

Massachusetts Department of Correction

SEX OFFENDER MANAGEMENT

103 DOC 446

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Attachment I: Treatment Agreement and Waiver

<b>MASSACHUSETTS DEPARTMENT OF CORRECTION</b>	<b>DIVISION: PROGRAM SERVICES</b>
<b>TITLE: SEX OFFENDER MANAGEMENT</b>	<b>NUMBER: 103 DOC 446</b>

**PURPOSE:** The purpose of this policy is to establish Department of Correction policy for the treatment of sex offenders from commitment to release.

**REFERENCES:** M.G.L., Chapter 124, section 1 (a), (b), (c), (e), (f), (g), (k) and (l), Chapter 127, sections 48 and 49, Chapter 22C, section 37, and Chapter 6, section 178 and Chapter 123A, and St. 1990, c. 150, §§ 104 and 304.

**APPLICABILITY:** Staff/Inmates except persons currently committed as sexually dangerous persons (SDPs) or temporarily committed pursuant to the provisions of G.L. c. 123A.

**PUBLIC ACCESS:** Yes

**LOCATION:** DOC Central Policy File/Institutional Policy File, Inmate Library.

**RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:**  
Deputy Commissioner, Clinical Services and Reentry Division, Assistant Deputy Commissioner of Reentry, Director of Program Services, Superintendents

**EFFECTIVE DATE:** 12/21/2016

**CANCELLATION:** This policy cancels all previous departmental or institutional policies, policy statements, bulletins, and rules and procedures regarding sex offender management that are inconsistent with this policy.

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

**PRIVATE RIGHT OF ACTION:**  
Nothing contained herein is intended to confer, or shall be interpreted as conferring, a private right of action for enforcement or damages.

## **446.01 Definitions**

Assistant Deputy Commissioner of Reentry - A senior level manager who reports to the Deputy Commissioner of Clinical Services and Reentry, and is responsible for ensuring policy compliance and standardization of procedures in such areas as classification, date computation, victim services, inmate records, inmate programs & reentry, and inmate training & education.

Director of Program Services - A program manager responsible for ensuring compliance with departmental program policies, developing procedures as needed, monitoring adherence to such procedures, and overseeing the performance of program staff and vendors.

Inmate Management System ("IMS") - The Department of Correction's automated information system that provides processing, storage and retrieval of inmate related information needed by Department personnel and other authorized users within the criminal justice system.

Sexually Dangerous Person ("SDP"): Any person adjudicated by a court of the Commonwealth to be a sexually dangerous person pursuant to M.G.L. c. 123A and civilly committed to the Department's custody for one day to life, whether or not that person is also serving a criminal sentence.

Sex Offender - An inmate (1) who has ever been convicted of a sex offense defined by M.G.L. c. 6, § 178C, regardless of whether the inmate will be required to register with the Sex Offender Registry Board upon release from custody; (2) who has ever been adjudicated as a youthful offender or as a delinquent juvenile by reason of a sex offense defined by M.G.L. c. 6, § 178C, regardless of whether the inmate will be required to register with the Sex Offender Registry Board upon release from custody; or (3) who has previously been adjudicated as an SDP but has been deemed to be no longer sexually dangerous by a court of the Commonwealth and who continues to serve a criminal sentence in a Department facility.

Sex Offender Treatment Program (SOTP) Provider - The vendor that contracts with the Department of Correction to provide sex offender treatment services at institutions designated by the Department of Correction.

## **446.02 General Policy**

The Department of Correction is committed to the treatment of those individuals who are identified as sex offenders as defined in 103 DOC 446 Sex Offender Management.

#### **446.03 Orientation**

1. Inmates identified as sex offenders entering the correctional system for the first time shall receive an initial orientation to the institution that includes a sex offender specific module within thirty (30) calendar days of admission.
2. Sex offenders transferred from other institutions within the correctional system shall receive orientation to the new institution that includes a sex offender specific module within seven (7) calendar days of transfer.
3. Inmates whose sex offender status was not determined upon commitment shall receive a sex offender specific orientation module once they have been identified as a sex offender pursuant to 103 DOC 447 Sex Offender Identification.
4. The sex offender specific module shall include a description of the sex offender treatment program, eligibility, expectations and enrollment information.
5. Participation in orientation shall be documented in the Orientation Checklist screen in IMS.

#### **446.04 Classification & Program Access**

1. Inmates identified as sex offenders shall be eligible for participation in the SOTP at six years to their earliest release date.
2. Any inmate who is not identified as a sex offender in 103 DOC 446.01 may apply to participate in the sex offender treatment program.
3. Inmates who agree to participate in the SOTP shall read and sign the Treatment Agreement form (Attachment I).
4. Inmates who agree to participate in the SOTP and who are housed at facilities where the SOTP is not available shall be scheduled to appear before a classification board within thirty (30) calendar days of signing the Treatment Agreement form for consideration of placement in a Department facility where the SOTP is available.
5. Inmates participating in the SOTP who receive a recommendation from the SOTP Provider to continue treatment at the Massachusetts Treatment Center shall be scheduled to appear before a classification board within thirty (30) calendar days of the recommendation for consideration of placement.

6. Inmates who complete the SOTP at the Massachusetts Treatment Center shall be scheduled to appear before a classification board within thirty (30) calendar days of completion for consideration of placement in a Department facility where maintenance programming is available.
7. Inmates who are terminated from the SOTP at the Massachusetts Treatment Center shall be scheduled to appear before a classification board within thirty (30) calendar days of termination for consideration of placement in an alternate Department facility.
8. In an effort to enhance program compliance, sex offenders who refuse to participate in the SOTP may be subject to loss of job, housing and seniority.

#### **446.05 Treatment Program**

1. The SOTP shall be facilitated solely by the SOTP Provider at sites determined by the Department. The SOTP shall include non residential and residential programming.
2. The SOTP shall also include maintenance programming at sites determined by the Department for sex offenders who have completed the SOTP. The goal of maintenance programming is to keep sex offenders engaged in treatment throughout their incarceration.
3. The SOTP Provider shall work collaboratively with community-based sex offender treatment programs to provide sex offenders with referrals to treatment providers in the community upon release. All referrals and outcomes shall be documented in the IMS Reentry Planning screen.

#### **446.06 Contract Monitoring**

1. The Assistant Deputy Commissioner of Reentry in conjunction with the Director of Program Services and the Superintendents of facilities where the SOTP is offered shall be responsible for contract compliance and monitoring the overall quality of the sex offender treatment program.
  - a. The Superintendent at each facility where the SOTP is offered shall designate a Department of Correction staff person to conduct a quarterly audit of the SOTP records at that facility, utilizing a form provided by the Director of Program Services. The staff person shall prepare a written summary of the findings which shall be submitted to the Director of Program Services and the Superintendent of that facility.

- b. The Director of Program Services shall designate staff in the Department of Correction's Program Services Division to conduct an annual audit of the SOTP at all facilities where the SOTP is offered. The Director of Program Services may direct staff in the Program Services Division to conduct additional audits at any facility where the SOTP is offered on such basis as he/she deems appropriate. The staff shall provide a written summary of the findings to the Assistant Deputy Commissioner of Reentry, the Director of Program Services, and the Superintendent at each facility where the SOTP is offered.
- c. The Superintendent of the Massachusetts Treatment Center shall be responsible for coordinating contract compliance meetings with the SOTP Provider and may invite other Department staff as he/she deems appropriate.

#### **446.07 Treatment Records**

1. The SOTP Provider shall maintain a treatment file for each sex offender involved in the SOTP. The treatment file shall be initiated when the sex offender begins the SOTP and shall be updated as the sex offender participates in the SOTP. The treatment file shall be maintained at the institution where the sex offender is housed while participating in the SOTP. The treatment file shall be the property of the Department of Correction, and shall consist of all documents, records, data, etc., generated as a result of the sex offender's participation in the SOTP. When a sex offender is transferred to a facility where the SOTP is offered, the treatment file shall also be transferred to the receiving facility. If the sex offender is transferred to a facility where the SOTP is not offered, his/her treatment file shall be forwarded to the Massachusetts Treatment Center for central filing.
2. Dissemination of the SOTP records shall be in accordance with 103 CMR 157, Regulations Governing Access to and Dissemination of Evaluative Information, and 103 CMR 153, C.O.R.I.
3. In preparation for a sex offender's review by the Massachusetts Parole Board, the SOTP Provider shall prepare a form detailing the sex offender's status in the SOTP. Such reports shall be submitted to the institution parole officer one month prior to the sex offender's scheduled parole hearing.

COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF CORRECTION  
Attachment I

TREATMENT AGREEMENT AND WAIVER

I, \_\_\_\_\_ (name and commitment number), understand that I have been identified by the Department of Correction as a sex offender, and that I have been referred for treatment via the Sex Offender Treatment Program ("SOTP"). I agree to participate in such programming designated by the Department of Correction. In doing so, I understand and agree to the following stipulations:

1. I will attend and participate in all aspects the SOTP;
2. I understand I will not progress beyond a medium security facility within the DOC unless I participate in the SOTP and have been cleared from SDP civil commitment proceedings under G.L. c. 123A.
3. I give the Department of Correction permission to share pertinent information concerning my background and criminal record with the designated sex offender therapist to the extent required in effecting my treatment. This includes, but is not limited to, information generated relative to an investigation, tape recorded telephone conversations consistent with 103 DOC 482.10, and the sharing of medical/mental health information, where appropriate, between the Department's contracted health services provider and contracted sex offender treatment provider.
4. I give my designated sex offender therapist permission to share information concerning my progress in treatment and other pertinent evaluative information with the Department of Correction, Probation, Parole, the Attorney General, the District Attorneys, the Sex Offender Registry Board, and any other law enforcement agencies, in order that those agencies may evaluate my appropriateness relative to such issues as classification, housing level, lower security, release, potential civil commitment, post release supervision, and registration as a sex offender.
5. I understand that sex offender treatment is a lifelong commitment, and I agree to continue participation in such treatment upon my release to the community.
6. I hereby consent to these conditions and waive any claims in this regard or in connection with my participation in this program against the Commonwealth of Massachusetts, Executive Office of Public Safety, Department of Correction and its officers, employees and agents.

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Inmate name and commitment number

Date

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Employee Name and Title

Date

original - six part file, part III  
copy - inmate