

**Massachusetts Department of Correction**  
**Policies and Procedures Governing Statistical Reporting**  
**103 DOC 181**  
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<p style="text-align: center;"><b>MASSACHUSETTS DEPARTMENT OF CORRECTION</b></p>	<p style="text-align: center;"><b>DIVISION: EXECUTIVE DIRECTOR OF STRATEGIC PLANNING AND RESEARCH</b></p>
<p style="text-align: center;"><b>TITLE: POLICIES AND PROCEDURES GOVERNING STATISTICAL REPORTING</b></p>	<p style="text-align: center;"><b>NUMBER: 103 DOC 181</b></p>

**PURPOSE:** To establish Department of Correction (Department) policies and procedures governing statistical reporting

**REFERENCES:** M.G.L., Ch. 124, § 1 (c), (k) and (q), consistent with M.G.L., C. 124, § 6 and § 8.  
M.G.L., C. 127, § 1A.

**APPLICABILITY:** Staff

**ACCESS:** Yes

**LOCATION:** DOC Central Policy File.  
Institutional Policy File.  
Intranet.  
Internet.  
Inmate Library.

**RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:**

- Executive Director of Strategic Planning and Research
- Director of Research and Planning

**EFFECTIVE DATE:** 08/14/2016

**CANCELLATION:** 103 DOC 181 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules and regulations regarding statistical reporting which are inconsistent with this policy.

**SEVERABILITY CLAUSE:** If any part of 103 DOC 181 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

Definitions

1. Civil Commitment or "Civil": Individuals committed to the Department via a civil court proceeding.
2. Criminally Sentenced or "Sentenced": An individual who has been found guilty of a criminal offense(s) through legal proceedings and is incarcerated.
3. Commonwealth Jurisdiction: When the Commonwealth has legal authority over an individual regardless of where the individual is being held, whether incarcerated in a Massachusetts Department of Correction facility or in a correctional facility outside of the Massachusetts Department of Correction (e.g. a Massachusetts house of correction, another state's correctional facility or the Federal Bureau of Prisons).
4. New Court Commitments: Individuals newly sentenced and committed to a correctional institution as prescribed by law. All new court commitments and those individuals who began serving new sentences (e.g., from and after sentences), are included in this category, whether or not there has been an actual, physical release from custody.
5. Pre-Trial or "Detainee": An individual who is detained prior to trial, but not yet convicted of a crime, including male and female county detainees, male county detainees transferred to state facilities under Massachusetts General Law Chapter 276, section 52A, and federal detainees (both male and female).
6. Recidivism: The re-incarceration of an inmate due to a new commitment or a probation/parole violation, who was previously released via parole or expiration of his/her sentence, and is again housed in a state or federal correctional facility within three years of his/her last incarceration.
7. Superintendent: The chief administrative officer of a state correctional institution.

181.02      Types of Reports

The following types of reports from outside of the Department are covered by 103 DOC 181:

1. Reports of Criminal Cases by Clerk of Courts  
These reports include four forms: (1) Return of Criminal Cases which include the offense and disposition of all criminal cases; (2) Summary Report of Murder Cases; (3) Report of Murder Cases; and (4) Individual Report of Murder Cases.
  
2. House of Correction Admission and Release Rosters  
A form which provides information regarding all admissions, transfers, and releases from all houses of correction. For admissions, this form also provides information regarding offense, sentence, and personal background characteristics.

181.03      Instructions

1. The report numbered 181.02 (1) is prepared by the courts. The report numbered 181.02 (2) is prepared by persons designated by the sheriff.
  
2. The report numbered 181.02 (2) shall be completed and forwarded when requested to the Research and Planning Division.

181.04      Statistical Reports

1. A statistical report shall be produced by the Research and Planning Division at least quarterly describing overcrowding conditions in the houses of correction and Department facilities.
  
2. A statistical report shall be produced by the Research and Planning Division at least quarterly describing Department admission and release trends.
  
3. A statistical report describing inmate characteristics and prison population trends shall be produced yearly by the Research and Planning Division. This statistical report shall include, at a minimum: (1) a description of the Department's inmate population on January 1 of each year; (2)

admission and release trends; and (3) an overview of recidivism statistics.

4. Additional statistical reports in full and brief format shall be produced regularly on various topics driven by need and interest.
5. Annual quarterly, and other statistical reports shall be accessible via the Department's Intranet for staff and, for the public, on the Department's website <http://www.mass.gov/eopss/agencies/doc>).