

Luis S. Spencer, Commissioner
Research and Planning Division Master Report Glossary

Rhiana Kohl, PhD, Executive Director, Office of Strategic Planning and Research

Prepared by:
Susan McDonald, Senior Research Analyst
August 13, 2012

The purpose of this glossary is to provide a consistent referent point for terms commonly used in documents produced by the Massachusetts Department of Correction (MA DOC) Research and Planning Division.

This glossary has been compiled from existing definitions¹ in Research and Planning Division reports, briefs and Massachusetts Department of Corrections policies. The definitions have been collected in this document to improve uniformity and to clarify the terms used.

This glossary is reviewed and updated annually and as needed. Any comments or suggestions should be addressed by contacting research@doc.state.ma.us or 978-405-6677. Some historic definitions have not been included as they are dated or report specific. These definitions may be found in the original reports. There are some instances where definitions will not apply as written in this document. In these cases, the term(s) will be defined in the individual report or brief for clarity.

52A Detainee

Governed by Massachusetts General Laws c. 276, § 52A, persons held in jail for trial may, with the approval of the district attorney, and shall, by order of a justice of the superior court, be removed by the commissioner of correction to a jail in another county, and said commissioner shall, at the request of the district attorney, cause them to be returned to the jail whence they were removed. In addition, such persons, if they have been previously incarcerated in a correctional institution of the commonwealth under sentence for a felony, may, with the approval of the district attorney, be removed by the commissioner of correction to a correctional institution of the Commonwealth, and said commissioner shall, at the request of the district attorney, cause them to be returned to the jail where they were awaiting trial. The proceedings for such removals shall be the same as for the removal of prisoners from one jail or house of correction to another. The cost of support of a person so removed and of the removals shall be paid by the county whence he is originally removed.

The Commissioner holds the exclusive authority to transfer pretrial detainees from county jails to state custody “for security, detainee safety, or other capacity related reasons.” See Commissioner of Correction v. Superior Court Department of the Trial Court for the County of Worcester & others, SJC-09634. (2006) Court orders to transfer 52A detainees have been carried out in Suffolk and Middlesex counties in 1984 and 1990, respectively. These orders were implemented as relief for overcrowded facilities in each of these counties. In addition, a small number of 52A detainees are under Department of Correction jurisdiction but are housed outside of Department of Correction facilities in contracted beds at Plymouth House of Correction. These inmates are reported as Plymouth County contract beds. Massachusetts General Laws c. 276, § 52A was inserted by St. 1943, c. 131, and amended twice, first by St. 1971 c. 592, § 1, and later by St. 1973, c. 514. (SJC-09634).

¹ These are not to be considered legal or definitions in any regard other than the purposes of Research and Planning reports.

ACA

Acronym standing for “American Correctional Association”.

Administrative Chronology

A chronological record listing inmate moves, transfers, board hearings, and significant events.

Admissions

Inmates committed to the Department of Correction, bearing a committing institution’s identification number, who arrive at a facility as a result of a court order, a transfer from another facility, the execution of a parole violation warrant or the execution of an escape warrant.

Administrative Segregation

A form of separation from general population administered by the classification committee or other authorized group when the continued presence of the inmate in the general population would pose a serious threat to life, property, self, staff, or other inmates or to the security or orderly running of the institution. Inmates pending investigation for a trial on a criminal act or pending transfer can also be included. (See Protective Custody and Segregation)

Age at incarceration

Computed age of inmate at commitment for their present offense based on the inmate’s date of birth and commitment date. Date of birth is a demographic self-reported by the inmate at time of booking.

Age at Release

Computed age of inmate at the time of release from their present sentence based on the inmate’s date of birth and release date. Date of birth is a demographic self-reported by inmate at time of booking.

Aggregate

The sum of two or more consecutive like sentences (i.e. 3-5 years + 3-5 From & After = 6-10 years total aggregate).

Alcohol and Substance Abuse Commitments

Court commitments based upon competent medical testimony that said person is an alcoholic or substance abuser and therefore is at likelihood for serious harm as a result of his/her alcoholism or substance abuse. A court may order such person to be committed for a period not to exceed 90 days as of July 1, 2012. See Massachusetts General Laws Chapter 123, §35 (Also known as “Section 35’s”).

Arrest Disposition

The arrest disposition is the outcome of the court arraignment.

At Risk Status

A status an inmate is placed on when the inmate is suspected of being in imminent danger of harming himself/herself or other due to a mental illness or emotional disorder.

Average Daily Population (ADP)

The average daily population for a calendar year is calculated by adding together the count from the last day of each month broken out by institution, then dividing by 12.

Average maximum sentence length

This is the maximum sentence length associated with the inmates' governing offense (the offense with the longest maximum sentence).

Awaiting Action

A form of separation from general population in which an inmate may be placed pending: a) a hearing on a disciplinary offense; b) an investigation of a possible disciplinary offense; c) transfer or reclassification to higher custody; d) imposition of disciplinary isolation time; e) clarification of protective custody needs.

Awaiting Trial or "Detainee" (Now called Pre-trial)

An individual who is detained prior to trial, but not yet convicted of a crime to include 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).

Babcock

The practice of adding two or more consecutive unlike sentences together to determine the rate of statutory good time.

Camp Time

Time which may be accrued by an inmate as a result of placement at a prison camp (i.e. Plymouth Forestry Camp)

CARI Files

The court activity record information (CARI) file provides criminal history information starting with each arraignment. The Massachusetts Board of Probation (BOP) maintains the CARI file on the Massachusetts criminal justice information system (CJIS).

Central Office Case Record

The folder of information about an inmate, stored in the central office records room, which is similar in content to the institutional six-part folder.

Citizenship

The inmate's country of legal residence. A demographic self-reported by inmate at time of booking.

Civil Commitment or "Civil"

The involuntary commitment of an individual via legal means to incarcerate an individual against their will.

Classification to Lower Custody

Indicates whether an inmate, at some point during their incarceration, classified to a lower security facility (i.e. moved from a maximum security to a medium security; moved from a medium security to a minimum security)

Classification Board

A committee of institutional or departmental employees which makes recommendations to the Superintendent concerning an inmate's program participation or placement within the Department of Correction.

Classification Report

A report generated by a classification board containing information regarding an inmate's offense, criminal history, social history, legal issues, program participation, adjustment history and individual need areas.

Clearly Decision

This 1992 decision orders that inmates incarcerated between 1/1/82 and 8/15/87, who had participated in AA, NA, drug counseling, and various social and religious groups, be awarded Earned Good Time credits for satisfactory performance.

Commitment Number

The number, unique identifier, assigned to each new inmate upon commitment, for the purpose of accurate records keeping.

Commitments

Newly sentenced and committed inmates admitted to a committing institution as prescribed by law.

Commitments and Release

In contrast to snapshot data, commitment and release information provides data about the movement of offenders into and out of the Massachusetts Department of Correction system.

Commitment Type

Status of an inmate admitted to prison, either pre-arraignment or pre-trial admission, civil commitment, or a criminal sentence from the courts.

Committing Institution

The state or county institution to which the inmate was originally committed, i.e. MCI-Cedar Junction, MCI-Framingham, MCI-Concord, Bridgewater State Hospital, or Massachusetts Treatment Center.

Community Criminal Justice Agency

A private agency or program whose primary focus is criminal justice issues and services which include but are not limited to: corrections, courts, probation, parole, juvenile justice, law enforcement, and offender employment.

Community Supervision

Inmates in community supervision are under the supervision and jurisdiction of their respective county and are not housed (sleep) in a correctional facility. This can include, but is not limited to, electronic monitoring, halfway house and/or day reporting. Community supervision options will vary from county to county.

Community Work Crew

A group of one to ten inmates assigned to a work detail away from the correctional institution under the supervision of a correction officer, correctional maintenance worker, correction officer farmer, recreation officer, correctional program officer or any other department employee authorized to transport and provide care and custody to inmates.

Complaint/Indictment Data Sheet

Prior to the full implementation of the Inmate Management System (IMS) the form used to record an inmates date of birth, date of sentence, offenses, sentence, sentencing court, docket numbers, sentencing statute, any mandatory restrictions, name of judge, prosecuting attorney and defense attorney, victim's name, date and place of offense and arresting police department.

Complex Sentence

For the 'time served' variable, this category includes parole and probation violators, offenders who were originally committed to another authority, and offenders serving a forthwith, split, fine, or from and after sentence.

Concord

The State Reformatory.

Correctional Industry

An activity existing in a correctional system which uses inmate labor to produce goods and/or services for sale. The price of all articles and materials supplied by the prison to the Commonwealth, counties, cities, and towns shall conform as nearly as may be to the wholesale market rates for similar goods manufactured outside of the prison.

Cost per offender

The cost per offender per annum includes central Massachusetts Department of Correction Administration and Capital costs.

County, Federal, Interstate (CFI)

Massachusetts Department of Correction inmates incarcerated in a Massachusetts County, the Federal Bureau of Prisons or another State.

County inmates

Adult men and women sentenced to 2.5 years or less. This category does not include individuals who are detained in jail pending trial or a settlement, nor does it include detainees who are held pending a transfer to another facility.

Court from which committed

The court where an inmate was sentenced.

Court Release

Inmates released from the Massachusetts Department of Correction via court release including the following: Habeas to Court - Sentenced; Habeas to Court - Did not Return; Habeas to Court- Return with new case number; Habeas to Court- Received forthwith sentence; Court Release- Sentence revoked/stayed/vacated; Bailed-Released on personal recognizance; Bailed-Released on personal recognizance to a warrant.

Criminal History Systems Board (CHSB) renamed Department of Criminal Justice Information Services (DCJIS) as of November 4, 2010

The state's CJIS systems agency (CSA) and responsible state authority for the quality control of all data entered into NCIC systems, managing policy compliance for all CJIS/NCIC users and providing training and testing in the use of NCIC systems. Additionally, the agency maintains firearms licensing and gun sale registration data and provides assistance to individuals and families that are victims of crime.

Criminal Justice Information System (CJIS)

Integrated information system that offers law enforcement and criminal justice agencies within the state, federal and across the nation secure access to state and interstate criminal justice information, including criminal history, warrants and protection orders.

Criminal Offender Record Information (CORI)

Records and data in any communicable form compiled by a criminal justice agency which concern an identifiable individual and relate to the nature or disposition of a criminal charge, an arrest, a pre-trial proceeding, other judicial proceeding, sentencing, incarceration, rehabilitation, or release.

Criminally Sentenced or "Sentenced"

An individual who has been found guilty of a criminal offense through legal means, and is required to be incarcerated.

Crooker Decision

The 1995 decision orders that inmates who are serving a total Aggregate sentence, have been released on parole one or more times, have been violated on parole and have been returned to Department of Correction custody have Chapter 127 section 129 good time applied to "pre-Truth in Sentencing (TIS)" (B) (C), etc. sentences while the inmate was successfully on Parole.

Culture

The social heritage an inmate identifies with. A demographic self-reported by inmate at time of booking.

Custody Level

The level of risk posed by an inmate to the safety and security of the institution and the public as determined by the Objective Classification Score and any applicable restriction or override(s).

Custody Population

An individual is considered to be in Massachusetts Department of Correction custody when they are being held in a Massachusetts Department of Correction facility.

Day Reporting

Day reporting reflects individuals still under the jurisdiction, legal responsibility, of State or County Corrections, who is required to report to the respective corrections authority, but no longer resides/lives in a State or County Correctional facility. These individuals are in the community without direct supervision.

Dead Time

Time not credited towards a sentence for time not incarcerated (i.e. time on escape or the time between Parole revocation and the date of return).

Department of Correction

A Commonwealth agency, under the auspices of the Executive Office of Public Safety and Security, that is charged with the detention of those committed to the custody and control of the Commonwealth.

Department of Criminal Justice Information Services (DCJIS) as of November 4, 2010 formerly Criminal History Systems Board (CHSB)

The state's CJIS systems agency (CSA) and responsible state authority for the quality control of all data entered into NCIC systems, managing policy compliance for all CJIS/NCIC users and providing training and testing in the use of NCIC systems. Additionally, the agency maintains firearms licensing and gun sale registration data and provides assistance to individuals and families that are victims of crime.

Departmental Segregation Unit

An area or areas in a state correctional facility designated by the Commissioner for any inmate segregated pursuant to 103 CMR 421.09 through 421.17.

Design Capacity

Design capacity is the number of inmates that planners or architects intended to house in a facility.

Or

[As defined in the Massachusetts Department of Correction Policy Development and Compliance units definitions]

The number of inmates that planners or architects intended for the institution [as defined by the U.S. Department of Justice, Bureau of Justice Statistics (BJS)]. The number of inmates who may be properly housed and cared for in the facility as determined by a survey which excludes areas not adapted to housing (e.g., basements, attics, corridors, and day rooms); housing facilities which, because of obsolescence or other reason, constitute a major fire or health hazard; support areas (e.g., hospital, isolation, and reception units); and temporary housing (e.g., a temporary dormitory). In determining institutional bed capacities, adequately of the total facilities and the institution for program activities (e.g., dining, toilet, recreation, education, and religion) are taken into consideration.

Disciplinary Detention

A form of separation from the general population in which inmates committing serious violations of conduct regulations are confined by a disciplinary committee or authorized individual for periods of time to individual cells separated from the general population. Placement in detention may only occur after a finding rule violation at an impartial hearing and when there is not adequate alternative disposition to regulate the inmate's behavior. (See Protective custody and Segregation).

DOC

Acronym standing for 'Department of Correction'.

Drug Offense

Massachusetts General Law Chapter 94C offenses including distribution or possession with intent to distribute, possession, drug violation school/park, and trafficking.

Electronic Monitoring

The technology that determines the location of offenders who have restricted movement while being supervised in their respective communities.

Earned Good Time (EGT)

As governed by Massachusetts General Law: M.G.L. c. 127, § 129D, the time which may be accrued by an inmate through participation in work, education, or activity. An inmate may receive a maximum of 7.5 days a month deduction from sentence for satisfactory performance in an approved employment, educational, or vocational training program or activity. An inmate may earn good time unless the law under which the inmate is committed specifically prohibits deductions for earned good time. Any deductions from sentence earned, once granted, cannot be forfeited for disciplinary infractions.

Escape

The act by which an inmate, lawfully sentenced or admitted to the custody of the Department of Correction, leaves the confines of a correctional institution, the custody of escorting officers, or fails to return from an authorized release to the community at the designated time.

Evaluative Information

Records, data or reports concerning identifiable individuals charged with committing crime and compiled by criminal justice agencies which appraise mental conditions, physical conditions, extent of social adjustment, rehabilitative progress and the like, and which are primarily used in connection with bail, pre-trial or post-trial release proceedings, sentencing, correctional and rehabilitative planning, probation or parole. Such information is not included in the definition of CORI. Regulations governing access to and dissemination of evaluative information are set forth in 103 CMR 157.

Expiration

Expiration of Sentence.

Expiration Date

Definition 1: An inmate is discharged from his sentence at the expiration of his term, less any statutory or earned good time. Statutory good time was eliminated for all offenses committed after June 30, 1994, due to the enactment of the “Truth in Sentencing” law.

Or

Definition 2: Inmates who serve out their sentence (less any time deducted for earned good time or statutory good time).

Expiration to Street

Inmates released via expiration of sentence are not under supervision unless required to serve a term of probation.

Expiration of Sentence

An inmate is discharged from his/her sentence at the expiration of his/her term, less any statutory or earned good time. Statutory good time was eliminated for all offenses committed after June 30, 1994, due to the enactment of the “Truth in Sentencing” law.

Federal Detainees

Pretrial inmates under Federal jurisdiction who are housed at a Massachusetts Department of Correction facility. Prior to Jan 25, 2005, the federal detainees were housed at OCCC. Currently they are housed at MCI-Cedar Junction.

Female commitments

Not all Massachusetts counties house their female inmates. Massachusetts General Law dictates that females may be committed directly by the courts to the Department of Correction for a House of Correction sentence.

Fine

The amount set by statute that defendants are required to pay based upon crimes charged and committed. Offenders who are unwilling or unable to pay the fine can serve time in prison in lieu of paying the fine.

Fine Time

Offender was given a fine, but because s/he was unwilling or unable to pay the fine, is serving time in prison.

First Release

Indicates whether it was an inmate's first release from a Department of Correction institution for the current sentence or if they had been previously released and reincarcerated because of a parole or probation violation on the current sentence.

Forthwith

A sentence to the state prison, from a House of Correction or the Concord Reformatory which is ordered to begin immediately, thereby nullifying the current term. (Wipes out the county sentence and the state sentence begins the date as county sentence would have been.)

Note: Truth in Sentencing "TIS" eliminated forthwith sentences.

From and After Sentence (F & A or F/A)

A sentence (which can be a probation term) which does not take effect until the completion of another previously imposed sentence is a consecutive or "from and after" sentence. A consecutive sentence commences upon discharge of the earlier sentence.

General Population

Any housing area other than a detention unit, health service unit, departmental segregation unit, departmental disciplinary unit, or the departmental protective custody unit.

Good Conduct Discharge (GCD)

Inmate is released from sentence prior to serving maximum term imposed due to earned good time credit (i.e. jail credit days, program participation, etc.).

Governing Offense

Inmates may be incarcerated for multiple offenses. The offense reported is that associated with the longest maximum sentence. Prior to January 1, 2010 the governing offense was the maximum discharge date.

Henschel

The practice of adding the Parole Eligibility Dates of two or more consecutive unlike terms in order to arrive at one Parole Eligibility Date on all sentences.

High Medium

A custody level in which design/construction as well as inmate classification reflect the need to provide maximum external and internal control and supervision of inmates. Inmates accorded to this status may present an escape risk or pose a threat to other inmates, staff, or the orderly running of the institution, however, at a lesser degree than those at level 6. Supervision remains constant and direct. Through an inmates willingness to comply with institutional rules and regulations, increased job and program opportunities exist. (Formerly Level Five)

Hispanic

Self reported at booking of those who identify themselves of Hispanic heritage distinct from their reported race.

Historical Population

This is one of two terms utilized in determining population trends; it refers to the actual number of inmates in Massachusetts Department of Correction total population.

House of Correction (HOC)

A House of Correction in Massachusetts houses sentenced county inmates serving a sentence of less than 2 and 1/2 years.

House of Correction or “County” Sentence

Prior to the “Truth in Sentencing” law, if an offender was sentenced to the House of Correction, the term shall be two and a half years or less. Parole eligibility and discharge are based on the maximum term of a sentence. Under the “new” law, discharge on this sentence changed because of the elimination of statutory good time. There was no change in the parole eligibility date.

HOC

Acronym standing for a House of Correction, i.e. county jail or correctional facility.

ICE Detainee

An individual being held in a State or County Correctional facility as a detainee for Immigration Customs Enforcement (ICE).

Impose Date

The date upon which a sentence is pronounced. Prior to the implementation of IMS, this date was referred to as the sentence date.

IMS

Acronym for Inmate Management System

Incarcerated Juvenile Population

Includes all juveniles who are placed in a residential facility. Juveniles under the supervision of DYS return to the community prior to the end of their term of supervision and are supervised in the community.

Indigency

Upon request for waiver of fees or costs, an inmate may be declared indigent if: (a) At the time of the request, the inmate has, in all accounts to which he or she has access, a total amount less than or equal to ten dollars (\$10.00) plus the cost or fees sought to be waived; and (b) The inmate has had such an amount in said account(s) for a period of 60 days or more. (c) In addition to the above definition, the superintendent may in his/her discretion, designate an inmate indigent if the inmate has less than \$2.00 in his account at the time of the request, or in other circumstances as he or she deems appropriate.

Inmate

Any individual, whether in pretrial, unsentenced, or sentenced status, who is confined in a correctional facility.

Inmate Records

Any or all of the following six (6) types of records about an inmate: IMS, central records, facility records, institutional six -part folders, institutional two-flap folders, and mittimus papers.

Inmate Management Systems (IMS)

The Department of Correction's automated information system that provides processing, storage and retrieval of inmate related information needed by departmental personnel and other authorized users within the criminal justice system.

Institutional Length of Stay

The number of days between the most recent transfer date to the given facility or the most recent break in custody and January 1st of a given year. Trips to hospitals, court, or temporary holds are not considered a break in custody.

Institutional Six-Part Folder

Prior to IMS, the standard folder for new commitments to the Department of Correction which has six (6) separate sections for filing of appropriate material. NOTE: The six-part folder continues to be maintained in conjunction with IMS.

Institutional Two Flap Folder

A folder used to contain inmate records. This type of file was used prior to the development of the six-part folder. This folder is being used, in conjunction with IMS, for short term inmates (sentences less than one year).

Invoke Date

The day upon which a sentence begins to run; it may be different from the date a sentence was imposed. Prior to the implementation of the IMS, this date was referred to as the commitment date.

Jail Credits (Jail Credit Days)

Days of credit for time served awaiting trial. Different offenses can have different jail credits awarded by the court. Department of Correction does not award or take away jail credits, only the courts can.

Jurisdiction Population

An individual is considered to be under Massachusetts Department of Correction jurisdiction when the Commonwealth has legal authority over the individual regardless of where the inmate is being held to include those incarcerated in Massachusetts Department of Correction facilities as well as those housed in correctional facilities outside of the Massachusetts Department of Correction (Massachusetts Houses of Correction, other state's correctional facilities and the Federal Bureau of Prisons).

Jurisdiction of Origin

Entity with ultimate legal responsibility for the inmate even if s/he is not in that state or county's custody.

Juvenile Commitments

Juveniles who are adjudicated delinquent by the court and admitted to the supervision of the Department of Youth Services (DYS).

Juvenile Discharges

Individuals whose terms of supervision have ended, usually because they have reached age 18.

Juvenile Population

Includes all individuals committed to the supervision of the Department of Youth Services (DYS).

Last Grade Completed (LGC)

Last grade completed before committed to the Department of Correction as self-reported by inmate (only analyzed in terms of recidivism rates). This information is self-reported at time of booking.

Last Known Address

Most recent last known address recorded for the inmates. A demographic self-reported by inmate at time of booking.

Length of Incarceration

For the purposes of this report, a length of incarceration was calculated for each release to determine the time the offender spent in prison prior to their release to the street from their current commitment. For state sentenced inmates, the effective date of incarceration was used in this calculation. The effective incarceration date is the date the offender's sentence was invoked minus any jail credits accumulated on the current sentence. For inmates who were received from a county or other jurisdiction for their current commitment, the date the inmate was received to the Department of Correction was used to calculate the inmate's length of incarceration. For offenders returned for a violation of parole or probation, their date of return was used.

Length of Stay

Length of Stay is the total number of days an inmate is incarcerated on the same commitment number within the DOC jurisdiction population; this number of days does not include any Jail Credits time. The total number of days may include time from multiple admission and releases on that same commitment number.

Lifer

An inmate who has a life sentence of either Life 1 or Life 2 which is based on all the sentences associated with the inmate's commitment number; including from and after sentences.

Life Sentence

There are two types of Life Sentences: "1st Degree Life" which is a Life term without the possibility of parole and "2nd Degree Life" which is a Life term with the possibility of parole.

Lower Security Facility

Minimum security and pre-release facilities (Formerly levels 3, 2, & 1).

MA DOC

Acronym standing for 'Massachusetts Department of Correction', i.e. state prison.

Mandatory Drug Offenders

Inmates serving a governing drug sentence that carries a mandatory minimum restriction.

Mandatory Drug Sentence

"Mandatory" refers to drug offenses with a mandatory minimum portion to be served.

Mandatory Minimum Sentence

A minimum sentence term required by statute (Massachusetts General Law) for inmates convicted of specific crimes, including but not limited to numerous drug offenses and crimes against a person.

Marital Status

The civil status of the inmate in relation to marriage laws or customs, i.e. Married/Live in Partner, Single, Divorced/Separated, and Widow/Widower. A demographic self-reported by inmate at time of booking.

Master Card

Prior to the full implementation of IMS, the card maintained in central file of the Department of Correction, listing an inmate's name, location and sentence data.

Maximum Date

The date upon which an inmate's sentence expires. Prior to Truth in Sentencing this was the date from which statutory good time was subtracted in order to determine the Good Conduct Discharge date (GCD).

Maximum (Security Level)

A custody level in which both design/construction as well as inmate classification reflect the need to provide maximum external and internal control and supervision of inmates primarily through the use of high security perimeters and extensive use of internal physical barriers and check points. Inmates accorded this status present serious escape risks or pose threats to themselves, to other inmates, to staff, or the orderly running of the institution. Supervision of inmates is direct and constant. (Formerly Level Six)

McNeil Decision

This 1994 decision ordered the Department of Correction to automatically credit all sentenced Massachusetts state prisoners with earned good conduct deductions for the period during which the inmate was awaiting trial. On 5/17/94 this decision was rescinded.

Mean

Sum of the values of all the observations in a data set divided by the number of observations, typically referred to as the “average”.

Median

The point in an array of data which has an equal number of observations above and below it.

Medium (Security Level)

A custody level in which both the design/construction as well as inmate classification reflect the goal of restoring to some degree of responsibility and control of their own behavior and actions, while still insuring the safety of staff and inmates. Design/construction is generally characterized by high security perimeters and limited use of internal physical barriers. Inmates at this level have demonstrated the ability to abide by rules and regulations and require intermittent supervision. However, behavior in the community, i.e., criminal sentence and/or the presence of serious outstanding legal matters, indicate the need for some control and for segregation from the community. Job and program opportunities exist for all inmates within the perimeter of the facility. (Formerly Level Four)

Mental Health Commitments

Court ordered evaluations of competency to stand trial, criminal responsibility and treatment for mentally ill adults who by virtue of their mental illness are in need of hospitalization under conditions of strict security. Primarily this population is incarcerated at Bridgewater State Hospital. See Massachusetts General Laws Chapter 123, §§7-18.

Minimum Date

On state prison sentences, this determines the Parole Date. Prior to Truth in Sentencing parole was set at one-third (1/3) or two-thirds (2/3) the minimum term, depending on the statute of conviction.

Minimum (Security Level)

A custody level in which both the design/construction as well as inmate classification reflect the goal of returning to the inmate a greater sense of personal responsibility and autonomy while still providing for supervision and monitoring of behavior and activity. Inmates within this security level are not considered a serious risk to the safety of staff, inmates or to the public. Program participation is mandated and geared toward their potential reintegration into the community. Access to the community can occur, but is limited and under constant direct staff supervision. (Formerly Level Three)

Minimum Sentence

Some inmates do not have a minimum sentence, only a maximum sentence. Cases with “No Minimum” term are inmates serving House of Correction (County) or Reformatory sentences and can also be those serving out of state or federal sentences.

Minimum/Pre-Release

Institutions that house both minimum and pre-release inmates, i.e. Boston Pre-Release Center, Northeastern Correctional Center, and South Middlesex Correctional Center.

Mittimus Paper

The package of sentencing documents received from the court upon commitment of an inmate to the department.

Month

For sentences given in terms of months, a month equals 30 days.

Movement Chronology

A chronological record listing inmate moves, transfers, board hearings, and significant events.

N

Number. Represents the number of inmates who fall into the corresponding category in a table.

New Admissions

Inmates committed to the Department of Correction, bearing a committing institution's identification number who arrive at a facility as a result of a court order, a transfer from another facility, the execution of a parole violation warrant or the execution of an escape warrant.

New Commitments

Newly sentenced and committed inmates admitted to a committing institution as prescribed by law.

New Court Commitment

Individuals committed by the courts to the Massachusetts Department of Correction (DOC) as a result of a criminal offense. All new court commitments and those individuals who began serving new sentences (e.g., From and After Sentences) during the year are included in this category even if there was no physical release from custody when they moved from one sentence to another. [It is possible for an individual to be committed to the Department Of Correction more than once in a given period of time, whether each commitment for an individual is counted separately or only the first instance is counted may vary by report or request.]

New England Corrections Compact (NECC)

An agreement entered into among the six New England States including the Commonwealth of Massachusetts allowing for the exchange of inmates among the Compact states and pursuant to M.G.L. Chap. 125, Appendix A.

New Offense

In regards to recidivism, the first offense an inmate is arraigned on within the three year follow-up period resulting in a reincarceration or a re-conviction.

New Crime Respondents

In regards to recidivism, this group includes individuals originally released to parole supervision (new crime or parole violators) as well as those who were not released to parole (new crime only respondents).

Non-DOC Releases to Other Jurisdiction

Transfers a Non-Department of Correction inmate (from a county, federal, or another state's jurisdiction) out of Department of Correction custody back to the agency that has authority over them.

Non-violent Offense

Any offense that falls under the Property, Drug or Other Offense categories.

Not Available/NA

Information that is unavailable for previous years due to changes to definitions/reporting is noted as "Not Available". Also, missing information is considered "Not Available".

Not Reported

For self-reported variables such as marital status, education, race, place of birth, and address missing information is noted as "Not Reported".

Nunc Pro Tunc

Literally means "now for then." This phrase is used to express that a thing is done at one time which ought to have been performed at another.

Offense Category

The offense category associated with an inmate's "governing" offense, which can be one of five categories, two of which are considered "violent" ("Person" and "Sex" offenses) and three which are considered "non-violent" ("Property", "Drug" and "Other"). Please refer to definitions for each of the terms referenced herein.

Offense Drug

Massachusetts General Law Chapter 94C Offenses.

Offense Other

Miscellaneous offenses that are not clearly categorized into one of the other offense categories of Person, Property, Sex or Drug.

Offense Person

Crimes Against the Person (primarily Massachusetts General Law Chapter 265 offenses).

Offense Property

Crimes Against Property (primarily Massachusetts General Law Chapter 266 offenses).

Offense Sex

Sex Offenses Against the Person. Consist of Massachusetts General Law Chapter 265 (Crimes Against the Person) and Chapter 272 offenses (Crimes Against Chastity, Morality, Decency and Good Order).

Offense Type

The offense type associated with an inmate's "governing" offense, "violent" or "non-violent".

Operational Capacity

Total bed capacity across all Massachusetts Department of Correction facilities throughout the agency on the last day of a given month. The capacity of a facility is the number of beds authorized for safe and efficient operation of the facility. Does not include beds reserved for discipline, investigations, infirmary, or other temporary holds because these beds are used for temporary or special purposes. When the special purpose(s) or circumstances do not apply, the beds are not occupied.

Other Offenses

Miscellaneous offenses that are not clearly categorized into one of the other offense categories of Person, Property, Sex or Drug including obstruction of justice, habitual criminal, prostitution and some weapons possession.

Other Admission

Inmates who return as a re-admission from a court release or as a return from escape.

Other Releases

Deaths and escapes.

Other State, Federal Sentence

This category is used for inmates who were received by the Department of Correction from another state correctional agency or the Federal Bureau of Prisons and are not sentenced under Massachusetts General Law.

Parole

Inmates released on parole are under the supervision of parole while in the community and may be re-incarcerated for violating the terms of their supervision.

Parole Board

The primary decision making authority in the Commonwealth for matters of parole granting and revocation over all individuals committed to state or county facilities, except those sentenced by district courts to a term of less than one year to a county institution.

Parole Eligibility Date

The earliest date that an inmate may be eligible for parole.

Parole or Expiration of Sentence to Other

Inmates who were released from their current sentence via expiration or parole to one of the following: Parole to Out of State Sentence; Parole to Federal Authority; Parole to Immigration; Parole to a From and After House of Correction Sentence; Parole to Warrant; Parole to a From and After Department of Correction Sentence; Expiration Release to Out of State Sentence; Expiration Release to Federal Authority; Expiration Release to Immigration; Expiration Release to From and After House of Correction Sentence; Expiration Release to Warrant; Expiration Release to From and After/Concurrent at Department of Correction; Expiration to Civil Commitment; Parole to Civil Commitment; Release from Civil Commitment to Warrant.

Parole to Street

Includes inmates released from the Massachusetts Department of Correction to Parole supervision.

Parole Regional Reentry Center

Centers throughout Massachusetts operated by the Massachusetts Parole Board servicing all individuals under parole supervision and any inmate returning to the community.

Parole Violation (PV)

An act or failure to act by a parolee that does not conform to the conditions of parole related to having been arrested for a new offense. Includes inmates returned for a parole violation with a new offense, as well as, technical parole violators.

Parole Violator

Parolee who violates a condition(s) of parole. An inmate may be returned to prison for a parole violation with a new offense or technical parole violation.

Peaking Factor

In regards to population projections, calculated by taking the highest population of the year and determining its percentage of the yearly average.

Percentage of sentence served

(maximum sentence /length of stay) * 100

Person Offense

Crimes Against Person (primarily Massachusetts General Law Chapter 265 offenses) including assault and battery, kidnapping, manslaughter, and murder.

Piggot Decision

This 1993 decision orders that inmates incarcerated between September 1987 and May 31, 1993 be awarded earned good time (EGT) credits for previously unawarded program(s). Also, any inmate who had been awarded only partial credit for any program was entitled to have this credit boosted to a full 2.5 days.

Place of Birth

City/Town, State, and/or Country where an inmate reported being born. A demographic self-reported by inmate at time of booking.

Policy

A definite course of action adopted or pursued by the Department that guides and determines present and future decisions, statement(s) of guiding principles directing activities toward the attainment of objectives, and overall goals of the Department.

Pre-arraignment

To include individuals housed in a State or County Correctional facility prior to being arraigned, which may include those arrested (“regional lock-up”), detained by Probation or held in relation to a Warrant.

Pre-trial (Formerly Awaiting Trial or “Detainee”)

An individual who is detained prior to trial, but not yet convicted of a crime to include male and female county detainees, male county detainees transferred to state facilities under Massachusetts General Law Chapter 276, section 52A, and out of state federal detainees (both male and female). (Pre-trial detainees include those held awaiting trial for: new commitment/charge, hold for other state/jurisdiction, probation violator awaiting hearing, bail violator, failure to pay costs/fine, contempt of court, hold for immigration, and fugitive from justice or failure to appear.)

Pre-Release (security level)

A correctional facility (including contracted residential placements) where the perimeter is marked by non-secure boundaries; physical barriers to inmate movement are either non-secure or non-existent. Inmate movement and interactions are controlled by rules and regulations only. Inmates may leave the institution daily for work and/or programs in the community. Supervision while on the grounds is intermittent. While in the community, supervision is occasional, although indirect supervision (e.g. contact with employer) may be more frequent. (Formerly Levels One and Two)

Pre-Release (Formerly Levels One and Two)

The least restrictive in the department and is reserved only for those inmates who are at the end of their sentence and have been identified as posing little to no threat to the community. A custody level in which both design/ construction as well as inmate classification reflect the goal of restoring to the inmate maximum responsibility and control of their own behavior and actions prior to their release. Direct supervision of these inmates is not required, but intermittent observation may be appropriate under certain conditions. Inmates within this level may be permitted to access the community unescorted to participate in programming to include, but not limited to, work release, educational release, etc.

Primary Language

The language in which an inmate is most proficient. A demographic self-reported by inmate at time of booking.

Prison Camp

A camp designated by the Commissioner pursuant to M.G.L.C.127§ 83A or 83E, i.e., MCI Plymouth.

Prison Industry

A program established under M.G.L. C. 127, § 51.

Probation

Probation is a court-ordered sanction placed on a person convicted of a crime. The offender is allowed to remain in the community under the supervision of a probation officer.

Probation Violation

A Probation Violation admission designates that an inmate has been returned to resume serving a previously imposed sentence (return on a split sentence) following a revocation of their terms of probation. Split sentences to the state prison were eliminated for offenses committed after June 30, 1994, due to the enactments of the "Truth in Sentencing Law"

Probation Violator

An inmate who is returned to prison to resume serving a previously imposed sentence (return on a split sentence) as a result of a violation of a term of probation. Inmates admitted to State or County Corrections as a New Court Commitment as the result of having violated their probation term is not considered a Probation Violator for purposes of admission type; they would be a New Court Commitment.

Procedure

The detailed and sequential actions that must be executed to ensure Department policy is fully implemented, the method of performing an operation, specific task to be performed within Department policy.

Program Related Activity

A structured program of release which supports and complements an established education, training, or employment program outside correctional institutions.

Program Unit

A housing treatment unit that utilizes an interdisciplinary team approach to identify and target dynamic criminogenic risks and focuses efforts toward changing criminal behavior and ultimately reducing recidivism.

Projected Population

In determining inmate overcrowding trends, figures for future years are reported as the projected population. Some factors considered in determining these projected numbers include trends in new court commitments as well as trends in release data.

Projected time to release (months)

[projected release date) - admission date]/30 days

Property Offense

Crimes Against Property (primarily Massachusetts General Law Chapter 266 offenses) including arson, burglary and fraud.

Protective Custody

A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety. The inmate's status is reviewed periodically by the classification committee or designated group with the goal of terminating the separate housing assignment as soon as possible.

Provisional Revocation

The withdrawal of a decision to parole an inmate on a provisional or temporary basis. Only parole board members have the authority to provisionally revoke parole.

Race

Race categories include: Caucasian/White, African American/Black, Asian, Hawaiian-Pacific Islander, American Indian-Alaska Native, and Other. Inmates who report a Hispanic ethnicity are included in the race category. A demographic self-reported by inmate at time of booking.

Race/Ethnicity

As a result of the revised race definition implemented by the U.S. Office of Management and Budget Statistical Policy, 'Hispanic' is considered an ethnicity, as opposed to a race. 'Hispanic' inmates are reported in a combined "Race/Hispanic Ethnicity" category. As a result, when race is consolidated with the ethnicity of Hispanic, one cannot determine whether inmates identifying themselves as Hispanic are white or black. A demographic self-reported by inmate at time of booking.

Rate

In regards to recidivism, rate is used within the report to identify the recidivism rate. the percentage of releases in a category who are recidivists.

Rated Capacity

Ninety percent (90%) of Design Capacity.

Rec

In regards to recidivism, within the report tables, "Rec" indicates the number of recidivists.

Receiving Institution

The institution to which an inmate will be transferred upon approval by the Commissioner or designee.

Reception Center

A Department of Correction facility or facilities designated by the Commissioner to receive newly committed inmates for the purpose of initial classification.

Recidivism

A reconviction or re-incarceration of an inmate released via parole or expiration of sentence and who was returned within three years to state prison on a new commitment or for a probation or parole violation (with or without a new offense).

Recidivism Rate

Represents the percentage of releases in a category who are recidivists.

Recidivist

A criminally sentenced offender who is released to the street from a Department of Correction facility who is re-incarcerated for a new sentence or a violation of parole or probation in a Massachusetts state correctional institution, to a Massachusetts house of correction/jail, or to a federal facility within three years of his/her release to the street.

Re-convicted inmates

In regards to recidivism, those inmates who received a new conviction (commitment, fine, probation/suspended sentence, guilty/guilty filed) within three years of their release to the street from the Massachusetts Department of Correction.

Reentry

Is sound public policy which promotes public safety; it is a concept, a strategy used to promote offenders' successful transition from prison life to community living. It begins at the time of an offender's admission to prison and continues on through discharge.

Reformatory Sentence

Prior to the Massachusetts “Truth in Sentencing” law, males and females could be sentenced to a Reformatory sentence, an indefinite term, indicated by a maximum term. For MCI- Concord, a male not previously sentenced for a felony more than three times, convicted of a crime punishable by imprisonment in any correctional institution of the Commonwealth or by imprisonment in a jail or House of Correction may be sentenced for an indefinite term. Concord may confine misdemeanor offenders as well as those who commit felonies. A female convicted of a crime punishable by imprisonment in a House of Correction may be sentenced to the Massachusetts Correctional Institution-Framingham. In addition to those women who commit felonies, MCI-Framingham may confine female misdemeanor offenders. The “new” law eliminates “Concord” (or Framingham) sentences to the state reformatory.

Re-incarcerated Inmates

Those who were returned to a Massachusetts state or county facility, or to a federal facility for a new offense or a violation of parole or probation within three years of their release to the street from the Massachusetts Department of Correction.

Release Address

Most recent release address recorded for the inmate. A demographic self-reported by an inmate prior to release. Note: For Release reports prior to 2004, the “Last Known Address”-the address reported by the inmate at time of commitment was presented in the report.

Release Institution

The Department Of Correction institution associated with inmate’s release date.

Release to Street

A release to street occurs when an inmate is released from the custody of the Massachusetts Department of Correction by way of parole or discharge to the street. Conditions warranting a release to street include: Parole, Good Conduct Discharge (GCD), and Expiration of Sentence.

Releases

A release occurs when an inmate is released from the custody of the Massachusetts Department of Correction by way of expiration of sentence, parole, a non- Department of Correction inmate’s release to other jurisdiction, a court release or other legal release from the custody of Massachusetts Department of Correction.

Release Type

Parole or Expiration of Sentence (Newer reports list all included in report).

Released Juvenile Population

Includes those juveniles who are released from a facility into the community. Members of this population will be referred to as released juveniles.

Risk Inmates

Inmates/patients so designated by the Superintendent due to the following: prior or present issues in relation to safety and/or security issues (i.e., contract on inmate, enemies, information on planned escape, possession of escape paraphernalia, information from outside law enforcement agencies, past or current history or behavior, etc.). Security risk inmates should be classified in the following categories: (A) Extreme Escape Risk or Extreme Risk; (B) High Escape Risk or High Risk; (C) Escape Risk; or (D) Assaultive.

Security Threat Group Member (STG)

An inmate, identified by staff through intelligence information or by some other means, who is determined to be associated with a known security threat group.

Secure Facility

Maximum and medium security facilities (formerly Levels 4, 5, & 6).

Security Level

The security level designation of the releasing facility represents the security level of the facility housing the inmates at time of release to the street.

Segregation

The confinement of an inmate to an individual cell that is separated from the general population. There are three forms of segregation: administrative segregation, disciplinary detention, and protective custody.

Sentence/Sentence Type

See State Prison Sentence; House of Correction or County Sentence; Other State, Federal Sentence

Sentence Count

An inmate is often serving more than one sentence at the same time. This variable is a count of the number of sentences imposed that are entered into the database per inmate. Consecutive sentences that can be identified in the data are subtracted from the count.

Sentence Effective Date

The date on which a sentence is invoked minus any days of jail credits. All other dates are calculated from the sentence effective date.

Sentence Information Form

Prior to the full implementation of IMS, the form providing essential inmate sentencing information including the date of imposition of the sentence, any jail credits, effective date of sentence, offense, sentence, sentencing court, sentencing statute, any mandatory restrictions and any prior commitment identifiers.

Sex Offender Registry Indicator

This indicator flags whether or not an inmate is required to register as a Sex Offender based on current and/or past offenses.

Sex Offense

Sex Offenses against the Person consists of Massachusetts General Law Chapter 265 (Crimes Against the Person) and Chapter 272 offenses (Crimes Against Chastity, Morality, Decency and Good Order) including rape, unnatural acts, and indecent assault & battery on a child under 14.

Sexually Dangerous Person Commitments

Court ordered temporary commitments pending adjudication of sexual dangerousness and day to life commitments for those adjudicated as sexually dangerous persons. See Massachusetts General Laws Chapter 123A.

Simple

One sentence received for a single offense.

Snapshot Data

Refers to data that are a "snapshot" of the population, which provides information about the population count on a given day. The inmate population consists of active inmates incarcerated within the Massachusetts Department of Correction custody and /or jurisdiction population as of the specified date.

Special Management Unit

Any unit set apart from the rest of an institution which is used primarily for the housing of inmates who are under: administrative segregation, protective custody, or disciplinary detention.

Split Sentence

A split sentence is one where only a portion of a sentence is ordered to be served and the inmate received a period of probation in lieu of continued incarceration. **Note:** Truth in Sentencing "TIS" eliminated split sentences.

State Prison Sentence

Prior to the "Truth in Sentencing" law, if an offender was sentenced to the State Prison, except for life or as a habitual criminal, the court shall not fix the term of imprisonment, but shall fix a maximum and minimum term for which s/he may be imprisoned. The minimum term shall not be less than two and a half years. All sentences that have a finite maximum term are eligible to have the term reduced by statutory good time, except for most sex offenses, crimes committed while confined and certain "mandatory" sentences. In the "new law", all state sentences have a minimum and a maximum term, unless an inmate is sentenced for life or as a habitual criminal. The minimum term is used to determine parole eligibility, and the maximum term is used to determine discharge. Under both the "old" and "new" sentencing systems, an inmate is discharged from his/her sentence at the expiration of his/her term, less any statutory or earned good time. Under the "new" system none of the reduction is attributable to statutory good time.

Statutory Good Time

Days awarded for (good conduct), while incarcerated, which reduces the maximum length of incarceration. **NOTE:** Truth in Sentencing "TIS" eliminated statutory good time.

Stay

The postponement or temporary suspension of a proceeding or of the legal effect of a statute or court order.

Stock Population

The stock population is a snapshot of inmates of all commitment types incarcerated on a given day. These can include all pre-trial detainees, civil commitments, criminally sentenced and transfer inmates from another state, federal, or county authority. This information can be used as a gauge to determine population trends in different categories (i.e. stock jurisdiction or stock custody population over time).

Superintendent

The chief administrative officer of a state correctional institution.

Supervision

This data indicates whether or not a criminal justice agency (parole or probation) is required to provide an inmate with supervision upon release from the Massachusetts Department of Correction, or depending on the context, prior to incarceration.

Supervision Type

This data indicates whether or not a criminal justice agency is required to provide an inmate with supervision upon release from the Massachusetts Department of Correction. The types fall into four categories: Probation Only, No Post Release Supervision, Parole and Probation, and Parole Only.

Technical Violation

A violation of parole conditions that does not necessarily constitute grounds for revoking parole or being arrested for a new offense.

Technical violators

Refers to individuals whose parole has been revoked for a violation of one or more technical conditions of parole supervision. Parole violators who have been returned to prison for a new arrest are not included in this group.

Time Served

The 'time served' variable can not be calculated for inmates who have parole/probation violations, thus they are excluded from the analysis. Time served calculations include jail credit days earned for time held while awaiting trial and is representative of time served until first release.

Time to parole eligibility (months)

[parole eligibility date- admission date]/ 30 days

TIS

An abbreviation for "Truth in Sentencing."

Total Time Served

Time Served is the sum of the inmate's total length of stay on the same commitment number within the DOC jurisdiction population including jail credit days.

Transfer

The act of moving an inmate from one correctional facility to another.

Transient Inmate

Any inmate whose security classification has yet to be determined and has not been transferred to a permanent housing location.

Transition Plan

Initiated when an inmate is within one year of release, this plan is designed to enhance public safety by assessing post release need areas such as employment, housing, medical, substance abuse treatment and direct inmates to appropriate community based programming and resources.

Transition Unit

That unit responsible for working with those inmates who are within one year of release to develop comprehensive transition plans.

Transition Workshop

A five day workshop offered to inmates within one year of release that assists them in the development of the transition plan and teaches basic life skills.

Truth in Sentencing Indicator

"On January 12, 1994, the Governor signed into law an Act to Promote the Effective Management of the Criminal Justice System. St. 1993, c. 432, generally known as the "Truth in Sentencing" Law. Sentencing for offenses committed after June 30, 1994 are significantly affected by this law. This field indicates whether the "Current Offense" was committed prior to or after June 30, 1994. For further discussion on some of the changes due to Truth in Sentencing refer to "Sentence/Sentence Type" earlier in Glossary."

Type of Sentence

In past reports, this variable represented the type of sentence received by the inmate such as Aggregate, Concurrent, Fine, Forthwith, From and After, Simple, or Split. Due to changes in the database, the Type of Sentence variable is no longer available in such detail. Consequently it is no longer reported. However, the variable sentence type (i.e. state prison, reformatory, and house of correction) is reported.

Violent Offense

Any offense that falls under the Person Offense or Sex Offense categories.

Walpole/Cedar Junction

The Massachusetts State Prison.

Weekend/Week Day

A one to two day sentence that is to be served during a weekend or during a specified day of the week.

Weekend/Weekday Commitments

A sentence that is to be served during a weekend or during a specified day of the week

Work Release

The release of an inmate into the community for the purpose of participating in a work release program.

Work Release Program

Any program, established pursuant to M.G.L. c.127, § 49, which is designed to provide inmates with an opportunity to earn compensation, to render services on a volunteer basis, or to attend interviews or counseling sessions designed to secure or continue employment opportunities.

Wrap-ups

A term for inmates released via expiration of sentence, having completed their sentence with no time left or without any period of parole remaining.

Year

For sentences given in terms of years, a year equals a calendar year.

This glossary was written and prepared by Susan McDonald, Senior Analyst.
Any comments or questions can be addressed by e-mail: research@doc.state.ma.us. Copies of publications from the Office of Strategic Planning & Research can be found at <http://www.mass.gov/doc>.