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|  <p style="text-align: center;">Massachusetts Department of Correction POLICY</p> | Effective Date <p style="text-align: center;">2/23/2024</p> | Responsible Division <p style="text-align: center;">Commissioner</p> |
| | Annual Review Date <p style="text-align: center;">2/23/2024</p> | |
| Policy Name <p style="text-align: center;">103 DOC 100 DEPARTMENT VISION, MISSION AND QUARTERLY/ANNUAL REPORTS</p> | M.G.L. Reference: M.G.L. c. 124, § 1(c), (q) | |
| | DOC Policy Reference: 103 DOC 175 | |
| | ACA/PREA Standards: 5-ACI-1A-01; 5-ACI-1A-02; 5-ACI-1A-03; 5-ACI-1A-18;5-ACI-1F-11; 5-ACI-5E-08; 2-CI-6A-2; 2-CO-1A-04; 2-CO-1A-07; 2-CO-1A-09; 2-CO-1A-20; 2-CO-1A-21; 4-ACRS-7D-01 | |
| Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Inmate Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Applicability: Staff |
| Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | Location: Department Central Policy File Each Institution's Policy File |
| <p>PURPOSE: To establish Department of Correction (Department) policy concerning agency vision, mission and core values.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Commissioner Deputy Commissioner of Prison Division Superintendents</p> <p>CANCELLATION: 103 DOC 100 cancels all previous Department policies, statements, bulletins, directives, orders, notices, rules or regulations regarding the Department's philosophy and goals, which are inconsistent with this policy.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 100 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.</p> | | |

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ATTACHMENTS

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100.01 **DEPARTMENT VISION STATEMENT**

To effect positive behavioral change in order to eliminate:

- Violence
- Victimization
- Recidivism

100.02 **DEPARTMENT MISSION STATEMENT**

Promote public safety by managing offenders while providing care and appropriate programming in preparation for successful re-entry into the community.

- Manage
- Care
- Program
- Prepare

100.03 **DEPARTMENT CORE VALUES**

- Responsible
- Respectful
- Honest
- Caring

100.04 **MISSION AND GOALS STATEMENT FOR CORRECTIONAL INSTITUTIONS AND DIVISION HEADS**

- A. Each institution shall develop an institution-specific mission statement, which shall be posted on its Intranet page. This mission statement shall be reviewed annually and updated as needed. As such, each mission statement posting shall include a date signifying the most recent mission statement review and update.
- B. The Department’s Strategic Plan outlines agency goals, objectives, strategies, and performance measures, which each Institution and Division shall adopt.
- C. These goals, objectives, strategies, and performance measures shall be updated annually, in accordance with 103 DOC 175, *Department Strategic Planning, Management, Accountability and Performance Process*.

100.05 **QUARTERLY AND ANNUAL REPORTS**

Each Superintendent shall submit a quarterly report to the Office of the Deputy Commissioner of Prison Division, utilizing Attachment #1, for review and edits if necessary. The Office of the Deputy Commissioner of Prison Division shall then forward the quarterly reports to the Commissioner’s Office, with a copy to the Strategic Planning and Research Division. Using the quarterly reports as a guide, the Commissioner’s Office shall prepare an annual report that includes narrative

and statistical data on its objectives, programs and services. This report will be posted on the Department's Internet site for public viewing.

MASSACHUSETTS DEPARTMENT OF CORRECTION
INSTITUTION NAME _____
INSTITUTIONAL QUARTERLY REPORT
_____ QUARTER

Major Developments and Progress:

Please note major developments and progress in each department or administrative unit during the reporting quarter relating to the strategic plan goals.

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| Goal: Maintain and enhance prison safety and security for the public, staff, and inmates. | 1. |
| | 2. |
| | 3. |
| | 4. |
| | 5. |

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| Goal: Effectively prepare inmates for transition into communities to reduce crime and victimization, reduce recidivism and promote reentry. | 1. |
| | 2. |
| | 3. |
| | 4. |
| | 5. |

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| <p>Goal:</p> <p>Collaborate with external stakeholders to achieve mutual goals and objectives.</p> | 1. |
| | 2. |
| | 3. |
| | 4. |
| | 5. |

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|-----------------------------------------------------------------------|----|
| <p>Goal:</p> <p>Maximize efficiency through process improvements.</p> | 1. |
| | 2. |
| | 3. |
| | 4. |
| | 5. |

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|-------------------------------------------------------------------------------------------------|----|
| <p>Goal:</p> <p>Achieve work force excellence and implement succession planning strategies.</p> | 1. |
| | 2. |
| | 3. |
| | 4. |
| | 5. |

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|-----------------------------------------------------------------------------------------------------------------------------------|----|
| Goal: Build an agency that promotes an awareness of services to encourage an environment of healthy living for all. | 1. |
| | 2. |
| | 3. |
| | 4. |
| | 5. |

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|-----------------------------------------------------------------------------|------------------------------------------------------------------|
| Major incidents: Please refer to the Duty Log for major incidents | Population data: Please refer to institution fact card |
|-----------------------------------------------------------------------------|------------------------------------------------------------------|

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|--------------------------------------------------------------------------------------------------------|
| Staff morale: Current assessment of employee morale is excellent _____ good _____ poor _____ |
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|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Inmate morale: Number of inmate grievances filed _____ Current assessment of inmate morale is excellent _____ good _____ poor _____ |
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| | |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Major problems and plans for solving them: Please describe the three (3) most pressing problems and plans for solving them: | |
| Major problem | Proposed solution |
| 1. | |
| 2. | |
| 3. | |
| Comments: | |