

103 CMR: DEPARTMENT OF CORRECTION

103 CMR 916.00: COUNTY CORRECTIONAL FACILITIES -- MANAGEMENT INFORMATION SYSTEM

Section

- 916.01: Information System Guidelines
- 916.02: Monthly Report of Admissions and Releases
- 916.03: List of Inmates

916.01: Information System Guidelines

The Sheriff/facility administrator shall provide guidelines for an organized information system which is part of overall research and decision making. Such guidelines shall include the following:

- (1) Written policy and procedure governing:
 - (a) data collection;
 - (b) access to data;
 - (c) retrieval of data;
 - (d) review of data;
 - (e) use of data and relativity to both inmate and management (operational) needs;
 - (f) storage of data;
 - (g) security of information;
 - (h) verification of data; and
 - (i) adherence to Criminal Offender Record Information Statute (CORI) (M.G.L. c. 6, §§ 167 through 172), and in accordance with relevant requirements imposed by regulations of the Department of Criminal Justice Information Services (DCJIS) (803 CMR 2.00: *General Information*).
- (2) Written policy and procedure providing for an inmate population accounting system which shall include records on the following:
 - (a) inmate admissions;
 - (b) movement of inmates; and,
 - (c) release of inmates.
- (3) The Sheriff/facility administrator shall encourage collaboration with criminal justice and service agencies in information gathering, exchange and standardization.

916.02: Monthly Report of Admissions and Releases

The Sheriff/facility administrator shall make a monthly report to the Commissioner of all admissions and releases on a form designated by the Commissioner.

916.03: List of Inmates

The Sheriff/facility administrator of each county correctional facility shall cause to be maintained, consistent with M.G.L. c. 127, § 5, a calendar of all prisoners committed, in which shall be recorded the names of all prisoners, their places of abode, the time, cause and authority of each commitment, and, if they have been committed upon a sentence on conviction of crime, a description of their persons. The calendar of inmates shall further record the time and authority for the release of every prisoner released and the time and manner of the escape of any prisoner who escapes.

REGULATORY AUTHORITY

103 CMR 916.00: M.G.L. c. 124, § (1), (c), (d) and (q); c. 127, §§ 1A and 1B.