

Winter 2016

DOCTalk Newsletter Jan/Feb 2016

Maine Department of Corrections

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DOC *Talk*



Newsletter by and for the employees of the Maine Department of Corrections



January/February 2016



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DOCTalk

is the employee newsletter for the Maine Department of Corrections (MDOC).

DOCTalk is published 6 times a year: January/February, March/April, May/June, July/August, September/October, and the November/December Year In Review Issue.

Submission Deadlines

March/April 2016 Issue:

Tuesday, May 10, 2016

May/June 2016 Issue:

Tuesday, July 5, 2016

July/August 2016 Issue:

Tuesday, September 6, 2016

September/October 2016 Issue:

Tuesday, November 8, 2016

Please send submissions and changes to the contributor list to Cheryl Miller in Central Office at Cheryl.Miller@maine.gov

Contributors

Our sincere thanks and appreciation to everyone who submitted articles and photos to DOCTalk. Their time and effort contribute significantly in producing a quality publication.

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Downeast Correctional Facility

Anne Allen and Deb Barrows

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Paryse Thibodeau

Maine Correctional Center

Andrea Aho

Maine State Prison

Michelle Lawson and Marsha Higgins

Mountain View Youth Development Center

Wendy Kellman

Southern Maine Re-entry Center

Carol Carlow

Region 1-Adult Community Corrections

Susan Gagnon

Region 2-Adult Community Corrections

Lisa Hall

Region 3-Adult Community Correction

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Region 1-Juvenile Community Corrections

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Region 2-Juvenile Community Corrections

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Region 3-Juvenile Community Corrections

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Prison Industries Programs

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Victim Services

Jason Carey

JLAG

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MCC Printing and Distribution

From the Commissioner



Commissioner Dr. Joe Fitzpatrick

Happy Spring to all! I am pleased to announce that the training department has begun rolling out the National Institute of Corrections (NIC) training of Desert Waters "From Corrections Fatigue to Fulfillment" department wide. The goal is to offer programs, practices and services to staff experiencing stress, fatigue, and trauma in our state prisons. I feel we need this training to educate staff and provide support around the very specific challenges that face correctional staff. This training will give staff the necessary tools to deal with stress, fatigue and trauma that are an everyday part of our profession.

I believe this training is so important and beneficial, that I have passed along the Desert Waters contact information to other state departments related to correctional/work place fatigue.

I hope everyone gains insight from this training and staff is looking out for one another. One purpose of the Maine Department of Corrections is to make staff wellness a universal part of the culture and implement practices that reinforce staff well-being.

Please, keep up the great work!



ON THE FRONT COVER Thanks to Kimberly Luce-Bergman for sharing her photo of spring thaw on Maranacook Lake, Winthrop, Maine. Share one of your photos and it might appear in a future issue of DOCTalk. (Email your photos to Cheryl.Miller@maine.gov).

MDOC Partners with Kaplan University

The Maine Department of Corrections has partnered with Kaplan University to encourage staff members to continue their education. As part of the collaboration, representatives from Kaplan University have met with senior staff, toured the Maine State Prison, MCC and Long Creek to determine employee educational needs. Employees have been successfully assessed and enrolled in various programs of study.

As part of the collaboration with Kaplan University a television commercial was produced. Kaplan University

production crews shot footage at the Maine Correctional Center and at Mountain View. The commercial featured the Maine Department of Corrections Commissioner Dr. Joseph Fitzpatrick, Corrections Officers, K-9 Handlers, Nursing Staff and SOG Team members. The commercial aired for several weeks and resulted in numerous recruiting successes. Cpl. Joseph Theriault served as the facilitator for this very successful project and deserves deep appreciation for his tireless and determined efforts.



MDOC staff pictured are: (5th from left) MSP IMHU Unit Manager Eric Bueno, (6th from left) Long Creek Superintendent Jeffrey Merrill, (10th from left) MSP Corporal Joseph Theriault, (11th from left) MDOC Commissioner Dr. Joseph Fitzpatrick, (12th from left) Senior Cadre Captain Shane Blakely, (14th from left) MCC Corporal Justin Mohn. All other individuals in the photograph are part of the Kaplan Advertising/Production Team.

Laurie Hayden Receives “Above and Beyond” Award

Laurie Hayden, a DAFS HR Generalist for the Maine Department of Corrections in central office was recognized during a Department of Labor ceremony for Maine employers participating in the “Hire a Vet Campaign” on March 10th. Laurie received the “State of Maine Department of Corrections Above and Beyond Award” on behalf of MDOC in 2013.

Director of the Bureau of Human Resources Joyce Oreskovich thanked Laurie, “This award is a reflection on your energy and commitment to this campaign. We all actively participated, but clearly you have distinguished yourself as one of the State’s HR professionals who worked very hard to place a record number of veterans into meaningful employment during the 100-day campaign. Thank you for hard work, Laurie. It is very much appreciated.”



(Left to right) Director of Employee Health and Benefits Christine Brawn, SSG Travis Mills, Laurie Hayden, and BHR Merit System Coordinator Robin Danforth.

CTI Vickerson Retires and Recognized by Inland Fisheries and Wildlife

Butch Vickerson a Correctional Trades Instructor recently retired from the Maine Correctional Center and was recognized by Inland Fishery and Wildlife (IF&W)

Continues.



(Above, left to right) Commissioner of Inland Fisheries and Wildlife Chandler Woodcock, Superintendent of Maine Wildlife Park Curtis Johnson, Maine Correctional Center CTI Butch Vickerson, and MDOC Commissioner Fitzpatrick.

(Left) Ray Clark, president Friends of the Maine Wildlife Park, presents MCC CTI Vickerson with a photo and certificate.

Vickerson Retires continued

for outstanding service of work on the park and for his crews on a daily basis during the winter months for several years. His work crews reached nearly every corner of a 240 acre property. IF&W Commissioner Chandler Woodcock with IF&W decided to personally issue Mr. Vickerson a commissioner's recognition print on Friday, January 29th at the Region A office at IF&W in Gray and invited Commissioner Fitzpatrick to attend his recognition.



Commissioner of Inland Fisheries and Wildlife Chandler Woodcock and Maine Correctional Center CTI Butch Vickerson.

White Promoted to OPR/Intelligence/Fugitive Investigator

Donald White has been selected for the OPR/Intelligence/Fugitive Investigator position in Central Office. Don holds a Master's Degree in Business



Donald White.

Management from the Keller Graduate School of Management, DeVry University, and has been a probation officer for the Maine Department of Corrections for 15 years. During his time with the department, Don

has become a firearms instructor, interactive use of force instructor, armorer, MIAC coordinator, regional representative to the Maine Gang Task Force, and a field training officer (FTO). We congratulate Don on his promotion to this position.

Cooper Promoted to Assistant Manager of Correctional Operations

Chad W. Cooper was promoted to Assistant Manager of Correctional Operations (Central Office). Chad's primary responsibilities will involve departmental guidance related to ACA, PREA, and policy compliance.

Chad holds a Bachelor's of Science in Criminal Justice from Kaplan University and is currently pursuing a Master's Degree. Chad has worked at the Mountain View Youth/Adult Center for more than 14 years in multiple capacities including JPW, JPS, JFOS, Chief of Security, and most recently as Unit Manager.



Chad W. Cooper.

Additionally, Chad is certified in leadership development, methods of instruction, personnel investigations, MIRRM instruction, and security audits.

Chad's contributions to Mountain View include playing an instrumental role with the implementation of Incident Command System as well the recent juvenile to adult transition.

Chad brings with him knowledge and skills that will allow him to be successful in his new role.

Welcome New Grants Manager Anna Black

Anna Black has joined the department as our Grants Manager. Anna will oversee the department's centralized process for obtaining, managing, and effectively utilizing grant funds to support the mission of the department, including both institutional and community operations and practices, and both adult and juvenile populations.



Anna Black.

Anna joins the team after serving as the Grant

Program Director for the State Adolescent Treatment Enhancement

Dissemination (SAT-ED) program within SAMHS for the last three years. Anna has also worked as a Grant Program Manager for the Maryland Strategic Prevention Framework program in Calvert County, MD. This is in addition to serving as a consultant for the last four years, where Anna provided technical assistance and support to individuals and organization interested in behavioral health policy and workforce

development, as well as research, analysis and grant writing for individuals and organizations related to criminal justice, behavioral health, and workforce development.

Anna earned a MFA from Naropa University in Boulder, CO, and holds a BA in Criminal Justice from New England College in Henniker, NH.

Anna started her duties on March 28th.

Victim Services Reaches Out to Victims

The Maine Department of Corrections, Office of Victim Services in collaboration with the Department of Health and Human Services has hired a Domestic Violence Victim Advocate through funding from the Office for Victims of Crime, Victims of Crime Act (VOCA) to work specifically with domestic violence (DV) victims. Joanna Stokinger began on January 19, 2016, and has taken on the goal of reaching out to 100% of all Domestic Violence victims of incarcerated prisoners who have a domestic violence conviction.

By utilizing the prisoners DV Risk indicator in CORIS, an initial list of all DV risk inmates incarcerated at DOC was created. From that list, there were a total of 493 inmates that had DV risk factors indicated by Alerts Only and By Offenses.

Breaking that list down chronologically by earliest release date, Joanna has begun reviewing each inmate to determine if the inmate is serving time on an active docket with a DV conviction. In those cases the DV victims are identified and services are offered for the DV victim. Services provided to the victim include, but are not limited to, their right** to victim notification, informs

them how to request notification, referrals to additional support services such as the Domestic Violence Resource Centers, victim centered safety planning, information on Protection From Abuse Orders, assistance with the Department policies, victim's compensation fund, etc. In cases where the DV victims request notification, victims are notified of an inmate's work release, furlough, furlough passes, or release from confinement as outlined in statute.

Currently, Joanna has reviewed 150 cases, identified 59 as cases where there are no active DV victims to offer notification to, 91 cases where there are active DV victims, and has reached out to approximately 60 DV victims. Of the 91 active DV victims, 13 had already requested victim notification and 5 have requested notification as a result of the contact.

*The Maine Statute that governs DV crimes: §207-A. DOMESTIC VIOLENCE ASSAULT, Title 19-A, Chapter 101: PROTECTION FROM ABUSE

** The victim notification law applies to victims of murder or of a Class A, B, or C crimes, or of a Class D crime under chapters 9, 11, and 12.

Ensuring Program Fidelity

By Ryan Thornell, Director Correctional Program Practices

On February 2nd and 3rd, 24 program and case management staff and contract providers from across the department (including central office and both adult and juvenile facilities) participated in a training conducted by the University of Cincinnati Corrections Institute (UCCI). The training focused on ensuring program fidelity across the department's programs, and included training on the UCCI Group Observation

Continues.



Program and case management staff and contract providers from across the department participated in a training focused on ensuring program fidelity across the department's programs.



(Left to right) Joel Gilbert and Christine Grant from DayOne.



(Left) Assistant Director of Correctional Program Practices Judy Plummer-Beale.



(Center) Deputy Superintendent of Treatment at Long Creek Pam Richards.



Rene Smith and Dave Simpson.

Program Fidelity continued

Form and staff coaching process. The training group included facility deputies, unit managers, case managers, CCS clinicians, Day One clinicians, and CPC clinicians, along with central office staff.

While the department has continued to focus on the risk-needs-responsivity framework for addressing offender behaviors, we are also now including an important focus on fidelity of programming. Programming fidelity, as defined by UCCI, involves ensuring that we are implementing the program (or intervention) as closely as possible to the way it was designed and intended to be delivered. This new focus on fidelity will help ensure

we are effectively addressing the treatment needs of our offender population and getting the biggest behavioral change-benefit from each program we are utilizing.

Across the next 3-6 months, in a collaborative effort between department staff and contracted treatment providers, each facility will work to roll-out the new Group Observation Form and coaching process for program facilitators. This effort will include on-going booster trainings, program observations and subsequent coaching sessions, data collection and analysis, and plans for long-term sustainability.



(Right) Program Coordinator at Maine State Prison Leida Dardis.



Deputy Warden at Maine State Prison Mike Tausek and Director of Correctional Program Practices Ryan Thornell.

Promotional and Pinning Ceremony at Maine State Prison

On the evening of February 24th the Maine State Prison (MSP) held a promotional and pinning ceremony to honor and congratulate recently promoted employees. There was a fantastic turnout of friends, family and coworkers in attendance. MSP employees recognized during this event were:

Peter Campbell Promoted to Correctional Acuity Specialist

Peter Campbell has been with the Maine Department of Corrections for approximately 22 years. Peter has proven to be a dedicated member of the Maine State Prison team. His ability to adapt to new surroundings and tasks shows a lot about his character. His dedication

and positive attitude will serve him well in his new role as a Correctional Acuity Specialist.

Mark D'Angelo Promoted to Correctional Sergeant

Mark was hired on 12/30/2002. He graduated from Skowhegan Area High School in 1998. D'Angelo completed two years at Central Maine Technical College majoring in Graphic Arts. Before being hired at Maine State Prison he held two positions; one as a Computer Designer doing customer service and designing flyers and forms; and the other as a Web Page Designer where he designed college web pages, and updated them as

Continues.

Maine State Prison Ceremony continued



needed. He exceeds expectations in his position here as a Correctional Officer. He has worked at MSP, BCF and the former Central Maine Pre-Release Center in Hallowell.

Melissa Gallace Promoted to Staff Accountant

Melissa Gallace came to the prison as an Accounting Assistant Technician one year ago. Her background in Accounting and experience in many facets of office administration helped her quickly become a valued employee in the business office. When the position of Staff Accountant became available very suddenly in September, her thought to apply for the position didn't come as a surprise.

Melissa is a very motivated and talented employee who earned her promotion to the Staff Accountant position even though she had only been a state employee for approximately 8 months. We are lucky to have her as a part of the Industries team. Her forward thinking and years of experience have helped the program to become more efficient in even a short amount of time.

Richard Guckin Promoted to Correctional Care and Treatment Worker

Richard was originally hired by the department on September 21, 2009 and promoted to his current position as a Correctional Care and Treatment Worker on December 20, 2015. Richard is assigned to the prison's Medium Unit. Richard is a graduate of Messalonskee High School.

Fred Knight Promoted to Correctional Acuity Specialist

Fred has been with the MDOC for approximately 24 years. He has held many positions within that time including at the Bolduc Correctional Facility. Fred has always taken a leadership role in every position he has held, junior and senior staff look up to him as a mentor and someone they can rely on. Fred will do very well in his new role as a Correctional Acuity Specialist.

Patrick Mullen Promoted to Correctional Care and Treatment Worker

Patrick was hired by the Department on April 22, 2013 as a Corrections Officer. Patrick was promoted to his current position as a Correctional Care and Treatment Worker on December 20, 2015. He is assigned to the prison's Close Unit. In addition to his corrections and case management experience, Patrick holds an Associate Degree from Brookdale Community College (NJ).

Stephen Pease Promoted to Correctional Acuity Specialist

Stephen Pease started out his public service in the Marine Corp. He has incorporated what he learned in the military and life experience to his service in the Maine Department of Corrections. Stephen has a great attitude and a tremendous work ethic. There is no doubt that he will do well in his new role as a Correctional Acuity Specialist.

Jamie Perry Promoted to Correctional Sergeant

Date of Hire: Worked at Maine State Prison 11/2001

Continues.

Maine State Prison Ceremony continued

through 2/2013 and was rehired on 9/8/14. Graduated Belfast Area High School in 1992. He exceeds expectations in his position here as a Correctional Officer.

Bryan Rhodes Promoted to Correctional Sergeant

Date of Hire: 9/24/2001, Graduated high school 1991 in Corpus Christi, Texas, and completed four-week training, Texas Department of Criminal Justice Mireles Training Academy, and a three-week training at McConnell Unit Maximum Security, Beeville, Texas. He received commendation in April 2013 for his exceptional job performance during Unit Cartledge's absence. His willingness to help, without question, helped to maintain consistency in the Visitation Department. Officer Rhodes enforced policies and procedures with prisoners

and visitors professionally and in a manner that best represented himself, the Visitation Department and the Maine State Prison.

Ricky Worster Promoted to Correctional Acuity Specialist

Ricky Worster has been working with the Maine Department of Corrections for approximately 24 years. He has held many positions within that time, which include mental health and Bolduc Correctional Facility. Ricky has always been a positive role model to senior and new staff. His mental health background and his many years of correctional experience and knowledge will serve him well in his role as a Correctional Acuity Specialist.

USERRA Training and Enhanced Military Recruiting Effort at MSP

On March 8th, Employer Support Specialist Joseph Sousa from Employer Support of the Guard and Reserves conducted Uniformed Services Employment and Reemployment Rights Act (USERRA) training at the Maine State Prison (MSP). The training focused on the rules and responsibilities of military service members, veterans and their employers as it relates to military service and civilian employment. During this briefing, senior leaders were informed as to the rights guaranteed to service members upon their return from military service overseas, drill weekend and conflict resolution. This initial training provided valuable information which will further support our valued military members.

Included in the mornings instruction was a briefing from Travis Hill, Employment Case Manager of Hero 2 Hired. Travis has worked tirelessly with the Department of Corrections to place veterans in our facilities. He indicated during the training session that the Maine Department of Corrections has led the state in hiring veterans. Great work by the MDOC/MSP recruiting team!

Also in attendance for the training was Brigadier General Gerard Bolduc, Commander of the Maine Air National

Guard, Command Chief Warrant Officer Five Darrell A. Stevens and Command Sergeant Major Scott Doyon, State Command Sergeant Major. The Senior Military Leaders met with the command staff from the Maine State Prison and discussed enhanced employment opportunities for the 2,100 Maine National Guard soldiers and airmen under their command. General Bolduc and his team were given a tour of the facility, briefed on employment opportunities for their troops and plans were made for further collaboration.



USERRA training at Maine State Prison.

Maine State Prison Leadership Academy: 360 Degree Leadership

The Maine State Prison's Leadership Academy graduated its first leadership class on March 14th. The seventeen students, which included deputy wardens, unit managers, captains and other senior leadership, completed a seven-week course of study utilizing John Maxwell's 360 Degree Leadership manual.

This course focused on the ability of all leaders, at every level, to influence positive outcomes. Included in the training were topics which explored the practices of Leading up, Leadership Challenges in Corrections and Leadership Attributes. Over seven weeks, students studied various materials and submitted papers which incorporated proven leadership concepts. Students drafted observations both present and historical, discussing how it related to their leadership style and how to effectively employ these strategies at the Maine State Prison.

In April, members of the senior leadership team will be teaching three, *360 Degree Leadership* programs, mentoring sergeants and corporals to effectively influence their teams. These courses will teach "The Myths of Leading from the Middle of an Organization", "Challenges that Leaders Face" and "Creating an Environment that Unleashes 360 Leaders."

Also in April, the senior leadership team will begin a seminar in "Leadership Insight," sourced from the *Harvard Business Review*. Areas of study will include "Managers and Leaders: Are they Different, What Makes a Good Leader, and a Survival Guide for Leaders."



(Front row, left to right) Prison Administrative Coordinator Robert Costigan, IMHU Unit Manager Eric Bueno, Captain Anthony Petrino, Captain Scott Drake, SMU Unit Manager Captain John Howlett, and Close Unit Manager Antonio Mendez.

(Back row, left to right) Disciplinary Captain Harold Abbott, Staff Development Coordinator Alan Gregory, Leadership Course Instructor Warden Randall Liberty, Captain Ryan Fries, Close Unit Captain David Allen, and Deputy Warden of Programs Michael Tausek.

(Missing from photo) Deputy Warden of Operations Troy Ross, Captain Christian Melquist, Captain Joel Parsons, Senior Cadre Captain Shane Blakey, IPS Commander Lieutenant Lidia Burnham, and Medium Unit Manager Anthony Cartlidge.

Students in the most recent class have commented on the thought provoking and relevant concepts contained within the course and look forward to future classes.

It is the mission of the Maine State Prison's Leadership Academy to provide effective and relevant leadership and management tools to current leaders and to prepare tomorrow's leaders for the challenge of future assignments.

Maine State Prison Staff Updates

Promotions

- Patrick Mullen to CCTW
- Richard Guckin to CCTW
- Stephen Pease to Correctional Acuity Specialist (CAS)
- Joshua Meserve, Vocational Trades Instructor (VTI), Auto Mechanic
- Douglas Kennedy, Office Associate II

New Hires

Krista Knowlton was hired as accounting assistant technician.

Retired

We wish all the best to Loring Proctor.

Medical Staff New Hires

- Jane Flannery-Hall, RN
- Linda White, PRN
- Nancy Mahoney, Substance Abuse Counselor
- Dr. Ethan Taylor, MD
- Yvonne Peabbles, Nurse Practitioner
- Carlos Jimenez, RN
- Ruth McGhee, LPN

Congratulations

- Correctional Acuity Specialist Ricky Worster earned a *Warden's Coin of Excellence* for his outstanding work in the Intensive Mental Health Unit (IMHU).
- Correctional Officer Thomas Averill who earned a *Warden's Coin of Excellence* for his assistance with the ICS (Incident Command System) in Medium and the ICS in Close within minutes of each other.

- Correctional Officer James Hancox received a *Warden's Coin of Excellence* for providing countless hours of Mechanics of Effective Restraint and Control (MERC) instruction in 2015!

Raffle Winners

The Employee Benefit Committee held a 50/50 raffle which won by Margaret Morin (below).

The Employee Benefit Committee also raffled off four Red Claw tickets which were won by Deb Hill.

Congratulations to Margaret and Deb!



MSP Introduces Two New Programs

At the start of 2016, Maine State Prison's (MSP) Program Division introduced two novel initiatives to better serve the prisoner population. The first project, the Horticulture Program, is an education program offered to the prisoner population through the University of Maine Cooperative Extension. It was introduced on January 4th and is due to complete in mid-March. Over the ten-week course, 16 prisoners from the Close and Medium Units have been exposed to the following subject areas: soil, botany and

flowers, fruit and vegetables, pests, agricultural practices and plant diseases. The program's goal is two-fold. First, to provide prisoners with the basic skill set to support an upcoming prison garden program that will offer fresh vegetables to the prison's food service program and food pantries in the community. Second, the program is the initial step for interested prisoners to pursue a master gardener certification in the outside community. Sixteen

Continues.

MSP New Programs continued

prisoners started the program and have offered positive feedback about this pilot program.

The second initiative undertaken at MSP is the Opportunity Program. Through anticipated funding from the Sewall Foundation, this program is a collaboration between the Maine State Prison, volunteer Peter Muth, the Penquis Community Action Program, and Maine higher education. Although still in the development

planning stage, this program aims to provide prisoners with literacy skills, business acumen and post-secondary education opportunities. Through a multi-module approach, prisoners will be exposed to electronic technology, workshops, classroom learning and outside business leaders to gradually better position themselves to be an entrepreneur or a more valued employee in the workforce once released from prison. The energy and vision dedicated for this project has been extraordinary.

MSP Staff Dining Hall Gets a Makeover

The employees of Maine State Prison want to thank Deputy Commissioner Jody Breton and the department for allocating funds to refurbish the staff dining hall. A huge thanks also to the following individual and their departments for hard work they did on this project: Officer VanOrman, the Maintenance Department and the Industries Department. As you can see from the photos, this has become an oasis for the staff.



The Maine State Prison staff dining hall was recently renovated.



Victoria Wyeth—Woman with a Huge Message

By Doris Darling

Victoria Wyeth visited Mountain View and Charleston Correctional facilities on January 15, 2016. She captivated the audience of inmates and staff with her lively, in-depth presentation about the life and work of her famous grandfather, Maine artist, Andrew Wyeth.

She had many slides displaying his work and she talked about how he knew he wanted to be an artist from a very young age. She talked about how he was allowed to quit school in 2nd grade to study under his father, a serious and demanding artist and taskmaster. She told of the various mediums Andrew used and of his total-life dedication to his art.



Victoria Wyeth, granddaughter of iconic Maine artist Andrew Wyeth.



Judy Kopff, Victoria Wyeth, Deputy Superintendent Asia Serwik, and Jim Howard.

You could have heard a pin drop when she talked about the great love and reverence she had for her grandfather and there were some tears shed when she talked about

Continues.

Happenings at Mountain View

Training

The Deadly Encounters Training took place at Mountain View several times during the week of February 15th. The presentation was well received and staff gave positive feedback regarding the content. Mayo Regional Hospital and local law enforcement were encouraged to attend and had a strong presence.

New Books, New Readers

The New Books, New Readers Program, sponsored by the Maine Humanities Council recently completed the series “Telling our Stories” at Mountain View. Approximately ten inmates attended the four-session program with Annaliese Jakimides as the facilitator.

New Books, New Readers is a book discussion program for adults who are new readers or who are not in the habit of reading. It opens the world of books and ideas using literature that is accessible, thought provoking, and encourages reading as an enjoyable lifelong personal and family activity. Participants engage in facilitated discussions that relate a book’s themes to their own lives. They are given a copy of every book in the series to keep and are encouraged to share their enjoyment with family and friends.

Graduation

On February 13th, a graduation luncheon was held for ten inmates at Mountain View with Superintendent Jeff Morin and teacher Bill MacDonald as speakers. Nine inmates earned their high school equivalency diploma and one inmate earned his high school diploma. Congratulations to all!

Wyeth continued

his aging and death and how profoundly that affected her.

After the presentation, inmates were asked how they like it and were quoted as saying:

"I think it was awesome. It made me want to go right back to my unit and start painting."

"It was great. I enjoy painting so I liked hearing about the different techniques he used."

Mountain View Staff Updates

Submitted by Michelle Lawson

Retirements

Priscilla McLellan retires after 30 years of service to the Department of Corrections. She joined State service in 1985 and moved to the Department of Corrections in 1989 as a Secretary Associate. She did a wonderful job coordinating events, documenting regular interactions and provided structure to administrative functions, facilitating communication at all levels. Most importantly, she provided comfort, insight and historical wisdom for every director and superintendent that she worked with. Congratulations to Priscilla and thank you for your service.

Russell Ames retires after 30 years of service to the Department of Corrections. Russ started work at CCF in 1989 through the Position Project Grant. He was hired on full-time in 1990 and graduated from The Academy as a Correctional Officer. Russ has two grandsons – Grady and Liam that are his world. We know Russ will enjoy spending his retirement with his family, and especially his grandsons.

Promotions

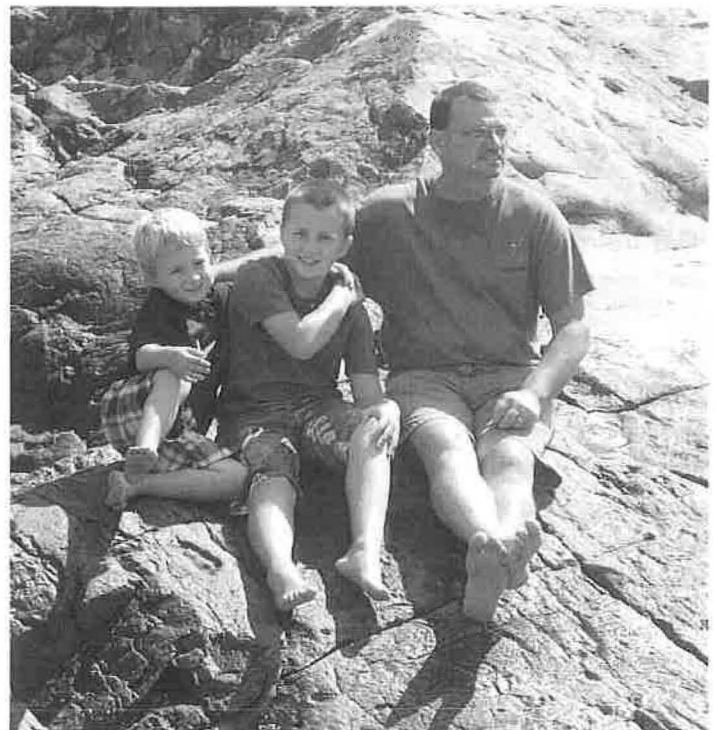
Michelle Lawson is promoted to Office Specialist I. Michelle will provide support to the Superintendent, three Deputy Superintendents, the IPS Team, the K-9 Corporal and the Criminal Investigator. Michelle has over 30 years of office experience, with almost three years with the Department of Corrections. Michelle holds an associate degree in Secretarial Sciences.

Condolences

The Mountain View family will miss James Breckenridge who passed in February 2016. A tribute to Jim:



Superintendent Jeff Morin with Priscilla McLellan who retired after 30 years of State service.



Russell Ames retired after 30 years of State service.

Sprucing Up at Mountain View

Inmates at Mountain View are helping to make the facility at little less sterile looking with some great

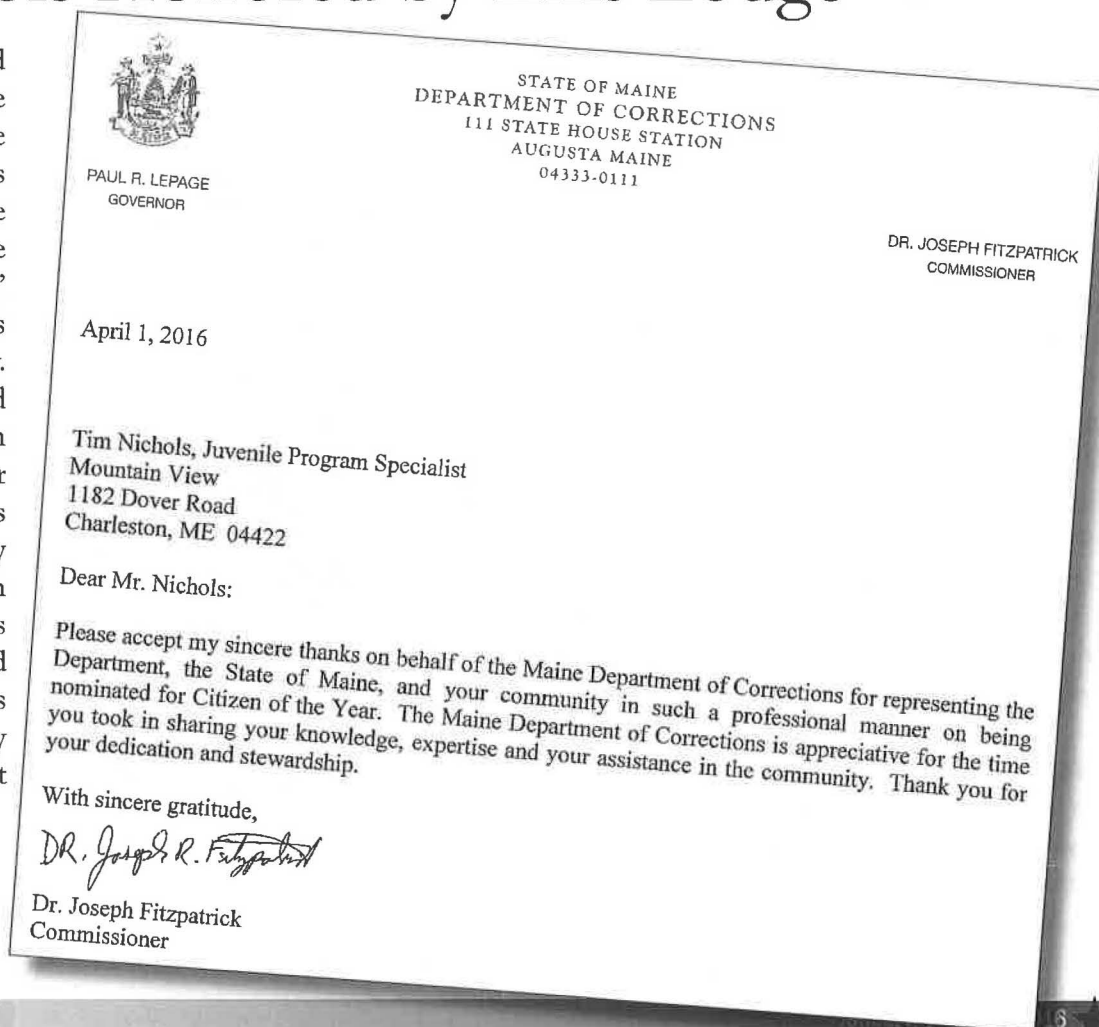
art work. In December, a mural contest was held and entries were chosen to be displayed.



(Left) Drawing by Mountain View D Unit inmate hangs in the assisted living unit. (Center) Department logo painted outside Mountain View's visiting room was painted by two inmates. (Right) Under the guidance of Sgt. Bud Dillon, two inmates from B Unit created signage artwork.

Tim Nichols Honored by Elks Lodge

Tim Nichols received the "Citizen of the Year" award from the Sebasticook Valley Elks Lodge. The Elks Lodge president selects the "Citizen of the Year" based on an individual's service to the community. Tim has served Pittsfield for years as a town councilor and volunteer for many organizations including the community food bank, mental health agencies, etc. Tim has never sought, nor received recognition for his efforts and the Sebasticook Valley Elks Lodge members felt it was long overdue.



Bolduc Farm News



The beef herd at Bolduc continues to grow with four new calves being born this winter. Baby calves, Dexter, London, Sophia and Baby Moo will be fine additions to our growing herd. Aldermere Farm brought in one of their herd bulls to breed our cows this winter, So next year we will be expecting more cute Belted Galloway calves. Our cow barn is full of activity and our farm crew is doing a great job taking care of the cows and calves.

Bolduc Correctional Facility Community Programs

Submitted by Susan Dumond

In 2015, the Bolduc Correctional Facility's (BCF) work release program was able to collect the following monies from prisoners who participated:

- paid the State of Maine \$320,000 for room and board
- saved \$363,000
- paid \$162,000 to courts and victims

BCF also collected \$3,000 in monetary sanctions

from prisoners through the disciplinary process.

Recently, BCF conducted a refresher volunteer training for the employees of the City of Rockland Public Works Department. The City of Rockland takes a community service crew of five from this facility.

Currently, BCF also has inmate community service crews working with the Department of Transportation, Camden Hills State Park, Rockland

Transfer Station, and the towns of Warren and Cushing.

For the months of January and February BCF inmate work crews performed a total of 3,183.46 hours of community service.

BCF Correctional Education Update

Brent Elwell, a teacher at Bolduc Correctional Facility (BCF) reports two prisoners obtained their HiSET (high school equivalency testing). Brent has nine inmates signed up for college counseling. This is a federally funded program that works with adults to assist them in going on to college. And, had four prisoners sign up for summer college courses.

The View from Downeast Correctional Facility

By Maggie Smith

Giving Back

On the early, cold and windy morning of January 21st, in Machiasport, a tragic house fire destroyed the home of a family of six. Thankfully, the family all made it out safely. As some staff were making their way to work at Downeast Correctional Facility (DCF) that morning, they found the road was blocked off with mostly emergency vehicles being allowed to pass through. Very few staff were allowed to pass. Tanker trucks from East Machias, Jonesboro, Jonesport, and Machias came to assist the local fire fighters. The tanker trucks transported 92,000 gallons of water in all from the DCF domestic water reservoir to the scene from about 7:00 a.m. to 2:45 p.m. This was a cooperative agreement that was established with the local fire department for just such an emergency. Without this water supply, two local homes could have also been engulfed by the fire. At 3:30 p.m., we sent two crew bosses and six prisoners to assist with the clean up after the fire was mostly contained. Although it was an unfortunate event, we always welcome the opportunity to offer a helping hand to the local community that has by and large stood by us for many years.

DCF also provided a small work crew to the Machias Fire Department who requested clean-up assistance due to a house fire that happened on February 15th in Machias.

Facility Visits

DCF was visited on February 26th by Commissioner Dr. Joe Fitzpatrick, Associate Commissioner Rodney Bouffard, Associate Commission Colin O'Neill, and Director of Operations Gary LaPlante for a tour of the facility which included staff introductions. Afterward, there was group discussion regarding LD 1447 and the possible impact to DCF staff and the community. We hope there is a better understanding of what we currently bring to the table for the DOC and what we have the potential and the willingness to bring to the table for the DOC. We appreciate the

staff from Augusta coming to visit and tour the facility and Commissioner Fitzpatrick taking the time to meet with the staff and allow us to voice our concerns and suggestions.

Work Release

Employers have already contacted DCF requesting over 70 work release prisoners to work for them in addition to the existing crews working as they ramp up operations for this spring, summer, and fall. We anticipate receiving more requests as employers get a head start given the recent warmer weather. Both employers and DCF staff are gearing up for another busy work release season!

Public Restitution Work

With the warmer weather upon us, the work crews are looking forward to getting out in the community to work on some outdoor projects. Here are some of the projects that have been completed or are in the works:

- Toby Sawtelle and prisoner crew are doing some work for the Machias Bay Area Chamber of Commerce making office space and building partitions for the Station 98 Railroad Depot car in Machias. They also continue to work at the Machiasport Town Garage maintaining road equipment such as plow trucks and sanders.
- JJ Tibbetts and his prisoner crew are working on a building in Cutler operated by the Washington Hancock Community Agency. They are doing some painting, clearing out the building, and making improvements as WHCA sees fits.

Upcoming projects included requests by Downeast Salmon Federation in Columbia Falls, Cobscook Bay State Park in Dennysville, Machias School Department in Machias, Wesley Cemetery in Wesley, and Cutler School in Cutler.

Maine Correctional Center Staff Updates

Welcome New Hires

- Jennifer Jaroszuk, Correctional Care & Treatment Worker
- Sarah Fritch, Correctional Care & Treatment Worker
- Djaylan Burns, Correctional Officer
- Garrin Brady, Correctional Officer
- Henry Richards, IV., Correctional Officer
- Charlene Stone, Correctional Officer/Cook
- Joni Kidder, Correctional Officer
- Laurie Kidd, Correctional Officer

Promotions

- Jody McComish from Office Associate II to Assistant Classification Officer
- Gretchen Staples from Caseworker to Acting Unit Manager for MPU
- Corrine Bailey from Correctional Officer to Correctional Trades Instructor
- Michael Steeves from Correctional Officer to Sergeant
- Tricia Flanders was reclassified to Officer Specialist I



This photo of a snowy owl in the A.R. Gould School garden was taken by Juvenile Program Worker Mark Labacz.

Best Wishes

Butch Vickerson retired after almost 25 years of service at the Maine Correctional Center. He began as a Correctional Officer I on 3/18/1991, serving his last several years in the maintenance department providing community work with his inmate crew.

Butch was acknowledged by the Department of Inland Fisheries and Wildlife (IF&W) for all the work he provided for them at the Gray Animal Farm Maine Wildlife Park (see page 5). Butch was presented with a gift of appreciation from the IF&W staff. Several of the park workers were on hand as well as Butch's wife attending to see the presentation.

Krista Gets Published!

Southern Maine Re-entry Center Vocational Trades Instructor B.S. Krista Okerholm wrote an article that was published in *Insider*. Great job Krista! *Insider* is published quarterly by the Association of Correctional Food Service Affiliates. To read Krista article in full: <http://www.acfsa.org/Insider/insider2016Winter.pdf>



Adult Community Corrections • Region 1

Submitted by Carol Carlow

A Kind Act From Behind The Badge

It was Friday and the day was nearly over when a probationer enters the office with his mother with the intent to pay his restitution and see his officer. His officer was waiting for him and promptly escorted him to his office. In the meantime an officer from Portland PD arrived and was waiting to talk to the officer when he was free. The officer wrapped up his session with his client and was escorting him out.

But he stopped and said to the Portland PD Officer, "This is one of my success stories. He has come so far and has done so well while on probation." The probationer's face broke into one big smile as did his mother's who was still in the waiting room.

In time this probationer may forget our names and faces and he might even forget why he was on probation in the first place. And quite possibly he may even forget his probation officer's name. But one thing he will never forget is how he felt during that moment in time when he was the recipient of this little act of kindness on that end of that week Friday in February.

A Time to Say Thanks and to Recognize Staff Members For A Job Well Done

During the January staff meeting, four staff members were presented with recognition letters by Regional Correctional Managers Chris Arbour and Matt Nee. This group of well deserving individuals included:

- Denis Clark for expertly managing double caseloads, keeping up with all his Filed Training Officer (FTO) duties and still finding time to assist in instructing and assisting in Interstate Compact Offender Tracking Systems (ICOTS) matters.
- Marc Montminy for stepping forward in the supervision of a high profile offender just released from prison. Marc took on extra shifts, coordinating with others and simply did whatever was necessary to see that the subject was adequately supervised.

- A dual award was given to Alicia Cummings and Johanna Rozzi for successfully running the female re-entry program. This is a tough caseload to manage because there are so many things involved from substance abuse to mental health and a whole lot in between.

During the March staff meeting, time was set aside to recognize and to say thanks to the following individuals:

- Charles "Chuck" Grenier for keeping a smile on his face while juggling his Probation Officer Assistant (POA) duties and a "low risk" caseload.
- Mason Shepard for being willing and flexible at managing POA duties not only in Cumberland County but York county as well.
- Barbara Nichols who willingly stepped forward to assist in the resolution of problem with an OOS case. Just another example of the top quality work she consistently produces.
- Patty Keaney who didn't miss a beat throughout management changes and gladly assisted in ordering supplies and taking care of other important details that kept things running smoothly.

Staff Changes

- POA Michelle Simard has now successfully completed all necessary training and has moved up the ladder to become a full-time probation officer in the Biddeford office. Her past experience as a POA and a thorough knowledge of court operation and procedures will be a great asset to her as she moves into the busy world of being a full time probation officer.
- Brand new to our staff is Jamie Lepizzera who will be coming on board as a POA in the Biddeford office once she has completed her mandatory training starting in March. If everything goes as planned, Jamie will be joining us full time in May. To Jamie, a warm welcome is being sent to you now from all of us at Region 1-A.

Adult Community Corrections • Region 2

By Susan Gagnon, RCA

Reeves Promoted

Region 2-Adult Probation is pleased to announce that Merrell Reeves has been promoted to Probation Officer and will be based out of the Lewiston office. She recently completed firearms training and was sworn in on February 12 at Central Office. PPO Reeves has been with the department for over seven years, with both juvenile and adult facility experience. Congratulations to Merrell!



Recently promoted PPO Merrell Reeves with her spouse, Kadie.

Best Wishes

Michelle Urbanek has accepted an Acting Capacity Probation Officer position for Region 3-A. While we are sad to see PPO Urbanek leaving Region 2-A, we are pleased with her hard work and promotion. Thank you for everything, Michelle and good luck!

Employee Recognitions

As many of you are aware PPO Craig Ladd was nominated and received the department's "Employee of Year"

award at a ceremony at the Blaine House in December. This was a great honor for community corrections and I wanted to recognize all Region 2-A staff nominated for "Employee of the Year." Probation Officers Don White and Robert Omiecinski were nominated for their hard work and dedication to the department and the clients we serve. Regional Correctional Manager Adam Silberman was nominated for "Manager of the Year" for his leadership and dedication to furthering the mission of the department.

Reasoning & Rehabilitation 2

Beginning in April, Probation Officer Joyce Williams and Carol Carothers will be attending staff meetings in the adult community corrections regions to provide a program overview of Reasoning & Rehabilitation2 (R&R2). Once this overview is completed, Joyce and Carol will hold a three-day facilitator training for staff and community members to be trained to deliver R&R2. Probation Officers Merrell Reeves, Michelle Dubay, Tony Prest, and Chris Dumas will be attending the facilitator training to be held at a later date.

Training Opportunities

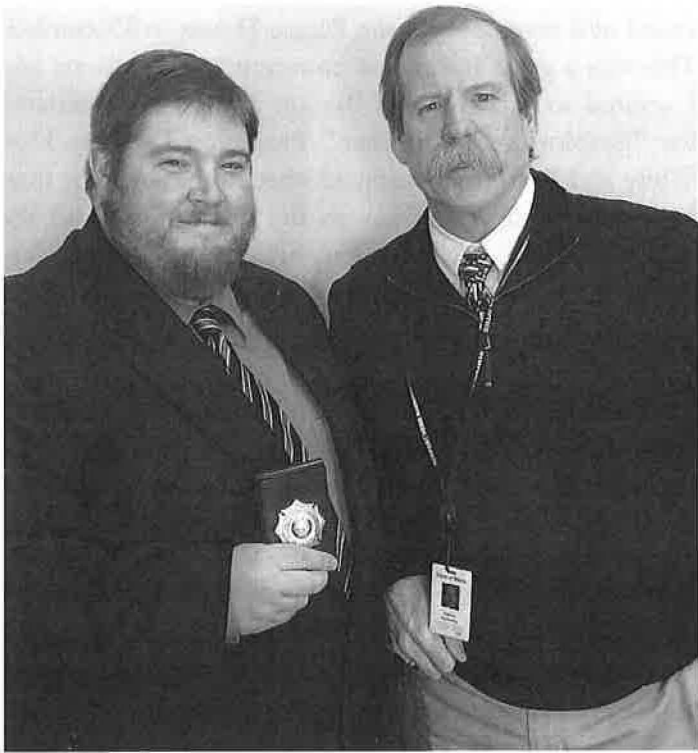
Over a two-day period in January, staff from Region 2-A participated in a multiple platform training of SIMS, MARC and Laser Shot training. The training consisted of SIMS case scenarios developed by PPO Don White; MARC training developed by Regional Correctional Manager Robert LaPlante; and Laser Shot Training facilitated by Mike Garan and Mark Clevette, both from Maine State Prison. It was very well received by staff and provided a safe training environment for staff to practice realistic and relevant training scenarios.

Looking Forward to Spring

Spring is right around the corner and the Skowhegan office will soon be planning and planting the "Project Plant a Seed Garden Project." This was a highly successful project that was developed by the staff of that office and resulted in many hours of positive, pro-social activity for client in the Somerset County and fresh produce being donated to area soup kitchens and food pantries. Looking forward to seeing what grows!

Adult Community Corrections • Region 3

Submitted by Lisa Hall



Recently promoted PPO Adam Pinette with Regional Correctional Administrator Patrick Delahanty.

Probation Officer Vacancies Filled

Region 3-Adult is pleased to announce that several probation officer vacancies have been filled.

- Adam Pinette was sworn in as a probation officer, located in Caribou, on February 12th. Adam was promoted after serving several years as a probation officer assistant.
- Chad Cooper has been selected as a Probation Officer for Dover Foxcroft. Chad joins us after several years with DOC, having worked at Charleston and Mountain View Youth and later Adult Center. He began his career as an officer for the Haines City Police Department in Florida.
- Michelle Urbanek will be located in Rockland. Michelle promoted from Region 2 having held the position of Probation Officer Assistant.
- Kurt Dyer will be located in Belfast. Kurt comes to us from the Maine State Prison, where he held the position of Re-Entry Specialist.
- Patty Stevens has accepted the position in Calais. Patty

promoted after several years as a Probation Officer Assistant.

- Renee Knapp has been selected for a probation officer assistant position in Houlton. Ms. Knapp has 10 years of case management experience and holds a conditional Licensed Social Worker license.

Chad, Michelle, Kurt, Patty and Renee started training at the Maine Criminal Justice Academy on March 14th.

Field Training Officers

We are pleased to announce the appointment of Officer Corey Day and Don Muth to the position of Field Training Officers (FTO). Corey and Don have both been with Community Corrections in Region 3-A for a number of years and are dedicated to furthering the mission of the department and assisting in the professional growth of new hires.

Dual Role Inventory Training

Officers Amy Burnham and Ruth Fethke have attended staff meetings statewide, in their position as Evidence-Based Practices (EBP) coordinators, providing Dual Role Inventory (DRI) training. Amy and Ruth have been working with the officers on their report days, assisting them with enhancement of Maine Integrated Risk Reduction Model (MIRRM).

Renovations

CO/CTI Phat Tran renovated the old kitchen/janitor room for use as a reporting room for the Region 3-Adult Community office in Bangor (see photos next page).

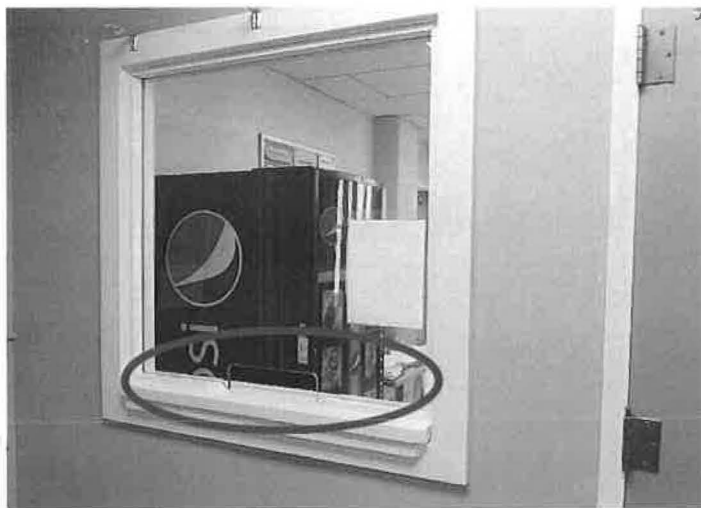
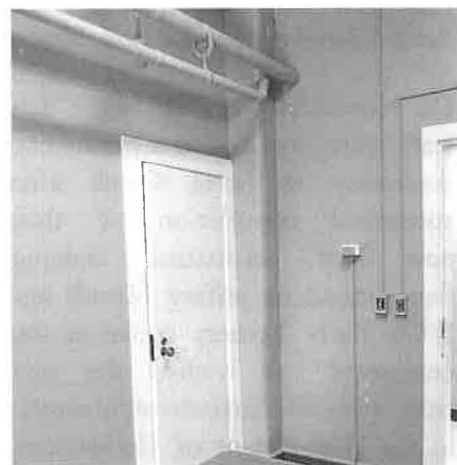
Phat Tran.



Adult Region 3 • Continued



CO/CTI Phat Tran renovated the reporting room in the Bangor Community Corrections Region-Adult 3 office.



Long Creek New Hire Class Graduates

By Becky O'Keefe, Staff Development Specialist IV



Long Creek Youth Development Center welcomes new hires (left to right) Matthew Langella, Jessica McEwen, Sorrell Cardello, Derryn Plante, Randy Sainthelmy, Mark Ludzack, Matthew Verrier, and Tyler Lavoie.

On November 19, 2015, eight new staff were honored in a graduation ceremony at Long Creek after successful completion of their new hire orientation training. Superintendent Jeffrey Merrill and JFOS Barry Lemery spoke at this ceremony and wished the new employees safe and successful careers in the Department of Corrections.

Newly hired JPW Randy Sainthelmy gave arguably the most dynamic speech ever at a new hire graduation, in which he recounted some of the more memorable moments of their time together in training.

We are all very excited to have this group of new hires on board at LCYDC:

- Sorrell Cardello, Juvenile Program Worker
- Tyler Lavoie, Juvenile Program Worker
- Matthew Langella, Social Worker
- Mark Ludzack, Juvenile Program Worker
- Jessica McEwen, Juvenile Program Worker
- Derryn Plante, Juvenile Program Worker
- Randolph Sainthelmy, Juvenile Program Worker
- Matthew Verrier, Juvenile Program Worker



Long Creek Youth Development Center Superintendent Jeff Merrill, graduation speaker Randy Sainthelmy, Pam Richards, and Chaplain Doug Spearman.

Long Creek Group Visits Maine Huts & Trails

By Sara Gendreau, Intern for the Volunteer Office at Long Creek

On March 8th, a group of early risers boarded a van and traveled north to Carrabassett Valley to embark on a hiking trip through Maine Huts & Trails. "Maine Huts & Trails was first imagined in the '70's by Larry Warren, a local guy with an impressive track record of turning big ideas into realities. The vision: a series of backcountry huts that would allow multi-day Nordic ski trips from Moosehead Lake to the Mahoosuc Mountain Range; a model inspired by the hut to hut treks throughout the European Alps. To date, there are four backcountry eco-lodges connected by 80 miles of trail open year round from West Forks to Stratton, with eight more huts planned" (mainehuts.org).

The group from Long Creek consisted of five staff, Susana DelaPena, Dave Brown, Vinan Meas, Kenna Vermette, and Robert Wright along with six residents from the Pine and Oak units. The group arrived at the trailhead, and hiked through the woods to the Stratton Brook Hut, where they stacked wood used for heat as a community service project. After spending the night in the "hut", the staff and residents hiked back to the trailhead in the morning.



"The hiking trip was amazing, it wasn't like anything I've ever done before. When the trip was finished, I had a feeling of accomplishment and success. The people who were at Stratton Brook Hut were extremely kind and caring, and are amazing cooks. I would hike the whole mountain just for the food." -LCYDC resident.



"I felt very trusted and safe with the staff here and there. They treated us like kings. The lodge was nice, peaceful, and the food was great. Erin and Adam were nice and willing to teach us new things. I learned a lot of things and am willing to do it again. Thank you." -LCYDC resident.

Fortunately, the weather was more than cooperative during the couple days, with sunshine and extraordinary heat for this time of year. The group reported out that they were able to hike in T-shirts on the way back to the trailhead in the morning. The opportunity for residents and staff to engage in a different setting than a correctional facility proved to be inspiring for both parties.



"What I benefit out of the hiking trip? First, I tried something new I've never done before—hiking, camping and sleeping in a sleeping bag in a hut. I developed a better relationships with both staff and peers. The trip was great and I loved that we were trusted and not labeled because of who we are. Thank you." -LCYDC resident.

Continues.

Long Creek Huts & Trails continued

In many ways, outdoor recreation activities have proven to be beneficial for people's mental health, physical health, and overall wellbeing. For some residents and staff, this was the first time experiencing a hiking trip in Maine, especially with snow still underfoot. The view from the trail of Sugarloaf Mountain and the

surrounding area was nothing less than breathtaking.

Upon arrival back at Long Creek, Maine Huts & Trails called the Volunteer Office to report how pleased they were with hosting the group. They said the group was very respectful, and went above and

beyond any expectations they had in regards to the community service project. Everyone involved exceeded their expectations as a member of Long Creek Youth Development Center, and set a very high standard for potential future trips of similar nature.

Region 2 • Juvenile Community Corrections

By Afton Sinclair

Recognizing Resources and Dedication

We would like to thank CO Phat Tran for all of the work he invested in the process of building of the Damariscotta office. The office is fully operational at this point, and families and collaterals are now able to comfortably meet with Juvenile Community Correctional Officers (JCCOs) in this new location. The office provides enough confidential space to preform interviews, and is equipped with a large conference room and ITV capability. The office is conveniently located, and consideration was taken when designing the office to also ensure that it met officer safety requirements without appearing sterile.

Lead Poisoning and Youth

Region 2-J recently had a presentation from Kid's Legal, explaining the damage caused when youth are poisoned by lead. It has been hypothesized that lead poisoning might correlate with criminal conduct. It was also identified that lead poisoning effects could include youth having difficulty in school. Kid's Legal is available to provide services to families being affected by lead poisoning. Certain youth are at a higher risk and our region encompasses Lewiston, which statistically has higher incidents of lead poisoning. This presentation increased JCCO awareness around the prevalence and impacts of lead poisoning in our youth.

Region 3 • Juvenile Community Corrections

Submitted by Darrin Constant

JCCO Bennoch Attends Forum in Washington D.C.

JCCO John Bennoch recently attended the four day Community Anti-Drug Coalitions of America Leadership Forum in Washington D.C. John chairs the Hancock County Drug-Free Coalition and was sponsored by Healthy Acadia. In addition to hearing from national speakers such as Surgeon General Vivek Murthy and Drug Czar

Michael Botticelli, John attended several training seminars. One day was spent on Capitol Hill. John, and other coalition members from Maine were able to meet with Representative Poliquin, Senator King and Senator Collins. They discussed the opiate epidemic, the move to legalize marijuana, and other drug-related issues Maine is currently facing.

New Office Space in Houlton

By Kelly Nightingale

On November 16, 2015 the Houlton adult and juvenile probation offices moved from the State Police barracks to 6 Water Street which is located in downtown Houlton within walking distance from the courthouse, DA's office and jail. This brand new space contains a waiting area, two report rooms and a client bathroom in the

Continues.

Region 3 • Juvenile continued

front, and behind a secure door are offices for clerical, Houlton JCCO and Adult PO, the Presque Isle Adult PO, the POA for Aroostook County, drop in space for Adult and Juvenile RCA and RCM, a conference room, private staff bathrooms and small kitchen.

On January 8, 2016, the Houlton Office hosted an Open House for community providers and law enforcement with over 30 attendees. Houlton staff has received many positive comments from clients and outside agencies regarding the location of the office and the quality of the layout. The Houlton Staff wishes to express their thanks to those who helped make this possible!



(Left to right) Juvenile RCM Josh Ash, Adult RCM Mary Jones, JCCO Kelly Nightingale, PPO Steve Blanchette, PPO Jenna Spoto PPO and Office Associate II Peggy Cleary.

New Travel Voucher Issued by Controller's Office Effective Immediately

The State Controller's Office has revised the state travel policy to mirror the guidelines of the federal government. They have also created a new travel expense voucher form. The policy's guideline is states if monthly deadlines and reimbursement of travel advances are not timely (after each month). You will need to be familiar with the policy in the State Administrative and Accounting Manual (10.80.70).

In summary note the following changes:

- Reimbursements will be considered **income** and will be included in your W-2 forms at the end of the year if they are not submitted as prescribed by the policy.

Regular travel expense vouchers need to be submitted within 30 days of the following month.

- Out of state travel and advances need to be cleared **within 15 days** of return of trip.
- Authorizations, signatures, and **PRINTED NAMES** are required on the form. (Printed names can be electronic, need to be legible.)
- The forms must be complete and reflect the proper information in support of the reimbursement.
- The policy along with use of new form takes effect immediately!

Copies of the form and policy will be distributed to supervisors and RCMs, MCOs, RCAs. Please contact me, Bobbie Creamer, 287-5229 if you have any questions.

Travel information continues.

State Administrative & Accounting Update on 10.80 Travel Expense Claims, Payments, Reimbursements and Advances

For information and forms on travel policy see: <http://www.maine.gov/osc/admin/saam.shtml>

10.80.10 What is the purpose of the Travel Expense Voucher?

The Travel Expense Voucher is used to:

- Document the authorization and cost of travel within the state of Maine.
- Document the authorization and cost of travel out-of-state.
- Document the approval of travel related expenses for all travel.

10.80.20 What are the traveler's responsibilities in completing the Travel Expense Voucher?

The traveler has the following responsibilities for completing the Travel Expense Voucher and certifying travel expenses:

- Prepare the Travel Expense Voucher, providing the level of detail requested on the form.
- In the "PURPOSE OF TRIP" column, describe the purpose or accomplishments of the trip in enough detail to document that the travel was essential to carry out the necessary work of the agency.
- For manually prepared vouchers, attach original receipts and documentation required by agency policy

and this chapter. (Refer to Subsection 10.80.40)

- Submit the travel voucher to the person authorized to approve travel in accordance with agency policy and the requirements of this section.

10.80.30 What are the agency responsibilities in reviewing and paying the Travel Expense Voucher costs?

10.80.30.a

Agency Head or Designee reviews and approves the voucher.

10.80.30.b

Agency Fiscal Office process the payment to the employee no later than ten (10) work days after receipt of the properly completed Travel Expense Voucher.

10.80.30.c

Agency's Chief Fiscal Officer Must Sign for Travel of Agency Head. An agency head is to be reimbursed for travel expenditures only after the agency head and the agency's chief fiscal officer have personally signed the agency head's Travel Expense Voucher certifying that the agency head's travel is in compliance with state travel policy. The chief fiscal officer's immediate assistant may sign the voucher in place of the chief fiscal officer in those emergency situations when the chief fiscal officer is not available. The chief fiscal officer's signature does not relieve any responsibility from the agency head for compliance with policy requirements relating to

travel reimbursement.

10.80.40 Receipts and documentation required in support of Travel Expense Vouchers

10.80.40.a

Original receipts for the following items are required to accompany the Travel Expense Voucher.

- Lodging at a commercial facility. Allowable miscellaneous expenditures (Refer to Section 10.60) for amounts in excess of \$5.00, per item per day, plus any applicable tax.
- Meal receipts when required.

10.80.40.b The following documentation should be completed on the Travel Expense Voucher where applicable:

- When lodging or meals are being reimbursed, the exact time, including A.M. or P.M. designation of departure and return.
- When two or more travelers are traveling together in one motor vehicle, each traveler is to indicate this fact by identifying, on the expense voucher, the person(s) accompanying the traveler and the travel destination of each.

10.80.50 Miscellaneous supplies exceeding \$50 should not be included on the Travel Expense Voucher

The expense voucher is not to include expenses for supplies

exceeding \$50, plus applicable tax. Such items are to be purchased in accordance with prescribed state purchasing requirements and taken along on the trip.

10.80.55 Paying vendors directly for travel costs

Written approval of the agency head or authorized designee must be obtained prior to authorizing direct billing of the traveler's meal and lodging expenses to the agency and direct payment to the vendor by the agency.

Any payments made in accordance with this subsection are to be supported, at a minimum, by documents consisting of:

- A copy of the agreement (e.g., a purchase order, etc.) entered into between the vendor and the agency setting forth the services to be rendered by the vendor and the charges thereof;
- A list of the state officials, state employees, and other attendees for whom such goods and services were provided and the dates they were provided, and
- A vendor billing in sufficient detail to ensure that payments are made in conformance with the written agreement between the parties.

Payments to vendors for travel expenses are not to result in a cost to the state in excess of what would be payable by way of reimbursement to the individuals involved.

Continues.

Travel Policy Update continued

Each agency is required to institute procedures which will ensure that any payments made under this subsection are reasonable, accurate, and necessary for the conduct of the agency's business.

10.80.60 Travel Expense Advances

10.80.60.a Purpose

An agency may make a travel expense advance to defray some costs the traveler may incur while traveling on official state business away from the official

Continues.

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Travel (For State Agencies)

This section is intended for State of Maine employees who are required to travel. The State Controller is required, with the approval of the Commissioner of Administrative & Financial Services, to establish policies for travel expense reimbursements.

All Travel Forms can be located on the [Forms](#) page of this website under the heading "Travel".

- Looking for travel policy? Please see Chapter 10 of the [SAAM Manual](#).
- Looking for the mileage rate? Please see [Mileage & Other Information](#). (Current rate is \$.44)
- Looking for per diem and lodging rates? Please see [General Services Administration](#).
- Looking for maps? Please see [Resources](#) page of this section.
- Looking for expense form? Please see [attachment](#) or [Forms](#) page.
- Have a question? Try our [FAQ](#) section for commonly asked questions.

Information and up-to-date policy regarding travel can be found on the Office of the State Controllers website: <http://www.maine.gov/osc/index.shtml>

Below: sample travel expense voucher.

VENDOR NUMBER: VC0000000000

TRAVELER'S NAME AND ADDRESS (PAID BY): Jane Doe, 1 Way Drive, Augusta, ME 04332

BARGAINING UNIT: WORK PHONE NUMBER: 207-000-0000

NORMAL WORK HOURS: 8am-5pm

STATE OF MAINE TRAVEL AND EXPENSE ACCOUNT VOUCHER

USE BLACK OR BLUE INK ONLY

DEPT: GAX, DOC NUMBER: - TR

SCHEDULED PAY DATE: DESTINATION CITY: Portland, COUNTY: , STATE: Maine

PURPOSE OF TRAVEL: Training

Copy of agenda and list of attendees must accompany travel voucher.

Employees are responsible for complying with State Travel Policy, as set forth in Chapter 10 of the SAAM manual and any interpretations made by the Office of the State Controller.

DATE		DEPART TIME	POINT TO POINT TRAVELED	RETURN TIME	TRANSPORTATION		LODGING	MEALS & INCIDENTAL EXPENSES		OTHER EXPENSES		BOARD OR COMM MEMBERS ONLY	
YEAR	MONTH				DAY	AMOUNT		ITEM	PER DIEM (M & IE)	AMOUNT	ITEM		AMOUNT
11	01	8:00	Augusta-Portland	5:00	55	24.20	Tolls	2.50	Hotel	92.00	47.00		
11	03		Portland-Augusta		55	24.20	Tolls	2.50			27.00		
					110	48.40		5.00		92.00	74.00		
Cost Center					4270	48.40	4271	5.00	4273	92.00	4274	74.00	3890
					4380		4381		4383		4384		4385
					4970		4980		4980		4980		4980

ADVANCE CODING (Attach copy of related ADVANCE GAX)

FUND DEPT UNIT SUB UNIT PROG PPC

2 dgt 2 dgt

1. A receipt for lodging is always required

2. If YOU paid for the room, include the amount(s) on your voucher for reimbursement

3. If the room was charged to the procurement card, include the receipt with your voucher. DO NOT put the amount(s) on your voucher. Please note that it was paid by the procurement card on the receipt

4. There should be no sales tax charged on the procurement card

Meals not provided during overnight status can be reimbursed. Rates are determined by location. Depart and return times determine which meals are reimbursable. For more info: <http://www.maine.gov/osc/travel/perdiem.shtml>

TOTAL CLAIMED 219.40

LESS ADVANCE

PER DIEM ADJ

BALANCE DUE 219.40

(SIGNATURE OF TRAVELER) (DATE) (SIGNATURE OF SUPERVISOR) (DATE) (SIGNATURE OF AUTHORIZED OFFICIAL) (DATE)

(PRINTED NAME OF TRAVELER) (DATE) (PRINTED NAME OF SUPERVISOR) (DATE) (PRINTED NAME OF AUTHORIZED OFFICIAL) (DATE)

Continues.

Travel Policy Update continued

headquarters or residence.

10.80.60.b Limitations and requirements:

- The advance is to cover a period not to exceed 90 days.
- The traveler receives the advance no more than 10 days before the start of travel.
- The officer or employee must expend the travel advance only to defray necessary reimbursable costs while performing official duties.
- No travel advance shall be considered for any purpose as a loan to an officer or employee, and any unauthorized disbursement of a travel advance is to be considered as a misappropriation of state monies by the officer or employee.
- Agencies are to establish written policies prescribing a reasonable amount for which such advances may be written.

10.80.60.c How to obtain travel expense advances

The traveler is to submit a Travel Advance Request form to the supervisor. The supervisor is to review and approve the proposed travel, and forward the Travel Advance Request form to the agency head or designee. Upon approval of the advance, the agency fiscal office is to process the document for payment and present the traveler with a check or warrant.

10.80.60.d Submitting and accounting for travel advances

- The traveler shall submit a fully itemized Travel Expense Voucher on or before the 15th day following the date in which a traveler has returned. The traveler must

fully justify the expenditure of any portion of the advance for legally reimbursable items on behalf of the state.

- The traveler shall return any portion of the travel advance not expended to the agency at the close of the authorized travel period. The traveler is to submit the payment with a properly completed Travel Expense Voucher and may make the payment by check, or similar instrument, payable to the agency.
- If the travel advance is less than or equal to the travel expenses incurred, the traveler is to submit a properly completed Travel Expense
- Voucher on or before the tenth day following the authorized travel period ended. The expense voucher is to contain an itemization of expenditures and is to indicate the net amount, if any, due the traveler. The agency is to process the expense voucher in accordance with Subsection 10.80.30 and reimburse the traveler for any additional amount due.

10.80.60.e Default on repayment of the advance by the traveler

- When a traveler defaults in accounting for or repaying an advance, the full unpaid amount shall become immediately due and payable.
- To protect the state from any losses on account of travel advances made, the state has a prior lien against and shall withhold any and all amounts payable or to become payable by the state to such officer or employee up to the amount of such travel advance and interest at a rate of ten per-

cent per annum, until such time as repayment or justification has been made.

- The State of Maine has the right to recover any unused portion and not returned travel advance through payroll deduction.

10.80.70 Internal Revenue Service regulations affecting travel expenses and travel advances

10.80.70.a According to the federal Internal Revenue Service (IRS), travel expense reimbursements and travel advances, treated as paid under an accountable plan, are excluded from an employee's gross income, are exempt from withholding and payment of employment taxes, and are not reported as wages on the employee's Form W-2. The IRS requires travelers to substantiate their travel expenses and to return to their employer any unspent portions of a related travel advance within a reasonable time period. If the traveler does not substantiate the travel expenses or does not return any unspent portion of a travel advance within a reasonable time period, the traveler's employer is required to report the amount of the travel advance as income in Box 1 of Form W-2. This payment is subject to applicable payroll withholding taxes.

10.80.70.b Travel expense reimbursements

Consistent with the IRS rules for accountable plans, Maine's expense reimbursement arrangement requires employees to meet all three of the following rules:

- Employee expenses must have a business connection. This means they must be

deductible under the rules for qualifying work-related expenses.

- Employees must substantiate their expenses within a reasonable period of time.
- Employees must return any advance in excess of the substantiated expenses within a reasonable period of time.

When all three of these requirements are met, we do not include any reimbursement income on employees' Form W-2.

10.80.70.c

For purposes of state travel regulations, if a traveler substantiates their expenses on a state Travel Expense Voucher on or before the last day of the month following the month in which the expense was incurred, the traveler will have met the reasonable time period requirement (e.g., all January travel submitted on or before the last day of February). When this occurs, the expenses the traveler incurred will not be considered income.

"Substantiated" means the Travel Expense Voucher has been properly completed and submitted.

"Properly completed" means the Travel Expense Voucher has been signed by the employee and his/her supervisor, the amount due has been correctly calculated and all required supporting documentation is attached.

"Submitted" means the Travel Expense Voucher has been received by the agency accounting staff or financial service center accounting staff for review and processing.

Continues.

Travel Policy Update continued

10.80.70.d Travel advances

If a traveler returns to the employer any unspent portion of a travel advance within 120 days after incurring a travel expense related to the travel advance (calculated from the last day of travel), the traveler will have met the reasonable time period requirement. When this occurs, the unspent portion of the travel advance will not be considered income.

This does not supersede the requirement that the traveler shall submit a fully itemized

Travel Expense Voucher on or before the 15th day following the date in which a traveler has returned. The State of Maine has the right to recover any unused portion and not returned travel advance (i.e., any advance in excess of the substantiated expenses) through payroll deduction and deny any future request for travel advance.

10.80.70.e

When a traveler fails to meet either of the timeliness criteria stated in item b above, the agency is required to consider the unsubstantiated travel

expense and/or the unspent portion of the travel advance as paid under a non-accountable plan, to be included in the employee's gross income for the taxable year, and reported as wages or other compensation on the employee's Form W-2.

In order to facilitate proper reporting, the Office of the State Controller (OSC) has established two W-2 reportable object codes:

4250 W-2 Reportable In-State Travel

This object code should be

used when reimbursing an employee for in-state travel if the employee does not substantiate the travel expenses or does not return any unspent portion of a travel advance within the required time period.

4350 W-2 Reportable Out-of-State Travel

This object code should be used when reimbursing an employee for out-of-state travel if the employee does not substantiate the travel expenses or does not return any unspent portion of a travel advance within the required time period.

Employee Service Anniversaries for the months of January and February

Facility Key

CO - Central Office
CCF - Charleston Correctional Facility
DAFS - Department of Administrative & Financial Services
DCF - Downeast Correctional Facility
LCYDC - Long Creek Youth Development Center
MCC - Maine Correctional Center
MSP - Maine State Prison
MVYDC - Mountain View Youth Development Center
R1-A - Region 1 Adult (R2-A, R3-A)
R1-J - Region 1 Juvenile (R2-J, R3-J)
SMRC - Southern Maine Re-entry Center

The anniversary dates below are the "longevity" date provided by the Human Resources office. The longevity date is an employee's most recent date of hire with no breaks in service/state employment. In the past, the employee's original hire date was used, however this date doesn't accurately depict an employee's actual time working for state government on a continuous basis. The Department uses the longevity date when recognizing years of service each year. Please note that this date may differ from the date used to calculate vacation benefits. Please contact your payroll contact person with any questions.

5 Years

Andrea Aho.....MSP
Amy Burnham GarciaR3-A
Harry Pierce.....MSP
Brian J SiroisCCF
Mark A StruckMCC
Laurie Valente-ClarkeCCF

10 Years

Kelly A ChartierR3-J
Joseph H Labbe, Jr.....MCC
Nathan C Thayer.....MCC

15 Years

David C ClockR1-J
Chad A CooperR3-J
Robert F Dudley, III.....MCC
Randy S Eaton.....MSP
Michael W MurphyLCYDC
Sharelyn R Parker.....CO
Beth A Peavey.....LCYDC
Jon C Shaw.....MCC

25 Years

Peter H Warman.....MSP

More Than 25 Years

Lawrence D Austin (1986).....CO
John Coyne (1990)R1-J
Brian W Day (1986)DCF
Jeffrey J Doiron (1986).....LCYDC
James Howard (1980)CO
Michael K Mack (1985).....R1-J
Jeff Macomber (1989).....MV
Scott A Norris (1985).....MSP
Russell L Worcester, Jr. (1984) ..BCF

State of Maine



WHEREAS, Americans are the victims of more than 20 million crimes each year, and crime can touch the lives of anyone regardless of age, national origin, race, creed, religion, gender, sexual orientation, immigration, or economic status; and

WHEREAS, victims of repeat victimization who fail to receive supportive services are at greater risk for long-term consequences of crime; and

WHEREAS, the victim services community has worked for decades to create an environment for victims that is safe, supportive, and effective; and

WHEREAS, intervening early with services that support and empower victims provides a pathway to recovery from crime and abuse; and

WHEREAS, honoring the rights of victims, including the right to be heard and to be treated with fairness, dignity, and respect, and working to meet their needs rebuilds their trust in the criminal justice and social service systems; and

WHEREAS, serving victims and rebuilding their trust restores hope to victims and survivors, as well as their communities; and

WHEREAS, Crime Victims' Rights Week, April 10-16, 2016, is an opportune time to commit to ensuring that all victims of crime—even those who are challenging to reach or serve—are offered culturally and linguistically accessible and appropriate services in the aftermath of crime; and

WHEREAS, the State of Maine is hereby dedicated to serving victims, building trust, and restoring hope for justice and healing.

NOW, THEREFORE, I, PAUL R. LEPAGE, Governor of the State of Maine, do hereby proclaim April 10-16, 2016 as

CRIME VICTIMS' RIGHTS WEEK

throughout the State of Maine, and urge all citizens to recognize this observance.



In testimony whereof, I have caused
the Great Seal of the State to be
hereunto affixed GIVEN under my
hand at Augusta this Sixteenth
day of March Two Thousand Sixteen

Paul R. LePage
Paul R. LePage
Governor

Matthew Dunlap
Matthew Dunlap
Secretary of State
TRUE ATTESTED COPY