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TO: All Inmates

FROM: Carol A. Mici, Assistant Deputy Commissioner *Carol A. Mici*

DATE: November 23, 2012

RE: Increased Earned Good Time - Chapter 192 of the Acts of 2012

This memo shall serve to confirm the Chapter 192 of the Acts of 2012 increase of earned good time from the previous 7.5 days per month for successful completion of approved programs and activities to 10 days per month. In addition, several programs and/or activities have been increased from 2.5 days to 5 days (attached).

The Commissioner has also approved the following programs to be eligible for a one time ten day "boost" upon successful completion of a panel review:

Correctional Recovery Academy/Women's Recovery Academy

Successful completion of the program shall be defined as completing the objectives and interventions of the individual treatment plan and meeting all of the Phase III expectations. Each potential graduate must demonstrate competency by successfully completing a Phase III panel review to be eligible for the 10 day boost. Inmates who fail to demonstrate competency shall be provided written feedback identifying areas of deficiencies and offered a final opportunity to participate in a panel review. The final panel review shall be scheduled within 14 days of the initial panel. Inmates who fail to demonstrate competency will not be eligible for the 10 day boost and issued a certificate of attendance in place of a certificate of completion.

Sex Offender Treatment Program - Residential and Non-Residential

Successful completion of the residential or non-residential sex offender treatment program shall be determined by the inmate's progress on their individual treatment plan as determined by the Treatment Review Panel (TRP). Each potential graduate must demonstrate competency by successfully completing the TRP panel review to be eligible for the 10 day boost.

Adult Basic Education

Successful completion is determined by the teacher based upon attendance for more than six months and completion of the competency check list customarily used in the field of Adult Education, to determine that the inmate/student is ready to progress to the next level either for pre-GED or GED. This is the equivalent of moving from elementary school to middle school.

Pre-GED

Successful completion is determined by the teacher based upon attendance for more than six months and the completion of the competency check list, customarily used in the field of Adult Education, to determine that the inmate/student is ready to progress to the next level, which is GED class. This is the equivalent to moving from middle school to high school.

English as a Second Language

Successful completion of levels of ESL will be determined by standardized testing to ascertain when an inmate student has attained competencies to move to next level.

GED Attainment

Successful completion is the successful passing of the GED test and earning of the high school equivalency credential, following a period of at least six months in the GED preparation program.

Boston University

Successful completion is the award of a bachelor's degree that follows a period of at least six months duration enrolled in the Boston University College Program.

Auto Body Repair

Successful completion of the auto body repair program is attained during this 9 month program which requires competency in the approximately 40+ tasks in which the instructor maintains an individual competency report throughout the duration of the program and awards a certificate upon completion of the competencies.

Automotive Repair

Successful completion of the automotive repair program involves the passing the ASE Certification Examination which is given by the National Institute for Automotive Service Excellence.

Barber Program

Successful completion of the barber program requires completion of the curriculum, completion of one thousand (1000) hours of hands-on work under the supervision of the instructor and passing the exam that leads to the MA Barbers Apprentice License.

Building Trades

Successful completion of the Building Trades program involves following the curriculum and must complete a written tool & shop safety test as well as the Building Trades competency checklist established by the National Center for Construction Education and Research. Each module has a test and an associated competency check list. Tests are administered for completion of each module, and a successful test allows the inmate student to move on to the next module. When the complete course is finished the National Center for Construction Education and Research issues a nationally recognized certificate.

Culinary Arts

Successful completion is determined by the instructor when the inmate student has passed the ServSafe exam and completed the curriculum in the Professional Cooking textbook and Professional Dining Room Management and demonstrates competence in text and in the kitchen and dining room.

Cosmetology

Successful completion of the cosmetology program requires completion of the curriculum, one thousand (1,000) hours of hands-on work under the supervision of the instructor and passing the MA Cosmetology Board's exam.

Computers for Schools

Successful completion of the Computers for School program, soon to be CISCO, requires completion of a curriculum regarding computer hardware, software and networking and satisfactory completion of the hands on restoration of donated used computers.

Small Engine Repair

Successful completion of the Small Engine Repair program is attained when the curriculum is mastered by the student, along with hands on work under the supervision of the instructor, leading to EECT certified technician, from Equipment and Engine Training Certification, Inc.

Welding

Successful completion of the welding program required completion of the curriculum and demonstration of skill in hands on work under supervision of the instructor taking place over a period of 19-12 months leading to the Welding Operator Certification Test.

These changes are effective November 1, 2012 and are not retroactive. I appreciate everyone's patience while the DOC made the necessary changes to the Inmate Management System in order to implement the changes made in the Crime Bill.

cc: Commissioner
Deputy Commissioners
Assistant Deputy Commissioners
Superintendents
Janice Hebert, Director, Central Date Computation Unit
Jaileen Hopkins, Deputy Director, Program Services Division
Deputy Superintendents of Classification
Records Managers