

COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF CORRECTION

103 DOC 220

EMPLOYEE RULES AND REGULATIONS

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<b>MASSACHUSETTS DEPARTMENT OF CORRECTION</b>	<b>DIVISION: ADMINISTRATION</b>
<b>TITLE: EMPLOYEE RULES &amp; REGULATIONS</b>	<b>NUMBER: 103 DOC 220</b>

**PURPOSE:** To establish Department of Correction ("Department") policy concerning the distribution and dissemination of the Rules and Regulations Governing all Employees of the Massachusetts Department of Correction.

**REFERENCES:** M.G.L., c. 124, Section 1 (c) and (q).

**APPLICABILITY:** Staff.

**PUBLIC ACCESS:** Yes

**LOCATION:** Department's Central Policy File.  
Institution's Policy File.  
Department's Personnel Policy Manual.

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

- Director of Employee Relations.
- Assistant Deputy Commissioners.
- Superintendents and Division Heads.

**EFFECTIVE DATE:** 12/15/2011

**CANCELLATION:** 103 DOC 220 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules or regulations regarding distribution and dissemination of the Employee Rules and Regulations which are not consistent with this policy.

**SEVERABILITY CLAUSE:** If any part of 103 DOC 220- 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.

**220.01**      **DEFINITION**

Rules and Regulations Handbook - A handbook promulgated by the Commissioner and issued to each Department employee which contains basic rules, policies, and principles governing an employee's conduct both on and off duty.

**220.02**      **RULES AND REGULATIONS**

1. Employees shall be issued the "Rules and Regulations Governing all Employees of the Massachusetts Department of Correction." An employee's acceptance of appointment to the Department shall be acknowledged as his/her acceptance to abide by said rules and regulations of the Department.
2. Nothing contained in the rules and regulations is intended to be in derogation of the laws of the Commonwealth of Massachusetts, in conflict with any relevant collective bargaining agreement, or meant to infringe upon the constitutional rights of any employee.

**220.03**      **SECURITY ISSUES**

The "Rules and Regulations" shall not be made available to any inmate, nor left in any area to which an inmate has access.

**220.04**      **EMPLOYEE RULES AND REGULATIONS HANDBOOK - CENTRAL TOPICS**

In addition to the introduction, general policy statements, definitions, and waivers and modifications, the following topics are included in the "Rules and Regulations" handbook:

1. Standards of Correctional Service
2. General Requirements
3. Public Relations
4. Public Communications
5. Legislative Visitors
6. Interpersonal Relationships Among Employees
7. General Conduct - Employees
8. Deportment and Conduct Between Employee and Inmate
9. General Interests
10. Institution Discipline
11. Inmate Count/Escape

12. Care, Custody, Safety and Good Order
13. Institutional Requirements
14. Weapons
15. State Material and Equipment
16. Private Possessions
17. Medical
18. Attendance and Absences
19. Administrative Procedures
20. Rules and Laws of Particular Interest