COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION
STANDARD OPERATING PROCEDURE (SOP) TO
103 CMR 486, *Attorney Access at Massachusetts Correctional Institutions*

ATTORNEY PHOTOGRAPH PROCEDURE

Purpose: This Standard Operating Procedure (SOP) establishes guidelines for the internal management and processing of attorney requests, consistent with 103 CMR 486, *Attorney Access at Massachusetts Correctional Institutions*, to photograph an incarcerated individual's alleged injuries stemming from an incident at the correctional institution in which the incarcerated individual is incarcerated.

I. Search and Entrance Procedures

A. Attorneys shall be searched in accordance with 103 CMR 486.07.

B. Attorneys shall be permitted to enter institutions for the purpose of photographing an incarcerated individual's alleged injuries with a camera, to include a cell phone camera, that shall be subject to inspection in accordance with 103 CMR 486.09(3). Cameras permitted to enter the institution shall be recorded on 103 DOC 501, *Institution Security Procedures*, Attachment #6, *Miscellaneous Electronic Device Inventory Form*.

II. Photograph Process

A. Attorneys will be permitted to photograph the incarcerated individual's alleged injuries inside of the institution in an area approved by the Superintendent/designee.

B. An Inner Perimeter Security (IPS) Officer shall be present when the attorney is photographing the incarcerated individual's alleged injuries and shall take pictures of the incarcerated individual at the same time and from the same camera angles as the attorney. If no IPS Officer is on duty or available, then another security staff member shall be designated for this purpose.

C. These photographs shall be stored in accordance with the evidence storage requirements, as outlined in 103 DOC 506, *Search Policy*.

D. When the attorney has completed taking their desired photographs, the security staff member will escort the attorney out of the institution to secure the camera.