information of inmates should be made available.

## B. JAIL STAFF

1. Personnel should be scrupulous in their contacts with their superiors, fellow officers, prisoners and visitors.
2. Officers should not assume an unduly familiar attitude toward prisoners or visitors but should at all times maintain a dignified and impersonal demeanor.
3. No gratuity shall be accepted and any offer of a gratuity should be reported by the officer to his superior.
4. Officers shall never engage in business dealings with the prisoners, their relatives or visitors, or suggest or advise retaining specific counsel.
5. Officers shall avoid discussions of the affairs of the jail with prisoners or outsiders.
6. Officers shall not engage in distracting activities while on duty.
7. Under no circumstances shall an officer carry any personal message to or from a prisoner.
8. Officers shall keep themselves physically and mentally alert and shall always maintain a neat personal appearance.
9. Officers shall always be alert to prevent contraband (such as liquor, weapons, drugs and all other banned items) from entering the jail by any means and any knowledge of such contraband within the jail, or any knowledge of any plan to bring contraband within the jail, should be immediately reported to superior authorities.
10. Under no circumstances shall any employee of a jail engage in any type of political activity while on duty; and discussion of political and other controversial questions should be avoided.

## C. SUGGESTED PRACTICES IN TRANSPORTING PRISONERS

1. Constant vigilance is required at all times when transporting prisoners. Expect an escape attempt to happen at any time. Know how to use your restraints and use them. Don't become complacent. Remember, prisoners have escaped when wearing practically all of the known restraints. Never let promises of good behavior by a prisoner lull you into relaxing your vigil or removing the restraints. Prisoners must be treated decently and humanely, but also must be delivered to their destination.

What papers or documents are required and how they should be handled should be clearly understood.

Get all other information regarding the particular trip which may be pertinent, and detailed instructions in regard to the procedure, in each case. Emergency procedures should be discussed with the supervisor planning the trip. In all cases where any emergency arises with which the jail employee making the trip cannot cope, he should telephone or wire his superior collect.

Financial arrangements, including fares, accommodations, meals, etc., should be planned.

2. Thoroughly search the prisoner, his wearing apparel and luggage, and remove all contraband and weapons, if any.

3. See that he does not have access to his luggage and personal effects en route.

4. See that the necessary farewells are made while still in confinement.

5. Instruct prisoner that there will be no unauthorized stops made.

6. Instruct prisoner to use toilet before departure.

7. Have an accurate accounting of money and personal effects in presence of prisoner and sign necessary receipts.

8. Apply and adjust the necessary restraints.

9. Thank the officials who have aided and cooperated with you for their assistance.

10. If traveling by automobile, always sit behind driver.

11. Never fasten an inmate to any vehicle in which he is being transported.

12. If traveling by rail, notify the agent before boarding that you have a prisoner. He will contact the railroad detective who will give you assistance en route.

13. When feeding prisoners en route, be especially alert. Never permit them access to pepper and be on the lookout for attempts to throw scalding hot coffee, soups or anything else in the eyes. Make a note of the utensils supplied and be sure they are all there when you leave.

14. Be on the alert for any attempt of the prisoner to escape or to commit any other unauthorized act.

15. Never let the prisoner out of your reach.

16. If necessary to walk your prisoners through crowds, use a lead chain.

17. Never remove restraints unless the prisoner is in a secure place such as a jail, police station, etc.

18. If traveling a long distance, inspect the restraints periodically.

19. Inspect automobile, train seat, berth, compartment, toilet, restaurant booth or any other place where it is necessary to seat your prisoner for any length of time.

If possible, remove all loose objects which might possibly be used in an escape attempt.

20. If staying overnight, place prisoner in local jail and get receipt for him. If possible, have jailer feed prisoner; but if not, buy meal at nearest restaurant and bring it to his cell.

21. In case of accident or emergency, place prisoner in nearest jail. (If necessary, call nearest sheriff or police department for help.)

22. If traveling by train, never go too long without proper rest. Place prisoner in jail and book him for either "safe keeping" or as "a returning fugitive." Then get a good night's rest.

23. When leaving prisoner at a local jail, have him placed in a cell by himself with instructions that he not be allowed any contacts and that he remain in the cell while you are away.

24. Always leave instructions with the jailer where you can be reached.

25. Always search prisoner again when removing him from jail.

26. If transporting a prisoner to a court, find out at what time his case is scheduled and be sure to have him there at that time.

27. Look over the courtroom ahead of time noting all entrances and exits, including windows. Ask local enforcement agency for any additional police help you may need or the U. S. Marshall in case you are at a Federal court.

28. At a Federal court, restraints usually are removed as you enter the courtroom. Superior Court judges wish restraints removed before entering the courtroom.

29. If prisoner's attorney desires to interview the prisoner, he may do so. As discreetly as possible determine that the person claiming to be an attorney has the credentials to verify it. If private interview is requested, it may be had while prisoner is in a cell. Otherwise, keep him in restraints and within your sight and hearing during such interview.

When the court is finished, have the clerk of court acknowledge writ and sign it, then return the inmate to the jail as soon thereafter as is practical.

If the prisoner is required to return to court on the following day and this was not anticipated, return him to jail and inform your superior officer of this change of plans. If the prisoner is to appear on the same writ, have the clerk of court state in writing on the writ that he is to reappear at whatever time the court has set and have it signed by the clerk.

30. Do not permit unauthorized contacts with a prisoner while he is in court. If reasonably certain that persons are a prisoner's parents, wife or children, they may be permitted a few words together in the courtroom when court is not in session, but be particularly careful that nothing is passed between them. If in any doubt as to a person's identity, refuse all contacts.

31. When prisoners are to be transported to a state institution and arrival after office hours is expected, it is recommended that the institutional authorities be advised of the expected time of arrival.

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I N D E X

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County Jail Inspection Report

October 16, 1973

Androscoggin County Jail

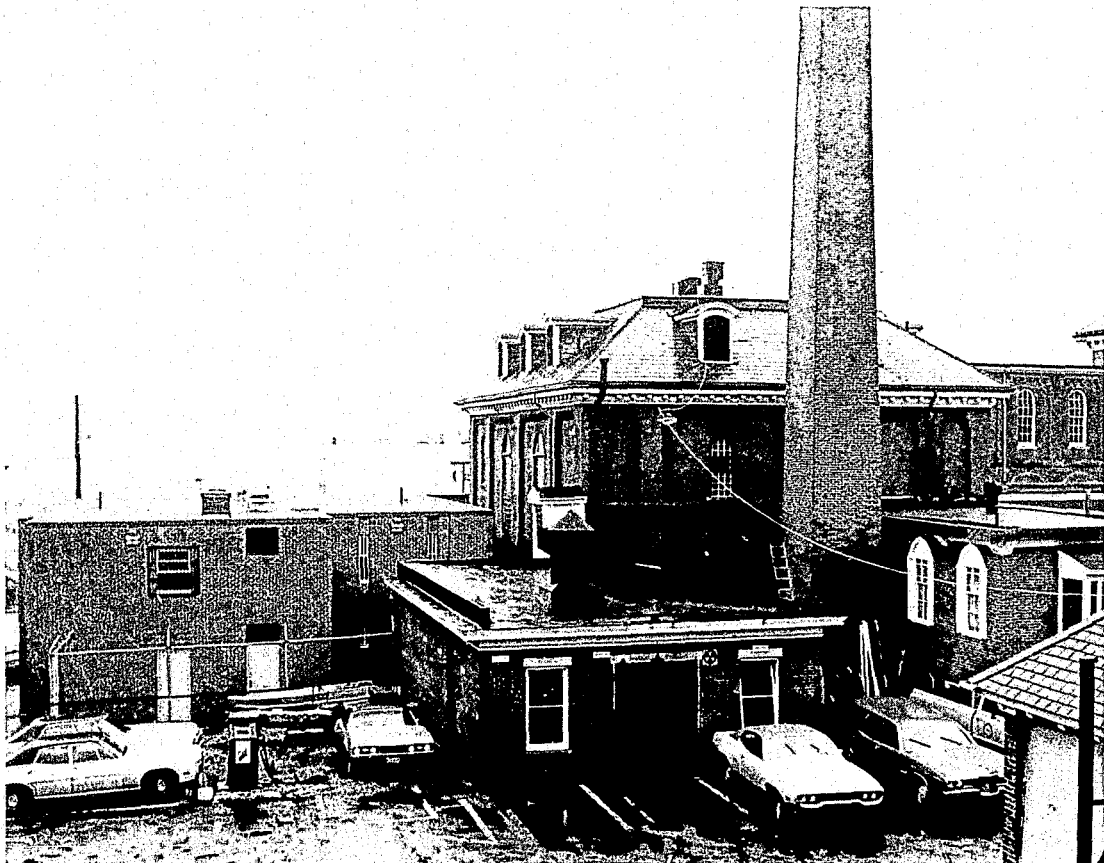
Auburn, Maine

Rosaire Martel, Sheriff

FRONT



REAR



ANDROSCOGGIN COUNTY JAIL  
AUBURN, MAINE 04210

Statistical Data

Androscoggin County Jail, Auburn, Me.

Rosaire Martel, Sheriff

(a) Manpower - June 30, 1973

	Counseling		Guidance		Custodial		Other	
	FT	PT	FT	PT	FT	PT	FT	PT
Male			20		18			
Female			2		3			

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	25.1	**
Female	4.0	**
Total	29.1	**

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	1,074	93
Female	64	17
Total	1,138	110

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	1,610	20
Female	79	4
Total	1,689	24

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained	B.E.L.	B.E.L.	B.E.L.	Disturbance
Sentenced	B.E.L.	B.E.L.	B.E.L.	Disturbance

\* Includes some juveniles transferred to:

Boy's Training Center

Stevens School

\*\* Indicates an average population of less than one

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Androscoggin Jail during the month of September 1973.

This county jail consists of two parts; the old detention area constructed in 1854 and a new addition built in 1969. The old detention area is not now being used as a lockup because it needs extensive renovation. All prisoners are presently being detained in the new addition which is a modern building housing minimum and maximum security cells. The new addition was structurally designed so that an additional floor could be added to this two-story structure.

This county jail has been designated for use as a regional sub-center. This potential definitely does exist; however, there are several important decisions to be made regarding facility needs and building use. The facility needs should first be defined in order to determine what changes or additions will have to be made to the existing building. As a regional sub-center this jail should include the following new functions:

- A. There is already more than enough medium and maximum security cell space in the 1969 addition. The construction of any new detention space should only be minimum security and work release.
- B. The existing kitchen is inadequate and needs to be re-designed for a more functional use of the space and modern kitchen equipment.
- C. While there is some visiting space, it is of the maximum security type and there is no space designated for lawyer counseling, personal counseling, or private family visiting for low security prisoners.
- D. The prisoners are fed in their cells because of the lack of a dining hall.
- E. There is no indoor recreation and the outside recreation area is very small and offers limited activities.

F. There are presently no educational or vocational programs available to the inmates.

G. Community-based alcohol detoxification programs are needed.

H. Since this facility is going to be rather large, it would be advisable for the Sheriff and the County Board of Commissioners to consider hiring a full-time, professional jail manager (not just a full-time turnkey). This should be a salaried position, offering enough money to attract someone educated in this field. This person would be directly responsible to the Sheriff, and he would assume the Sheriff's jail administrative responsibilities. Someone assuming these responsibilities would free the Sheriff to perform more of the law enforcement duties to which he has been elected.

A renovation of the detention area built in 1854 would be expensive, and would only provide the addition of more maximum security cells. Also, the physical and structural character of this old building does not easily lend itself to renovation for other functions; especially modern building mechanical systems, i.e., heating, air-conditioning, and plumbing.

In order to effectively modify this county jail, the National Clearinghouse recommends that serious consideration should be given to the demolition of the old jail building. In its place, a two-story building could be constructed. The first floor of an addition could be used as a dining hall and by implementing movable tables and chairs, this area could also be used for indoor recreation, group counseling, education, civil defense and squad meetings. Small rooms could also be provided for personal counseling and family visiting. A second floor to this addition could contain detention space and large dayrooms for male and female juveniles and female adults. This would effectively segregate them from the adult males. If, in the future, it is realized that more adult detention space is needed, then a third floor could include adult male work release and minimum security. The roof of this addition could be used for outside recreation. However, before a third floor is added to this 1969 addition, we suggest that the possibility of a community-based halfway house be considered as an alternative to construction.

Perhaps one of the most outstanding educational programs in the nation is the Culinary Arts Center (MDTA) at 155 Spring Street in Auburn, Maine. Because one of the major industries in Maine is tourism, there is a large demand for qualified cooks and chefs. This program trains students in the culinary arts, pays them to attend the classes, and then places them in a job. This program has the potential of offering a very effective educational study release for offenders at the Androscoggin County Jail. In fact, offenders from all over the state could be sentenced to the Androscoggin Jail so they can participate in this program.

ANDROSCOGGIN COUNTY JAIL - AUBURN, MAINE

Built 1854

On August 15, 1973 Sheriff Martel informed this office that two inmates had set fire to the old jail that was built during the year 1854, and he requested a recommendation from this office whether or not it was feasible for the county to renovate subject building or should serious consideration be given to the demolition of the old jail.

After a close inspection by this office, and Mr. Steven Hesselschwerdt, Architectural Specialist, it is recommended that this building be demolished, and it is strongly recommended that in its place serious consideration be given to constructing a two-story building. (See National Clearinghouse recommendations on Androscoggin County Jail).

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ANDROSCOGGIN COUNTY JAIL - AUBURN, MAINE

Built 1969

HOLDING FACILITY AND LOCKUP "ADEQUATE"

The new section of this facility, consisting of two floors (cell block) that was built on the above date, is one of the better jails in the State of Maine. Its approximate capacity is twenty-six (26) adult males, three adult (3) women and two (2) juveniles, male or female, and is suitable for both holding and lockup purposes. The overall condition of the facility was found to be above average, and meets the present Standards for County Jails.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. (See Standards for County Jails, Page 4, Par. 3)



2. This inspector was informed by the Sheriff that closed circuit T.V. for this facility will be completed during this year.

3. The County Commissioners and Sheriff should receive praise for the steps they have taken on their work release program at this facility. During the past year inmates have earned over \$4,000; it is recommended that this program be further expanded, so more inmates could participate.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection, and several inspections during this past year, have been corrected.

---

Area of Report - WOMEN AND JUVENILE AREA

RECOMMENDATIONS:

1. A shower will be installed in the juvenile detention area of the facility. Presently a juvenile must be taken to the next area for a shower, unless he or she is being held in the adult female section.

GENERAL REMARKS

All other deficiencies noted during the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

---

Area of Report - FOOD SERVICE

1. Hand washing facilities should be separate from food preparation sinks.
2. Foods stored in other than the original container should be clearly labelled.
3. The use of plastic disposable liners for rubbish and garbage pails is recommended; this is a second year deficiency.
4. All inmates in confinement should be issued a full cutlery service, knives, forks and spoons.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this past year have been corrected.

2. This inspector was informed by the Sheriff that closed circuit T.V. for this facility will be completed during this year.
3. The County Commissioners and Sheriff should receive praise for the steps they have taken on their work release program at this facility. During the past year inmates have earned over \$4,000; it is recommended that this program be further expanded, so more inmates could participate.

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2. Foods stored in other than the original container should be clearly labelled.
3. The use of plastic disposable liners for rubbish and garbage pails is recommended; this is a second year deficiency.
4. All inmates in confinement should be issued a full cutlery service, knives, forks and spoons.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this past year have been corrected.

Since the 1971 inspection a professional cook has been hired and the menu has had a variety of food items added to it to bring a better chance of the necessary vitamins needed daily. The sheriff and county commissioners should be complimented for the creation of this position, and the position has shown its effect in the overall food service during these inspections. I do believe it is appropriate to say the present cook is doing an above-average job with what he has to work with in this old type kitchen facility.

Area of Report - SANITATION

RECOMMENDATIONS:

1. A commercial type dishwashing machine should replace all hand washing of kitchen utensils, etc.
2. A three-compartment sink be installed to further insure proper sanitation of kitchen ware.
3. All gas appliances in kitchen will be vented through an appropriate type hood with approved type fitters.
4. When the quiet cell is designed, consideration should be given to installing a flush rim floor type drain which will accept feces and any other material a conventional flush toilet will accept.
5. Thermometers will be placed in each refrigeration unit.
6. Cleaning supplies will be stored separately from foods.
7. All cleaning supplies will be clearly labelled.
8. All food not in original containers, will be clearly labelled.
9. The only area within this facility that was found to be extremely dirty was the visiting area.

GENERAL REMARKS

This inspector was informed by the sheriff the above deficiencies are in his plans to be corrected. All other deficiencies noted during the 1972 jail inspection and the several inspections this past year have been corrected.

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Area of Report - PLUMBING

RECOMMENDATIONS: None.

GENERAL REMARKS All plumbing fixtures in the new jail; no deficiencies noted.

Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire prevention

1. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.

RECOMMENDATIONS - Oil Burner Inspection

No deficiencies noted.

RECOMMENDATIONS - Electrical Inspection

No deficiencies noted.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year have been corrected.

Androscoggin County Jail

Note: The following are the opinions of this inspector.

GENERAL REMARKS

1. Personal hygiene Satisfactory
2. Visiting privileges Satisfactory
3. Library privileges Unsatisfactory - with comments  
On August 11, 1973 two inmates burned the facility library
4. Recreation privileges Unsatisfactory - with comments  
Inside privileges are very good. However, because of the area in which the facility is situated, recreation outside consists only of basketball. An outside recreation area is certainly needed at this facility.
5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only
7. Treatment and counseling Satisfactory - with comments  
Sheriff Martel is using various disciplines throughout the community. He has a GED program, Community Mental Health Clinic, clergymen, etc.
8. Work release program Satisfactory
9. Confinement, release and detain records Satisfactory
10. Medical Unsatisfactory - with comments  
See Standards for County Jails
11. Accommodations for female inmates Satisfactory
12. Accommodations for juveniles Satisfactory - with comments  
See recommendations for women and juvenile area
13. Corrections made from the 1972 jail inspection and the several inspections during 1973 Satisfactory - with comments  
(See 1972 Jail Inspection)

County Jail Inspection Report

September 18, 1973

Aroostook County Jail

Houlton, Maine

Darrell O. Grandall, Sheriff



AROOSTOOK COUNTY JAIL  
HOULTON, MAINE 04730

Statistical Data

Aroostook County Jail, Houlton, Maine

Darrell Crandall, Sheriff

(a) Manpower - June 30, 1973

	Counseling	Guidance	Custodial		Other	
	FT	PT	FT	PT	FT	PT
Male	1	1	9	1	1	0
Female	0	0	1	0	0	0

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	31	--
Female	--	--
Total	31	--

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	257	24
Female	9	50
Total	266	74



(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	392	--
Female	22	--
Total	414	--

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained	Runaway	Runaway	B.E.L.	Assault
Sentenced	--	--	Intoxi- cation	Intoxi- cation

\* Includes some juveniles transferred to:

Boy's Training Center

Stevens School

Health and Welfare

Aroostook Association of Indians

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Aroostook County Jail during the month of October 1973.

This is another very old jail, built in 1889, which could function very well as a short term lock-up, and with some renovation, for holding up to one year. In addition to commenting on the county jail, there was also a request to examine a vacant school building close to the jail and evaluate its potential for use as a public safety building administrative space. Inspection of these two facilities, and conversations with state representatives, County Board of Commissioners, and the Sheriff produced the following comments:

- A. The overall structural and physical condition of this jail appears to be very good, despite its age, and with continued maintenance this facility should serve for many more years. The present inmate capacity is 124 adult males and 6 females. While the male inmate capacity is based on multiple occupancy cells, the actual number of housed inmates is far below 124, therefore, all cells could be filled in single occupancy fashion and only used for multiple occupancy in instances of overcrowding. The female cells are in a building addition constructed in 1960 and appeared to be very adequate.
- B. The adult male detention cells and the cell corridors are all deficient of artificial lighting. All cells and corridors should be painted a good light reflective color and sufficient artificial light should be provided in corridors, and in cells to permit reading.
- C. Presently, there are no provisions in this facility to segregate juveniles, male and female from adult offenders. Since this is a county jail, juveniles should not be detained longer than 24 hours; however, some provision should be made for juvenile holding. The top floor of the 1960 jail addition is presently occupied by an ambulance crew. It might be feasible to remodel this floor for juvenile holding.

D. Considering the size of this facility, there is a great deficiency of program and activity space for the adult males. A sufficient amount of indoor program space could be obtained by removing all of the interior detention steel in the basement dining area. This space is presently divided into two separate dining halls. It appears that none of this detention equipment is structural or load bearing and it might be possible to open this up into one large room which could be used as a multi-purpose space. The installation of movable, round top tables and chairs, game tables, library and reading material, a television, and a complete paint job could allow this space to be used for dining, recreation activities and open family visiting. It was also observed that new kitchen facilities might be needed and a new kitchen might even be relocated in the existing room where the laundry is located. Reorganization of the large "laundry" room could accommodate a kitchen and staff dining in addition to the existing laundry.

F. A new intake, booking and offender classification area is needed and might be located in the office space in the 1960 addition, assuming that these offices can be relocated. Or, it could be located in the present radio dispatch area.

G. If this county facility is to be considered as a regional center, or for sentenced prisoners up to one year, then consideration should be given to using the Sheriff's living quarters for work release. However, if the unemployment rate is high for this region, so that work release is not practical, then these living quarters could be used for other functions such as trustee activity space, visiting or counseling, or office and administrative space. All of the above functions are badly needed in this jail, rather than more detention space, and if the Sheriff's pay was adjusted so that he could establish a residence outside of the jail, his living quarters could be used to accommodate the necessary expansion.

Examination of a vacant school building located near the jail was also made, in order to evaluate the feasibility of relocating some of the county law enforcement functions which are presently at the jail. The building appeared to be structurally sound, despite its age, and except for needing new window frames and glazing in all of the windows this structure could be easily renovated for administration space. As this is a very large old structure, it is doubtful that the Sheriff's administrative needs would fill this whole building. Some additional law enforcement functions that could be located in this building are:

- A. Offices of the Sheriff
- B. Offices of the City Police

- C. Local Civil Defense
- D. A shared radio dispatch for the above A, B and C
- E. Offices of Probation and Parole
- F. Residence for the ambulance crew presently quartered at the jail.

The only negative factor involved in using this building is that it is located immediately adjacent to an existing grade school. However, a wood fence and/or some landscaping could effectively separate these buildings visually.

Also, while visiting the Aroostook Jail, the opportunity was taken to give a brief review of plans for a proposed detention facility addition to the County Office Building in Caribou, Maine. These architectural drawings which were informally reviewed were done by Alonzo, Harriman Associates, Inc., and dated July 12, 1973. Inspection of these plans revealed that the proposed cells were to be located in the basement of the addition. It seems fairly evident that this concept was devised so that the cell space could be used as emergency quarters for the civil defense, also located in the basement. However, this concept is totally unacceptable for a contemporary detention, holding or short term lock-up. No detention facility should be located in a basement nor should any cell space be without natural light. Instead of building a new holding facility, consideration might be given to using the Caribou Municipal Jail. This would of course mean, that a Sheriff's deputy would have to be on duty 24 hours a day, but this would also be the case in any new facility. If there is no alternative except to build, then we would recommend that cells not be placed in any sub-grade location.

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AROOSTOOK COUNTY JAIL - HOULTON, MAINE

Built 1889

HOLDING FACILITY AND LOCKUP "ADEQUATE"

This county jail was built on the above date with additions in 1935 and 1960. This jail can continue as both a lockup and holding facility.

Its approximate capacity is one hundred and twenty-four (124) and six (6) adult women. Presently there are no provisions at this facility to segregate juveniles, male and female, from adult offenders. The overall condition of the facility was found to be above average, and meets the present Standards for County Jails.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. (See Standards for County Jails, Page 4, Par. 3)
2. A record of the inmate's physical condition upon admittance and during confinement and upon discharge should be established and placed in the inmate's personal file folder.
3. After new admission has been examined by a physician, a record of same should be placed in the inmate's personal file folder.
4. A record of temporary absences of an inmate from jail and authority thereof should be kept in a separate record sheet in addition to the daily log. Such a record should be placed within the inmate's personal file folder.
5. A record of misconduct and punishment should be established and maintained in the inmate's personal file folder.
6. A record of all valuables and cash taken from an inmate upon his admission should be established and should be signed by the admitting officer and

inmate and this record should be placed in the inmate's personal file folder. Upon release of the inmate, the designated officer and inmate should sign the receipt of returned articles.

7. There should be printed a set of rules and regulations pertaining to the overall operation of this facility, and a copy should be given to all jail staff.

8. A printed set of rules and regulations explaining in detail what is expected of an inmate once he is confined at this facility should be formulated, and a signature stating he understands and will obey same should be required. During my inspection I was informed by the Sheriff this will be accomplished in the very near future.

9. The present physical structure of the facility makes it rather impossible to segregate the sentenced from the detained, first offender from the multiple offender, etc. unless the inmate count is low. At the time of this inspection there was no segregation at all. I do strongly recommend they segregate as much as possible.

10. Programs relating to the overall rehabilitation of the offender have been implemented and established at this jail. Despite adverse economic conditions which have curtailed the expansion of the work release program, this program was used when the jail staff had time available to implement it. However, during this inspection it was noted that this facility now has a full-time Director of Treatment. There have been established weekly visits from various disciplines, from the community, from the mental health clinics, Employment Security Commission and clergy which gives opportunity to the prisoner to help evaluate and solve some of his problems which brought him to the jail setting.

#### GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and several inspections during this past year have been corrected.

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Area of Report - WOMEN AND JUVENILE AREA

#### RECOMMENDATIONS :

1. At the present time adult women are housed in a separate area which is certainly adequate in all respects.
2. There is no formalized rehabilitation program for adult women at this jail. Those who wish to take part in the same services offered to the male offenders at this jail may chose to do so. This is strictly done at the inmate's discretion. There is no outside recreational area and the main recreation is the use of radio, cards and books.

3. An area should be designated so that female offenders will have opportunity to have outside recreation and programs so they will not be confined to the small area where they are housed at the present time.

4. There should be a simplified standardized record form to be used by all county jails in relation to juveniles and women offenders. This would allow for easier record keeping, statistical data gathering and easier transfer of information from one jail to another.

5. Presently there are no provisions at this facility to segregate juveniles, male and female, from adult offenders. The County Commissioners and Sheriff will address this deficiency as soon as possible. During my inspection several areas were noted within the facility, especially the area presently occupied by an ambulance crew, that could be renovated to house juveniles, both male and female, within a short period of time, at a small cost to the County.

6. If a juvenile needs to be held for a period longer than 24 hours, he or she shall be transferred to the nearest county jail which has acceptable housing facilities.

7. A record of all valuables and cash taken from a juvenile upon admission should be established and should be signed by the admitting officer and juvenile and this record should be placed in the juvenile's personal file folder. Upon release of the juvenile the designated officer and juvenile should sign the receipt of returned articles.

8. There should be a simplified, standardized record form in relation to juvenile and women offenders. This would allow for easier record keeping, statistical data gathering and easier transfer of information from one jail to another. The first step would be to create a folder in which all information pertaining to a particular woman or juvenile would be kept and which would be available to staff members working with this particular inmate. This file should contain the same basic vital data as for adults, keeping in mind these records will be kept confidential.

#### GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and several inspections during the past year have been corrected.

County Commissioners and Sheriff please make note in reference to deficiencies noted. (See Standards for County Jails, Page 3, Par. 3)

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Area of Report - FOOD SERVICE

#### RECOMMENDATIONS:

1. All inmates should receive a full cutlery service (knife, fork and spoon) unless he or she is suicidal, etc.



GENERAL REMARKS:

All other deficiencies noted during the 1972 jail inspection and several inspections during this past year have been corrected.

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Area of Report - SANITATION

RECOMMENDATIONS:

1. There will be no animals allowed in food preparation areas.
2. Thermometers are needed in all refrigerators.
3. There is a need for a vegetable sink. The dish and pot sink is used for this function.
4. If bread, butter and milk is to be stored in the female section, a refrigerator should be supplied.
5. A dishwasher should be supplied to properly sanitize tableware and kitchenware.
6. All toilets within the jail should receive a daily cleaning so as to eliminate the present condition which was not found satisfactory.
7. All shower areas should be cleaned daily eliminating the present condition which was not found satisfactory.
8. There is a need to set up a standardized system so bedding and mattresses can be aired and cleaned. At the present time bedding and mattresses are not found to be satisfactory.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and several inspections during this past year have been corrected.

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Area of Report - PLUMBING

GENERAL REMARKS

All plumbing fixtures that were inspected were found to be in good working condition.

Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails.

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Kitchen to be enclosed in construction having a fire resistive rating of not less than one hour with self-closing fire doors at all openings into the balance of the building.
2. Boiler room has fire resistive material in reference to its doors; however, the doors are not self-closing.
3. Was informed by the sheriff this facility has no emergency generator to use in case it lost its electrical power. This is a very serious deficiency and should be corrected as soon as possible.
4. Ambulance room has to have a second means of exit in case of fire, etc.
5. Basement cell area to be provided with second means of releasing inmates in case of emergency, or discontinue its use as a confinement area.
6. Obtain an evacuation plan with the local fire department in case of fire, etc.
7. Work out a plan with the local school system in case buses are needed temporarily to hold inmates in case of fire, etc.

RECOMMENDATIONS - Oil Burner Inspection

No deficiencies noted.

RECOMMENDATIONS - Electrical Inspection

1. Remove extension cords and temporary wiring throughout the facility and install receptacles for equipment used.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this past year have been corrected.

Aroostook County Jail

Note: The following are the opinion of this inspector.

General Remarks

1. Personal Hygiene Satisfactory - with comments  
An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, etc.) linen, blanket, mattress, a daily schedule and a copy of the facility regulations pertaining to him while in confinement.
2. Visiting privileges Satisfactory
3. Library privileges Satisfactory
4. Recreation privileges Unsatisfactory - with comments  
Should have some type of outside recreation (volley ball, basketball, etc.). Anxieties and tension can be worked out of inmates with this type of program. Books, cards, games and radio are the only form of recreation at this facility.
5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only.
7. Treatment and counseling Satisfactory - with comments  
The overall rehabilitation program consisted of weekly visits from various disciplines, community mental health clinics, clergy and the Employment Security Commission. (See remarks under General Correctional Program).
8. Work release program Satisfactory - with comments  
(See remarks under General Correctional Program).
9. Confinement, release and detain Unsatisfactory - with comments  
records. Each inmate should have a personal file folder; all information pertaining to him or her should be within that folder.
10. Medical Unsatisfactory - with comments  
(See recommendations under General Correctional Program).
11. Accommodations for female inmates Satisfactory - with comments  
(See recommendations for women and juvenile program).
12. Accommodations for juveniles Unsatisfactory - with comments  
(See recommendations for women and juvenile program).
13. Corrections made from the 1972 jail inspection and the several inspections during 1973 Satisfactory - with comments  
(See 1972 Jail Inspection Report).

County Jail Inspection Report

November 9, 1973

Cumberland County Jail

Portland, Maine

Charles Sharpe, Sheriff



CUMBERLAND COUNTY JAIL  
PORTLAND, MAINE 04111

Statistical Data

Cumberland County Jail, Portland, Maine

Charles Sharpe, Sheriff

(a) Manpower - June 30, 1973

	Counseling Guidance		Custodial		Other	
	FT	PT	FT	PT	FT	PT
Male	1	1	15	3		
Female			2			

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	48	
Female	2	
Total	50	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	2,270	
Female	170	
Total	2,440	

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	553	
Female	8	
Total	561	

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained			Intoxi- cation	Intoxi- cation
Sentenced			Intoxi- cation	Intoxi- cation

\* Includes some juveniles transferred to:

Boy's Training Center

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Cumberland County Jail during the month of October 1973.

This jail, built in 1964, is one of the best county jails in Maine. It did not appear to need any renovation or improvements. However, many changes have been made in correctional philosophy since the construction of this facility and as Maine continues to improve its state corrections system we hope that it continues to keep pace with contemporary thought.



CUMBERLAND COUNTY JAIL - PORTLAND, MAINE

Built in 1964

HOLDING FACILITY AND LOCKUP "ADEQUATE"

This county jail was built on the above date and it is one of the most modern county jails we have in the State of Maine. This jail can continue as both a lockup and holding facility.

Its approximate capacity is one hundred (100) adult males, ten (10) adult women and two (2) juvenile males. Presently there are no provisions at this facility to segregate juvenile females from adult females. The overall condition of the facility was found to be average and meets the present Standards for County Jails.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. (See Standards for County Jails, Page 4, Par. 3)
2. Although a systematic cleaning program has been established in this facility, it is felt by this inspector that it is not being properly enforced. It is recommended that a daily routine of the work necessary to keep all parts of the jail clean should be established and a system devised whereby work is assigned for this purpose. The responsibility of each prisoner in reference to this routine should be included in the overall rules or regulations of the jail. It is evident that the success of any rule or regulation depends entirely upon the enforcement of the same by the custodial staff.
3. A separate sheet should be maintained denoting time and date of all cell inspections during an 8-hour period. These inspections should be held infrequently and signed by the officer making the inspection. All unusual circumstances should be noted and each morning these sheets should be turned in to the sheriff for evaluation and corrections.
4. The visiting area at this facility is small but certainly adequate; however inmates are required to stand while conversing with relatives and friends. We strongly recommend all parties be allowed to sit in comfort while visiting or being visited.

5. I was informed by the Sheriff and Jail Administrator that new regulations for inmates and jailers are being written and will be completed in the near future.

GENERAL REMARKS

Deficiencies noted above (2 and 3) are the same deficiencies noted during our last year inspection. A daily cleaning program should be established in this facility. County Commissioners, Sheriff and Jail Administrator of this facility please make note in reference to deficiencies. (See Standards for County Jails Page 3, Par. 3).

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Area of Report - WOMEN AND JUVENILE AREA

RECOMMENDATIONS:

1. There should be in the future a completely segregated area for the juvenile female from the adult female and complete separation of the male juvenile from the adult male offender. The present jail facility has two room areas that may be used for juvenile male offenders. When the count goes above two, the juvenile male offenders have to be placed in the segregated male area. The sheriff at that time makes every possible provision that the juvenile does not come in contact with a male prisoner. The female juvenile is housed in the female adult section of the jail. There are at the present time no separate juvenile recreational or visiting rooms where the juvenile can be involved in a program outside of his cell area. It was learned the day of the inspection that the Sheriff and County Commissioners are considering the purchase of an adjacent building to build the adequate physical plant that will be needed to properly house juvenile offenders, male and female. This present jail installation handles enough juveniles during a year that such a project is warranted.

During the last year's inspection we were informed of the same; that the County Commissioners were considering purchasing an adjacent building to properly house juvenile offenders; however, up to this date no action has been taken and it is the most serious deficiency this facility has.

2. There should be more emphasis on expansion of the work release programs for females if they are sentenced to be held in the jail. At the present time there is a limited work release program and a pre-release assistance is offered to the various social agencies in the area. It is hoped that these two programs could be expanded and elaborated on in the future for all female inmates.

3. At the present time the adult female area within this facility is certainly adequate in all respects and I also believe it is appropriate at this time to compliment the matrons of this facility for doing an excellent job.

4. There should be a simplified, standardized records form in relation to juvenile and women offenders. This would allow for easier record keeping, statistical data gathering and easier transfer of information from one jail to another. The first step would be to create a folder in which all information pertaining to a particular woman or juvenile would be kept and which would be available to staff members working with this particular inmate. This file should contain the same basic vital data as for adults, keeping in mind these records will be kept confidential.

GENERAL REMARKS

Please make note of deficiencies. (See Standards for County Jails, Page 3, Par. 3).

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Area of Report - FOOD SERVICE

RECOMMENDATIONS:

1. The entire food service system within this facility is presently the best offered at any County Jail within the State of Maine.
2. Dented, pitted or rusted pots and pans should be replaced.
3. Cleaning supplies should be stored separately from food and should be clearly labelled.
4. Food should not be stored in opened tin cans to prevent absorption of metals and flavors.
5. Foods, even in cases, are supposed to be stored off the floors to prevent contamination.
6. Foods stored in other than the original container should be clearly labelled.
7. The entire kitchen area needs a good cleaning. (See recommendations under General Corrections Program of this report).
8. There is no system at this facility for keeping track of all cutlery equipment; this deficiency should be corrected as soon as possible.

GENERAL REMARKS

All other deficiencies noted during the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

Area of Report - Sanitation

RECOMMENDATIONS:

1. Silverware trays in the kitchen are in need of cleaning.
2. The potato peelers and meat cleavers are in need of cleaning.
3. Utensil storage drawers in the kitchen area are in need of cleaning.
4. Areas for canned goods and fresh vegetables need a good cleaning.
5. All frozen meats should be defrosted under refrigeration.
6. The floor drains in the cell areas are in need of cleaning.
7. The floor in the food storage area is in need of cleaning.
8. The toilets in the cells and dorms had feces and urine caked down in the bowls. (See recommendations under General Corrections Program of this report).

GENERAL REMARKS

All other deficiencies noted during the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. Twenty-one (21) plumbing fixtures were found to be broken or unserviceable.

GENERAL REMARKS

All other deficiencies noted during the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails.

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.

RECOMMENDATIONS - Oil Burner Inspection

1. No deficiencies noted.

RECOMMENDATIONS - Electrical Inspection

1. Remove extension cords and temporary wiring throughout the cell block area and install receptacles for equipment used.

GENERAL REMARKS

All other deficiencies noted during the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Cumberland County Jail

Note: The following are the opinions of the inspector.

General Remarks

- |   |                                     |
|---|-------------------------------------|
| 1. Personal hygiene   | <u>Satisfactory</u>                 |
| 2. Visiting privileges  | <u>Satisfactory</u>                 |
| 3. Library privileges   | <u>Satisfactory</u>                 |
| 4. Recreation privileges  | <u>Satisfactory</u>                 |
| 5. Commissary privileges  | <u>Satisfactory</u>                 |
| 6. Mail restrictions<br>Mail is checked for contraband only.  | <u>Satisfactory</u> - with comments |
| 7. Treatment and counseling   | <u>Satisfactory</u>                 |
| 8. Work release program<br>An excellent program during the year 1973<br>95 inmates entered the program earning<br>approximately \$24,000. | <u>Satisfactory</u> - with comments |

9. Confinement, release and detain records Satisfactory - with comments  
See report Women and Juvenile Area of this report.
10. Medical Satisfactory - with comments  
A full-time doctor and a retired naval corpsman are working at this facility, and I do believe it is appropriate to comment that the medical room for which Mr. Clare D. Tharp, Corpsman is responsible, has been excellent in all respects; records, medications, count, etc. for the past two years. He is certainly a credit to the Sheriff's staff.
11. Accommodations for female inmates Satisfactory - with comments  
(See recommendations for Women and Juvenile Area)
12. Accommodations for juveniles Unsatisfactory - with comments  
(See recommendations for Women and Juvenile Area)
13. Corrections made from the 1972 jail inspection and the several inspections during 1973 Satisfactory - with comments  
See 1972 Jail Inspection Report

County Jail Inspection Report

October 18, 1973

Franklin County Jail

Farmington, Maine

Kenneth L French, Sr., Sheriff



FRANKLIN COUNTY JAIL  
FARMINGTON, MAINE 04938



Statistical Data

Franklin County Jail, Farmington, Maine

Kenneth French, Sheriff

(a) Manpower - June 30, 1973

	Counseling	Guidance	Custodial		Other	
	FT	PT	FT	PT	FT	PT
Male			3	4		
Female					1	

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	4.0	
Female		
Total	4.0	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	400	18
Female	5	7
Total	405	25

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	22	0
Female	0	0
Total	22	0

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained	Poss. of Marijuana	Truancy	O.U.I.	O.U.I.
Sentenced			Poss. of Marijuana	

\* Includes some juveniles transferred to: Juveniles not transferred.

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Franklin County Jail during the month of September 1973.

This county jail has many of the problems inherited from the last century. Because of its age, the lack of visiting and counseling space, sparse plumbing and very minimal administrative space, we recommend the following:

- A. There is a definite need for office space for the Sheriff's staff. We agree that an addition could be made to the front of this building, but it should be of normative construction and not designed as a civil defense bomb shelter. The "bomb shelter" addition presently in this jail should be adequate in the event it is needed.
- B. There is a need for a juvenile cell, but we would not recommend that juveniles be held here for longer than 24 hours.
- C. We would not recommend the small room in the cell area be used for dining. An alternative would be to purchase two institutional type round top tables and eight stacking type chairs and place them in the day area.
- D. The Sheriff's residence could be used as a work release center.
- E. The cell area should be ventilated.
- F. We recommend that this facility only be used for a short-term lock-up, unless inmates are actively involved in community based correction, i.e., work release or half-way house programs. Sentenced prisoners requiring a long stay and more rehabilitative programs should be considered

eligible for a regional center of the sub-center facility in Androscoggin.

G. It is not recommended that a great deal of money be spent on this facility, but rather a building fund should be started. In another ten or fifteen years, this facility should be replaced.

FRANKLIN COUNTY JAIL - FARMINGTON, MAINE

Built 1889

LOCKUP "ADEQUATE"

This county jail was built on the above date, and although it is old and out-dated it can continue as a lockup for the next several years. Its approximate capacity is fourteen (14) adult males; if the adult male count stays below eight (8) the facility could accommodate one (1) adult female, one (1) juvenile male and one (1) juvenile female. The overall condition of the facility was found to be excellent and meets the minimum Standards for County Jails.

Definition of a lockup facility is as follows:

A lockup facility refers to a municipal or county jail wherein an offender can be confined under maximum security conditions for a period of time not to exceed 72 hours. The major function of the lockup is for the convenience of local law enforcement officers, enabling them to temporarily hold offenders for court or transportation to a holding facility.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. (See Standards for County Jails, Page 4, Par. 3)
2. A separate area should be designed for sheriff's office which would include space for records pertaining to the overall jail operation. The present sheriff's facilities are not adequate.
3. Present cell structure in the jail makes it impossible to segregate the sentenced from the non-sentenced, first offender from the multiple offender, etc.
4. Any new admissions should be examined by a physician as soon as possible, and a record of same should be kept in the inmate's personal file folder.

GENERAL REMARKS

County Commissioners and Sheriff please make note in reference to deficiencies noted. (See Standards for County Jails, Page 3, Pars. 3)

---

Area of Report - WOMEN AND JUVENILE AREA

RECOMMENDATIONS:

1. There should be in the future a completely segregated area for the female juvenile from the adult female, and complete separation of the male juvenile from the adult male offender. The present jail facility has one (1) room that may be used for adult females or juvenile males or females. In the main cell block there are two (2) cells on the second floor that could be used for adult females or juvenile male or female, if the inmate count was eight (8) or below. The sheriff at this time makes every possible provision that the adult female and juvenile does not come in contact with a male adult prisoner.
2. As of this report and until a new facility is built, juveniles and adult women that require over twenty-four (24) hours of detention will be transferred to the nearest jail with proper facilities.
3. There should be a simplified, standardized record form in relation to juvenile and women offenders. This would allow for easier record keeping, statistical data gathering and easier transfer of information from your jail to another. The first step would be to create a folder in which all information pertaining to a particular woman or juvenile would be kept and which would be available to staff members working with this particular inmate. This file should contain the same basic vital data as for adults, keeping in mind these records will be kept confidential.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year has been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - FOOD SERVICE

RECOMMENDATIONS:

1. All inmates in confinement should be issued a full cutlery service, (knife, fork and spoon).

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year has been corrected.

Area of Report - SANITATION

RECOMMENDATIONS:

1. No deficiencies noted.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year have been corrected.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. No deficiencies noted.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year have been corrected.

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Area of Report - STRUCTURAL DESCRIPTION

RECOMMENDATIONS:

1. Although there are still some deficiencies, the sheriff demonstrated a sincere desire to alleviate present deficiencies within his facility as soon as possible. I am confident he will do just that. A number of larger renovations will not be possible because of the age and design of this facility and, consequently, plans should be developed for a new facility in Farmington, or in a suitable regional location.
  2. See Standards for County Jails.
- 

Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.

RECOMMENDATIONS - Oil Burner Inspection

1. No deficiencies noted.

RECOMMENDATIONS - Electrical Inspection

1. No deficiencies noted.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year have been corrected.

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Franklin County Jail

Note: The following are the opinion of this Inspector.

General Remarks

1. Personal hygiene Satisfactory - with comments  
An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, etc.) linen, blanket, mattress, daily schedule and a copy of the facility regulations pertaining to him while in confinement.
2. Visiting privileges. Satisfactory
3. Library privileges. Satisfactory
4. Recreation privileges. Satisfactory - with comments  
Should have some type of outside recreation (volley ball, basketball, etc.) Anxieties and tension can be worked out of inmates with this type of program. TV, books, cards, games and radio are the only form of recreation at this facility, other than horseshoes during the summer months.
5. Commissary privileges. Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only.
7. Treatment and counseling. Unsatisfactory - with comments  
Various disciplines in the county could help in obtaining some treatment and counseling; community mental health clinic, clergymen, Employment Security Commission, volunteers from the University to develop jobs, etc.
8. Work release program. Unsatisfactory - with comments  
This program could be expanded by calling the Division of Probation and Parole job developers and the Probation and Parole officer in your area.
9. Confinement, release and detain records Satisfactory - with comments  
(See recommendations under Women and Juvenile Area)



10. Medical. Unsatisfactory - with comments  
(See recommendations under General Correctional program)
11. Accommodations for female adult inmates. Unsatisfactory - with comments  
(See recommendations for Women and Juvenile Program)
12. Accommodation for juveniles. Unsatisfactory - with comments  
(See recommendations for Women and Juvenile Program)
13. Corrections made from the 1972 jail  
inspection and the several inspections  
during 1973. Satisfactory - with comments

See 1972 Jail Inspection Report.

County Jail Inspection Report

October 24, 1973

Hancock County Jail

Ellsworth, Maine

Merritt P. Fitch, Sheriff



HANCOCK COUNTY JAIL  
ELLSWORTH, MAINE 04605

Statistical Data

Hancock County Jail, Ellsworth, Maine

Merritt Fitch, Sheriff

(a) Manpower - June 30, 1973

	Counseling		Guidance		Custodial		Other	
	FT	PT	FT	PT	FT	PT	FT	PT
Male			3				2	47
Female								

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	2.3	
Female		
Total	2.3	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	815	
Female	8	
Total	823	

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	51	
Female	3	
Total	54	

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained			Intoxi- cation	Intoxi- cation
Sentenced			Intoxi- cation	Intoxi- cation

\* Includes some juveniles transferred to: All are taken to Penobscot County Jail.

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Hancock County Jail during the month of September 1973.

This county jail was built in 1856 and very little has been done except normal maintenance since then. We recommend that this facility could be used as a short term, lockup center but some renovation is needed to improve this environment. If this facility is also going to be used for holding, then we recommend that consideration be made to an addition to this jail which would include the following:

- A. Assuming that this building is expanded, and the addition occupies what is now the parking area behind the jail, then the existing cells could be used for minimum and medium security male adults. However, in order to use the existing cells, we recommend that:
  1. The oppressive green paint be replaced with a good light reflective color, perhaps a pale yellow.
  2. That all plate glass in the windows be replaced with tempered glass.
  3. All cells be supplied with artificial light sufficient for reading and the overall lighting level be increased.
  4. If this cell area is used for minimum and medium security, then it would not be necessary to provide a toilet in each cell. However, sufficient new shower and toilet fixtures should be provided off the day space.
  5. Some new normative type furnishings should be provided in the day space.
  6. New vinyl mattresses should be used to replace the old cloth type.

- B. An addition should include cell space and day space for adult females (2 cells) male and female juveniles (2 cells each) and several cells for adult maximum security (4 to 6). These cells should be constructed according to the enclosure entitled "Standards for Pre-Trial and Post-Trial Detention Rooms; and should be no less than 50 square feet per cell.
- C. In addition to these cells, space should be provided for inmate related functions such as:
  1. Visiting
  2. Contact family visiting and counseling, and
  3. A recreation room which could be used by all inmates at staggered times. Some attention should be given to inmate recreation activities, not only in the recreation room, but also in the day spaces. Some activities could be ping-pong, television and current reading material from the public library or a book mobile.
- D. In addition to the above, some administrative space should be provided. It is realized that there are several Sheriff's offices close to the jail, in the courthouse, however there should be at least two offices in the addition as well as:
  1. A public lobby or waiting room with a toilet.
  2. Space for a secretary receptionist
  3. A radio dispatch room. The officer at this station could serve as a receptionist and also the monitor for the recreation room by the use of a large observation panel from the radio room through the wall into the recreation space.
  4. File storage
  5. Perhaps two holding cells off the booking room.
  6. A small kitchen and laundry room.
- E. We recommend that some serious consideration should be given to using the attached sheriff's house as a work release center.

The above building needs could probably be housed in a modest single story structure and the costs could be held to a minimum if as much as possible normative hardware and architectural details are used. We would not recommend to use bars on the windows, but rather polycarbonated plastic and tempered glass.

HANCOCK COUNTY JAIL - ELLSWORTH, MAINE

Built 1856

LOCKUP ONLY MINIMALLY "ADEQUATE"

This county jail was built on the above date, and although it is old and out-dated it can continue as a lockup for the next several years.

Definition of a lockup facility is as follows:

A lockup facility refers to a municipal or county jail wherein an offender can be confined under maximum security conditions for a period of time not to exceed 72 hours. The major function of the lockup is for the convenience of local law enforcement officers, enabling them to temporarily hold offenders for court or transportation to a holding facility.

Its approximate capacity is fourteen (14) adult males which includes two (2) drunk tanks. Prior to this report, juveniles, male and female, and adult females were held at this facility under certain circumstances; however, during my several inspections of the jail during the year 1973 it was decided by the sheriff through recommendations of the Bureau of Corrections that as of this report, adult females and juvenile males and females will no longer, under any circumstances, be confined at this facility. The overall condition of the facility was found to be average and meets only the minimum standards in the present Standards for County Jails for adult males.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. See Standards for County Jails, Page 4, Par. 3.



2. Since both the District Court and Superior Court are held in Ellsworth, it seems logical that a holding facility be located there as well as a lock-up. It is recommended that serious consideration be given by the County Commissioners and Sheriff in building a single story structure in the parking area behind the jail, consisting of several maximum security cells for adult males (single occupancy) two (2) cells for adult females and at least two (2) cells for juveniles.
3. The administrative procedure at this facility does not meet the standards outlined in the present standards for county jails. In order to meet the standards, plus the increasing data that must be maintained to the care, custody and treatment of the offender and to give hourly cell checks, seven (7) days per week, twenty-four (24) hours per day, it is recommended the County Commissioners correct this deficiency by hiring additional personnel to cover this responsibility.
4. A separate sheet should be maintained denoting time and date of all cell inspections during a twenty-four hour period. These inspections should be held infrequently and signed by the officer at the time of making the inspection. All unusual circumstances should be noted and each morning these sheets should be turned in to the jailer or sheriff for evaluation and corrections.
5. A record of all valuables and cash taken from an inmate upon his admission should be established and should be signed by the admitting officer and inmate and this record should be placed in the inmate's personal file folder. Upon release of the inmate, the designated officer and inmate should sign the receipt of returned articles.
6. A record of mail sent and received should be established giving date, addresses of correspondents and kept within the inmate's file.
7. There should be a printed set of rules and regulations pertaining to the overall operation of the jail and should be given to all jail staff and the staff held responsible for the material within.
8. A record of the inmate's physical condition upon admittance and during confinement and upon discharge should be established and placed in the inmate's personal file folder.
9. The present physical structure of this facility makes it impossible to segregate the sentenced from the detained, first offender from the multiple offender and the sex deviant unless the inmate count is very low; at the time of my several inspections during the year 1973 there was no segregation at all at this facility. I do recommend segregation when possible.
10. A printed set of rules and regulations pertaining to what is expected of an inmate once confined at this facility should be formulated and printed and given to each prisoner upon admission to the jail.
11. A daily routine of work necessary to keep all parts of the cell block clean should be established and a system devised whereby work is assigned for this purpose. Responsibility for each prisoner in reference to this routine should be included in the overall rules and regulations of this facility, keeping in mind no inmate should be given authority to assign work to another prisoner.

GENERAL REMARKS

County Commissionrs and Sheriff please note, in reference to deficiencies noted. (See Standards for County Jails, Page 3, Par. 3).

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Area of Report - WOMEN AND JUVENILE AREA

RECOMMENDATIONS:

1. As of this report, adult females and juveniles, male and female, within the County of Hancock who need to be incarcerated for any reason, shall not be confined at the Hancock County Jail, but will be transferred to the nearest facility that meets the Standards for County Jails in reference to adult females and juvenile males and females.

GENERAL REMARKS

Please be advised the Sheriff of this County took the initiative prior to this report and was transferring adult females and juveniles of both sexes to the Penobscot County Jail during the year 1973.

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Area of Report - FOOD SERVICE

RECOMMENDATIONS:

1. This is the only facility within the County Jail System in the State of Maine in which second servings are not available.
2. Food purchasing should be planned around the three week menu, which does not mean that special bargains cannot be acquired and used. This is a sound reason for menu changes.

GENERAL REMARKS

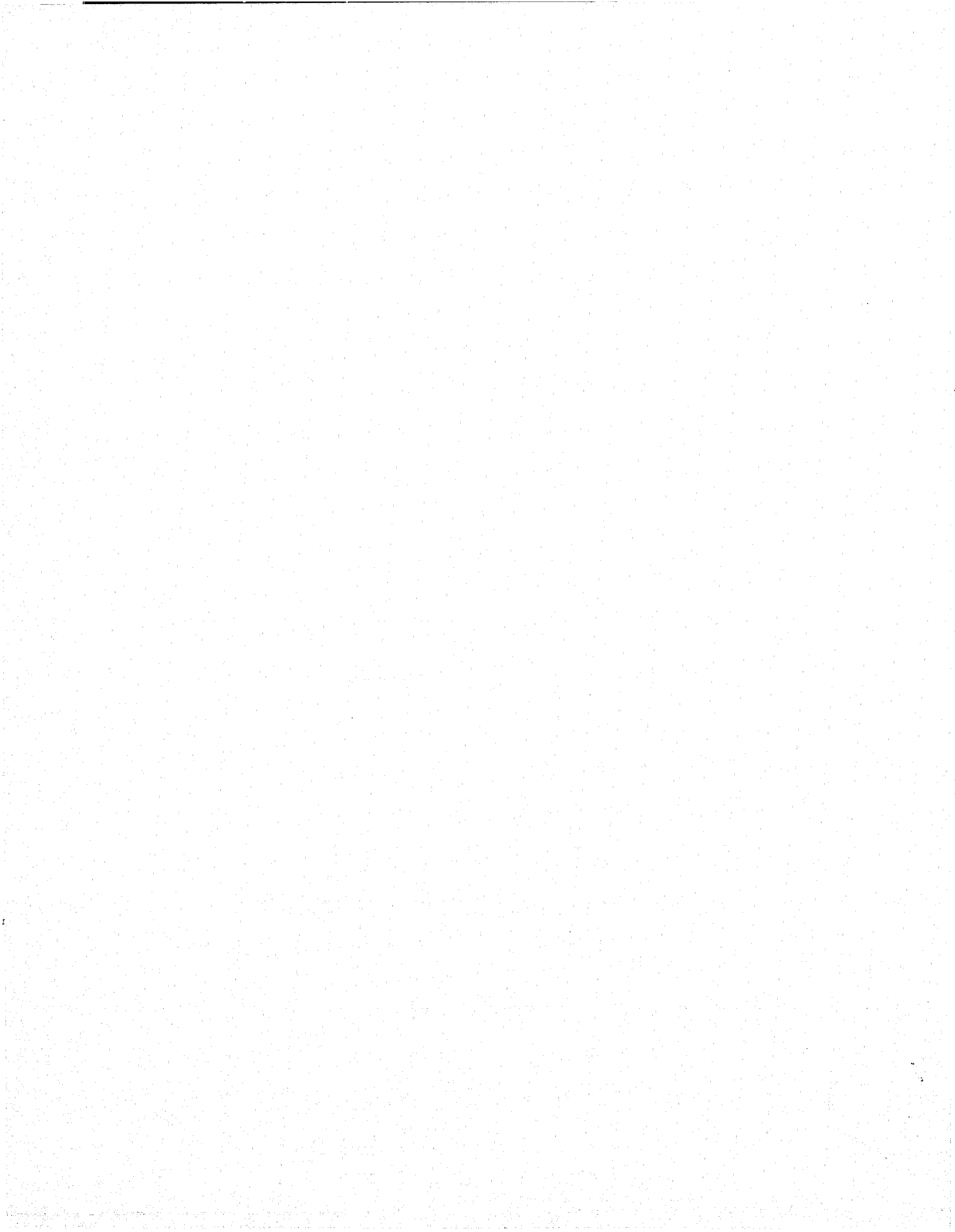
All other deficiencies noted during the 1972 jail inspection and the several inspections this past year have been corrected.

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Area of Report - SANITATION

RECOMMENDATIONS:

1. The toilet facility in the basement should have a lavatory installed. It is not properly enclosed and there is no ventilation to the outside.
2. Several areas of the cell block was found to be very dirty. (Please see General Correctional Program, Par. 11).



**CONTINUED**

**1 OF 3**

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this past year have been corrected.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. Of the eighteen plumbing fixtures that were inspected, on the final inspection of the year 1973 eight (8) plumbing fixtures were found to be unserviceable.

GENERAL REMARKS

Please note, in reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - STRUCTURAL DESCRIPTION

RECOMMENDATIONS:

1. Catwalk railings are fast becoming unsafe; they need to be repaired as soon as possible; also these catwalks should be screened in, so an officer or inmate could not slip or be pushed from same. This is a very serious deficiency.

2. See Standards for County Jails.

GENERAL REMARKS

Please note, in reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Boiler room to be enclosed with one hour fire resistive material - walls and ceiling. Air for room to be taken from outside.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this past year have been corrected.

RECOMMENDATIONS - Oil Burner Inspection

1. No deficiencies noted.

RECOMMENDATIONS - Electrical Inspection

1. Fasten cables and replace worn and damaged wiring throughout cell block.
2. Remove extension cords and temporary wiring and install receptacles for equipment used.

GENERAL REMARKS

All other deficiencies noted during the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Hancock County Jail

Note: The following are the opinion of this inspector.

General Remarks

1. Personal hygiene Satisfactory - with comments  
An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, etc.) linen, blanket, mattress, a daily schedule and a copy of the facility regulations pertaining to him while in confinement.
2. Visiting privileges Unsatisfactory - with comments  
This facility has no area where an inmate can receive his family etc., in any form of privacy. If and when this facility is renovated or an addition built on, a proper visiting area should be one of the top priorities.
3. Library privileges Unsatisfactory - with comments  
A call to the community Salvation Army, American Red Cross, the local library, American Legion, Boy Scouts, etc., would help in obtaining an acceptable library for the inmates.
4. Recreation privileges Satisfactory - with comments  
Should have some type of outside recreation (volley ball, basketball, etc.). Anxieties and tension can be worked out of inmates with this type of program. TV, pool table, books, cards, games and radio are the forms of recreation at this facility.
5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only.

7. Treatment and counseling Unsatisfactory - with comments  
Various disciplines in the county could help in this area: community mental health clinics, clergymen, Employment Security Commission, etc.
8. Work release program Satisfactory
9. Confinement, release and detain records Satisfactory - with comments  
(See recommendations under General Correctional Program)
10. Medical Unsatisfactory - with comments  
(See recommendations under General Correctional Program)
11. Accomodations for female inmates Unsatisfactory - with comments  
(See recommendations under Women and Juvenile Program)
12. Accommodations for juveniles Unsatisfactory - with comments  
(See recommendations under Women and Juvenile Program)
13. Corrections made from the 1972 jail inspection and the several inspections during 1973 Unsatisfactory - with comments  
See 1972 Jail Inspection Report.





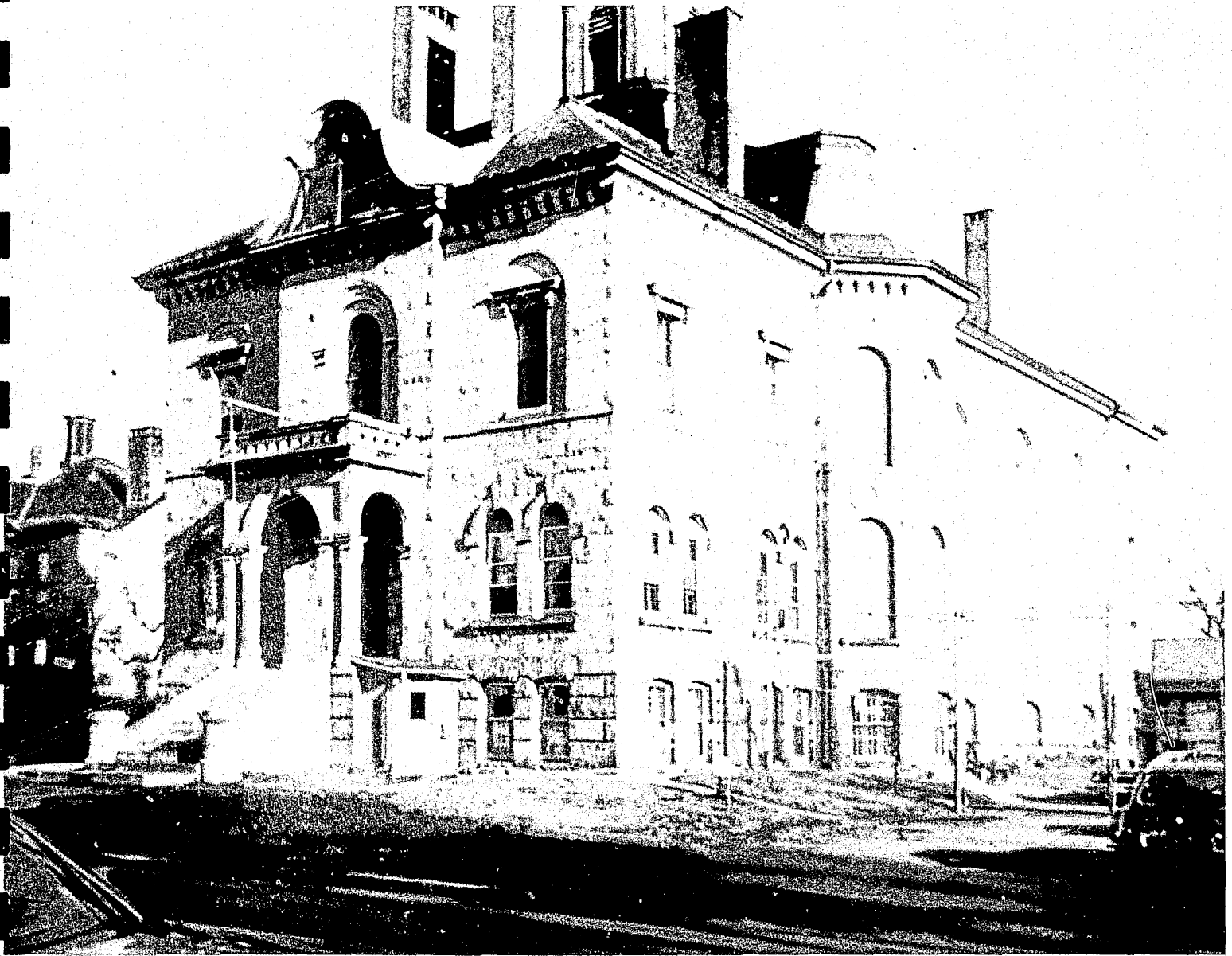
County Jail Inspection Report

December 21, 1972

Kennebec County Jail

Augusta, Maine

Stanley Jordan, Sheriff



KENNEBEC COUNTY JAIL  
AUGUSTA, MAINE 04330

Statistical Data

Kennebec County Jail, Augusta, Maine

Stanley Jordan, Sheriff

(a) Manpower - June 30, 1973

	Counseling		Guidance		Custodial		Other	
	FT	PT	FT	PT	FT	PT	FT	PT
Male			6		6		4	24
Female						1	1	3

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	32	
Female		
Total	32	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	1,295	
Female	46	
Total	1,341	

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male		
Female		
Total	253	

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained			Intoxi- cation	
Sentenced			Motor Vehicle Violation	

\* Includes some juveniles transferred to: Not transferred.

Steven P. Hesselschwerdt

Architectural Specialist

National Clearinghouse for Criminal Justice

Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Kennebec County Jail during the month of October 1973.

This county jail, built in 1890, is one of the largest and finest county jails in the state. It is exceptionally clean and well-maintained; however, as is the problem with all other county jails built in this era, there is an inherent deficiency of some spaces now required in modern jails. The additional information received November 6, 1973 regarding possible use of the building adjacent to the jail might alleviate the lack of space problem. If this building can be obtained, then it might be possible to implement the following suggestions:

- A. As there is inadequate detention space for females, and no space at all for juveniles, male and female, these functions might be located in the adjacent building. These juvenile cells should be used for detention no longer than 24 hours. Juveniles requiring incarceration for a longer period of time before trial might possibly be held at the Stevens School. Also, investigative and offender counseling offices might be located in this building.
- B. Again, the Sheriff's apartment would function very well as a work release center and we suggest that consideration should be given to implementing this type of program.
- C. Another area of deficiency at this jail is the total lack of visiting space. There should definitely be space to provide for inmate visiting as well as a private room for inmate/lawyer consultation. In the event that the Sheriff's apartment is used as a work release facility, then we suggest that the large office room on the main floor should be renovated for the necessary visiting.
- D. If the adjacent building is not available for the county jail to use, then we suggest that work release is still necessary as well as some visiting and some juvenile and female detention spaces in this jail.



KENNEBEC COUNTY JAIL - AUGUSTA, MAINE

Built 1890

HOLDING FACILITY AND LOCKUP "ADEQUATE"

This county jail was built on the above date and is one of the largest jails in the state of Maine. Its approximate capacity (single occupancy) is fifty (50) adult males, four (4) adult females and six (6) juvenile males. At the present time there is no adequate space for juvenile females unless there were no adult women in confinement. This is a very serious deficiency and should be corrected as soon as possible. It will further be addressed in this report. The overall condition of this facility was found to be excellent, and meets the present Standards for County Jails, for adult males.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. (See Standards for County Jails, Page 4, Par. 3).
2. Adequate space should be provided for visiting and consultation between inmates and their families, friends, lawyers, ministers, etc. Visiting facilities should be planned and located so as not to jeopardize the security of the jail. This county jail has no suitable area and the present system is inadequate. This is another serious deficiency.
3. Institutional type toilets and lavatories should be installed throughout the cellblock. This would greatly eliminate what could become a security problem. At the present time the sheriff has done away with the system whereby a bucket was placed in the cell in the evening after lockup, and in the morning, after the cells were open, each inmate would empty his own bucket, clean it and place it in a designated area. Now, when a man needs to empty his body waste, he is allowed to leave his cell and go to one of the several toilets on the first floor of the cellblock. At times the turnkey can open a cell upon request but there are times when the turnkey is very busy, and the inmate has to wait and of course this could cause problems. This is another serious deficiency.

4. The present physical structure of the jail makes it difficult to segregate the sentenced from the non-sentenced, the first offender from the multiple offender and the sex deviant. The present jail program tries to separate the inmates classified as dangerous to the health and safety of other prisoners by confining them to their cell area. If a prisoner with homosexual traits presents a problem at the time he is segregated by assigning him to his cell area, transfer the inmate to the institution qualified to cope with this type of prisoner. It is impossible for this facility at this time to segregate the first offender from the multiple offender due to the lack of lavatory and toilet facilities within the institution.

5. All windows that are used for ventilating purposes should receive the necessary security screening to prevent escape.

#### GENERAL REMARKS

The many deficiencies noted during the 1972 inspection and the several inspections during this past year have been corrected. County Commissioners and Sheriff please note in reference to deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

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#### Area of Report - WOMEN AND JUVENILE AREA

#### RECOMMENDATIONS:

1. This facility has got to have a completely segregated area for its adult women and juveniles. At the present time the area for adult women and juvenile males is a good area, except movement to and from cannot be accomplished without going through the adult male section. If an adult woman is in confinement, there is no place to properly confine a juvenile female. This is a serious deficiency and should be corrected as soon as possible.

The structure located next to the jail is presently being utilized as a food stamp distributibution program and owned by the county. If the Kennebec County Sheriff were able to utilize this building, it could be renovated into an excellent adult female and juvenile area.

2. At the present time, there is no formalized rehabilitation program for juveniles or adult women at this facility. Since this facility has one of the better work release programs in the state, it is recommended when feasible that adult women be included in the work release program as well as the adult males.

#### GENERAL REMARKS

All other deficiencies noted during the 1972 inspection and the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.



Area of Report - FOOD SERVICE

RECOMMENDATIONS:

1. Serious consideration should be given by the County Commissioners in obtaining a full-time cook. This is a large facility, and the responsibility of preparing nutritional services should not be given to an inmate.
2. All pitted, dented, cracked, chipped and rusty equipment should be replaced. A plan for gradual replacement should be developed as soon as possible.

GENERAL REMARKS

During the 1972 inspection and the several inspections this past year, many deficiencies were noted in the food service area. All the deficiencies have been corrected except the two (2) stated above.

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Area of Report - SANITATION

RECOMMENDATIONS:

1. A commercial-type dishwasher should be supplied as soon as possible so tableware and kitchenware can be sanitized properly.

GENERAL REMARKS

It is felt by this inspector that it is certainly appropriate to make the following comment: the Kennebec County Jail was found to be one of the cleanest facilities within the State of Maine and the Sheriff and his jail staff should receive praise for the many changes that have taken place in the past months, within the area of sanitation.

There were many deficiencies in the area of sanitation during the year 1972 and during my several inspections this past year all these deficiencies have been corrected except the one listed above. County Commissioners and Sheriff please note in reference to deficiencies, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. All cold water pipes that are overhead in the kitchen area need to be anti-sweat covered.

2. The bathtub in the adult women's confinement area should be replaced with a shower stall as soon as possible. An adult woman or a female juvenile, while intoxicated or on some form of narcotics or barbiturates, could very easily commit suicide by utilizing the bathtub. This deficiency should be corrected as soon as possible.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections during this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails.

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. The locks on the adult women's area and the juvenile area should be electrically controlled for prompt release in case of any type emergency.
2. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.
3. Emergency generator to be self-starting and fully automatic.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year has been corrected.

RECOMMENDATIONS - Oil Burner Inspection

No deficiencies noted.

RECOMMENDATIONS - Electrical Inspection

1. At the time of the final inspection for 1973 most of the wiring within the cellblock had been replaced or repaired. All this electrical work will comply with the National Electrical Code.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection, and several inspections during this past year, have been corrected.

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Kennebec County Jail

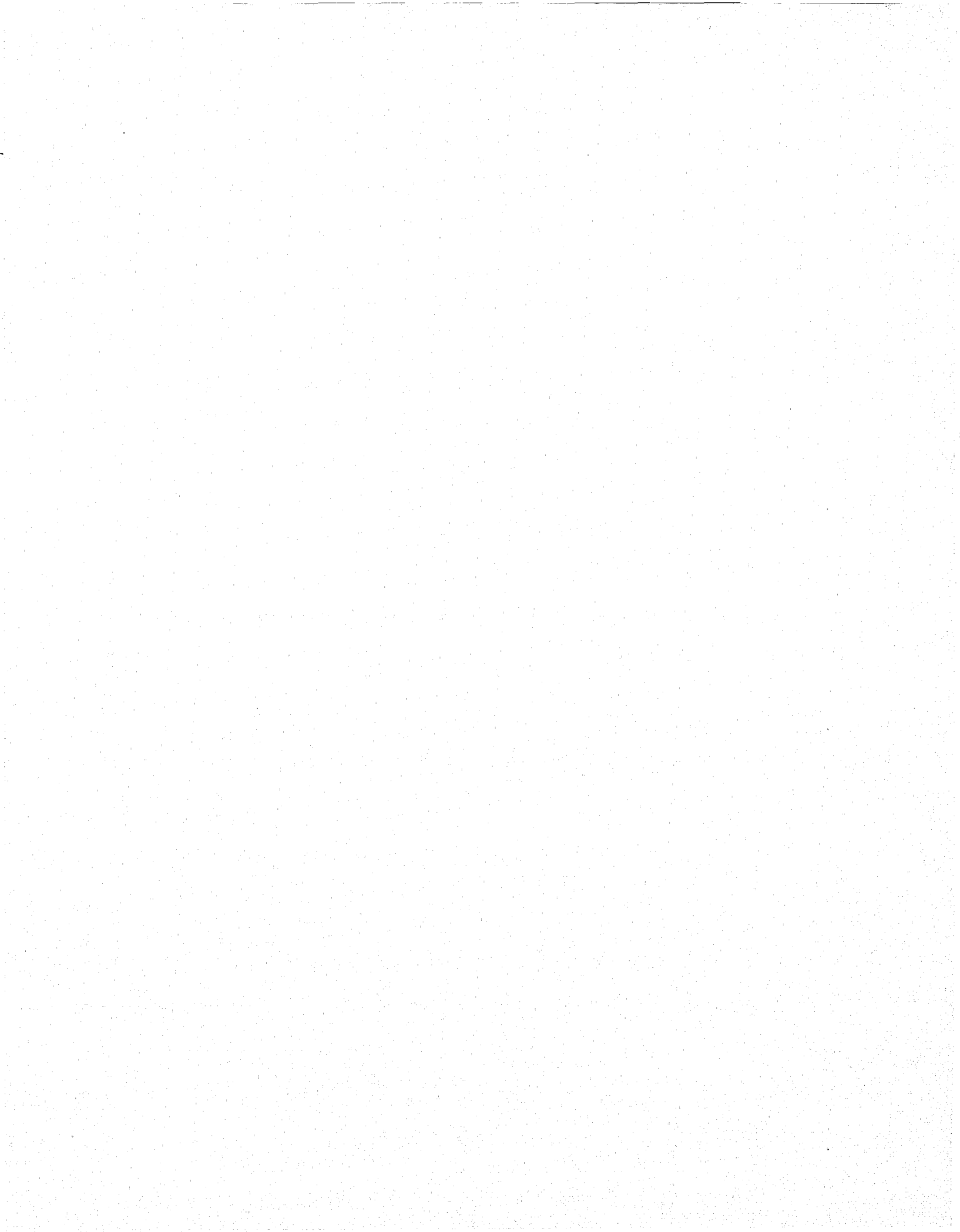
Note: The following are the opinion of this inspector.

General Remarks

1. Personal hygiene Satisfactory
2. Visiting privileges Satisfactory - with comments  
(see recommendations for General Correctional Program)
3. Library privileges Satisfactory - with comments  
This facility has one of the finest libraries within the county jail system
4. Recreation privileges Satisfactory
5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only
7. Treatment and counseling Satisfactory - with comments  
The sheriff has several programs within his facility; leather craft, GED program and counseling from several organizations within the Augusta area
8. Work release program Satisfactory - with comments  
The County Commissioners and Sheriff should receive praise for the steps they have taken on their work release program at this facility. During the past year inmates have earned over \$29,000.00
9. Confinement, release and detain records Satisfactory - with comments  
The sheriff has one of the best record systems within the County Jail system
10. Medical Unsatisfactory - with comments  
(see recommendations for General Correctional Program)

11. Accommodations for female inmates Unsatisfactory - with comments  
(see recommendations for women and juvenile area)
12. Accommodations for juveniles Unsatisfactory - with comments  
(see recommendations for women and juvenile area)
13. Corrections made from the 1972 jail inspection and the several inspections during 1973 Satisfactory - with comments

The County Commissioners and Sheriff Jordan should be complimented for all the deficiencies that they corrected during the year of 1973, a job certainly well done.



County Jail Inspection Report

October 31, 1973

Knox County Jail

Rockland, Maine

Carlton V. Thurston, Sheriff



KNOX COUNTY JAIL  
ROCKLAND, MAINE 04841

Statistical Data

Knox County Jail, Rockland, Maine

Carlton Thurstaon, Sheriff

(a) Manpower - June 30, 1973

	Counseling	Guidance	Custodial		Other	
	PT	PT	PT	PT	PT	PT
Male	7	2			2	4
Female	1	2				

(b) Workoad 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	8	
Female	1	
Total	9	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	930	20
Female	20	8
Total	950	28



(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	380	20
Female	7	5
Total	387	25

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained	Intoxi- cation	Disorderly conduct		
Sentenced	Intoxi- cation			

\* Includes some juveniles transferred to:

Boy's Training Center

Stevens School

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observation and comments generated by Mr. Hesselschwerdt's site visit at the Knox County Jail during the month of September 1973.

Inspection of this county jail reveals that this building is structurally sound and in a good state of repair. However, the floor plan, cell arrangement and the antiquated cell equipment have made the administration of this facility a very cumbersome task. In order to alleviate the administrative problems of this facility, which are manifest in the architecture, and bring this jail up to contemporary standards, we have the following recommendations:

- A. An architect should be hired to make a structural analysis of this building and to prepare schematic plans for a building renovation which reflect contemporary techniques of jail construction.
- B. One of the prime considerations for a successful renovation will be to plan for a detention population which will be a realistic number of offenders considering the limitations of this building.
- C. We recommend that in order to obtain some planning flexibility, the first floor and second floor areas which presently contain the adult male detention area should have all of the steel detention equipment removed. Also, any wasted or unused space, i.e., the second floor attic above the Sheriff's office, should be considered potential offender space.
- D. In addition to replacing cell space for adult males, there is a need for cells to hold a female adult, and also a male and female juvenile. Perhaps these holding cells could be located in the unused space on the second floor above the present administrative area. Access to this area might be accomplished by the addition of an enclosed exterior stairway.

E. This facility will undoubtedly function best if the administrative area remains in its present location; however, a holding cell is needed to aid in the booking procedure.

F. One room should be designated as a multi-purpose space to be used for visiting, counseling, and lawyer/client conferences.

KNOX COUNTY JAIL - ROCKLAND, MAINE

Built 1885

HOLDING FACILITY AND LOCKUP "ADEQUATE"

This county jail was built on the above date, with additional office spaces added in 1940. Its approximate capacity (single occupancy) is eleven (11) adult males, one (1) adult female. At the present time there is no adequate space for juveniles, male or female, at this facility. This is a very serious deficiency and should be corrected as soon as possible. It will further be addressed in this report. The overall condition of this facility was found to be good, and meets the present Standards for County Jails, for adult males.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. (See Standards for County Jails, Page 4, Par. 3)
2. Adequate space should be provided for visiting and consultation between inmates and their families, friends, lawyers, ministers, etc. Visiting facilities should be planned and located so as not to jeopardize the security of the jail. This county jail has no suitable area, and the present system is inadequate. This is another serious deficiency.
3. At the present time the treatment and counseling program consist only of Alcoholics Anonymous. During the year several were sent to Bangor Mental Health Institute for evaluation and treatment. A call to the various disciplines within the community, Mental Health Clinic, clergy, Employment Security Commission, etc., could be a beginning for the facility to obtain some-type program. This is another serious deficiency at this facility. Locking a person in a cell 5 by 8 by 7, without treatment and counseling, accomplishes nothing except that it turns a person into a bitter individual.

4. This inspector was informed for the second year in a row that funds have been requested and some already obtained for the purpose of remodeling the interior of the cell block and renovating the space above the administration offices for a juvenile male and female confinement area. There is no section in the eyes of the inspector of the old cell block area that could in any way be considered effective for the purpose of rehabilitation. It is hoped that serious consideration will be given as soon as possible to correcting this deficiency.

GENERAL REMARKS

Most of the deficiencies noted during the 1972 inspection and the several inspections during the past year have been corrected. County Commissioners and Sheriff please note reference to deficiencies. (see Standards for County Jails, Page 3, Par. 3).

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Area of Report - WOMEN AND JUVENILE PROGRAM

RECOMMENDATIONS:

1. The one cell for adult women can continue to be utilized as a lockup cell. (Period of time not to exceed seventy-two (72) hours.)
2. As of this report if a juvenile male or female needs to be incarcerated for any reason, he or she will be transferred to the nearest facility that meets the Standards for County Jails.

GENERAL REMARKS

Obtaining an area for adult women and juveniles at this facility should be listed as a top priority. All other deficiencies noted during the several inspections this past year have been corrected.

---

Area of Report - FOOD SERVICE

RECOMMENDATIONS:

None

GENERAL REMARKS

Once again the sheriff's wife, Mrs. Thurston should be complimented on the way she handles her responsibilities in the area of food service. Last year there was one minor deficiency which has been corrected. My visit to her area (kitchen, etc.) is always a pleasure.

Area of Report - SANITATION

RECOMMENDATIONS:

1. Wood tables within each cell should be replaced with metal cabinets securely fastened to the wall.
2. This facility is in need of new toilet fixtures and it is recommended that the heavy-duty porcelain fixtures be installed. The same was done in the county jail in Piscataquis County. It is a lot cheaper than the metal prison type, and is recommended by the Federal Government.
3. Hot water as well as cold should be installed in all cells.
4. This facility should have a padded quiet cell with a flush rim floor drain. This type of drain accepts and flushes away any material that a standard toilet handles.
5. When the interior of the facility is repainted (cell block area) it is recommended that it be painted with a good light-reflecting color such as a pale yellow.

GENERAL REMARKS

All other deficiencies noted during my 1973 inspection and the several inspections this past year have been corrected.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. Most all plumbing fixtures within the cell block especially the second floor are in need of repair or replacement. This is a very serious deficiency and should be corrected as soon as possible.

GENERAL REMARKS

County Commissioners and Sheriff please note in reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - STRUCTURAL DESCRIPTION

RECOMMENDATIONS:

See Standards for County Jails.

Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.
2. Second floor area to have a second means of exit for releasing inmates in case of emergency.
3. Entrance to cell section by kitchen to be cut off with a fire resistant, self-closing one hour door.
4. Stairway to basement in jail entrance from Sheriff's quarters to be enclosed in construction having one hour rating with a fire resistant self-closing one hour door at opening.

GENERAL REMARKS

The above deficiencies were noted during the inspection of 1971, 1972 and 1973. The last inspection of 1973 shows negligible change. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

RECOMMENDATIONS - Oil Burner Inspection

No deficiencies noted.

RECOMMENDATIONS - Electrical Inspection

1. Remove temporary wiring throughout cell block (extension cords, etc.) and install receptacles for equipment used.

GENERAL REMARKS

None.

Knox County Jail

Note: The following are the opinion of this inspector.

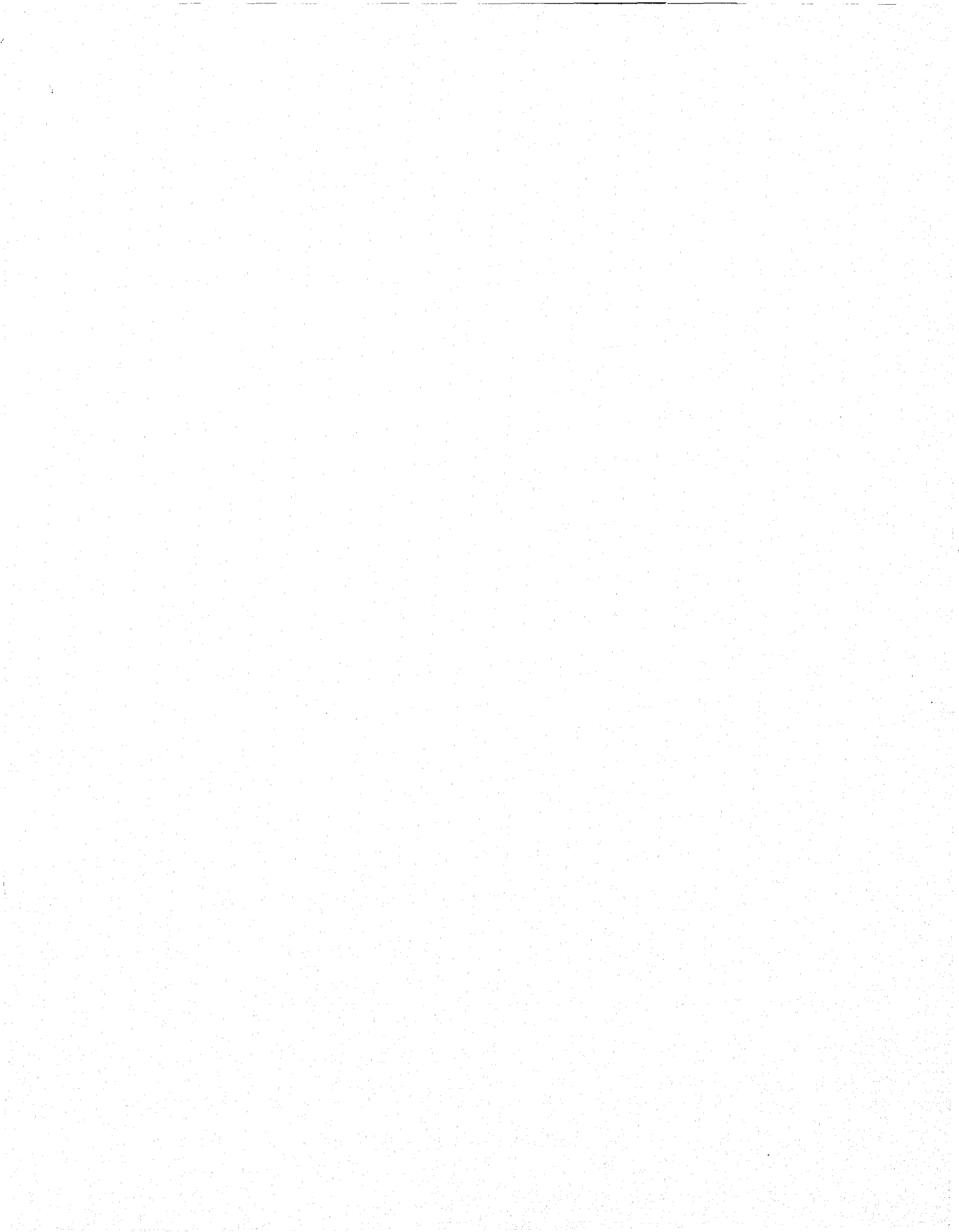
General Remarks

1. Personal hygiene Satisfactory - with comments  
An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, etc.), linen, blanket, mattress, a daily schedule and a copy of the facility regulations pertaining to him while in confinement.
2. Visiting privileges Unsatisfactory - with comments  
(see recommendations for General Correctional Program)
3. Library privileges Unsatisfactory - with comments  
During the several inspections this past year the inmates at this facility had no access to a library; the only reading material they had was some magazines and newspapers. A small library within the facility would help in the daily routine of inmates. A call to the community should fulfill this deficiency.
4. Recreation privileges Unsatisfactory - with comments  
There should be some type of outside recreation (volleyball, basketball, etc.). Anxieties and tension can be worked out of inmates with this type of program. Magazines, cards and radio are the only form of recreation at this facility. Plans should include an outside exercise area with proper security. Plans should include library, day rooms and/or multi-purpose room for inmates that may be confined up to X number of months. Present structure does not meet recommendation.
5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only.
7. Treatment and counseling Unsatisfactory - with comments  
Weekly visits from various disciplines, community mental health clinic, clergy, and the Employment Security Commission, etc., would be a beginning for this facility. (see recommendations for General Correctional Program)
8. Work release program Satisfactory
9. Confinement, release and detain Satisfactory - with comments  
records. The file folders within this facility on all inmates are one of the best systems within the county jail system.
10. Medical Unsatisfactory - with comments  
(see recommendations for General Correctional Program)



11. Accommodations for female inmates Unsatisfactory - with comments  
(see recommendations for women and juvenile program)
12. Accommodations for juveniles Unsatisfactory - with comments  
(see recommendations for women and juvenile program)
13. Corrections made from the 1972 jail inspection and the several  
inspections during 1973 Satisfactory - with comments

See 1972 Jail Inspection report.



County Jail Inspection Report

October 4, 1973

Oxford County Jail

South Paris, Maine

Alton Howe, Sheriff

FRONT



REAR



OXFORD COUNTY JAIL  
SOUTH PARIS, MAINE 04281

Statistical Data

Oxford County Jail, South Paris, Maine

Alton Howe, Sheriff

(a) Manpower - June 30, 1973

	Counseling		Guidance		Custodial		Other	
	FT	PT	FT	PT	FT	PT	FT	PT
Male			4		3			
Female					3			

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	15	
Female		
Total	15	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	502	9
Female	11	2
Total	513	11

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	59	
Female		
Total	59	

(c) Most Common Offense

	Juvenile		Adult	
	Male	Female	Male	Female
Detained	Motor V. Violation	Runaway	Intoxi-cation	Intoxi-cation
Sentenced			Motor V. Violation	

\* Includes some juveniles transferred to: Guardian or parents.

Steven P. Hesselschwerdt

Architectural Specialist

National Clearinghouse for Criminal Justice

Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Oxford County Jail during the month of September 1973.

This jail was constructed in 1895, and although it is old, it is well maintained and would work well as a short-term lockup. We offer the following recommendations for your consideration:

A. There is a need for one or two segregated cells to be used for juveniles and females. These cells could be located on the second floor detention areas as long as there is audio-visual separation from male adults, and the male adults do not have access to the corridors these cells are located on. The construction of these cells, if new construction is required, should be 8" concrete block walls and a hollow metal heavy grade door with institutional type hinges and lock. Each cell should have natural light, a toilet, and sink. However, these would be temporary holding cells and no juvenile should be detained for longer than 24 hours at this facility.

B. Since there are existing bars in all of the windows in this detention facility, it would not be necessary to have polycarbonated glazing in the windows. We would, however, recommend that tempered glass be used to replace all plate glass in this area.

At some later time, the wooden window sashes could be replaced with steel frame windows, and tempered glass glazing. If steel frame windows are installed and polycarbonated plastic is used in the glazing, then all security window screens and window bars can be removed. The use of polycarbonated plastic would provide a maximum security window closure with optimum view and natural daylight. Also, if these windows are not operable, then this area will have to be air-conditioned and ventilated year round. However, some type of ventilation is needed immediately.

C. There should be an artificial light source in each cell to permit reading.

D. We would recommend that this detention area be repainted to a good light-reflecting color such as pale yellow.

E. Since this facility is in need of new toilet fixtures, we recommend that heavy-duty porcelain fixtures be installed the same as was done in the Piscataquis County Jail in Dover-Foxcroft.

F. Some place outside the cell area should be designated as a visiting room. The dining hall would work well for family visiting.

G. Consideration should be made to using the Sheriff's residence as a work release house. It is our understanding that the Sheriff lives in his own home and presently the head jailer resides in this house which is attached to the jail.

H. Some consideration should be made to inmate activities, i.e., television, current reading material from the library or book mobile and recreation.



OXFORD COUNTY JAIL - SOUTH PARIS, MAINE

Built 1895

HOLDING FACILITY AND LOCKUP "ADEQUATE"

This county jail was built on the above date and is one of the better jails in the State of Maine. Its approximate capacity (single occupancy) is fourteen (14) adult males and one (1) adult female. At the present time there is no adequate space for juveniles, unless the adult female cell was empty, or there were no adult males on the second floor. This is a very serious deficiency and should be corrected as soon as possible; it will be further addressed in this report.

The overall condition of this facility was found to be very good and meets the present Standards for County Jails for adult males.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. (see Standards for County Jails, Page 4, Par. 3)
2. Adequate space should be provided for visiting and consultation between inmates and their families, friends, lawyers, ministers, etc. Visiting facilities should be planned and located as not to jeopardize the security of the jail; this county jail has no suitable area except the dining area, and the present system is inadequate. This is another serious deficiency.
3. The present physical structure of the jail makes it difficult to segregate the sentenced from the non-sentenced, the first offender from the multiple offender and the sex deviant, unless the inmate count is very low. The present jail program tries to separate the inmates classified as dangerous to the health and safety of other inmates by confining them to their cell area. If a prisoner with homosexual traits presents a problem, transfer the inmate to an institution qualified to cope with this type prisoner, and continue to segregate as much as possible.
4. Inmates within the cell block have access to the glass within the windows, and this glass could be used as a weapon, if and when a disturbance ever does occur. All this glass in the block should be replaced with tempered glass

glazing, or with a heavy gauge metal screen, or with the same design that covers the window in the adult women's cell. If metal screens are used, they should be portable, so windows could be open for fresh air and also keep the area clean. (This is a serious deficiency).

5. It is felt by this inspector, directly across from the adult women's cell a juvenile cell could be built and would meet the standards for a lockup. (Not to exceed seventy-two (72) hours).

6. The area for outside recreation should be completed so inmates could have some type of outside exercise (volleyball, basketball, etc.). Anxieties and tensions can be worked out of inmates with an outside recreation program.

#### GENERAL REMARKS

Some of the deficiencies noted during the 1972 inspection and the several inspections during this past year have been corrected. County Commissioners and Sheriff please note in reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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#### Area of Report - WOMEN AND JUVENILE AREA

#### RECOMMENDATIONS:

1. The one cell for adult women can continue to be utilized as a lockup cell. (Period of time not to exceed seventy-two (72) hours.)
2. As of this report if a juvenile male or female needs to be incarcerated for any reason, he or she will be transferred to the nearest facility that meets the Standards for County Jails.
3. An area should be designated so that adult female offenders will have the opportunity to have outside recreation and programs so that they will not be confined to the small area where they are housed at the present time.

#### GENERAL REMARKS

Some of the deficiencies noted during the 1972 inspection and the several inspections during this past year have been corrected. Please note in reference to deficiencies noted; see Standards for County Jails, Page 3, Par. 3.

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#### Area of Report - FOOD SERVICE

#### RECOMMENDATIONS:

1. Serious consideration should be given by the County Commissioners to obtaining a full-time cook. The responsibility of preparing nutritional

services should not be given to an inmate.

2. All pitted, dented, cracked, chipped and rusty equipment should be replaced. A plan for gradual replacement should be developed as soon as possible.

3. Foods will not be stored in open tin containers, to prevent absorption of metals and flavors.

GENERAL REMARKS

Some of the deficiencies noted during the 1972 inspection and the several inspections during this past year have been corrected. Please note in reference to deficiencies noted; see Standards for County Jails, Page 3, Par. 3.

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Area of Report - SANITATION

RECOMMENDATIONS:

1. A commercial type dishwasher should be supplied as soon as possible so tableware and kitchenware can be sanitized properly.

2. All defective eating and food preparation equipment should be replaced as soon as possible.

3. This facility is in need of new toilet fixtures and it is recommended that the heavy-duty porcelain fixtures be installed; the same was done in the County Jail at Piscataquis County. It is a lot cheaper than the metal prison type and is recommended by the Federal Government.

GENERAL REMARKS

Some of the deficiencies noted during the 1972 inspection and the several inspections during this past year, have been corrected. Please note in reference to deficiencies noted; see Standards for County Jails, Page 3, Par. 3.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. No deficiencies noted.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this past year have been corrected.

Area of Report - STRUCTURAL DESCRIPTION

RECOMMENDATIONS:

See Standards for County Jails.

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Provide a written fire plan with the local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.

RECOMMENDATIONS - Oil Burner Inspection

No deficiencies noted.

RECOMMENDATIONS -Electrical Inspection

1. Remove extension cords and temporary wiring throughout the cell block area and install receptacles for equipment used.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections during this pas year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

## Oxford County Jail

Note: The following are the opinion of this inspector.

### General Remarks

1. Personal hygiene Satisfactory - with comments  
An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, etc.) linen, blanket, mattress, a daily schedule and a copy of the facility regulations pertaining to him while in confinement.
2. Visiting privileges Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
3. Library privileges Unsatisfactory - with comments  
A call to the community Salvation Army, American Red Cross, local library, American Legion, Boy Scouts, etc., would help in obtaining an acceptable library for the inmates.
4. Recreation privileges Satisfactory - with comments  
Should have some type of outside recreation (volleyball, basketball, etc.). TV, books, cards, games and radio are the only forms of recreation at this facility, other than horseshoes during summer months.
5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only
7. Treatment and counseling Unsatisfactory - with comments  
The overall rehabilitation program consists of one teacher on Wednesday evenings. A call to various disciplines, community mental health clinics, clergy and the Employment Security Commission would be a start in obtaining a sound program.
8. Work release program Satisfactory - with comments  
For the first year this facility has a good start on a work release program. Inmates earned over \$6,000 during the year 1973.
9. Confinement, release and detain Satisfactory  
records
10. Medical Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
11. Accommodations for female inmates Satisfactory - with comments  
(see recommendations for women and juvenile program)
12. Accommodations for juveniles Unsatisfactory - with comments  
(see recommendation for Women and Juvenile Program)
13. Corrections made from the 1972 Satisfactory - with comments  
jail inspection and the several inspections during 1973  
See 1972 Jail Inspection Report

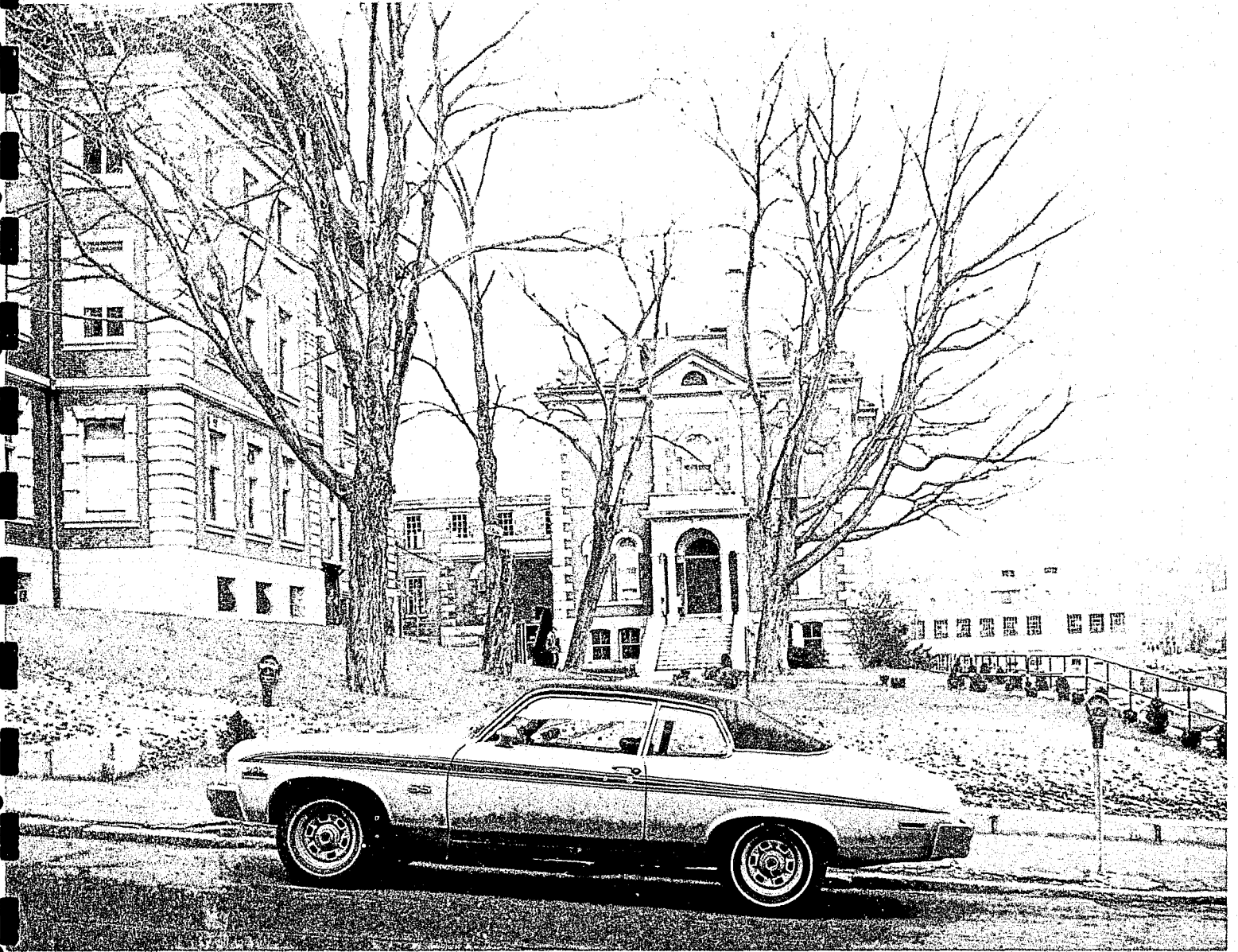
County Jail Inspection Report

October 29, 1973

Penobscot County Jail

Bangor, Maine

Otis N. LaBree, Sheriff



PENOBSCOT COUNTY JAIL  
BANGOR, MAINE 04401

Statistical Data

Penobscot County Jail, Bangor, Maine

Otis LaBree, Sheriff

(a) Manpower - June 30, 1973

	Counseling	Guidance	Custodial		Other	
	FT	PT	FT	PT	FT	PT
Male			10		4	
Female	1					

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	28.8	2
Female	6	
Total	34.8	2

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	507	10
Female	20	0
Total	527	10



(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	369	10
Female	20	0
Total	389	10

(c) Most Common Offense

	Juvenile		Adult	
	Male	Female	Male	Female
Detained	B.E.L.		Drunk Driving	Intoxi- cation
Sentenced	B.E.L.		Drunk Driving	Intoxi- cation

\* Includes some juveniles transferred to: Not transferred.

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observation and comments generated by Mr. Hesselschwerdt's site visit at the Penobscot County Jail during the month of September 1973.

Although this jail was constructed in 1870, it is in excellent condition and can serve for many more years. It was noted that extensive long-range planning and construction is presently in progress at this facility. With the completion of this building program, this facility should serve as an excellent regional detention and program center to accommodate sentenced adult prisoners of all categories, up to one year. Juveniles should only be sentenced here for short term holding. Considering the framework of the present long-range planning, we have the following recommendations:

A. Presently the detention area of this jail is all maximum and medium security for men and the present cells for women are not acceptable under any standards because of their proximity to the male cells. The vacant building, known as the annex, which has recently been connected to the jail by a visiting corridor, will be an excellent site for detention and program expansion. Renovation of this three-story building can best be accomplished if the design includes:

1. Detention and day space for women
2. Rooms for inmate counseling
3. Family contact visiting rooms
4. Minimum security detention for men
5. Detention and day space for male and female juveniles
6. One large multi-purpose room which could be used for:
  - a. Furnished with normative type tables and stacking chairs it could be used as a dining hall for women and men housed in the annex
  - b. Indoor recreation for all inmates
  - c. Education and group counseling
  - d. Family visiting
  - e. Squad meeting for the Sheriff's deputies
  - f. Educational and recreational movies for all inmates

7. Administration offices
8. Infirmary
9. Laundry, and
10. Educational and vocational training

B. Because there is presently more than enough maximum and medium security in the old jail, we recommend all design and construction in the annex be considered minimum security and all hardware and architectural detailing be as normative as possible. When maximum security prisoners are in the annex for program activities, we recommend that staff supervision be used to maintain security rather than use maximum security hardware.

C. We recommend that all existing bars be removed from the windows in the annex. This will probably have to be done anyway, because of their age. Rather than replace these with new bars, we recommend that polycarbonated plastic with tempered glass laminated to both sides, should be used to glaze these openings. The use of this glazing material will greatly improve the psychological image of the annex and will not sacrifice any security.

D. Because of the size of this facility and its potential as a regional center, we make the same recommendation as for Androscoggin County, in that a professional jail manager should be hired to administer this facility.

E. We highly support the Sheriff's plans for using the Sheriff's quarters as a work release center. This is a far-sighted move on his part and it could be used as a model for the rest of the state to follow. The ideas and proposals which are currently planned for the improvement of this facility are ideologically supported by the National Clearinghouse and it is hoped that the renovation of the annex will successfully express contemporary thoughts in corrections.

Penobscot County Jail - Bangor, Maine

Built 1870

HOLDING FACILITY AND LOCKUP "ADEQUATE"

This county jail was built on the above date and it is the largest jail within our county jail system in the State of Maine. A visiting area was added and renovations of the office spaces during the year of 1973. Its approximate capacity (single occupancy) is twenty seven (27) adult males, (quadruple occupancy cells) is one hundred (100) adult males, two large cells (room-type) for adult women that could hold six (6) in each, a total of twelve (12); (single occupancy) seven (7) juvenile males. At the present time there is no adequate space for juvenile females unless there were no adult women in one of the adult women (room-type) cell area. This is a very serious deficiency and should be corrected as soon as possible. It will further be addressed in this report. The overall condition of this facility was found to be good, and meets the present Standards for County Jails, for adult males.

I was informed by the Sheriff an adjacent building (known as the old broom factory) which has recently been connected to the jail by a visiting corridor, will be an excellent site for expansion. Renovation of this three-story building will begin during the year 1974. The first priority in the expansion and renovation of the annex should consist of a detention and day space for male and female juveniles.

Because of the size of this facility and its potential as a regional center, it is strongly recommended that a professional jail manager be hired to administer this facility.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. (see Standards for County Jails, Page 4, Par. 3)
2. Although a systematic cleaning program has been established in this facility, it is felt by this inspector that it is not being properly enforced. It is

recommended that a daily routine of the work necessary to keep all parts of the jail clean should be established and a system devised whereby work is assigned for this purpose. The responsibility of each prisoner in reference to this routine should be included in the overall rules or regulations of the jail. It is evident that the success of any rule or regulation depends entirely upon the enforcement of the same by the custodial staff.

4. The present physical structure of the jail makes it difficult to segregate the sentenced from the non-sentenced, the first offender from the multiple offender and the sex deviant. The present jail program tries to separate the inmates classified as dangerous to the health and safety of other prisoners by confining them to their cell area. If a prisoner with homosexual traits presents a problem at the time he is segregated by assigning him to his cell area, transfer the inmate to the institution qualified to cope with this type of prisoner. It is impossible for this facility at this time to segregate the first offender from the multiple offender due to the inmate count being so high. If the inmate count stays under thirty (30) segregation is possible at this facility.

5. There should be printed a set of rules and regulations pertaining to the overall operation of this facility, and a copy should be given to all jail staff.

6. A printed set of rules and regulations explaining in detail what is expected of an inmate once he is confined at this facility should be formulated and a signature stating he understands and will obey same should be required. During my inspection I was informed by the Chief Deputy that five (5) and six (6) will be accomplished during the first part of 1974.

#### GENERAL REMARKS

Deficiency number two (2) noted above is one of the same deficiencies noted during the 1972 inspection and the several inspections during this past year. County Commissioners and Sheriff please make note in reference to deficiencies noted. (see Standards for County Jails Page 3, Par. 3)

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#### Area of Report - WOMEN AND JUVENILE AREA

#### RECOMMENDATIONS:

1. There should be a simplified, standardized record form in relation to juvenile and women offenders. This would allow for easier record keeping, statistical data gathering and easier transfer of information from your jail to another. The first step would be to create a folder in which all information pertaining to a particular woman or juvenile would be kept and which would be available to staff members working with this particular inmate. This file should contain the same basic vital data as for adults, keeping in mind these records will be kept confidential.

2. At the present time the most serious deficiency at this facility is the adult female and juvenile area. This county jail has got to have a completely segregated area for its women and juveniles. At the present time the area for adult women and juveniles is good, except movement to and from areas cannot be accomplished without going through the adult male area. If both adult (room-type) cells are full, there is no place to properly confine a juvenile female, and if the adult male area is full, there is no adequate area for the juvenile male.

3. Until phase two (2) of the renovations of this facility is completed, a portable shower should be installed in the juvenile male and female area.

#### GENERAL REMARKS

All other deficiencies noted during the 1972 inspection and the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3).

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#### Area of Report - FOOD SERVICE

#### RECOMMENDATIONS:

1. There should be at least a three-week menu written in advance and posted on the cell block bulletin board and kitchen area. It need not be more expensive. The variety provides better nutrition and improved inmate morale.
2. Plastic disposable liners for garbage cans should be used at this facility, or the cans should be thoroughly cleaned daily.
3. Common hand towels should not be used in the kitchen area.
4. Foods stored in other than the original container should be clearly labeled.
5. The entire kitchen area is in need of a thorough cleaning.
6. There is no accountable system at this facility for keeping track of all cutlery equipment; this deficiency should be corrected as soon as possible.
7. All pitted, dented, cracked, chipped and rusty equipment should be replaced. A plan for gradual replacement should be developed as soon as possible.
8. Caps and aprons should be worn during the preparation of all foods.
9. All inmates should receive a full cutlery service (knife, fork and spoon) unless he or she is suicidal, etc.

#### GENERAL REMARKS

Some of the deficiencies noted during the 1972 inspection and the several inspections during this past year have been corrected. County Commissioners and Sheriff please note in reference to deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

Area of Report - SANITATION

RECOMMENDATIONS:

1. All toilets within the jail should receive a daily cleaning; each toilet that was inspected had feces and urine caked down in the bowls.
2. A commercial-type dishwasher should be supplied as soon as possible so tableware and kitchenware can be sanitized properly.
3. A hand washing lavatory should be installed in the kitchen area.
4. All soiled mattresses and pillows should be cleaned or disposed of.
5. Thermometers are needed in the sink area so rinse water can be checked to insure proper sanitation (170°F).
6. All frozen meats should be defrosted under refrigeration.
7. All shower areas should be cleaned daily eliminating the present condition which was not found to be satisfactory.
8. There is a need to set up a standardized system so bedding and mattresses can be aired and cleaned. At the present time bedding and mattresses are not found to be satisfactory.
9. Utensil storage drawers in the kitchen area are in need of cleaning.
10. The female and juvenile (male and female) area should have showers installed.
11. Screens should be placed over all windows and doors within the facility to keep insects from entering.

GENERAL REMARKS

There were many deficiencies in the area of sanitation during the inspection of 1972 and during my several inspections this past year. County Commissioners and Sheriff please note in reference to deficiencies, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. Eight (8) plumbing fixtures were found to be broken or unserviceable.

GENERAL REMARKS

All other deficiencies noted during the 1972 inspection and the several inspections this past year have been corrected. In reference to deficiencies, see Standards for County Jails, Page 3, Par. 3.

Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails.

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Control boxes to cell doors to be keyed to a master key (gang lock).
2. Cell block section to have a remote exit to be approved type for use in emergency release of inmates.
3. Kitchen to be enclosed in one-hour construction, self-closing door at opening into balance of the building; also inside window and food service opening to be equipped with fire shutter.
4. Stairway from office down to deputies' room and kitchen area to be enclosed in construction having a fire resistive rating of not less than  $\frac{1}{2}$  hour fire doors at top and bottom.
5. Jail building and attached annex to be 100% sprinkled.
6. Hot water boiler to be enclosed in room having a fire resistive rating of not less than one hour with self-closing, one-hour doors at opening into the balance of the building. Air for combustion to be taken from the outer air.
7. Boiler room to be enclosed in construction having at least one-hour, fire-resistive rating.
8. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.
9. Remove extension cords and temporary wiring throughout the facility and install receptacles for equipment used.

GENERAL REMARKS

The above deficiencies on fire prevention were noted during the 1971, 1972 inspection and several inspections during this past year. County Commissioners and Sheriff please make note in reference to deficiencies noted. (see Standards for County Jails, Page 3, Par. 3)



RECOMMENDATIONS - Oil Burner Inspection

1. Appliances shall be installed in a location in which the facilities for ventilation permit satisfactory combustion of oil, proper venting and the maintenance of ambient temperatures at safe limits under normal conditions of use.
2. The thermal electric switch shall effect the direct opening of the induced draft fan circuit and electric motor driven pump set circuit when not an integral part of the oil burner motor.

Hot Water Boiler

1. The flue-gas exit of a chimney shall be at least 2 feet higher than any portion at a building within 10 feet of such chimney.
2. An automatically operated oil valve designed to shut off the oil supply in case of fire shall be installed at the entrance to the building where outside tanks are used. This automatically operated device shall be of the quick acting type valve actuated by a fusible link located close to the ceiling.
3. A thermal electric cut-off switch shall be wired into the burner circuit to render it inoperative in case of fire in the vicinity of the unit being fired.
4. The piping shall be substantially supported and protected against physical damage.
5. A draft regulator shall be provided for the appliance.
6. The oil supply tank shall be provided with an open vent pipe.
7. The electrical wiring and equipment used in connection with oil burning equipment shall be installed in accordance with the National Electrical Code.

GENERAL REMARKS

The above deficiencies on the oil burner inspection were noted during the 1971, 1972 inspection and the several inspections during this past year. County Commissioners and Sheriff please note in reference to deficiencies. (see Standards for County Jails, Page 3, Par. 3)

RECOMMENDATIONS - Electrical Inspection

1. In I.D. room install permanent wiring for lighting and other equipment and eliminate use of multiple extension cords.
2. In rooms 2,3,5 and 6 install permanent receptacles for equipment used, such as vaporizers, T.V. etc.
3. At panel location in basement hallway remove 30 amp fuses on #12 wire,

4. Install receptacles in jail cell sections for use of floor polishers.
5. In laundry, #12 non-metallic cable connected into 60 ampere switch without proper over-current protection.
6. Remove extension cords and temporary wiring throughout the facility and install receptacles for equipment used.

GENERAL REMARKS

The above deficiencies of the electrical inspection were noted during the 1971, 1972 and the several inspections during this past year. County Commissioners and Sheriff please make note of reference to deficiencies. (see Standards for County Jails, Page 3, Par. 3)

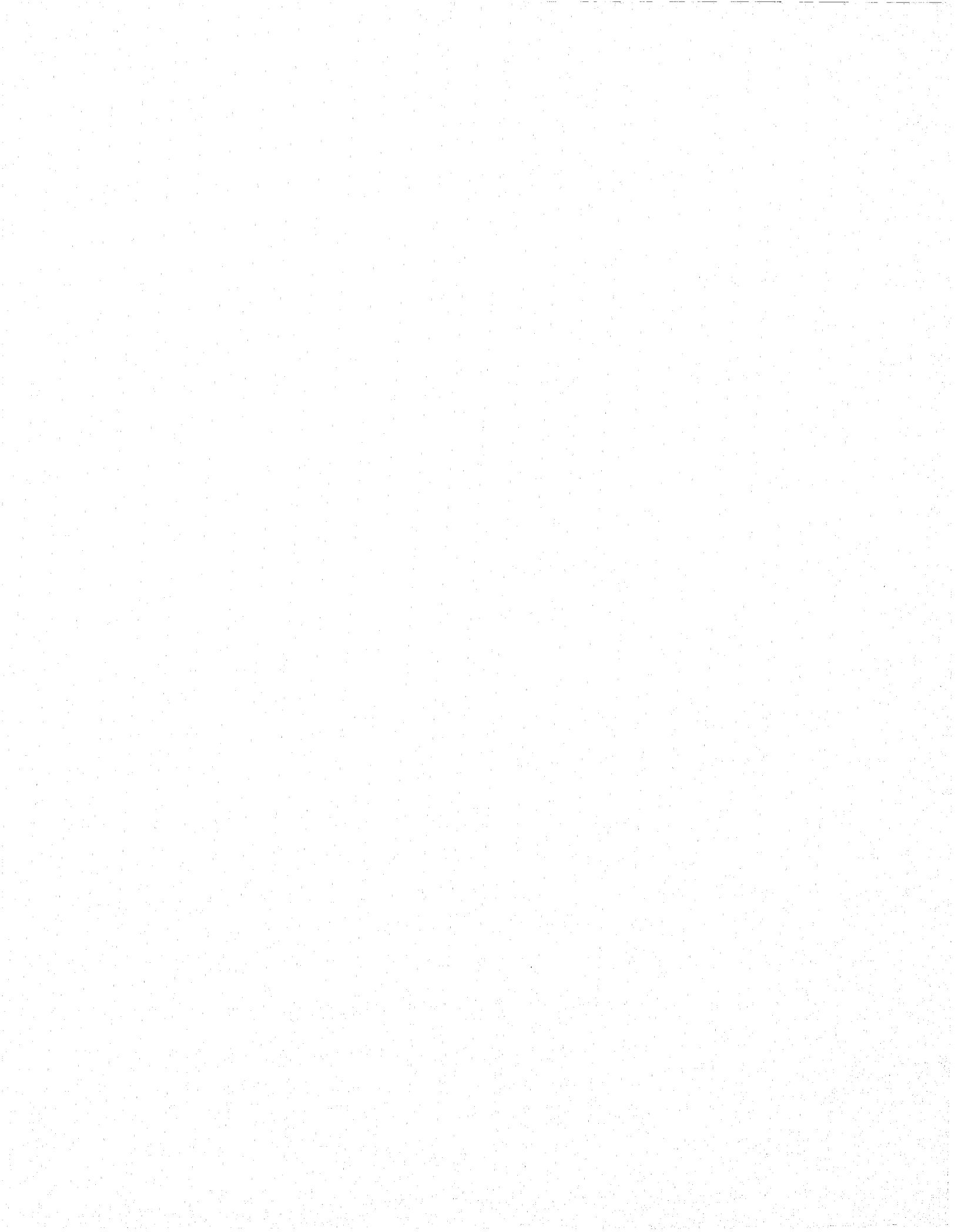
Penobscot County Jail

Note: The following are the opinion of this inspector.

General Remarks

- |  |                                       |
|--|---------------------------------------|
| 1. Personal Hygiene  | <u>Satisfactory</u>                   |
| 2. Visiting privileges   | <u>Satisfactory</u>                   |
| 3. Library privileges<br>Inmates have daily newspaper, books, magazines and text books.  | <u>Satisfactory</u> - with comments   |
| 4. Recreation privileges   | <u>Satisfactory</u>                   |
| 5. Commissary privileges<br>A small store within the facility, well-stocked with health and comfort items and candy, tobacco, etc.                                 | <u>Satisfactory</u> - with comments   |
| 6. Mail restrictions<br>Mail is checked for contraband only.   | <u>Satisfactory</u> - with comments   |
| 7. Treatment and counseling  | <u>Satisfactory</u>                   |
| 8. Work release programs<br>Inmates who entered the program earned approximately \$4,500.  | <u>Satisfactory</u> - with comments   |
| 9. Confinement, release and detain records. Each inmate should have a personal file folder; all information pertaining to him or her should be within that folder. | <u>Unsatisfactory</u> - with comments |
| 10. Medical<br>A medical doctor comes in twice weekly, and one is on call 24 hours a day.  | <u>Satisfactory</u> - with comments   |

11. Accommodations for female inmates Unsatisfactory - with comments  
(See recommendations for Women and Juvenile Area and the first part of Penobscot County Jail Report)
12. Accommodations for juveniles Unsatisfactory - with comments  
(See recommendations for Women and Juvenile Area and the first part of Penobscot County Jail Report)
13. Corrections made from the 1972 jail Unsatisfactory - with comments  
inspection and the several inspections  
during 1973  
(See entire 1971, 1972 and 1973 jail inspection reports)



County Jail Inspection Report

December 12, 1972

Piscataquis County Jail

Dover-Foxcroft, Maine

Frank H. Murch, Sheriff



PISCATAQUIS COUNTY JAIL  
DOVER-FOXCROFT, MAINE 04426

Statistical Data

Piscataquis County Jail, Dover-Foxcroft, Maine

Frank Murch, Sheriff

(a) Manpower - June 30, 1973

	Counseling Guidance		Custodial		Other	
	FT	PT	FT	PT	FT	PT
Male			5	3		
Female				1		

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	6.5	
Female	.5	
Total	7.0	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	490	11
Female	90	6
Total	580	17

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	102	10
Female	2	2
Total	104	12

(c) Most Common Offense

	Juvenile		Adult	
	Male	Female	Male	Female
Detained	B.E.L.	Wayward	Liquor & Marijuana	Liquor & Marijuana
Sentenced	B.E.L.	Wayward	Liquor & Marijuana	Liquor & Marijuana

\* Includes some juveniles transferred to:

Boy's Training Center

Stevens School

Men's Correctional Center



Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Piscataquis County Jail during the month of September.

This jail is not quite as old as the others. Constructed in 1901, this appears to be a clean and well-organized facility which could function excellently as a short-term lockup and a program center for work release. In order to use this jail as a short-term lockup, we recommend:

- A. This facility needs space for the separating of juveniles and adult females from the adult male population. We have on file a copy of the proposed plans for this renovation prepared by Higgins-Webster and Partners dated April 12, 1973 and received by us July 27, 1973. The proposed location for these new cells, on the second floor of the jail, appears to be acceptable.
1. All cells should be single occupancy only.
  2. Each cell should be equipped with a toilet and a sink; we recommend these fixtures be of heavy-duty porcelain. There should be a shower in the dayroom. Each cell should have a minimum of 50 square feet.
  3. Each cell should have a window and also artificial light for reading.
  4. Since these will be minimum and medium security cells, we recommend that construction be of 8" masonry walls and the cell door should be heavy gauge hollow metal with core reinforcing. The hinges and lock of these doors could be of the institutional type.
  5. There should be a means of egress from this second floor in the event of fire.
  6. There could be one large dayroom serving all of these cells. In the event a male and female are detained simultaneously, then their time in the dayroom could be staggered.

7. It might be possible to connect the first floor with the second floor with some interior stairs and a security door. This second floor area could then be also used for adult male recreation, counseling, visiting, and minimum security detention whenever there are no juveniles and females being detained. The additional interior stairs might also give the Sheriff or Jailer direct access to the second floor without going through the courthouse passage.

8. The second floor passage to the courthouse should be retained, as it is a good route to the court facilities.

9. Rather than place bars in the second floor windows, we would recommend that polycarbonated plastic, laminated on both sides, with tempered glass, should be used in steel window frames and placed in the existing and new openings.

B. The Sheriff's house, which is attached to this jail, would make an excellent work release center. Local offenders could be sentenced to a work release program within the community rather than to a regional center or sub-center if they are judged to be a low security risk.

C. Since the day spaces in the existing detention areas are rather crowded then it might be possible to remove the bars along one guard corridor to create a medium security area with a larger dayroom. The other side could remain as it is for maximum security offenders.

D. The plate glass in all of the windows along the guard's corridors should be replaced with tempered glass.

PISCATAQUIS COUNTY JAIL - DOVER-FOXCROFT, MAINE

Built 1901

HOLDING FACILITY (NOT TO EXCEED THIRTY-(30) "ADEQUATE"

This county jail was built on the above date and an addition added in 1938. Its approximate capacity (single occupancy) is nine (9) adult males. At the present time there is no adequate space for juveniles or adult females within the facility. This is a very serious deficiency and should be corrected as soon as possible. The proposed plans presented to the National Clearinghouse prepared by Higgins-Webster and Partners in reference to the renovation of the second floor (known as the law library) appears to be acceptable by the Clearinghouse, with several additional recommendations. After several inspections and careful study, this inspector concurs with the proposed renovations and the additional recommendations by Mr. Steven P. Hesselschwerdt, Architectural Specialist from the National Clearinghouse for Criminal Justice Planning and Architecture. Adequate space for juveniles and adult females will further be addressed in this report. The overall condition of this facility was found to be excellent and meets the present Standards for County Jails, for adult males; holding facility not to exceed thirty (30) days.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. (see Standards for County Jails, Page 4, Par. 3)
2. A report of temporary absences by a prisoner from jail and authority thereof should be kept in a separate record in addition to being recorded in the daily log. Such a record should be placed in the inmate's personal file folder.
3. A record of mail sent and received by inmates should be established giving dates and addresses of correspondences and kept within the inmate's personal file folder.
4. A record of misconduct and punishment administered should be established and maintained in the inmate's personal file folder.

5. After new admissions have been examined by the facility physician, a record of same should be placed in the inmate's personal file folder.
6. Although this facility has been found very clean, a daily routine of work necessary to keep all parts of the county jail clean should be established and a system devised whereby work is assigned for this purpose. Responsibility of each prisoner in reference to the routine should be included in the overall rules and regulations, keeping in mind that no prisoner will be given authority to assign work to another prisoner.
7. The present physical structure of this facility makes it impossible to segregate the sentenced from the non-sentenced, the first offender from the multiple offender and the sex deviant. The sheriff tries to separate the inmates classified as dangerous to the health and safety of other prisoners by confining them to their cell area. If a prisoner with homosexual traits presents a problem at the time he is segregated by assigning him to his cell area, transfer the inmate to an institution qualified to cope with this type of prisoner.
8. Adequate space should be provided for visiting and consultation between inmates and their families, friends, lawyers, ministers, etc. Visiting facilities should be planned and located so as not to jeopardize the security of the jail. This county jail has no suitable area and the present system is inadequate. This is another serious deficiency.

#### GENERAL REMARKS

Some of the deficiencies noted during the 1972 inspection and the several inspections during this past year have been corrected. County Commissioners and Sheriff please note in reference to deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

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#### Area of Report - WOMEN AND JUVENILE AREA

1. This facility must have a completely segregated area for the female juvenile from the adult female, and complete separation of the male juvenile from the adult male offender. This cannot be accomplished at this facility until Phase I of the renovation is completed and this should be a top priority in the renovations planned.
2. Please be advised that until the renovation is completed, so the adult females and juveniles can be separated from each other and from the cell block for adult males, this facility as of this report will transfer adult females and juveniles to the nearest acceptable facility that meets the minimum Standards for County Jails, keeping in mind if there are no adult males confined, an adult woman or a juvenile could be held, but for no longer than a seventy-two (72) hour period. (Lockup)

Definition of a lockup facility is as follows:

"A lockup facility refers to a municipal or county jail wherein an offender can be confined under maximum security conditions for a period of time not to exceed seventy-two (72) hours. The major function of the lockup is for the convenience of local law-enforcement officers, enabling them to temporarily hold offenders for court or transportation to a holding facility that has a segregated area for adult women and juveniles".

The following facilities are recommended: Penobscot County Jail and Kennebec County Jail. State Facilities: Women's Correctional Center, Stevens School for juvenile girls, Boys Training Center for juvenile boys and under some circumstances Men's Correctional Center.

GENERAL REMARKS

County Commissioners and Sheriff, not only is this a very serious deficiency but over a long period of time it could become very costly in transportation. It is strongly recommended that the renovations planned begin as soon as possible. Please note in reference to deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

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Area of Report - FOOD SERVICE

RECOMMENDATIONS:

1. There should be at least a three-week menu written in advance and posted on the cell block bulletin board and kitchen area. It need not be more expensive. The variety provides better nutrition and improved inmates' morale.
2. All pitted, dented, cracked, chipped and rusty equipment should be replaced. A plan for gradual replacement should be developed as soon as possible.
3. Common hand towels should not be used in the kitchen area.

GENERAL REMARKS

During the 1972 jail inspection and the several inspections this past year, this inspector noted that the food at this facility was excellent in quality as well as quantity. All other deficiencies except those noted above have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

Area of Report - SANITATION

RECOMMENDATIONS:

1. A commercial-type dishwasher should be supplied as soon as possible so tableware and kitchenware can be sanitized properly.
2. Trays and other tableware are presently being washed in a sink located in the cell block. This same sink is also used to receive dirty water pumped from clothes washer, washing inmates clothing, etc. This is totally inadequate for proper sanitation. This cannot continue as of this report, unless a three-department sink is installed and the hot water temperature is maintained at a level of 170°.
3. Screens should be placed over all windows and doors within this facility to help keep insects from entering.
4. Common hand towels should not be used in the kitchen area.

GENERAL REMARKS

Deficiency number (1) and (2) above are the same deficiencies noted during the 1972 inspection and the several inspections this past year. County Commissioners and Sheriff please refer to deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

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Area of Report - PLUMBING

RECOMMENDATIONS:

None

GENERAL REMARKS

All the plumbing fixtures inspected were found to be in good working condition.

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Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails.

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.
2. Remove extension cords and temporary wiring in cell block and install receptacles for equipment used.
3. C. O.<sup>2</sup> fire extinguishers should be placed in the kitchen area, basement area, visiting area and at least one in the cell block area. They should be inspected as stated in the National Electric Code.

RECOMMENDATIONS - Oil Burner Inspection

None

RECOMMENDATIONS - Electrical Inspection

1. See Par. 2 under fire prevention

GENERAL REMARKS

All other deficiencies noted during 1972 inspection and the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Piscataquis County Jail

Note: The following are the opinion of this inspector.

General Remarks

1. Personal Hygiene Satisfactory - with comments  
An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, etc.) linen, blanket, mattress, a daily schedule and a copy of the facility regulations pertaining to him while in confinement.
2. Visiting privileges Satisfactory - with comments  
(see recommendations under General Correctional Program)
3. Library privileges Unsatisfactory - with comments  
A small library within the facility would help in the daily routine of inmates. A call to the community should fulfill this deficiency.
4. Recreation privileges Unsatisfactory - with comments  
Should have some type of outside recreation (volleyball, basketball, etc.) Anxieties and tension can be worked out of inmates with this type of program. TV, cards, games and radio are the only form of recreation at this facility.

5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only.
7. Treatment and counseling Unsatisfactory - with comments  
The overall rehabilitation program consists of several counselors available and two clergymen who are a part of the staff (deputy sheriffs). Various disciplines within the county could help in obtaining more treatment and counseling; community mental health clinic, Employment Security Commission, volunteers from the University of Maine to develop jobs, etc.
8. Work release program Unsatisfactory - with comments  
Despite adverse economic conditions which have curtailed the expansion of work release, and the only time it could be used, is when the sheriff and jail staff had time to implement it. It is recommended that a call to the Director of Probation and Parole for assistance from his "Job Developers" could be a start in obtaining a better program.
9. Confinement, release and detain records Satisfactory
10. Medical Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
11. Accommodations for female inmates Unsatisfactory - with comments  
(see recommendations for women and juvenile program)
12. Accommodation for juveniles Unsatisfactory - with comments  
(see recommendations for women and juvenile program)
13. Corrections made from the 1972 jail inspection and the several inspections during 1973. Unsatisfactory - with comments

Inspector's Comment

This is one of the smallest jails within the county jail system and it is certainly well-kept. However, this facility has several serious deficiencies that have been neglected for several years. County Commissioners and Sheriff please note references to deficiencies. See Standards for County Jails, Page 3, Par. 3.





County Jail Inspection Report

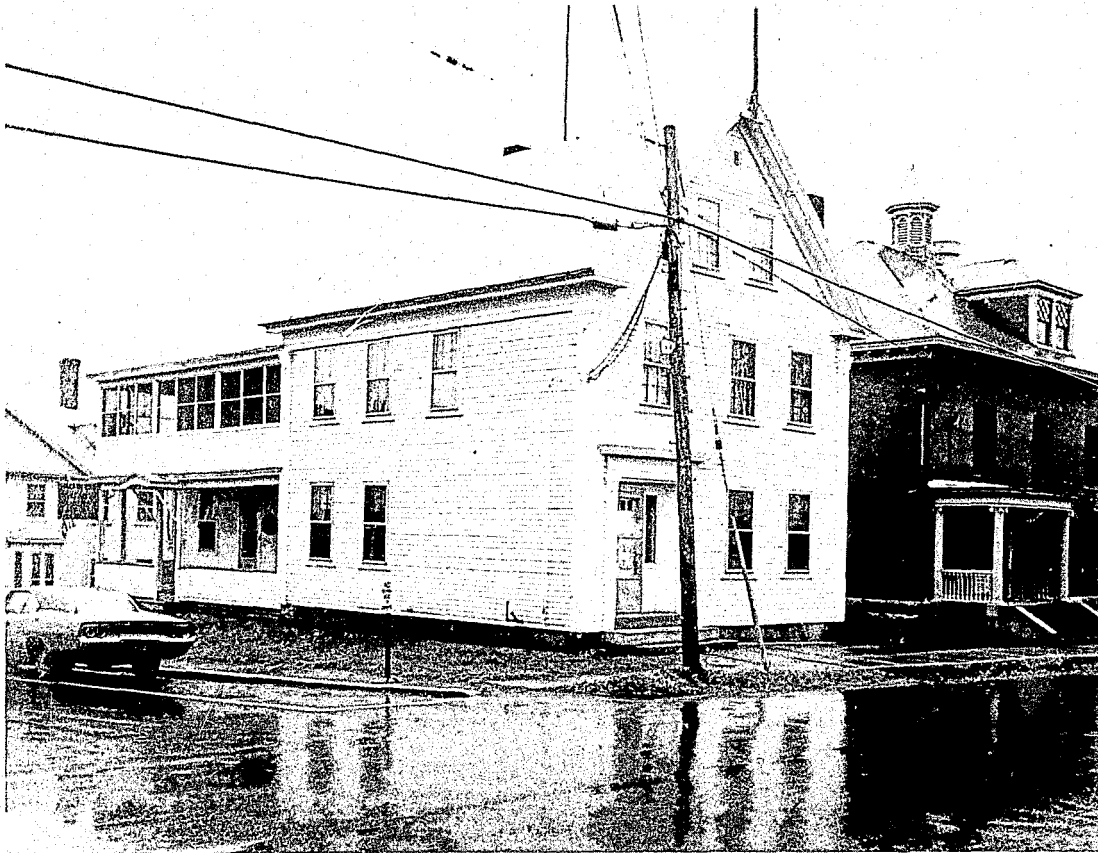
October 26, 1973

Somerset County Jail

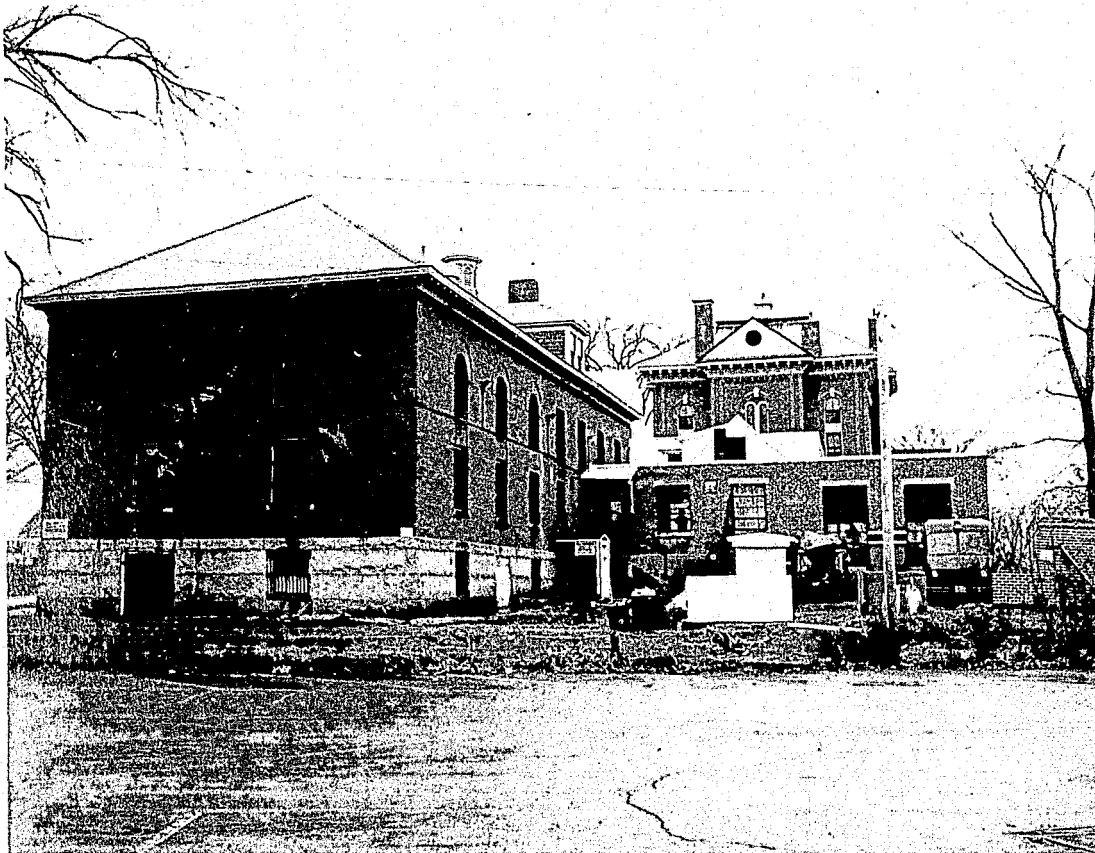
Skowhegan, Maine

Francis B. Henderson, Sheriff

FRONT



REAR



SOMERSET COUNTY JAIL  
SKOWHEGAN, MAINE 04976

Statistical Data

Somerset County Jail, Skowhegan, Maine

Francis Henderson, Sheriff

(a) Manpower - June 30, 1973

	Counseling		Guidance		Custodial		Other	
	FT	PT	FT	PT	FT	PT	FT	PT
Male			10		35			
Female								

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	11	
Female	1	
Total	12	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	837	
Female	54	
Total	891	

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	190	
Female	4	
Total	194	

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained			Driving under Influence	Intoxi- cation
Sentenced				Intoxi- cation

\* Includes some juveniles transferred to:

Boy's Training Center

Stevens School

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Somerset County Jail during the month of September 1973.

This is another very old jail which could function as a short-term lockup. Inspection of this facility, and conversation with the Sheriff, produced the following comments:

A. There is a definite need for juvenile and female holding cells. We recommend that half of the second floor be converted to this use and that access to this area could be by the addition of an exterior stair to a new door at the second floor location, which we discussed. I would also recommend that since this is for juveniles and females, that as much as possible of the harsh security hardware be removed and the area be refitted with more normative materials. The addition of these exterior stairs could also function as a fire escape for all inmates on the second floor by the addition of an electric release locking door from the adult male section into the juvenile and female area. Control of the electric lock could be located in the dispatching office, along with a light indicating whether the proposed door is open or closed. The door from the second floor to the exterior stairs should also have an electric release lock or an electric strike.

B. The interior gray color of this facility is psychologically very depressive. We would recommend that a good light-reflective color such as a pale yellow be used to repaint this interior.

C. The rear area of this jail site is enclosed on two sides by the jail. It would be possible to enclose the other two sides of the site with a chain link fence and thereby creating an outside recreation area. This recreation area could also be used as an egress holding area for prisoners in the event of some disaster such as a fire in the jail.

D. There should be some provision made for a visiting space.

E. For the windows in this cell area, see recommendation B for the Oxford County Jail and also recommendation E for toilet replacements.

F. A portion of this jail consists of a very large, two-story space which was an old addition to the jail building. This area is not heated or insulated and is presently being used for minor storage. It was proposed that this space could be used as a garage for fleet vehicles; however, this would require a large opening in the brick masonry wall. It is possible that the necessary reinforcement required to make this wall structurally sound to accommodate a garage door would cost as much as constructing a detached two-car, wood frame garage. Agreed, this area would make a fine garage; however, if this cost would be equal to a new garage then we would recommend a new garage should be built. An architect should be consulted for a cost comparison. An alternative would be to use this area for indoor inmate recreation.

G. We would not recommend that any great amount of money be expended on the renovation of this large two-story space, or the entire jail, because as much money could be spent on renovation as on a new facility. This jail should be retired within the next ten or fifteen years which means that a building fund should be started now.

If planning for a new building, we would recommend that it be a combined Sheriff's and Police facility with modern detention and administrative space.

SOMERSET COUNTY JAIL - SKOWHEGAN, MAINE

Built 1900

LOCKUP "ADEQUATE"

This county jail was built on the above date, and although it is old and parts of it outdated, it can continue as a lockup for the next several years.

Its approximate capacity (single occupancy) is twelve (12) adult males on the first floor, five (5) adult males on the second floor, a total of seventeen (17). Also on the second floor, prior to entering the adult male confinement area, there are two (2) cells, one on the right and one on the left side of the facility. One cell is for adult females; maximum capacity for this cell is one (1); the remaining cell is for a juvenile, maximum capacity one (1).

At the present time these two (2) cells are not adequate for adult female or juvenile male or female. This is a very serious deficiency and should be corrected as soon as possible. It will further be addressed in this report. The overall condition of this facility was found to be excellent, and meets the present Standards for County Jails, for adult males.

Definition of a lockup facility is as follows:

A lockup facility refers to a municipal or county jail wherein an offender can be confined under maximum security conditions for a period of time not to exceed seventy-two (72) hours. The major function of the lockup is for the convenience of local law-enforcement officers, enabling them to temporarily hold offenders for court or transportation to a holding facility.

This inspector still feels if funds were appropriated, this county jail could become a holding facility as well as a lockup.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. See Standards for County Jails, Page 4, Par. 3.



2. There should be a printed set of rules and regulations pertaining to the overall operation of this facility and a copy should be given to all the jail staff.
3. A printed set of rules and regulations explaining in detail what is expected of an inmate once he is confined at this facility should be formulated, and a signature stating that he understands and will obey the same, should be required.
4. A record of the inmate's physical condition upon admittance and during confinement and upon discharge should be established and placed in the inmate's personal file folder.
5. After new admissions have been examined by the facility physician, a record of same should be placed in the inmate's personal file folder.
6. The present physical structure of this facility makes it impossible to segregate the sentenced from the non-sentenced, the first offender from the multiple offender and the sex deviant. The sheriff tries to separate the inmates classified as dangerous to the health and safety of other prisoners by confining them to their cell area. If a prisoner with homosexual traits presents a problem at the time he is segregated by assigning him to his cell area, transfer the inmate to an institution qualified to cope with this type of prisoner.
7. Adequate space should be provided for visiting and consultation between inmates and their families, friends, lawyers, ministers, etc. Visiting facilities should be planned and located so as not to jeopardize the security of the jail. This county jail visiting area is inadequate in reference to security. This is a serious deficiency.
8. If possible, plans should include an outside exercise area with proper security. Plans should also include library, day rooms and multi-purpose room for inmates who may be confined. The present structure does not have an outside exercise area and no day room or library facilities of any nature in the jail proper. There are a few books and magazines in the cell section of the jail.
9. Although this facility has always been found to be very clean by this inspector, a daily routine of work necessary to keep all parts of the jail clean should be established and a system devised whereby work is assigned for the purpose. Responsibility of each prisoner in reference to this routine should be included in the overall rules and regulations, keeping in mind that no inmate will be given authority to assign work to another prisoner.
10. The following is one of the most serious deficiencies at this facility and it should be corrected as soon as possible. One jail officer should not have the responsibility of security, treatment and safety for all concerned. Additional custodial staff should be hired without delay. Two men should be on duty at all times at a facility of this size.

GENERAL REMARKS

Deficiency number ten (10) has been noted for two years of inspections. County Commissioners and Sheriff please make note in reference to the deficiencies. See Standards for County Jails, Page 3, Par. 3.

Several suicides and many attempts have occurred within our county jail system in the past six months. Again, one man on duty at night is entirely inadequate.

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Area of Report - WOMEN AND JUVENILE AREA

RECOMMENDATIONS:

1. There should be a simplified, standardized record form in relation to juvenile and women offenders. This would allow for easier record keeping, statistical data gathering and easier transfer of information from your jail to another. The first step would be to create a folder in which all information pertaining to a particular woman or juvenile would be kept and which would be available to staff members working with this particular inmate. This file should contain the same basic vital data as for adults, keeping in mind these records will be kept confidential.
2. Another serious deficiency at this facility is the adult female and juvenile area. This county jail has got to have a completely segregated area for its women and juveniles. At the present time the area for adult women and juveniles is fair except that movement to and from cannot be accomplished without going through the adult male area. If both cells have adult women confined, there is no place for the juvenile or vice-versa. If these two cells are to continue as holding areas for adult women and juveniles, portable showers will be installed in each cell and the stairs from the first floor to the second will be closed off with an electric release locking door from the adult male section of the jail.
3. It is strongly recommended that half of the second floor be converted to a juvenile and female holding and dayroom area, and the harsh security hardware be removed and the area be refitted with more normative materials. The addition of a private exterior stairs to the female and juvenile area could also function as a fire escape for all inmates on the second floor. All doors to this area should be electric release locking doors; control of the electric lock system should be located in the turnkey office, along with a light indicating whether the doors are open or closed.
4. If Par. 2 or 3 is not approved, as of this report, juvenile males and females and adult females and if incarceration is required, will be transferred to the nearest acceptable facility that meets the minimum standards for county jails. The following facilities are recommended: Kennebec County

Jail, Androscoggin County Jail. State Facilities: Women's Correctional Center, Stevens School for juvenile girls, Boy's Training Center for juvenile boys, and under some circumstances the Men's Correctional Center.

GENERAL REMARKS

County Commissioners and Sheriff not only is this a very serious deficiency, but over a long period of time it could become very costly in transportation. It is strongly recommended that the renovations noted by Mr. Hesselschwerdt of the National Clearinghouse in reference to the adult female and juvenile area be completed as soon as possible. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

This inspector concurs entirely with Mr. Hesselschwerdt's findings in reference to the female and juvenile recommendations.

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Area of Report - FOOD SERVICE

RECOMMENDATIONS:

None

GENERAL REMARKS

During the 1972 inspection and the several inspections this past year many deficiencies were noted in the food service area. All these deficiencies have been corrected. A job well done.

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Area of Report - SANITATION

RECOMMENDATIONS:

1. A commercial-type dishwasher should be supplied as soon as possible so tableware and kitchenware can be sanitized properly.
2. Screens should be placed over all windows and doors within this facility to help keep insects from entering.
3. Present system of dishes being washed in a single compartment sink in the cell block area should be discontinued at once. All trays and eating equipment will be washed in the kitchen area, making sure that the rinse water is at least 170°.
4. A vegetable washing sink should be installed in the kitchen area.
5. Thermometers are needed in kitchen sink for testing of water temperature.

6. It is recommended that a flush-rim floor drain be installed in a quiet cell if one is so designed. This type of drain will accept all types of body waste that can be handled in a standard flush.
7. All wooden tables in the cell block area should be replaced with metal tables and benches which will be securely fastened to the floor and wall.
8. Night lights are needed in the cell block area (red lights).
9. Since this facility is in need of new toilet fixtures, we recommend that heavy-duty porcelain fixtures be installed the same as was done in the Piscataquis County Jail in Dover-Foxcroft.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year has been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. On the day of inspection, out of the forty-five (45) plumbing fixtures observed, five (5) were broken or unserviceable. Most of these fixtures are very old and should be replaced.

GENERAL REMARKS

All other deficiencies noted during the 1972 inspection and the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.
2. As of this report two full-time deputies will be on duty within this

facility between the hours of 3:00 P.M. and 7:00 A.M.

3. Provide second means of access from the second floor of cell block.

RECOMMENDATIONS - Oil Burner Inspection

No deficiencies noted

RECOMMENDATIONS - Electrical Inspection

No deficiencies noted

GENERAL REMARKS

The many deficiencies noted during the 1972 inspection and the several inspections during this past year have been corrected. County Commissioners and Sheriff please note in reference to deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

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Somerset County Jail

Note: The following are the opinion of this inspector.

General Remarks

1. Personal hygiene Satisfactory - with comments  
An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, etc.) linen, blanket, mattress, a daily schedule and a copy of the facility regulations pertaining to him while in confinement.
2. Visiting privileges Satisfactory - with comments  
(see recommendations under General Corrections Program)
3. Library privileges Unsatisfactory - with comments  
A call to the community, library, American Red Cross, Salvation Army, etc. would help in building a library within the facility. (No library facility at the time of inspection).
4. Recreation privileges Unsatisfactory - with comments  
Should have some type of outside recreation (volleyball, basketball, etc.) Anxieties and tension can be worked out of inmates with this type of program. Books, cards and games are the only form of recreation at this facility. (see National Clearinghouse report on Somerset County Jail).
5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only, out-going as well as in-coming.

7. Treatment and counseling Unsatisfactory - with comments  
Weekly visits from various disciplines, community mental health clinic, clergy, Salvation Army and the Employment Security Commission, etc. would be a beginning for this facility.
8. Work release program Satisfactory - with comments  
The County Commissioners and Sheriff should receive praise for the steps they have taken in the past year on the work release program. During the past year inmates at this facility earned well over \$3,000.00.
9. Confinement, release and detain Satisfactory - with comments  
records  
(see recommendations under General Correctional Program)
10. Medical Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
11. Accommodations for female inmates Unsatisfactory - with comments  
(see recommendations for Women and Juvenile Area)
12. Accommodations for juveniles Unsatisfactory - with comments  
(see recommendations for Women and Juvenile Area)
13. Corrections made from the 1972 Unsatisfactory - with comments  
jail inspection and the several  
inspections during 1973  
See 1972 Jail Inspection Report

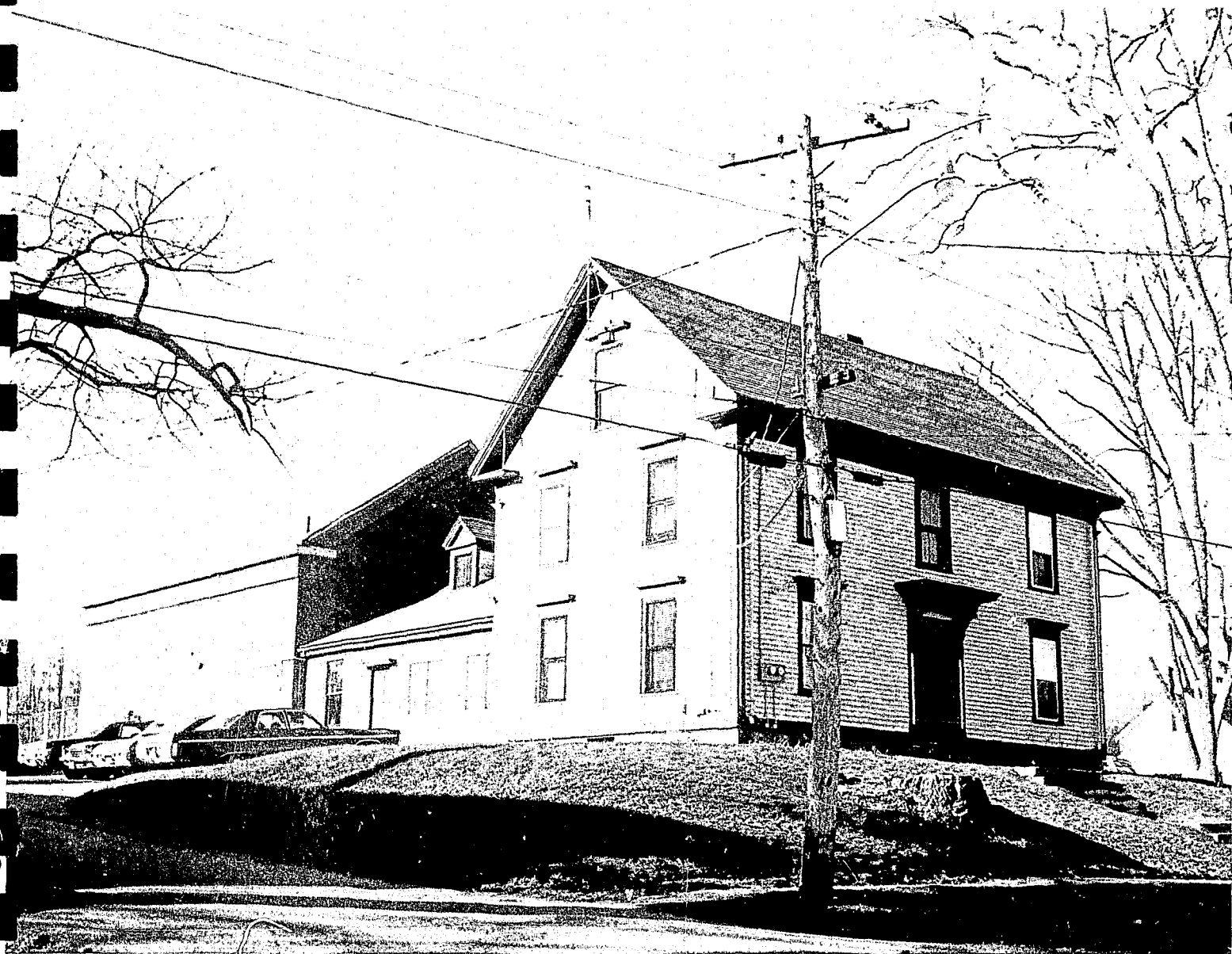
County Jail Inspection Report

October 25, 1973

Waldo County Jail

Belfast, Maine

Stanley Knox, Sheriff



WALDO COUNTY JAIL  
BELFAST, MAINE 04915



Statistical Data

Waldo County Jail, Belfast, Maine

Stanley Knox, Sheriff

(a) Manpower - June 30, 1973

	Counseling	Guidance	Custodial		Other	
	FT	PT	FT	PT	FT	PT
Male	1		3	2	1	
Female					1	

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	10	
Female		
Total	10	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	737	39
Female	38	10
Total	775	49

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	77	5
Female		5
Total	77	10

(c) Most Common Offense

	Juvenile		Adult	
	Male	Female	Male	Female
Detained	Disorderly Conduct	Runaway	Driving under Influence	Intoxication
Sentenced	Disorderly Conduct	Runaway	Driving under Influence	Intoxication

\* Includes some juveniles transferred to: Not transferred.

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the Waldo County Jail during the month of September 1973.

After inspection of this facility and a meeting with the Sheriff and two members of the County Board of Commissioners, it is evident that this jail needs to be replaced. The scope of this project should include improved and enlarged administrative space and a detention capability sufficient for lockup and short-time holding.

It was suggested during this meeting that perhaps this facility should be a joint project between Waldo County and the town of Belfast. This would be a very sensible approach and we encourage the county and municipal authorities to give this some serious consideration. There are many advantages to a joint venture such as this from the standpoint of better communication between law enforcement agencies and also economics. Some of the more obvious benefits would be in a joint communications and dispatching service, central records and files, shared clerical and secretarial services, and a shared booking and detention space. Some of the not-so-obvious savings are in the duplication of expenditures for very expensive building mechanical equipment such as heating, air-conditioning and plumbing; also, janitorial services, and building maintenance. A facility of this nature would be more efficient and save taxpayers a great deal of money over the years. If it should be decided that the initial construction would only include the Sheriff's Department, then we would urge that the plans be flexible enough to allow for a future addition for the Police Department.

The existing jail is typical of most of the other counties in Maine; however, this one is small enough that it would be economically feasible to demolish this structure and replace it with a new building. Inspection of this site also reveals that there is sufficient room so that a new facility could be constructed all on one floor. Also, this construction could be completed before the old jail is removed. Some of the facility needs we would recommend are:

- A. Offender space for:
  - 1. 16 adult males, of which no more than four cells are maximum security
  - 2. 2 cells for adult females
  - 3. 4 cells for juvenile males
  - 4. 2 cells for juvenile females
- B. Adequate day space for all offenders
- C. No guard's corridors in the detention area
- D. Use of modern and more normative detention hardware and construction
- E. Counseling and visiting space
- F. A multi-purpose room with movable tables and stacking chairs to be used for inmate dining and recreation and supervised family visiting
- G. Some consideration should be given to beginning either a work release program or a halfway house

The above items are just a few suggestions for your consideration. strongly recommend that the planners for this facility, and any offender programs, use the National Clearinghouse's publication, Guidelines for the Planning and Design of Regional and Community Correctional Centers for Adults. If this facility is properly executed then it would have every possibility of becoming a state model.

#### GENERAL REMARKS

The Office of the Assistant Director of the Bureau of Corrections, State of Maine concurs with the Sheriff of Waldo County; also with Mr. Hesselschwerdt's recommendations that the proposed facility should consist of at least sixteen (16) single occupancy cells of which -

- Four (4) should be maximum security
- Two (2) for adult females
- Two (2) for juvenile males
- Two (2) for juvenile females
- Six (6) for adult males minimum type cells
- and adequate day space for all offenders

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The following is a summary of findings generated by Batten, Batten, Hudson and Swab, Inc. from their site visit at the Waldo County Jail during the years of 1971 and 1972:

"This county jail, built in 1871, is entirely inadequate for any role in the correctional system. The facility itself plus the problems of maintenance, preclude it from consideration as a holding facility or even as a local lockup. It should be closed. No sheriff should be asked to operate a jail with these inadequate facilities."

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WALDO COUNTY JAIL - BELFAST, MAINE

Built 1871

HOLDING FACILITY OR LOCKUP "INADEQUATE"

This county jail was built on the above date, and it is completely inadequate for any role in the correctional system. Its approximate capacity is eight (8) adult males (single occupancy) one (1) adult female, and one (1) juvenile male or female.

This inspector was informed by the sheriff that architectural plans are being drawn up for a new facility, with the aid of Maine's Law Enforcement Assistance Agency and the National Clearinghouse for Criminal Justice.

As of this report, this facility will be allowed to remain open as a lockup until a new facility is completed, if the deficiencies noted in this report are corrected; if not this facility will be closed during the year 1974. County Commissioners and Sheriff please note in reference to the deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

At the present time there is no adequate space for juveniles or adult females within this facility; this is a very serious deficiency and it will further be addressed in this report. The overall condition of this facility was found to be poor and does not meet the present Standards for County Jails, for adult males, adult females or juveniles.

Definition of a lockup facility is as follows:

A lockup facility refers to a municipal or county jail wherein an offender can be confined under maximum security conditions for a period of time not to exceed 72 hours. The major function of the lockup is for the convenience of local law enforcement officers, enabling them to temporarily hold offenders for court or transportation to a holding facility".

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.



**CONTINUED**

**2 OF 3**

Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. See Standards for County Jails, Page 4, Par. 3.
2. Although a systematic cleaning program has been established in this facility, it is felt by this inspector that it is not being properly enforced. It is recommended that a daily routine of the work necessary to keep all parts of the jail clean should be established and a system devised whereby work is assigned for this purpose. The responsibility of each prisoner in reference to this routine should be included in the overall rules or regulations of the jail. It is evident that the success of any rule or regulation depends entirely upon the enforcement of the same by the custodial staff. This is one of the most serious deficiencies within this facility.
3. Adequate space should be provided for visiting and consultation between inmates and their families, friends, lawyers, ministers, etc. Visiting facilities should be planned and located so as not to jeopardize the security of the jail. This county jail has no suitable area and the present system is inadequate. This is another serious deficiency.
4. Any new admissions should be examined by a physician as soon as possible, and a record of same should be kept in the inmate's personal file folder.
5. There should be printed a set of rules and regulations pertaining to the overall operation of this facility, and a copy should be given to all jail staff.
6. A printed set of rules and regulations explaining in detail what is expected of an inmate once he is confined at this facility should be formulated, and a signature stating he understands and will obey same should be required. During my inspection I was informed by the Sheriff this will be accomplished in the very near future.
7. The present physical structure of the jail makes it impossible to segregate the sentenced from the non-sentenced, the first offender from the multiple offender and the sex deviant. This is another serious deficiency.
8. A record of mail sent and received by inmates should be established, giving dates and addresses of correspondences and kept within the inmates personal file folder.



9. A report of temporary absences by a prisoner from jail and authority thereof should be kept in a separate record in addition to being recorded in the daily log. Such a record should be placed in the inmate's personal file folder.
10. Inmates within the cell block have access to the glass within the windows; this glass could be used as weapons if and when a disturbance ever does occur. All this glass in the block should be replaced with tempered glass glazing, or covered with a heavy gauge metal screen. If metal screens are used, they should be portable, so windows could be open for fresh air and also keep the area clean. This is another serious deficiency.
11. At the present time this facility has no rehabilitation program. A call to the various disciplines within the community, Mental Health Clinic, clergy, Employment Security Commission, Job Developers, Probation and Parole, etc., could be a beginning for the facility to obtain some type of program. This is another serious deficiency at this facility. Locking a person in a cell without treatment and counseling accomplishes nothing except to turn a person into a bitter individual.
12. A gang-lock system will be purchased so all locks within the cell block, including the fire exit door, will operate under one key.
13. All unserviceable bunks will be removed and replaced with serviceable ones.

#### GENERAL REMARKS

Some of the deficiencies noted above are the same deficiencies noted during the 1972 inspection and the several inspections during 1973. A daily cleaning program should be established at this facility at once. County Commissioners and Sheriff please note in reference to deficiencies noted. See Standards for County Jails Page 3, Par. 3.

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#### Area of Report - WOMEN AND JUVENILE AREA

1. The two (2) room-type cell areas now being utilized as confinement areas for adult women and juvenile males and females are inadequate.
2. If the following deficiencies are not corrected, women and juvenile males and females will be transferred to the nearest acceptable facility that meets the Standards for County Jails.
  - a. A gang-lock system will be purchased so all locks within the women's and juvenile area will operate under one key.
  - b. A portable shower will be installed in each of the room-type cells.

- c. The mattresses and pillows will be cleaned or disposed of and replaced by new ones with fire resistant covers.
  - d. All plumbing fixtures will be in serviceable condition.
  - e. All the glass in the windows in these two (2) room-type cells be replaced with tempered glass glazing, or covered with a heavy gauge metal screen.
  - f. The bath tub will be removed from the adult female area. If a person is intoxicated on alcoholic beverages, barbiturates, narcotics or is psychotic, this bath tub could be used to commit suicide.
  - g. The stairs from the adult male dayroom to the adult female and juvenile area will be closed off with a self-electric release locking door. Control of the electric lock should be located in the turnkeys office.
  - h. There should be a simplified, standardized record form in relation to juvenile and women offenders. This would allow for easier record keeping, statistical data gathering and easier transfer of information from one jail to another. The first step would be to create a folder in which all information pertaining to a particular woman or juvenile would be kept and which would be available to staff members working with this particular inmate. This file should contain the same basic, vital data as for adults, keeping in mind these records will be kept confidential.
  - i. All eating utensils used by inmates should be washed in the dishwasher after each meal.
3. Until the above deficiencies are corrected and as of this report, adult females and juvenile males and females will be transferred to the nearest facility meeting the Standards for County Jails, if incarceration is required.
4. Once these deficiencies are corrected, these two (2) room-type cells can only be used as a lockup. (See definition of a lockup under Waldo County Jail)

GENERAL REMARKS

The many deficiencies noted during the 1972 inspection and the several inspections during this past year have not been corrected. County Commissioners and Sheriff please note in reference to deficiencies. See Standards for County Jails, Page 3, Par. 3.

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Area of Report - FOOD SERVICE

RECOMMENDATIONS:

- 1. Cleaning supplies will be stored separately from foods.

2. Any form of medications will be under strict security (lock and key) at all times.
3. All inmates in confinement should be issued a full service of cutlery (knife, fork and spoon).

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and several inspections during this past year have been corrected.

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Area of Report - SANITATION

RECOMMENDATIONS:

1. On October 25, 1973 this facility was going to receive its final inspection for the year; the cell block was found in such deplorable condition that this inspector refused to finish the inspection and informed the sheriff he would return at a later date to finish his annual inspection. On November 15, 1973 the inspection was finally completed. County Commissioners and Sheriff please note Par. 2 under General Correctional Program.
2. All windows that are used for ventilation within this facility will have screens to prevent the entrance of insects during the summer months.
3. All the showers in the cell block were found to be dirty.
4. The adult male diningroom floor area needs painting.
5. The adult male diningroom ceiling is in need of repairs.
6. The toilet in the cell block should receive a dailing cleaning. The one inspected had feces and urine caked down in the bowl.
7. All soiled mattresses and pillows should be cleaned or disposed of.
8. Shower area should be cleaned daily eliminating the present condition which was found to be unsatisfactory.
9. There is a need to set up a standardized system so bedding and mattresses can be aired and cleaned. At the present time bedding and mattresses are found to be unsatisfactory.
10. The female and juvenile area should have portable showers installed.

GENERAL REMARKS

There were many deficiencies in the area of sanitation during the 1972 inspection this past year. County Commissioners and Sheriff please note in reference to deficiencies. See Standards for County Jails, Page 3, Par. 3.

Area of Report - PLUMBING

RECOMMENDATIONS:

1. All plumbing fixtures within this facility should be inspected by the facility plumber.

GENERAL REMARKS

It is felt by this inspector the plumbing within the confinement area with proper maintenance could last until a new facility is completed.

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Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed to temporarily hold inmates.
2. Boiler to be enclosed in room with one-hour fire resistive construction with one hour door. Air for room to be taken from the outside.
3. Electrical wiring in entire building to be checked by a licensed Master Electrician and certified as being in compliance with the National Electric Code. Use of fixture wire cords to be discontinued and proper outlets to be installed.
4. Provide approved metal locker for paint and other flammable liquid storage.
5. Oil fired hot water heater in basement to be enclosed in a room with one-hour fire resistive material - walls and ceiling - consideration should be given to relocating this unit in enclosed boiler room
6. Stairway from basement to first floor to be cut off or enclosed with ½ hour fire resistive construction.
7. Stairway to women's and juveniles' section to be cut off from lobby section of cell block. New entrance from visitors' room to be provided. Door through fire wall to be listed Class "A" (3 hour) door. Second means of egress to be provided from both rooms on second floor. This may be

done by hinging window bars to open outward and secured by padlock on outside. Class "C" fire escape to be installed at both windows and escapes to terminate at ground level.

8. Generator in barn to be housed in one-hour fire resistive room. Air to be taken from outside.
9. Barn to be cut off from balance of the building by two-hour fire wall.
10. Kitchen to be enclosed with one-hour fire resistive material - walls and ceiling - with one-hour doors on all openings into balance of the building.

RECOMMENDATIONS - Oil Burner Inspection

1. Where the required clearance with no protection is 18 inches to combustible material from the smoke pipe, and the clearance is 12 inches, 28 gauge sheet metal on  $\frac{1}{4}$  inch asbestos millboard shall be utilized to protect combustible material.
2. A fusible link located close to the ceiling shall be utilized to activate the quick-acting type valve at the tank.

RECOMMENDATIONS - Electrical Inspection

1. Remove extension cords and temporary wiring throughout the facility and install receptacles for equipment used.

GENERAL REMARKS

Most of the deficiencies on fire prevention, oil burner and electrical wiring were noted during the 1971, 1972 and 1973 inspections. County Commissioners and Sheriff please make note in reference to deficiencies. See Standards for County Jails, Page 3, Par. 3)



Waldo County Jail

Note: The following are the opinion of this inspector.

General Remarks

1. Personal hygiene Unsatisfactory - with comments  
An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, etc.), linen, blanket, mattress, a daily schedule and a copy of the facility regulations pertaining to him while in confinement.
2. Visiting privileges Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
3. Library privileges Unsatisfactory - with comments  
A call to the community Salvation Army, American Red Cross, local library, American Legion, Boy Scouts, etc., would help in obtaining an acceptable library for the inmates.
4. Recreation privileges Unsatisfactory - with comments  
Should have some type of outside recreation (volleyball, basketball, etc.). Anxieties and tension can be worked out of inmates with this type of program. TV, books, cards, games and radio are the only form of recreation at this facility, other than horseshoes during the summer months.
5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only.
7. Treatment and counseling Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
8. Work Release Program Satisfactory - with comments  
Inmates earned approximately \$4,000 on the work release program.
9. Confinement, release and detain records Satisfactory - with comments  
(see recommendations under General Correctional Program)
10. Medical Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
11. Accommodations for female inmates Unsatisfactory - with comments  
(see recommendations for Women and Juvenile area)
12. Accommodations for juveniles Unsatisfactory - with comments  
(see recommendations for Women and Juvenile area)

13. Corrections made from the 1972 jail inspection and the several inspections during 1973 Unsatisfactory - with comments

GENERAL REMARKS

It is understandable that the County of Waldo does not want to spend money on a facility that has no use in the correctional system. However, in its present condition, it is not acceptable as a holding or lockup facility. If the County Commissioners and Sheriff want this facility to remain open until a new facility is constructed, these deficiencies will have to be corrected.

If the County elects not to correct the deficiencies noted, it is recommended that the following facilities be utilized until a new County Jail is built: Kennebec County Jail, Penobscot County Jail, Knox County Jail and State Facilities, Stevens School for juvenile girls, Boys Training Center for juvenile boys, Maine State Prison maximum security.



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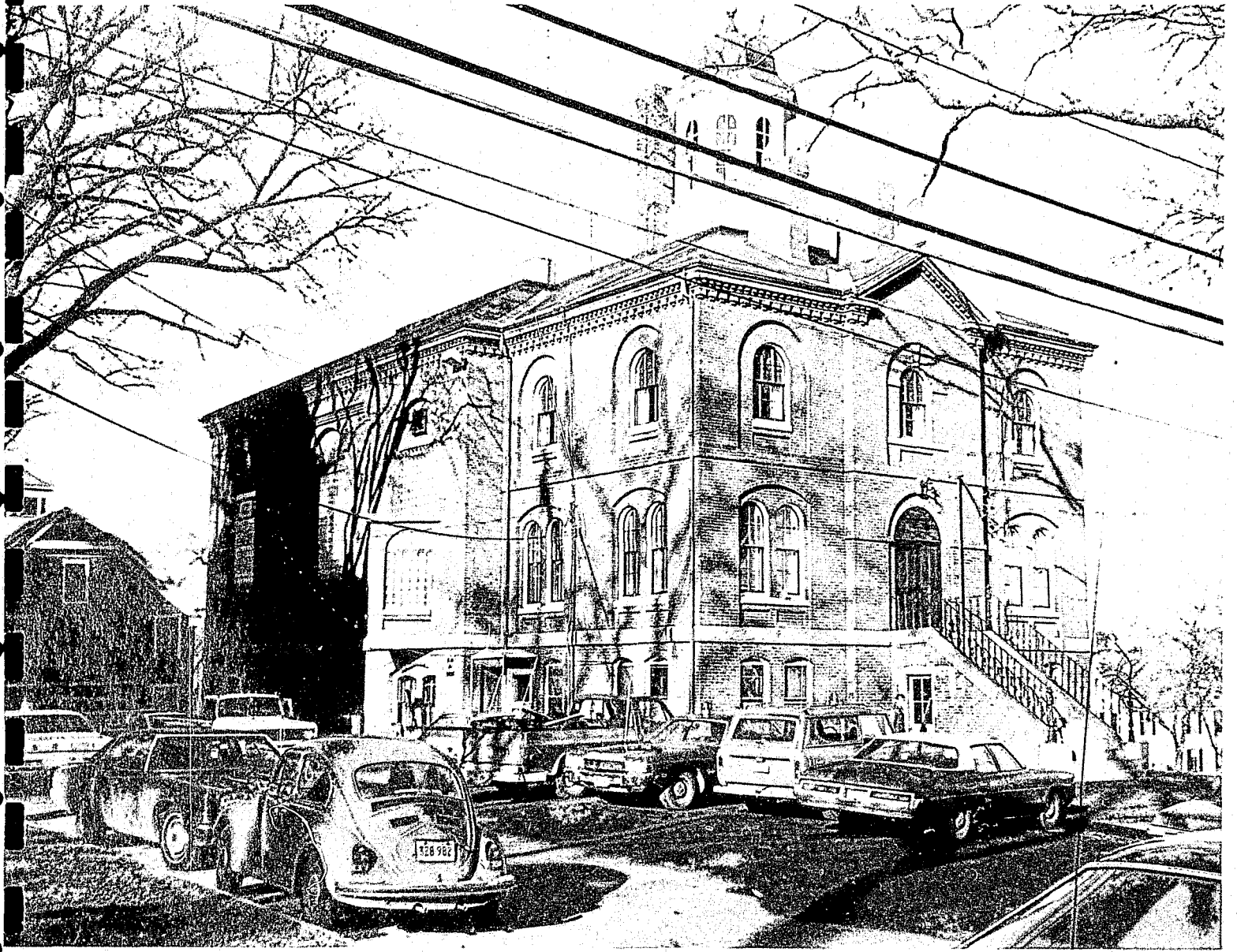
County Jail Inspection Report

September 25, 1973

Washington County Jail

Machias, Maine

David R. Clemons, Sheriff



WASHINGTON COUNTY JAIL  
MACHIAS, MAINE 04654

Statistical Data

Washington County Jail, Machias, Maine

David Clemons, Sheriff

(a) Manpower - June 30, 1973

	Counseling		Guidance		Custodial		Other	
	FT	PT	FT	PT	FT	PT	FT	PT
Male			3		3		2	
Female								

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	7	
Female		
Total	7	

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	90	10
Female	10	2
Total	100	12

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	90	
Female		
Total	90	

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained	Incorri- gible	Runaway	Intoxi- cation	Intoxi- cation
Sentenced	Incorri- gible	Runaway	Intoxi- cation	Intoxi- cation

\* Includes some juveniles transferred to:

Boy's Training Center

Stevens School

7. File storage
8. Space for a secretary and a copy machine
9. Perhaps two holding cells

Some type of planning should be pursued immediately in order to fulfill the present and future needs of this county. The very least should be the initiation of a building fund and consultation with an architect to prepare a study of the alternatives for a new jail or a jail renovation.

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male	90	
Female		
Total	90	

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained	Incorri- gible	Runaway	Intoxi- cation	Intoxi- cation
Sentenced	Incorri- gible	Runaway	Intoxi- cation	Intoxi- cation

\* Includes some juveniles transferred to:

Boy's Training Center

Stevens School

7. File storage
8. Space for a secretary and a copy machine
9. Perhaps two holding cells

Some type of planning should be pursued immediately in order to fulfill the present and future needs of this county. The very least should be the initiation of a building fund and consultation with an architect to prepare a study of the alternatives for a new jail or a jail renovation.





WASHINGTON COUNTY JAIL - MACHIAS, MAINE

Built 1826

LOCKUP ONLY MINIMALLY "ADEQUATE"

This county jail was built on the above date and is the oldest jail within the county jail system. Structurally this building was found to be quite sound, and with proper maintenance this facility could continue as a lockup, and if the county elected to renovate the facility, it certainly would meet the Standards for County Jails. However, the cost of renovation under current standards would be tremendous. This office recommends the county obtain an architect and that he prepare cost projections for the following:

1. Should it be renovated for continued use as a holding and lockup facility?
2. Should a new county jail be constructed which would reflect contemporary correctional planning?
3. Can it be renovated to contemporary standards and still maintain the building's old character?
4. Can an addition be added to this building, or close to it, which will contain the needed functions and allow the old building to continue as a jail annex?

The list of alternatives certainly could be expanded, but these appear to be the most obvious considerations at this time.

As you can see this inspector concurs for the most part with Mr. Hesselschwerdt's recommendations. It is strongly recommended that the County Commissioners and Sheriff obtain this architect as soon as possible, the reason being money has got to be spent to maintain this facility even as a lockup.

Its approximate capacity is eighteen (18) adult males, one room-type cell for adult females and one room-type cell for juveniles. At the present time both of these room-type cells are inadequate and will be addressed further in this report. The over-all condition of this facility was found to be very good and with some corrections could meet the present Standards for County Jails for adult males.

Definition of a lockup:

"A lockup facility refers to a municipal or county jail wherein an offender can be confined under maximum security conditions for a period of time not to exceed 72 hours. The major function of the lockup is for the convenience of local law enforcement officers, enabling them to temporarily hold offenders for court or transportation to a holding facility."

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. See Standards for County Jails, Page 4, Par. 3.
2. County Commissioners and Sheriff have got to consider employing additional custodial staff. The present custodial staff assigned to the jail proper is inadequate and prevents even the minimum standards for effective care, custody and treatment of prisoners. It is necessary that there is 24-hour coverage and hourly inspection of all cell areas which must be properly logged. Within the past year several suicides have occurred and many attempts within the county jail system. This is a serious deficiency and should be addressed immediately.
3. A separate sheet should be maintained denoting time and date of all cell inspections during an 8-hour period. These inspections should be held infrequently and signed by the officer making the inspection. All unusual circumstances should be noted and each morning these sheets should be turned in to the sheriff for evaluation and corrections.
4. Adequate space should be provided for visiting and consultation between inmates and their families, friends, lawyers, ministers, etc. Visiting facilities should be planned and located so as not to jeopardize the security of the jail. This facility has no suitable area and the present system is inadequate. This is another serious deficiency.
5. An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, towel, etc.) linen, blanket, mattress, a daily schedule and a copy of the facility regulations pertaining to him while in confinement.
6. A record of temporary absence of a prisoner from jail and authority thereof should be kept in a separate record in addition to being recorded in the daily log. Such a record should be placed in the inmate's personal file folder.
7. A record of mail sent and received should be established, giving dates and addresses of correspondents and kept with inmate's file.
8. New admissions should be examined by a physician as soon as possible and a medical record of that examination should be kept in the inmate's personal file folder.
9. There should be a printed set of rules and regulations pertaining to the overall operation of the jail and should be given to all jail staff, and staff held responsible for the material within.

10. A printed set of rules and regulations explaining in detail what is expected of an inmate once he is confined at this facility should be formulated and a signature stating that he understands and will obey same should be required. During my inspection I was informed by the Sheriff this will be accomplished in the very near future.
11. A record of misconduct and punishment should be established and maintained in the inmate's personal file folder.
12. A record of all valuables and cash taken from an inmate upon his admission should be established and should be signed by the admitting officer and inmate and this record should be placed in the inmate's personal file folder. Upon release of the inmate, the designated officer and inmate should sign the receipt of returned articles.
13. Toilets and lavatories should be installed throughout the cell block. This would greatly eliminate what could become a security problem. At the present time this facility is still using the bucket system, whereby a bucket is placed in the cell during evening lockup and if an inmate has to urinate or defect he has to use the bucket. In the morning he empties his bucket which contains his body waste, cleans it and places it in a designated area, until lockup time. This is entirely inadequate and certainly unacceptable; a very serious deficiency in all respects. With additional staff a person needing to empty his body waste could be let out and be allowed to utilize the three (3) toilets that are presently in the block area.
14. The present physical structure of the jail makes it difficult to segregate the sentenced from the non-sentenced, the first offender from the multiple offender and the sex deviant. The present jail program tries to separate the inmates classified as dangerous to the health and safety of other prisoners by confining them to their cell area. If a prisoner with homosexual traits presents a problem at the time he is segregated by assigning him to his cell area, transfer the inmate to the institution qualified to cope with this type of prisoner. It is impossible for this facility at this time to segregate the first offender from the multiple offender due to the lack of lavatory and toilet facilities within the institution.

#### GENERAL REMARKS

The many deficiencies noted above are some of the same deficiencies noted during the 1972 inspections and the several inspections during the past year. County Commissioners, Sheriff and Jail Administrator of this facility, please make note in reference to deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

Area of Report - WOMEN AND JUVENILE AREA

RECOMMENDATIONS:

1. As of this report adult women and juvenile males and females that require incarceration will be transferred to the nearest acceptable facility that meets the Standards for County Jails.
2. If this county jail is to be renovated, a completely segregated area for adult females and juvenile males and females from the adult male offender should be one of the top priorities.
3. There should be a simplified, standardized record form in relation to juvenile and women offenders. This would allow for easier record keeping, statistical data gathering and easier transfer of information from your jail to another. The first step would be to create a folder in which all information pertaining to a particular woman or juvenile would be kept and which would be available to staff members working with this particular inmate. This file should contain the same basic vital data as for adults, keeping in mind these records will be kept confidential.

GENERAL REMARKS

As of my last inspection both these room-type cells were inadequate as a lockup for adult females and juvenile males and females. (See definition of a lockup under Washington County Jail).

If the following deficiencies were corrected, this facility could hold adult women and juveniles for a seventy-two (72) hour period.

1. Remove all the paint from the walls and ceiling within these two room-type cells and repaint with fire-resistant paint.
2. Install a portable shower within each room-type cell.
3. Toilets and lavatories within these room-type cells should be in serviceable condition.
4. A communication system be installed between these two room-type cells (slave box) and the turnkey on duty. At the present time an inmate within these areas has no way to request help, etc. except through a male inmate in the main cell block. There should be audio-visual separation between the following four categories:
  - a. adult males
  - b. adult females
  - c. juvenile males
  - d. juvenile females

County Commissioners, Sheriff and Jail Administrator of this facility please make note in reference to deficiencies. See Standards for County Jails, Page 3, Par. 3.

Area of Report - FOOD SERVICE

RECOMMENDATIONS:

1. There should be at least a three-week menu instead of one week repeated constantly. It need not be more expensive. The variety provides better nutrition and improves inmate morale.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year has been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - SANITATION

RECOMMENDATIONS:

1. A commercial type dishwasher should be supplied as soon as possible so tableware and kitchenware can be sanitized properly.
2. A commercial type clothes washer should be supplied, so inmates can have clean clothing daily.
3. This facility is in need of new toilet fixtures and it is recommended that the heavy-duty porcelain fixtures be installed. The same was done in the County Jail in Piscataquis County. It is a lot cheaper than the metal prison type and is recommended by the Federal Government.
4. The tables in the dining area for adult males need to be painted.
5. The cast iron sink in the basement needs to be replaced, with a two-compartment, stainless steel sink.
6. There is a need to set up a standardized system so bedding and mattresses can be aired and cleaned. At the present time bedding and mattresses are not found to be satisfactory.

GENERAL REMARKS:

All other deficiencies noted during the 1972 jail inspection and the several inspections this year has been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. All plumbing fixtures that were inspected during the past year were found to be in poor working condition.

2. Three radiators within the cell block should be replaced as soon as possible. This inspector was informed by the Sheriff on March 28, 1973 the maintenance man had three new ones ready to be installed.

GENERAL REMARKS

In the opinion of this inspector all plumbing should be renewed, if this facility is to be renovated.

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Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

1. Provide a written fire plan with local fire department; also work out a plan with the local school system in case buses are needed temporarily to hold inmates.
2. All openings between boiler room and balance of the building to be sealed up so boiler room will be at least one hour fire-resistive enclosure.
3. All mattresses should be covered with a fire-resistant material, or fire-proof mattresses should be obtained.
4. This inspector was informed by the Sheriff that a new kitchen will be built in the very near future. Please keep in mind the kitchen should be enclosed in construction of at least one hour fire-resistive material with self-closing one hour doors at all openings into the balance of the building.
5. Broken plaster and opening around pipeway must be sealed up and repaired.
6. Remove the many coats of paint within the cell block and repaint with fire-resistant paint.

RECOMMENDATIONS - Oil Burner Inspection

1. No deficiencies noted.

RECOMMENDATIONS - Electrical Inspection

1. All NMAC cables shall be properly supported.

2. Remove extension cords and temporary wiring throughout the facility and install receptacles for equipment used. Wiring in direct use must comply with the National Electric Code.

GENERAL REMARKS

A lot of deficiencies noted on fire prevention, oil burner and electrical inspections during 1972 and 1973 have been corrected; however a lot of the deficiencies above have been noted for the past several years. County Commissioners, Sheriff and Jail Administrator please make note in reference to deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

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Washington County Jail

Note: The following are the opinion of this Inspector.

General Remarks

1. Personal hygiene Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
2. Visiting privileges Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
3. Library privileges Satisfactory - with comments  
This inspector was informed by the Sheriff that a call to the community through the local newspaper has given the Washington County Jail its first library for the inmates.
4. Recreation privileges Satisfactory - with comments  
This inspector was informed by the Sheriff a TV was solicited for the inmates, which brought about a morale change this facility had not formerly known.
5. Commissary privileges Satisfactory - with comments  
This inspector was informed by the Sheriff that he has initiated a trustee program and one trustee has the responsibility of going down-town to purchase health and comfort items for his fellow inmates.
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only.
7. Treatment and counseling Unsatisfactory - with comments  
A call to the various disciplines, community mental health clinics, clergy, Employment Security Commission, etc. would be a beginning in obtaining a rehabilitation program. At the time of inspection the only treatment and counseling program consisted of Sunday church service and some AA counseling.



8. Work release program Unsatisfactory - with comments  
Inmates on the work release program at this facility earned approximately \$1,000 during the year 1973. This program could be expanded by calling on the Division of Probation and Parole Job Developers.
9. Confinement, release and detain records Satisfactory - with comments  
(see recommendations under General Correctional Program)
10. Medical Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
11. Accommodations for female adult inmates Unsatisfactory - with comments  
(see recommendations for Women and Juvenile Area)
12. Accommodations for juveniles Unsatisfactory - with comments  
(see recommendations for Women and Juvenile Area)
13. Corrections made from the 1972 jail inspection and the several inspections during 1973 Satisfactory - with comments  
This report contains many deficiencies; however many deficiencies noted during the year of 1973 have been corrected and will not show in any report except the inspectors. Although much has to be done at this facility or a new facility built, I do believe it is appropriate to compliment the County Commissioners and Sheriff David Clemons on a job well done during the year of 1973.



County Jail Inspection Report

November 8, 1973

York County Jail

Alfred, Maine

Richard Dutremble, Sheriff



YORK COUNTY JAIL  
ALFRED, MAINE 04002

Statistical Data

York County Jail, Alfred, Maine

Richard Dutremble, Sheriff

(a) Manpower - June 30, 1973

	Counseling		Guidance		Custodial		Other	
	FT	PT	FT	PT	FT	PT	FT	PT
Male			6		15			
Female					12			

(b) Workload 7/1/72 - 6/30/73

(1) Average Overnight Population

	Adult	Juvenile
Male	23	2
Female	2	1
Total	25	3

(2) Total Number Detained 7/1/72 - 6/30/73 \*

	Adult	Juvenile
Male	1,862	94
Female	98	46
Total	1,960	140

(3) Sentenced Individuals Admitted

	Adult	Juvenile
Male		
Female		
Total		

(c) Most Common Offense

	<u>Juvenile</u>		<u>Adult</u>	
	Male	Female	Male	Female
Detained	Delinquent	Delinquent	OUI and Intoxi-cation	OUI and Intoxi-cation
Sentenced	Delinquent	Delinquent	OUI and Intoxi-cation	OUI and Intoxi-cation

\* Includes some juveniles transferred to: Not transferred.

Steven P. Hesselschwerdt  
Architectural Specialist  
National Clearinghouse for Criminal Justice  
Planning and Architecture

The following is a summary of observations and comments generated by Mr. Hesselschwerdt's site visit at the York County Jail during the month of October 1973:

This county jail was built in 1889 and is probably one of the worst jails in Maine, both physically and psychologically. It is therefore encouraging to know that money is available and plans are being made to replace this jail with a modern detention facility. Also, since the State of Maine, Department of Corrections is deeply involved in modernizing all of the state's county detention facilities, York County is in a unique position to be the leader in a new wave of advanced correctional design in Maine. Maine, itself, has a great opportunity to build a forward-thinking, modern correctional system ahead of the great social ills and problems that have afflicted the rest of the country.

This review of York County's detention needs is not only based on my site visit of October 1-3, 1973, but also that of Mr. Dennis Kinme, National Clearinghouse representative on a subsequent site visit on November 26-27. The following are combined suggestions:

A. First, and foremost, in order to make intelligent decisions as to program needs and actual facility size, it is necessary to have an accurate offender population projection. Please find enclosed our National Clearinghouse publication, "Projection Techniques". This is a relatively simple method of projection and should be valuable for any later jail projects. When the data for this project is all collected, we will be happy to have Mr. Edward Lakner, Ph.D., National Clearinghouse Survey Methods Coordinator, check the projection figures, and also give his impression as to an accurate offender population.

B. While planning the physical layout of the proposed building, some parallel planning should be done by the local judiciary for programs of alternatives to incarceration.

C. Since Alfred is only a short distance from Portland, it might be advisable to consider sending all sentenced maximum security prisoners to the Cumberland County Jail.

D. We presently have on file from Wadsworth Boston Dimick Mercer and Weatherill, Architects and Engineers, Portland, Maine, schematic drawings dated October 1970 for the proposed new jail in Alfred. The following comments are a review of these schematic plans:

1. These plans indicate provisions for 40 inmates with expansion space for thirty-six (36) more cells, a total of seventy-six (76) offender spaces. We have no offender projections to justify space for such a large inmate population.

2. There is no program of alternatives to incarceration nor is there any description of existing judicial practice.

3. There are definite recommendations we would make regarding cell orientation, materials, and program space. A few of these recommendations would be that each cell must be single occupancy, have a square foot area of from 54 to 70 feet and shall have access to natural light. Also, each inmate shall have access to program and activity space, both indoors and outside. Construction materials throughout the detention area shall be as normative as possible, keeping in mind the security setting.

4. We would suggest that in the administrative area a structural system be used which will permit open planning or at least an interior wall system which is non-load bearing to permit future change in office planning.

5. In planning the administrative area of this facility, it would be wise to include the town police and Civil Defense in order to effectively make this a county public safety building. At a very minimum, the radiator room should be a consolidated dispatch center for the town police, Civil Defense and Sheriff.

6. We would suggest that the parking lot paving not terminate into the building and that there should be some landscaping around the building between it and the parking lot paving.

In summary, we would suggest that the County Board of Commissioners seriously reconsider these plans. This solution was designed in 1970, and since that time there are some new planning factors which could have an impact on this facility and which are not expressed in this solution. Specifically, we are referring to a) an offender population projection, b) contemporary detention area design, c) a more flexible administrative area, and d) the concept of making this a Public Safety Building which would house the local police as well as the Civil Defense and Sheriff.



The following is a summary of findings generated by Batten, Batten, Hudson and Swab, Inc. from their site visit at the York County Jail during the years of 1971 and 1972:

This county jail, built in 1875, is outdated, but present administration is doing an adequate job of utilizing it. The plumbing is poor; although housekeeping appeared adequate. Painting was being done. There are so many coats of paint in that jail that it could be a fire hazard, if ignited. An effort is being made for a recreational program. A basketball hoop and light punching bag is available. Renovation will be needed, but this facility can be used as a holding facility, but not for too many years.

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During the regular session of the 106th Legislature an LD 1659 was approved and signed into law by the Governor of the State of Maine on May 15, 1973, authorizing the county of York to present a referendum to its people to raise \$800,000 for construction of a new county jail. On November 6, 1973 the legal voters of York County voted to implement the referendum.

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YORK COUNTY JAIL, ALFRED, MAINE

Built 1889

HOLDING FACILITY AND LOCKUP ONLY MINIMALLY "ADEQUATE"

This county jail was built on the above date; although it is old and completely inadequate for any role in the correctional system (in fact this facility was going to be closed by the Bureau of Corrections during the year of 1973), I believe it is appropriate to make known the following facts: the County Commissioners and Sheriff, knowing without question the above would occur, took the initiative and corrected the most serious deficiencies so this facility could remain open until the new county jail is completed.

Its approximate capacity (single occupancy) is twenty-four (24) adult male cells, one (1) female adult cell and one (1) cell for juvenile males and females.

At the present time architectural plans are being drawn up for the new facility with the aid of Maine's Law Enforcement Assistance Agency and the National Clearinghouse for Criminal Justice. As of this report, this facility will be allowed to remain open as a holding and lockup facility for adult males (adult women and juvenile males and females will be further addressed in this report) as long as the minimum standards are maintained. During future inspections until the new facility is completed, if the minimum standards drop below the present condition, this facility will be closed. County Commissioners and Sheriff please note in reference to deficiencies. See Standards for County Jails, Page 3, Par. 3.

The overall condition of this facility was found to be good and meets the minimum present Standards for County Jails for adult males.

Note: Only those areas where substantial change or specific recommendations are indicated will reflect written alterations to the 1972 Jail Inspection Report.

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Area of Report - GENERAL CORRECTIONAL PROGRAM

RECOMMENDATIONS:

1. A prisoner's physical condition should be very carefully observed by the receiving officer. A physician should be immediately called if there are any indications of injury or wounds or if the prisoner is dazed, or in a coma, or if he or she complains of illness. Whenever possible, new admissions should be examined by a physician before being permitted to have contact with other inmates. Physical condition should be recorded and treatment given as required. See Standards for County Jails, Page 4, Par. 3.

2. Adequate space should be provided for visiting and consultation between inmates and their families, friends, lawyers, ministers, etc. Visiting facilities should be planned and located so as not to jeopardize security of the jail. This county jail has no suitable area and the present system is inadequate. This is another serious deficiency.
3. Institutional-type toilets and lavatories should be installed throughout the cell block. This would greatly eliminate what could become a security problem. At the present time a bucket is placed in the cell in the evening after lockup and in the morning after the cells are opened, each inmate empties his own bucket of his body waste, cleans it and places it in a designated area. This is another serious deficiency.
4. The area formerly used as the sheriff's living quarters, could be remodeled into a suitable halfway house for adult males or work release house, once the new facility is completed.
5. There should be printed a set of rules and regulations pertaining to the overall operation of this facility, and a copy should be given to all jail staff.
6. A printed set of rules and regulations explaining in detail what is expected of an inmate once he is confined at this facility should be formulated, and a signature stating he understands and will obey same should be required. During my inspection I was informed by the Sheriff this will be accomplished in the very near future.
7. The present physical structure of the facility makes it rather impossible to segregate the sentenced from the detained, first offender from the multiple offender, etc., unless the inmate count is low. At the time of this inspection there was no segregation at all. I do strongly recommend they segregate as much as possible.
8. A record of mail sent and received should be established giving dates and addresses of correspondents and kept within inmate's file.
9. The record system at this facility on each inmate is certainly not adequate. A uniform record system should be established whereby all information pertaining to any one inmate be placed in a personal file folder, and be available to the custodial staff whenever necessary; keeping in mind all information pertaining to adult women and juveniles will be kept confidential and contain the same basic vital, basic data as for adult males.
10. A separate sheet should be maintained denoting time and date of all cell inspections during an 8-hour period. These inspections should be held infrequently and signed by the officer making the inspection. All unusual circumstances should be noted and each morning these sheets should be turned in to the sheriff for evaluation and corrections.

11. Programs relating to the overall rehabilitation of the offender have been implemented at this facility but on a very small scale. It is strongly recommended that the County Commissioners and Sheriff consider obtaining a Director of Treatment through LEAA funds, as Aroostook County has.

GENERAL REMARKS

All other deficiencies noted during the several inspections this past year have been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - WOMEN AND JUVENILE AREA

RECOMMENDATIONS:

1. Please be advised as of this report juveniles, male and female, will no longer be incarcerated at this facility; if incarcerations is required, the arresting officer will transfer the juvenile to the nearest facility that meets the Standards for County Jails.

2. Until the following deficiencies are corrected, adult females will no longer be incarcerated at this facility; if incarceration is required, the arresting officer will transfer the adult female to the nearest facility that meets the Standards for County Jails.

a) Adult female room-type cell lavatory and toilet will be in serviceable condition

b) Bath tub must be removed and replaced with a portable shower. If a woman is intoxicated on alcoholic beverages, barbiturates, narcotics or is psychotic, this bath tub could be used to commit suicide.

c) All the glass in the windows in this room-type cell be replaced with tempered glass glazing or covered with a heavy gauge metal screen.

d) The mattress and pillows will be cleaned or disposed of or replaced by new ones with fire-resistive covers.

e) A communication system (slave box) will be installed within this room-type cell. At the present time an inmate within the area has no way to request help, etc., from the turnkey, except through a male inmate within the cell block. (A very serious deficiency).

3. Be advised that once the above deficiencies are corrected, the adult female room-type cell can only be used as a lockup.

Definition of a lockup facility is as follows:

A lockup facility refers to a municipal or county jail wherein an offender can be confined under maximum security conditions for a period of not to exceed 72 hours. The major function of the lockup is for the convenience of local law enforcement officers, enabling them to temporarily hold offenders for court or transportation to a holding facility.

GENERAL REMARKS

County Commissioners and Sheriff please make note in reference to deficiencies noted. See Standards for County Jails, Page 3, Par. 3.

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Area of Report - FOOD SERVICE

RECOMMENDATIONS:

1. All inmates should receive a full cutlery service (knife, fork and spoon) unless he or she is suicidal, etc.

GENERAL REMARKS

During the final inspection of 1973 it was noted by this inspector that the kitchen area of this facility was found to be excellent in all respects. And I do believe it is appropriate to compliment Mr. Ronald Gagnon on his excellent performance of duties as the facility cook.

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Area of Report - SANITATION

RECOMMENDATIONS:

1. A commercial-type dishwasher should be supplied to properly sanitize tableware and kitchenware.
2. There is a need to set up a standardized system so bedding and mattresses can be aired and cleaned. At the present time bedding and mattresses are not found to be satisfactory.
3. All soiled mattresses and pillows will be cleaned or disposed of within the cell block or replaced with new ones with fire-resistive covers.
4. Rodents have been seen within the cell block. De-Con will be placed throughout the facility to eliminate this serious deficiency or a professional exterminator will be obtained to accomplish this.

GENERAL REMARKS

All other deficiencies noted during the 1972 jail inspection and the several inspections this year has been corrected. In reference to deficiencies noted, see Standards for County Jails, Page 3, Par. 3.

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Area of Report - PLUMBING

RECOMMENDATIONS:

1. There were a total of twenty-nine (29) plumbing fixtures inspected; three (3) of these fixtures were found to be broken or unserviceable.

GENERAL REMARKS

All other deficiencies noted during the 1972 inspection and several inspections during the past year, have been corrected. Please be informed the twenty-nine plumbing fixtures inspected are not modern in design. Glaze on fixture is full making it difficult to keep clean. Piping in this facility is very old.

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Area of Report - STRUCTURAL DESCRIPTION

See Standards for County Jails.

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Area of Report - FIRE PREVENTION  
OIL BURNER INSPECTION  
ELECTRICAL INSPECTION

RECOMMENDATIONS - Fire Prevention

Office section - basement

1. Air for boiler room shall be taken directly from the outside.
2. Provide lever action safety properly installed where fuel line enters building.
3. Provide Underwriters Laboratories approved B, C rated fire extinguisher for boiler room.

First floor

1. All openings from kitchen communicating with other parts of the building shall be one hour, fire-resistive construction and self-closing doors to be kept closed.
2. Provide Underwriters Laboratories approved water-type fire extinguisher for first floor area.

Second and third floors

1. Provide Underwriters Laboratories approved water-type fire extinguisher for these floors.

Fourth floor

1. Attic door shall be one hour fire resistive and to be kept closed.
2. All fire extinguishers to be checked, refilled and tagged.
3. All stairways to be enclosed with one hour fire resistive construction with one hour self-closing fire doors at all openings into stairways.

Cell block

1. Extension cord used for TV shall be replaced with a wall box installed in accordance with the National Electric Code.
2. Provide one additional Underwriters Laboratories approved water-type fire extinguisher near cell block entrance.
3. Electrical wiring throughout the cell block not in direct use should be removed.
4. Obtain an evacuation plan with the local fire department in case of fire, etc.
5. Work out a plan with the local school system in case buses are needed temporarily to hold inmates in case of fire, etc.

RECOMMENDATIONS - Oil Burner Inspection

1. Remove the check valve from the fuel oil pump's return line.

RECOMMENDATIONS - Electrical Inspection

Upstairs cell area

1. Conduit to be supported.
2. Protect wires to water heaters and install disconnect for water heater.
3. Fasten light in laundry.
4. Fasten wires in garage and install proper fitting for all wiring in garage.
5. Fasten conduits on outside of building.

GENERAL REMARKS

Some of the deficiencies noted on fire prevention, oil burner and electrical inspections during 1973 have been corrected; however, most of the deficiencies have not. County Commissioners and Sheriff please make note in reference to deficiencies. See Standards for County Jails, Page 3, Par. 3.



York County Jail

Note: The following are the opinion of this inspector.

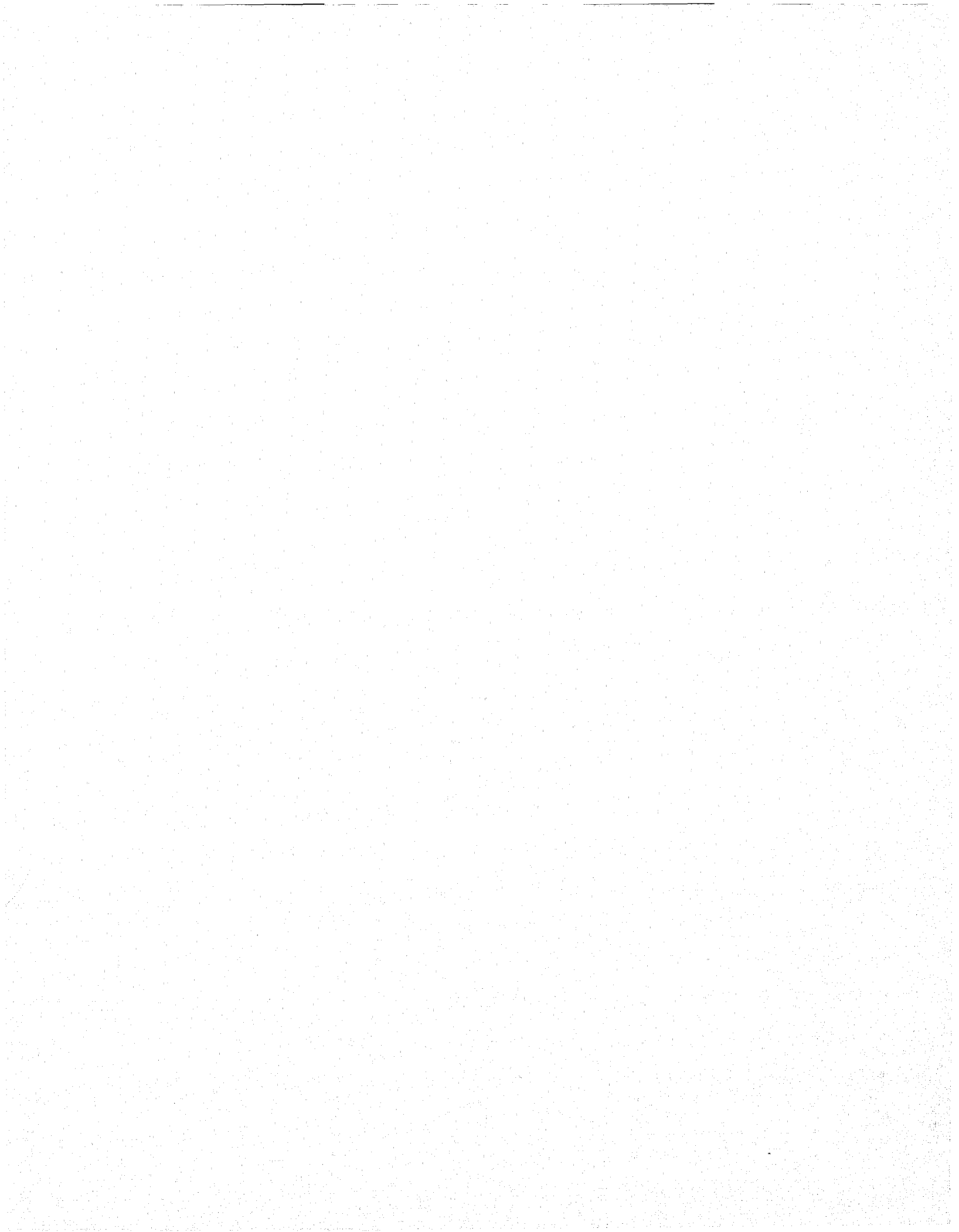
General Remarks

1. Personal hygiene Satisfactory - with comments  
An inmate on admittance should be required to shower, issued health and comfort items (toothbrush, toothpaste, etc.) linen, blanket, mattress, a daily schedule and a copy of the facility regulations pertaining to him while in confinement.
2. Visiting privileges Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
3. Library privileges Satisfactory
4. Recreation privileges Satisfactory - with comments  
Should have some type of outside recreation (voileyball, basketball, etc.) Anxieties and tension can be worked out of inmates with this type of program. TV, books, cards, games and radio are the only form of recreation at this facility. (Outside recreation area has been approved and should be in use during the year 1974).
5. Commissary privileges Satisfactory
6. Mail restrictions Satisfactory - with comments  
Mail is checked for contraband only.
7. Treatment and counseling Unsatisfactory - with comments  
A call to the various disciplines, community mental health clinics, clergy, Employment Security Commission, etc., would be a beginning in obtaining a rehabilitation program. At the time of inspection the only treatment and counseling program consisted of Sunday church services. (see recommendations under General Correctional Program)
8. Work release program Satisfactory - with comments  
The County Commissioners and Sheriff should receive praise for the steps they have taken on their work release program at this facility. During the past year the inmates have earned over \$10,800.
9. Confinement, release and detain records Unsatisfactory- with comments  
(see recommendations under General Correctional Program)
10. Medical Unsatisfactory - with comments  
(see recommendations under General Correctional Program)
11. Accommodations for female inmates Unsatisfactory - with comments  
(see recommendations under Women and Juvenile area)

12. Accommodations for juveniles Unsatisfactory - with comments  
(see recommendations for Women and Juvenile Program)
13. Corrections made from the 1972 Satisfactory - with comments  
jail inspection and the several  
inspections during 1973

General Remarks

The County Commissioners and Sheriff Dutremble should be complimented for all the deficiencies they have corrected during the year of 1973. It must certainly cause frustration to pour county funds into a cell block that is inadequate for any role in the correctional system; however by taking the initiative and correcting the most serious deficiencies so that the facility can remain open until the new County Jail is completed, will certainly save the taxpayers money in the end. A decision well accepted and a job well done.



**END**