



Massachusetts
Department of Correction
POLICY

Effective Date	1/22/2025	Responsible Division Policy Development and Compliance Unit
Annual Review Date	1/22/2025	

Policy Name

103 DOC 104
INTERNAL REGULATIONS/POLICIES

M.G.L. Reference:
Chapter 30A §§ 1-8; Chapter 124, § 1(q);
M.G.L. Chapter 66, § 10

DOC Policy Reference:

ACA/PREA Standards:
2-CO-1A-05; 2-CO-1A-16; 2-CO-1A-17;
2-CO-1C-01; 4-ACRS-7B-08; 4-ACRS-7B-09;
4-ACRS-7E-07; 5-ACI-1A-05; 5-ACI-1A-12;
5-ACI-1A-13; 5-ACI-1A-14; 5-ACI-1C-02;
5-ACI-6D-10

Attachments
Yes No

Library
Yes No

Applicability: Staff

Public Access
Yes No

Location:
Department's Central Policy File
Each Institution Policy Files

PURPOSE:
The purpose of this policy is to establish and maintain policies for the Department of Correction (Department); to establish and maintain operational procedures for each correctional institution/division/unit; to provide a process with which to implement new policy; to provide a process for annual review of Department policies; and to provide a process for annual review of institution/division/unit procedures.

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:
Director of the Policy Development and Compliance Unit
Superintendents/Division Heads/Unit Directors

CANCELLATION:
103 DOC 104 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules or regulations regarding Internal Regulations/Policies which are inconsistent with this document.

SEVERABILITY CLAUSE:
If any part of 103 DOC 104 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.

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104.01

DEFINITIONS

Female Offender Impact Statement Group: A group of Department of Correction managers that review policy/regulation impacts for any potential female offender concerns.

Impact Statement Group: A group of Department of Correction managers that review policy/regulation impacts for any potential budget, training, technology, and/or collective bargaining concerns.

PowerDMS: An electronic document management system utilized for all Massachusetts Department of Correction policy, regulation and procedure review and storage.

Reviewing Authority: Department of Correction managers who are responsible for the development and review of regulations, policies and procedures governing specific operational areas.

104.02

DEPARTMENT OF CORRECTION POLICY STATEMENTS

The Commissioner, Chief of Staff, Deputy Commissioner of the Prison Division, Deputy Commissioner of Administration, Deputy Commissioner of Clinical Services and Reentry, Deputy Commissioner of Career and Professional Development, General Counsel, Assistant Deputy Commissioners (Northern Sector and Southern Sector), Executive Director of Strategic Planning and Research, Director of the Policy Development and Compliance Unit, and the Executive Chief of Investigative Services are designated as the Reviewing Authorities for Department of Correction (Department) policies and regulations and shall establish policy statements that include at a minimum, the following items:

- A. The philosophy, goals, and objectives of the Department.
- B. Regulations, policies, procedures, rules, and practices for the Department's operation, including instructions to correctional institutions, divisions, and units for the development of their own procedures and manuals, in accordance with Department policy.
- C. Statements describing the programs and services offered by the Department.

104.03

APPROVING AUTHORITY

The Commissioner and/or the appointed designees are the approving authorities for the Department's policies.

104.04

DEPARTMENT REVIEWING AUTHORITY DUTIES

To ensure that all Department policies, regulations, and institution/division/unit procedures are consistent and reflect existing Department practices, the Commissioner shall designate a Reviewing Authority for each policy and

regulation (Attachment #2). The duties and responsibilities of such Reviewing Authorities or designees shall include, but not be limited to, the following:

- A. Development of policies/regulations for all operations within their area of responsibility. Development of policies/regulations may include:
 - 1. Coordination of review and comment by the Department's Legal Division.
 - 2. Review and documentation of feedback from those individuals whose area of responsibility is affected and/or those who have expertise in specific areas of concern. Such individuals may include Department employees and/or employees from another public or private agency as is appropriate.
 - 3. Determination as to the need to include definitions within the policy. When it is appropriate to do so, the Reviewing Authority may include definitions of the terms used within the policy.
 - 4. Submission of the policy in final draft form through PowerDMS according to the review process discussed below and making any necessary revisions prior to presenting the policy for the Commissioner's review.
 - 5. Prior to submission to the Director of the PDCU, the Reviewing Authority shall ensure that the cover page language and references for each Department policy are current.
 - 6. With each new or revised policy, the Reviewing Authority may comment in PowerDMS, summarizing any potential budget, female offender concerns, training, technology, or collective bargaining impacts. If any impacts are identified by the Reviewing Authority, the workflow will be sent to the appropriate Impact Statement Group to review the recommended changes. The Impact Statement Group will then vote on the recommended changes and express any concerns in the discussion tab.
 - 7. Code of Massachusetts Regulations (CMR) become effective upon the date of publication in the Massachusetts Register and that date shall be utilized in the lower left corner.
- B. Reviewing Authorities shall review policies and regulations on an annual basis as indicated on the schedule outlined in Attachment #2. Updated policies shall be approved by the Commissioner, then published in PowerDMS. Regulations may only be updated or changed through the public hearing process but must still be reviewed annually to determine if they are operationally sound.
- C. Reviewing Authorities shall consider any requests for waivers of policy requirements that fall under their authority. Following this review, a

recommendation is given to the Commissioner for approval in PowerDMS. The requirements set forth in regulations cannot be waived unless the regulation explicitly excludes a Department institution or security level within its applicability clause, or the regulation contains an emergency suspension clause. Suspensions lasting for more than forty-eight (48) hours must be approved by the Commissioner.

- D. Reviewing Authorities shall conduct a review of the impact the regulation may have on individuals or groups of a protected class for any proposed new regulation or any proposed revisions to an existing regulation. In conducting this analysis, the Reviewing Authority shall utilize the Civil Rights Impact Analysis (CRIA) form (Attachment #8).

104.05

INSTITUTION STAFF PARTICIPATION IN THE ANNUAL REVIEW PROCESS OF DEPARTMENT POLICIES AND REGULATIONS

- A. To maximize input from institution staff in the policy/regulation review process, the Department shall maintain a Superintendent's Policy/Regulation Review Chart (Attachment #4). The Superintendent's Policy/Regulation Review Chart shall designate which policy/regulation each institution is responsible for reviewing in a given month and shall rotate assignments between the various institutions from year to year.
- B. At the beginning of the designated month, each Superintendent or designee shall review the designated policy/regulation in PowerDMS. The Superintendent or designee shall notify any other staff they deem necessary to also conduct a review. The designated policy/regulation shall be discussed during the required monthly meetings held between all managers, supervisors, and line staff. The policy/regulation should be reviewed from beginning to end with consideration given to typographical and grammatical errors as well as substantive content (i.e., are all requirements realistic and achievable).
- C. The designated policy/regulation and all recommendations for revisions shall then be discussed at the Superintendent's monthly meeting with the senior management/department heads.
- D. Those recommendations that the Superintendent supports shall be completed, signed, scanned, and uploaded to the PowerDMS institution's "Superintendent Monthly Policy Review Folder" using the Superintendent's Policy/Regulation Change Sheet form (Attachment #5), no later than the last business day of the designated month shown on the Superintendent's Policy/Regulation Review Chart for review by the Director of the PDCU and the respective Assistant Deputy Commissioner.

In the month following the Institution's Superintendent's review, PDCU will review the Institution's Superintendent's Monthly Policy Review folder in PowerDMS. If any changes are recommended, a workflow will be initiated for consideration of the proposed changes to include the Director of the PDCU, respective ADC, and the Reviewing Authority.

- E. When committees are established to assess policies and practices, or policy revisions are proposed, the committee chairperson or other responsible person shall ensure that the policy/regulation revision proposals are submitted to the designated Reviewing Authority using Committee/Meeting Policy/Regulation Change Form. (Attachment #7).

104.06

ANNUAL REVIEW PROCESS OF DEPARTMENT POLICIES AND REGULATIONS

- A. All Department policies and regulations shall be reviewed annually by the appropriate Reviewing Authority consistent with the Reviewing Authority Policy/Regulation Assignment/Review Schedule (Attachment #2). In order to ensure sufficient time for the review process to occur as described below, the review process shall be started by the PDCU in PowerDMS one hundred twenty (120) days in advance of the month it is due to be presented for the Commissioner's approval. Reviewing Authorities shall duly consider all recommendations for policy/regulation revisions made by the institution staff through the process described in 104.05. If a standard operating procedure (SOP) and/or policy attachment(s) is part of a Department policy/regulation, it shall also be reviewed during this process. All results of this review (e.g., additions and/or deletions) shall be delineated within the draft document contained within PowerDMS. As each stage of the PowerDMS workflow is completed, the person completing the review may submit a comment with recommendations and forward the policy/regulation along to the next reviewer by selecting "Approve". The Reviewing Authority shall review all recommendations. Should the review not be acceptable, the "Deny" button should be selected and a comment made as to why the review was not acceptable. The workflow review process would then need to be restarted to ensure appropriate recommendations are addressed.
- B. During the annual review, each Reviewing Authority shall review each policy/regulation to ensure that:
 - 1. It is consistent with American Correctional Association (ACA) and Prison Rape Elimination Act (PREA) standards.
 - 2. It is consistent with any jurisdictional authority's regulations.
 - 3. It is practicable for implementation.
 - 4. It is current, operationally sound, and consistent with the philosophy and goals of the Department.
 - 5. The need for institution/division/unit procedures is explicitly noted within the policy/regulation in relation to which sections require procedures and the content to be so addressed.

6. With either new or revised policies/regulations, an assessment of any potential budget, female offender concerns, training, technology, and/or collective bargaining impacts, if applicable, shall be noted. The Reviewing Authority shall comment in PowerDMS summarizing if any impacts are identified. The workflow will then be sent to the appropriate Impact Statement Group to review the recommended changes.
 7. A realistic effective date shall be set, which allows time for distribution, development of procedures, staff training, informing the inmates, etc.
 - a. For policies, the effective date may be effective immediately upon approval, thirty (30), sixty (60), or ninety (90) days following the date of the Commissioner's approval within PowerDMS.
 - b. For regulations, the effective date shall be the date of publication.
 8. The Civil Rights Impact Analysis form (Attachment #8) was completed for any proposed new regulation or any proposed revisions to an existing regulation, analyzing the civil rights impact the regulation may have on individuals or groups of a protected class.
- C. If a policy/regulation is noted by an asterisk on Attachment #2, or there were any potential female offender impacts, the Reviewing Authority shall forward the policy/regulation to the Deputy Commissioner of Clinical Services and Reentry or designee via PowerDMS to consider female offender concerns. If revisions are needed, the Reviewing Authority shall incorporate the necessary language as recommended by the Deputy Commissioner of Clinical Services and Reentry.
- D. The policy/regulation shall be sent to the Director of the PDCU to consider the applicability to Lemuel Shattuck Hospital during the review. If revisions are needed, the Reviewing Authority shall review, and if agreed upon, incorporate the necessary language as recommended by the Director of the PDCU.
- E. If any potential impacts have been identified by the Reviewing Authority that affect budget, collective bargaining units, and/or training, the policy/regulation shall be sent to the Deputy Commissioner of Administration, the Deputy Commissioner of Career and Professional Development, and the Director of the Division of Staff Development to review whether the changes being proposed have any impacts on the budget, collective bargaining units and/or training.
- F. If any potential impacts have been identified by the Reviewing Authority that affect any information technology issues, the policy/regulation shall be

sent to the Deputy Commissioner of Administration and the Director of the System Projects Division to determine if any enhancements are needed. The Deputy Commissioner of Administration, in conjunction with the Director of the System Projects Division, shall assist in determining the budgetary impact of the enhancements needed and contact the Reviewing Authority to discuss the issues.

1. The Reviewing Authority shall consult with the Deputy Commissioner of Administration and the Director of the System Projects Division on the available options to implement the policy/regulation revisions using existing systems, if possible.
- G. During the policy/regulation review, any significant changes shall require the PDCU to ensure the policy/regulation is sent to the Legal Division for review. The Reviewing Authority may incorporate any revisions made by the Legal Division and submit the policy/regulation for a final review. Any draft document on which the Legal Division has commented shall be considered privileged attorney-client communication.
- H. To ensure that Executive Staff have ample time to consider policy revisions, the Reviewing Authority shall forward the policy to the Director of the PDCU through PowerDMS.
- I. To ensure that Executive Staff have ample time to consider regulation revisions, the Reviewing Authority shall forward the regulation to the Director of the PDCU through PowerDMS. The draft regulation within PowerDMS, including any comments or revisions made during an annual review, shall remain with recommended revisions and any comments until the regulation has undergone legal review, and received required approvals, to proceed to promulgation through the public hearing process.
- J. The Director of the PDCU, in conjunction with the Commissioner, shall then determine which policies/regulations shall be distributed to the Extended Leadership Team for their review and input. Any input or recommendations shall then be electronically forwarded to the respective Reviewing Authority for consideration.
- K. The Reviewing Authority shall present the recommended revisions to the Executive Staff for discussion and approval.
- L. At the conclusion of the Executive Staff review, the respective Reviewing Authority shall incorporate agreed upon revisions into the draft version of the policy/regulation. The draft document contained within PowerDMS shall be forwarded to the Director of the PDCU. The Director of the PDCU shall then forward the policy within PowerDMS for the Commissioner's approval. Policies/Regulations shall not be accepted by the Commissioner's office without prior approval of the Director of the PDCU.
- M. Upon the Commissioner's approval of a Department policy, it shall be published in PowerDMS by the PDCU. The PDCU shall ensure that the

month and year the policy was approved is added to the lower left corner of the footer on each page.

- N. The Commissioner or designee is responsible for approving any request for public hearing. The Legal Division shall obtain any required approvals from the Executive Office of Public Safety and Security (“EOPSS”) and the Governor’s Office, and shall prepare the regulation for public hearing, complete all required notifications and/or processes, and conduct the public hearing. The Reviewing Authority or designee shall attend the public hearing. Upon publication of the revised regulation in the state register, the Legal Division staff shall forward the revised regulation to the PDCU. The PDCU shall then publish the revised regulation within PowerDMS. The draft regulation stored within the system shall be archived to allow for future reference of changes and comments.
1. All annual policy/regulation reviews shall be documented in PowerDMS through the workflow process for the Commissioner’s approval with one (1) of the following options:
 - a. Annual review with no changes: A completed workflow with comments explaining that the policy/regulation has undergone a review and that no changes were made. The monthly policies/regulations that have undergone review shall be noted on the PowerDMS home page for ease of viewing by all staff.
 - b. Annual review with changes: A track changes document shall be placed in the PowerDMS monthly policy review folder. The changes shall be noted with track changes notations for all affected changes. The monthly policies/regulations that have undergone a review shall be noted on the PowerDMS home page for ease of viewing by all staff.
 - c. Policies/Regulations reviews that are being delayed: A comment in the PowerDMS workflow stating that the policy remains in effect, however substantive changes are currently pending, and projecting (if possible) a timeframe for distribution of the new policy. Note: Such "extension" to an annual review date shall not change the policy's annual review date listed in Attachment # 2.
 2. During the annual review process in PowerDMS, the Reviewing Authorities shall also review any audit tools that relate to the reviewed policy/regulation. Any recommended revisions to the audit tool shall be submitted at the time of review to the PDCU.
- O. Upon approval by the Commissioner or publication in the Massachusetts Register, the Director of the PDCU shall ensure notification to all

institution/division/unit policy coordinators, as defined in 103 DOC 104.09, via PowerDMS.

- P. The respective institution/division/unit policy coordinators are responsible for the notification and distribution of policies/regulations, as appropriate, to staff, inmates and volunteers within their institution/division/unit.
- Q. If a policy/regulation is revised prior to the annual review date, the same review process shall be followed as for annual reviews of a policy/regulation.
- R. Interested parties are encouraged to submit timely recommendations regarding policy/regulation modifications to Reviewing Authorities.
- S. The Director of the PDCU shall retain all Department Policies/Regulations electronically, via storage within PowerDMS. This storage process allows all documents to be stored with historical review content as well as the ability to search all current and archived documents indefinitely. In the event of a Department wide loss of computer infrastructure, a contingency plan for Continuity of Operations Plan (COOP) is located in the Policy Development and Compliance Unit.
- T. The Reviewing Authorities shall each maintain the permanent hard copy files of any and all archived versions of the Department Policies/Regulations prior to the establishment of PowerDMS permanently, for which they are responsible.

104.07

INSTITUTION/DIVISION/UNIT POLICY AND PROCEDURE MANUAL

- A. Each institution, division and Department unit shall develop and maintain a Policy and Procedure Manual, which may be in paper or electronic form that includes at a minimum, the following items:
 - 1. The mission, philosophy, goals, and objectives of the institution/division/unit.
 - 2. All current policy statements promulgated by the Department's Central Administration.
 - 3. All procedures, rules, regulations, and practices appropriate to the function of the institution/division/unit. These manuals shall be available to all employees, and an orientation shall be conducted to familiarize employees with the documents that concern their respective jobs and where to locate them within PowerDMS.
 - 4. In the event of a Department wide loss of computer infrastructure, a contingency plan for Continuity of Operations Plan (COOP) is located in the ACA Policy Coordinator's office.

- B. Each institution/division/unit shall review each Department policy/regulation statement and, in accordance with Attachment #1, shall:
1. Write a corresponding procedure (utilizing the Department's policy as a guide); or
 2. Adopt the policy/regulation as written; or
 3. Waive the policy. Refer to the exceptions to the ability to waive regulations in 103 DOC 104.04 (C).
- C. If a Superintendent/Division Head/Unit Director cannot implement any portion of a policy (excluding regulations) because of physical constraints of their institution or other specific limitations, they may apply for a waiver for that portion of the policy. The waiver shall be submitted electronically, via PowerDMS, utilizing Attachment #6, and delineate the portion of the policy and the specific reason(s) for the inability to comply. The waiver shall be submitted through the workflow review process to the appropriate ADC. Upon review, if the ADC denies the waiver request, the denied workflow will be returned to the institution through PowerDMS, and further action will be taken by the institution if necessary. If the ADC recommends that the waiver request be approved, the document shall be forwarded, via the workflow, to the Reviewing Authority and then to the Commissioner for final approval. Unless specified otherwise, approved waivers shall remain in effect for one (1) year and must be resubmitted for renewal on an annual basis.
- D. All statements contained in the institution/division/unit Policy and Procedure Manual shall comply with Department policy/regulation, applicable state and federal law, jurisdictional authority regulations, ACA standards, PREA standards, and shall conform to the Department's policy statement organization.
- E. The Superintendent/Division Head/Unit Director shall review and approve all institution/division/unit procedures. Whenever a procedure is written from a Department policy/regulation, the institution/division/unit procedure shall be required to be reviewed and approved by the appropriate Reviewing Authority.

104.08

**ANNUAL REVIEW AND AMENDMENT PROCESS OF INSTITUTION/
DIVISION/UNIT PROCEDURES**

- A. All institution/division/unit procedures shall receive an annual review by the Superintendent/Division Head/Unit Director. Such a review shall, at a minimum, consist of the following:
1. A review to ensure that the procedure is current, operationally sound, and consistent with the most current version of Department policy.

2. A review that the procedure is consistent with ACA and PREA standards and jurisdictional authority's regulations.

B. The approval process shall consist of the following:

1. In cases where institutions/divisions/units are directed to adopt Department Policy (See Attachment #1), it shall be presumed that they have done so. Therefore, no written acknowledgment to the Reviewing Authority is necessary. However, when a Superintendent/Division Head/Unit Director seeks to vary from the direction provided in Attachment #1, The institution/division/unit shall submit the procedure for review and approval to the appropriate ADC and the Reviewing Authority. The justification of the need for a site-specific procedure shall be clearly stated in the PowerDMS discussion section of the workflow.
2. Whenever procedures are required, pursuant to Attachment #1, the institution/division/unit shall submit their procedures to the appropriate Reviewing Authority for approval via PowerDMS. If during the annual review, the institution/division/unit procedure was determined by the Superintendent/Division Head/Unit Director and other staff within the workflow, that no changes were necessary and the procedure *did not change in any way*, the institution/division/unit may bypass the Reviewing Authority and shall note such in the discuss tab of the PowerDMS workflow as well as enter in a comment noting such in the “Advance to the next step” pop-up box. The Reviewing Authority has the option to review the procedure through the notification.
 - a. The Reviewing Authority shall not be bypassed for more than one (1) consecutive year.
3. If the procedure changes for any reason, the revisions shall be noted on the draft document utilizing the Edit on Desktop feature with track changes turned on. The procedure will then be reviewed and approved by the Superintendent/Division Head/Unit Director and submitted to the Reviewing Authority for approval in PowerDMS. Each Reviewing Authority shall maintain a tracking process to monitor the submission of required procedures and shall take appropriate action respecting overdue or inadequate procedure submissions. This may be accomplished by utilizing the reports function within PowerDMS.
4. Procedure reviews that are being delayed for any reason must have an in effect pending review workflow approved by the Superintendent/Division Head/Unit Director to maintain the procedure’s annual review requirement. A comment in the PowerDMS workflow stating that the procedure remains in effect, however substantive changes are currently pending, and projecting (if possible) a timeframe for distribution of the new procedure.

Note: Such "extension" to an annual review date shall not change the procedure's annual review schedule that is set in PowerDMS.

5. All institution/division/unit procedures specific to a policy/regulation shall be comprehensively reviewed to ensure compliance with the respective policy/regulation by the respective reviewing authority.
- C. The process of review by the Reviewing Authority shall consist of the following:
1. A comprehensive review of the procedure to ensure all the required language is included and adhered to.
 2. Ensure all statements contained within the institution/division/unit procedure comply with Department policy/regulation, applicable state and federal law, jurisdictional authority regulations, ACA standards, PREA standards and conforms to the Department's policy statement organization.
 3. As a result of the Reviewing Authority's review, the institution/division/unit procedure will be processed in one (1) of the following manners:
 - a. Approval: to which the procedure will be approved by the Reviewing Authority and returned to the institution/division/unit in PowerDMS.
 - b. Approved contingent upon changes: to which the procedure will be approved by the Reviewing Authority with conditions noted on changes that need to be made within the discussion section of the PowerDMS workflow. Changes shall be reviewed by the Superintendent/Division Head/Unit Director and completed in PowerDMS within thirty (30) days.
 - c. Denial: to which the procedure is returned unapproved due to changes that need to be made prior to final approval. In this case, the Reviewing Authority shall specify the necessary changes in the discussion section of the PowerDMS workflow. The Reviewing Authority shall deny the procedure workflow and a comment made as to why the review was not acceptable. Upon receipt of the denied workflow, the institution/division/unit shall make the necessary changes and the workflow be resubmitted to include review and approval by the Superintendent/Division Head/Unit Director. The workflow shall be re-submitted for re-evaluation, within thirty (30) days of the denial, to the Reviewing Authority.

4. Upon the Reviewing Authority's approval of a procedure, it shall be published in PowerDMS by the respective ACA/Policy Coordinator. The ACA/Policy Coordinator shall ensure that the month and year the policy was approved by the reviewing authority is added to the lower left corner of the footer on each page.
 5. If a Department policy/regulation has been changed, appropriate action shall be taken, i.e., the new policy/regulation shall be adopted, waived, or appropriate procedures developed within the timeline established by the effective date.
- D. Interested parties are encouraged to submit timely recommendations regarding procedural modifications to Superintendents/Division Heads/Unit Directors.
 - E. Each Superintendent/Division Head/Unit Director shall maintain a permanent file of all original institution/division/unit procedures via PowerDMS. All institution/division/unit procedures shall be maintained in a published state within the institution/division/unit procedure folder in PowerDMS. In the event of a Department wide loss of computer infrastructure, a contingency plan for Continuity of Operations Plan (COOP) is located in the ACA/Policy Coordinator's office.

104.09

DISSEMINATION OF POLICIES, REGULATIONS AND PROCEDURES

- A. A copy of any revised policy, attachment or SOP containing the track changes of the policy shall be uploaded to the Monthly Policy Review folder in PowerDMS showing which section(s) were deleted and which section(s) were added, using underlining for additions and the strikethrough font for deletions.
- B. A notification shall be posted on the PowerDMS homepage notifying all staff of any and all policy/regulation reviews.
- C. Expeditious dissemination of approved, new, or revised policies, regulations and procedures to designated staff, volunteers, and when appropriate, to inmates prior to their effective date, shall be required at all levels of the system.

104.10

PUBLIC ACCESS

- A. In accordance with M.G.L. Chapter 66, Section 10, the Fair Information Practices Act (FIPA), the public shall be allowed to read and/or copy Department policy statements and institution/division/unit procedures, except those classified confidential or otherwise excludable under FIPA. See Attachment #1 for direction as to whether a policy and procedure is restricted or accessible by the public.

1. The PDCU shall be responsible for maintaining PowerDMS with a listing of policies/regulations that have been annually reviewed and/or amended.
 2. Upon the monthly policy/regulation review, the PDCU shall be responsible for checking policies for public accessibility in accordance with 103 DOC 104, Attachment #1.
 3. The PDCU shall send a copy of the policies/regulations that have been reviewed and/or amended to the Communications and Administrative Resolution Unit to ensure the most current policies/regulations that are for public accessibility are posted on www.mass.gov.
- B. Inmates are considered members of the public for accessibility purposes. Current copies of all policies that are publicly accessible, as well as all regulations, shall be routinely maintained in inmate library areas.
1. Prior to being placed in the inmate library, institution procedures shall be thoroughly reviewed to ensure that there is no sensitive information (i.e., procedures relating to security responses, location of security equipment, etc.) that could jeopardize the secure running of an institution. This provision shall also apply to institution procedures that are requested by the public.
- C. Members of the public may direct requests to review policies and procedures to institution/division/unit staff or to the Communications and Administrative Resolution Unit. Each Superintendent/Division Head/Unit Director shall designate staff to handle such requests expeditiously.
- D. Designated staff shall allow or deny access according to Attachment #1.
- E. Upon denial of requested access, the designated staff person shall inform the person requesting access of their right to appeal in writing to the respective policy and procedure Reviewing Authority, whose decision shall be final. Prior to rendering a final denial, the Reviewing Authority shall consult with the Department's Legal Division.
- F. Should access be allowed, the person requesting such access shall be allowed an opportunity to review the policy and procedure at no cost. Copies of requested documents shall be provided in accordance with Massachusetts Public Records Law.

DEPARTMENT POLICY/REGULATION ASSIGNMENTS

Policy #	Title	Div/ Units	Max	Med	Min	Pre- Release	Public Access
100	Department Mission, Vision, and Quarterly/Annual Reports	A	A	A	A	A	YES
101	Correctional Institutions/Security Levels	A	A	A	A	A	YES
102	Organizational Functions/Staff Meetings	A/P	A/P	A/P	A/P	A/P	YES
103	Delegation of Authority	A/P	A/P	A/P	A/P	A/P	YES
104	Internal Regulations	A	A	A	A	A	YES
105	Department Duty Station	A/P; N/A	A/P	A/P	A/P	A/P	YES
108	Program/Facility Access for Handicapped Persons	A	A	A	A	A	YES
112	Institution Assessment/Inspection	A/P; N/A	A/P	A/P	A/P	A/P	YES
119	Security Radio Network	A; N/A	A	A	A	A	NO
122	Vehicle Usage and Control	A/P; N/A	A/P	A/P	A/P	A/P	YES
131 CMR	New Media Relations	A	A	A	A	A	YES
131 CMR	New Media Relations Attachments	A	A	A	A	A	YES
132	Interagency & Federal Agency Relations	A	A	A	A	A	YES
133	Public Relations	A	A	A	A	A	YES
139	Private Organizations	A	A	A	A	A	YES
153	CORI Regulations	A	A	A	A	A	YES
154	Central Office Records	A/P; N/A	N/A	N/A	N/A	N/A	YES
155 CMR	Inmate Six-Part Folder	A	A	A	A	A	YES
156	Destruction of Inmate Records	A/P; N/A	A	A	A	A	YES
157 CMR	Evaluative Information	A	A	A	A	A	YES
157 CMR	Evaluative Information Attachments	A	A	A	A	A	YES
158	Disposal of Outdated Documents	A	A	A	A	A	YES
172	Community Relations Board	N/A	A/P	A/P	A/P	A/P	YES
175	Department Strategic Planning, Management, Accountability and Performance Process	A	A	A	A	A	YES
179 CMR	Restrictive Housing Oversight Committee	A	A	A	A	A	YES
180 CMR	Regulations Governing Research & Evaluation	A	A	A	A	A	YES
181	Regulations Governing Statistical Reporting	A	A	A	A	A	YES
201	Selection & Hiring	A	A	A	A	A	YES
202	Civil Service & The Massachusetts Human Resources Division	A	A	A	A	A	YES
203	Employee Smoking	A	A	A	A	A	YES
204	Personnel Records	A	A	A	A	A	YES
205	Position Classification	A	A	A	A	A	YES
206	ADA Employee Reasonable Accommodations and Self-Identification of Disability	A	A	A	A	A	YES
208	Personnel Orientation	A	A	A	A	A	YES
209	Sick Leave	A	A	A	A	A	YES
210	Pay Administration	A/P	A/P	A/P	A/P	A/P	YES

Policy #	Title	Div/ Units	Max	Med	Min	Pre- Release	Public Access
210A	Coding of Overtime	A	A	A	A	A	YES
211	Employee Benefits	A	A	A	A	A	YES
213	Alternative Work Options	A	A	A	A	A	YES
214	Employee Meals	A	A	A	A	A	YES
215	Conflict of Interest and American Correctional Association Code of Ethics	A	A	A	A	A	YES
216	Training	A/P	A/P	A/P	A/P	A/P	YES
220	Employee Rules & Regulations	A	A	A	A	A	YES
221	Temporary Modified Work Program	A	A	A	A	A	YES
222	Employee Performance Evaluation	A	A	A	A	A	YES
223	Separations	A	A	A	A	A	YES
224	Uniforms	A	A	A	A	A	YES
225	Professional Boundaries Policy	A	A	A	A	A	YES
226	Internship Policy	A	A	A	A	A	YES
229	Awards Program	A	A	A	A	A	YES
230	Discipline and Termination	A	A	A	A	A	YES
237	Prevention and Elimination of Workplace Violence	A	A	A	A	A	YES
238	Policy for the Prohibition of Sexual Assault, Domestic Violence and Harassment	A	A	A	A	A	YES
239	Policy for the Prevention and Elimination of Discrimination and Retaliation in the Workplace	A	A	A	A	A	YES
240	Employee Drug Testing/Screening	A	A	A	A	A	YES
250	Labor Relations General	A	A	A	A	A	YES
270	Labor Relation/Employee Grievance Procedure	A	A	A	A	A	YES
300	Annual Budget	A	A	A	A	A	YES
339	Materials & Supplies/Inventory & Control	A	A	A	A	A	YES
340	Purchasing Procedures	A	A	A	A	A	YES
341	Recycling Policy	A/P	A/P	A/P	A/P	A/P	YES
342	Rentals/Leases	A	A	A	A	A	YES
343	Fixed Assets Inventory and Control	A	A	A	A	A	YES
344	Personal Insurance Coverage	A	A	A	A	A	YES
345	Department Payment Procedures	A	A	A	A	A	YES
346	Department Internal Control Procedures	A	A	A	A	A	YES
400	Inmate Management	A	A/P	A/P	A/P	A/P	YES
401	Inmate Booking and Admissions	N/A	A/P	A/P	A/P	A/P	YES
402	Inmate Identification	A; N/A	A/P	A/P	A/P	A/P	YES
403 CMR	Inmate Property	A; N/A	A/P	A/P	A/P	A/P	YES
403 CMR	Inmate Property SOP	A; N/A	A	A	A	A	YES
404	Inmate Release Policy	N/A	A	A	A	A	NO
405 CMR	Fund Accounts	N/A	A	A	A	A	YES
405 CMR	Fund Accounts SOP	N/A	A	A	A	A	YES
407	Victim Services Unit	N/A	A	A	A	A	YES
408	Reasonable Accommodations	A	A	A	A	A	YES
408	Reasonable Accommodations SOP	A	A	A	A	A	YES
410 CMR	Sentence Computations	N/A	A	A	A	A	YES
411 CMR	Deduction from Sentence	N/A	A/P	A/P	A/P	A/P	YES
411 CMR	Deduction from Sentence SOP	N/A	A	A	A	A	YES
411 CMR	Deduction from Sentence Attachments	N/A	A	A	A	A	YES

Policy #	Title	Div/ Units	Max	Med	Min	Pre- Release	Public Access
417	Criminal History Record Information	A	A	A	A	A	YES
418	Early Parole Consideration	N/A	A	A	A	A	YES
419	Federal/Interstate Compact	N/A	A	A	A	A	YES
420 CMR	Classification	A; N/A	A	A	A	A	YES
420 CMR	Classification SOP - Audio Recording of Hearings for Lifers Who Committed Their Crime Before the Age of Twenty One (21)	A; N/A	A	A	A	A	YES
420 CMR	Classification SOP - Procedure for Subsequent Review	A; N/A	A	A	A	A	YES
420 CMR	Classification Attachments	A; N/A	A	A	A	A	YES
421 CMR	Department Segregation Units	N/A	A/P	N/A	N/A	N/A	YES
422	Department Protective Custody Units	N/A	A/P; A	A/P; A	A	A	YES
423 CMR	Restrictive Housing	N/A	A	A	N/A	N/A	YES
423 CMR	Restrictive Housing Attachments	N/A	A	A	A	A	YES
424 CMR	Phase Treatment Program	N/A	N/A	N/A A-BSH	N/A	N/A	YES
425 CMR	Placement Reviews in Secure Treatment Units	N/A	A	A	N/A	N/A	YES
426	Conflicts	A	A	A	A	A	YES
427	Behavior Assessment Units	N/A	N/A; A	N/A; A	N/A	N/A	YES
428	Secure Adjustment Units	N/A	N/A; A/P	N/A; A/P	N/A	N/A	Yes
430 CMR	Inmate Discipline	A; N/A	A	A	A	A	YES
431 CMR	Observation of Behavior Reports	N/A	N/A	N/A A-MTC	N/A	N/A	YES
441	Inmate Training and Education	N/A	A	A	A	A	YES
444	Inmate Smoking	A; N/A	A	A	A	A	YES
445	Substance Use Programs	N/A	A/P	A/P	A/P	A/P	YES
445	Substance Use Programs MAT SOP	N/A	A	A	A	A	NO
446	Sex Offender Management and Treatment	N/A	A	A	A	A	YES
447	Sex Offender Identification	A	A	A	A	A	NO
450	Institution Work Assignments	N/A	A/P	A/P	A/P	A/P	YES
451	Inmate Central Division, Community and Facility Work Crew Procedures	A; N/A	A/P	A/P	A/P	A/P	NO
453 CMR	Selection Procedures for Cadre Positions	N/A	N/A	N/A	A	A/P	YES
455 CMR	Correctional Industries	N/A	N/A	A/P	A/P	N/A	YES
455 CMR	Correctional Industries SOP	N/A	N/A	A	A	N/A	YES
458	Qualified Examiner Evaluations Pursuant to MGL C. 123A	A	A	A	A	A	YES
459	Massachusetts Treatment Center Community Access Board	N/A	N/A	N/A A-MTC	N/A	N/A	YES
459A	Community Access Program Eligibility and Application Procedure	N/A	N/A	N/A A-MTC	N/A	N/A	YES
460 CMR	Transfer Procedures for the Massachusetts Treatment Center	N/A	N/A	N/A A-MTC	N/A	N/A	YES
461	Incarcerated Individual Transfer	A; N/A	A	A	A	A	YES
462 CMR	International Transfer Policy	A	A	A	A	A	YES
463 CMR	Furloughs	A	A	A	A	A	YES
463 CMR	Furloughs SOP	A	A	A	A	A	YES
463 CMR	Furloughs Attachments	A	A	A	A	A	YES
464 CMR	Work Release	N/A	N/A	N/A	N/A	A/P	YES
465 CMR	Education and Training Release	N/A	N/A	N/A	N/A	A/P	YES
466	Program Related Activity	N/A	A	A	A	A	YES

Policy #	Title	Div/ Units	Max	Med	Min	Pre- Release	Public Access
467	Absentee/Early Voting by Incarcerated Individuals and Civil Commitments	N/A	A	A	A	A	YES
468	Electronic Monitoring Program	N/A	A	A	A	A	YES
471 CMR	Religious Programs and Services	N/A	A	A	A	A	YES
471 CMR	Religious Programs and Services SOP	N/A	A	A	A	A	YES
472	Recreation and Leisure Activities	N/A	A	A	A	N/A	YES
472	Recreation and Leisure Activities SOP	N/A	A	A	A	A	YES
473	Inmate Self Improvement Groups	N/A	A	A	A	A	YES
475	Inmate Tablets	N/A	A/P	A/P	A/P	A/P	YES
476	Canteen and Vending Machine Operations and Expenditures	N/A	A/P	A/P	A/P	A/P	YES
477 CMR	Avocation Programs	N/A	N/A; A/P	N/A; A/P	N/A; A/P	N/A; A/P	YES
478 CMR	Library Services	N/A	A/P	A/P	A/P	A/P	YES
481 CMR	Inmate Mail	N/A	A/P	A/P	A/P	A/P	YES
481 CMR	Inmate Mail SOP	N/A	A	A	A	A	YES
481 CMR	Inmate Mail Attachments	N/A	A	A	A	A	YES
482 CMR	Telephone Access and Use	N/A	A/P	A/P	A/P	A/P	YES
482 CMR	Telephone Access and Use SOP	N/A	A	A	A	A	YES
483 CMR	Visiting Procedures	N/A	A/P	A/P	A/P	A/P	YES
483 CMR	Visiting Procedures Attachments	N/A	A	A	A	A	YES
483 CMR	Visiting Procedures SOP	N/A	A	A	A	A	YES
484 DOC	Community Partners	N/A	A	A	A	A	YES
485 CMR	Volunteers and Volunteer Programs	N/A	A/P	A/P	A/P	A/P	YES
485 CMR	Volunteers and Volunteer Programs Attachments	N/A	A	A	A	A	YES
486 CMR	Attorney Access at Massachusetts Correctional Institutions	N/A	A	A	A	A	YES
486 CMR	Attorney Photograph Procedures SOP	N/A	A	A	A	A	YES
486 CMR	Attorney Video Visits SOP	N/A	A	A	A	A	YES
486 CMR	Attorney Access at Massachusetts Correctional Institutions Attachments	N/A	A	A	A	A	YES
487	DNA Sample Collection	N/A	A	A	A	A	YES
488	Interpreter Services	N/A	A	A	A	A	YES
488	Interpreter Services SOP	A	A	A	A	A	YES
491 CMR	Inmate Grievance	A; N/A	A/P	A/P	A/P	A/P	YES
491 CMR	Inmate Grievance SOP	A; N/A	A	A	A	A	YES
491 CMR	Inmate Grievance Attachments	A; N/A	A	A	A	A	YES
492	Inmate Weddings	N/A	A	A	A	A	YES
493	Reentry Policy	N/A	A	A	A	A	YES
501	Institution Security Procedures	A/P	A/P	A/P	A/P	A/P	NO
502	Control of Locks and Keys	A/P	A/P	A/P	A/P	A/P	NO
504	Security Inspections	A/P	A/P	A/P	A/P	A/P	NO
505 CMR	Use of Force	A	A	A	A	A	YES
505 CMR	Use of Force SOP	A	A	A	A	A	YES
505 CMR	Use of Force Attachments	A	A	A	A	A	YES
506	Search Policy	A; N/A	A/P	A/P	A/P	A/P	YES
506	Search Policy SOP – BOSS Chair	N/A	A	A	A	A	NO
506	Search Policy SOP – B-Scan Body Scanner	N/A	A	A	A	N/A	NO
506	Search Policy SOP – Metrasense Plus – Ultra Detector	N/A	A	A	A	A	NO

Policy #	Title	Div/ Units	Max	Med	Min	Pre- Release	Public Access
507	Security Equipment	A/P; N/A	A/P	A/P	A/P	A/P	YES
507	Security Equipment SOP	A; N/A	A	A	A	A	NO
508	Firearms	A/P; N/A	A/P	A/P	A/P; N/A	N/A	YES
509	OC/Chemical Agents/Specialty Impact Munitions/Distracted Devices, Batons, and Electronic Control Devices	A; N/A	A	A	A	A	YES
510	Staffing Analysis	A/P; N/A	A/P	A/P	A/P	A/P	NO
511	Institution Tool Control	A/P; N/A	A/P	A/P	A/P	A/P	NO
512	Post Orders	A/P; N/A	A/P	A/P	A/P	A/P	NO
513	Inmate Accountability	A/P; N/A	A/P	A/P	A/P	A/P	NO
514	Security Threat Group Management	A	A	A	A	A	NO
515	Security Employees Assigned to a BAU and SAU	N/A	A	A	N/A	N/A	NO
516	Special State Police Commissions	A	A	A	A	A	NO
517	Department Identification Policy	A	A	A	A	A	NO
518	Inner Perimeter Security Team (IPS)	A	A	A	A	A	NO
519	Sexual Harassment/Abuse Response Prevention Policy (SHARPP)	A	A	A	A	A	YES
520	Instruments of Restraint	N/A	A/P	A/P	A	A	YES
520	Instruments of Restraint SOP	N/A	A	A	A	A	YES
521	Outside Hospital Security Procedures	A; N/A	A	A A/P-LSH	A	A	NO
522	Professional Standards Unit	A	A	A	A	A	YES
523	Criminal Investigations and Prosecutions	A	A	A	A	A	NO
525	Inmate Substance Use Monitoring and Testing	N/A	A/P	A/P	A/P	A/P	YES
525	Inmate Substance Use Monitoring and Testing SOP – Unknown Substance Response	A	A	A	A	A	YES
527	Security Risk Inmates	N/A	A	A	A	A	NO
530	Inmate Transportation	A/P; N/A	A/P	A/P	A/P	A/P	NO
540	Body Worn Cameras	A; N/A	A	A	A	A; N/A	NO
550	Escape Policy	A/P; N/A	A/P	A/P	A/P	A/P	NO
558	K-9 Units	N/A	A	A	A	A	YES
559	Special Operations Response Units	A; N/A	A	A	A	N/A	NO
560	Disorder Management	A/P	A/P	A/P	A/P	A/P	NO
561	Planned Institutional Searches Conducted by the Special Operations Response Unit	A	A	A	A	A	YES
562	Code 99 Emergency Response Guidelines	N/A	A/P	A/P	A/P	A/P	NO
601	Division of Health Services – Organization	N/A	A	A	A	A	YES
603	Medical Parole	N/A	A	A	A	A	YES
604	Outside Hospital Relations	N/A	A/P	A/P	A/P	A/P	YES
607	Inmate Medical Records	N/A	A/P	A/P	A/P	A/P	YES

Policy #	Title	Div/ Units	Max	Med	Min	Pre- Release	Public Access
610	Clinical Contract Personnel and the Role of DOC Health Services	N/A	A	A	A	A	YES
620	Special Health Care Practices	N/A	A/P	A/P	A/P	A/P	YES
621	Do Not Resuscitate (DNR) Orders	A	A	A	A	A	YES
622	Death Procedures	A/P; A	A/P	A/P	A/P	A/P	YES, Not Attachment A
630	Medical Services	N/A	A/P	A/P	A/P	A/P	YES
631	Communicable Diseases	N/A	A	A	A	A	YES
640	Dental Services	N/A	A/P	A/P	A/P	A/P	YES
650	Mental Health Services	N/A	A/P	A/P	A/P	A/P	YES
650	Mental Health Services SOP	N/A	A	A	A	A	YES
651	Use of Seclusion and Restraint for Bridgewater State Hospital	N/A A-BSH	N/A A-BSH	N/A A-BSH	N/A A-BSH	A	YES
652	Identification, Treatment, and Correctional Management, of Inmates with Gender Dysphoria	N/A	A	A	A	A	YES
653	Identification, Treatment, and Correctional Management, of Gender Non-Conforming Inmates	N/A	A	A	A	A	YES
660	Medical Supplies and Equipment	A/P; N/A	A/P	A/P	A/P	A/P	YES
661	Pharmacy and Medication	N/A	A/P	A/P	A/P	A/P	YES
662	Clinical Trials and Medical Research Involving Inmate Participation	N/A	A	A	A	A	YES
700	Site Selection	N/A	N/A	N/A	N/A	N/A	YES
703	Design Criteria and Planning Guidelines	A	A	A	A	A	YES
730	Fire Prevention and Safety	A/P	A/P	A/P	A/P	A/P	YES
740	Maintenance and Sanitation Standards	A	A/P	A/P	A/P	A/P	YES
740	Maintenance and Sanitation Standards SOP – Respiratory Protection Program	A	A	A	A	A	YES
750	Hygiene Standards	A	A/P	A/P	A/P	A/P	YES
751	Information Technology (IT) Security	A	A	A	A	A	NO
751	Information Technology (IT) Security SOP	A	A	A	A	A	YES
755	Clothing, Linen, and Laundry	N/A	A/P	A/P	A/P	A/P	YES
756	Information Technology Systems	A	A/P	A/P	A/P	A/P	YES
757	Internet, Intranet, and VPN Procedures	A	A	A	A	A	YES
758	E-Mail Policy	A	A	A	A	A	YES
759	Security Technology Policy	A	A	A	A	A	YES
760	Food Service	N/A	A/P	A/P	A/P	A/P	YES
761 CMR	Access to Therapeutic Diets and Medical Care	N/A	A/P	A/P	A/P	A/P	YES
762	Haircuts	A; N/A	A/P	A/P	A/P	A/P	YES
763	Inmate Medical Co-Payments	N/A	A/P	A/P	A/P	A/P	YES

A = Adopt DOC policy

A/P = Adopt policy and write institution/division/unit procedure

N/A = Not Applicable

REVIEWING AUTHORITY POLICY/REGULATION ASSIGNMENT/REVIEW SCHEDULE

REVIEWING AUTHORITY	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Assistant Deputy Commissioner, Northern Sector											403*		1
Assistant Deputy Commissioner, Southern Sector								460	424		341		3
Executive Chief, Investigative Services			516 519*	237			518		523	239 514*	105	238 522	10
Chief of Staff		229	172	131	132 430*	133		139				491*	8
Commissioner	487					102			101		100* 103		5
Deputy Commissioner, Administration	345 730 760*	214 751 759	340 342	761*	339 343 455 476*	405 740 756 757		224 700	344 346 758 762	210A 300	108*	703*	27
Executive Director, Division of Human Resources	209 230	201 202 223		204 210	221	205	250 270	213 216* 240	220	225 226	203 222	208 211	20
Deputy Commissioner, Clinical Service & Reentry	154 428 488 622 652	462* 465* 660*	453 473 604	155* 157 404* 445* 620*	407 410 650* 763*	419* 461* 466* 472* 484 610	420* 477 603 607 651	411 478 640 653	408* 418 459 459A 464* 471* 631*	417 446* 485 621 630*	441 467 492 493* 661 662	425 447 458 463* 601	58
Deputy Commissioner, Prison Division	550	426 451* 530	527 561	475 482	179 422 468 507 508	509 515 562	444 505 517	421* 423* 431 559 560	122 520* 540		119 206 427 558		32
Director, Policy Development and Compliance Unit	400* 401*	483*	215 525	501 512 755*	513*	504	402		450* 481	502 506 510 511 750*	112	104 521*	21
Executive Director, Strategic Planning & Research		175					181					180*	3
General Counsel	153	156					486			158			4
Total	15	16	12	15	17	17	14	16	20	17	19	14	192

(Note: policies denoted by an asterisk indicate those that require review for female offender issues/concerns)

DOC POLICY/REGULATION/PROCEDURE FORMAT

I. PROGRAM, FONTS, MARGINS, LINE SPACING, AND JUSTIFICATION

- A. All policies shall be completed in PowerDMS utilizing “Edit on Desktop”.
- B. All regulations shall be uploaded to PowerDMS in the format it was published with the state register.
- C. To facilitate policies/procedures in PowerDMS, utilize the “Edit on Desktop” feature. Once the draft document opens, the “Track Changes” feature shall be used to make any modifications. From the toolbar, select “Review” and “Track Changes”. Select “Track Changes”. Then revise the draft version of the existing policy/procedure by deleting or adding text as necessary. Once completed, “save” the changes and close the document.
- D. All policies/procedures shall use the following font: Times New Roman, 12PT.
- E. All policies/procedures shall use margins at 1” all around (top, bottom, left, right). Margins should stay at 1” throughout your policy.
- F. Single spacing shall be used throughout the policy/procedure.
- G. The text alignment should be set to “Justify” throughout the policy/procedure.
- H. The policy/procedure title shall be in all caps. The policy/procedure subsection title shall be in all caps. Any references to other policies, regulations, SOP’s, shall have the policy number (i.e., 103 DOC 104), followed by the policy title which shall be italicized (i.e., *Internal Regulations*).

II. TABLE OF CONTENTS

- A. The Table of Contents shall be on page two (2) of the policy/procedure. The Table of Contents shall be formatted within a table with no outline as shown in the example below.
- B. The Table of Contents shall contain only the specific sections of the policy/procedure.
- C. The Table of Contents shall not list the sections found on page one (1), i.e., Purpose, References, etc. Page one (1) of every policy/procedure shall always be the same so there is no need to list these sections in the Table of Contents.
- D. All attachments to a policy/procedure shall be listed in the Table of Contents within its own section as shown below. Even if the attachment is not available on the intranet/Powerdms, it should be listed within the attachment section of the Table of Contents. If an attachment is not located on the intranet/PowerDMS then the Table of Contents shall read as follows: Attachment #1 (not on intranet/PowerDMS).

TABLE OF CONTENTS

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ATTACHMENTS

Attachment #1	DOC Policy Assignments by Security Levels	19
Attachment #2	Policy Review Chart/Accessibility List	24
Attachment #3	Guide for DOC Policy Format	25

III. POLICY FOOTERS

- A. Policies/procedures shall be numbered and dated by footers only. The footer shall also contain “**PRIVATE**”, in red bold font for all policies, procedures, standard operating procedures, and attachments that are NOT for public distribution. The footer shall contain “**PUBLIC**”, in black bold font, for all policies, procedures, standard operating procedures, and attachments that ARE approved for public distribution.
- B. Format the footers on the first page of the policy/procedure (i.e., cover page) as follows:


January 20XX PUBLIC or PRIVATE Page 1 of #

The last annual review date (date of Commissioner’s approval for policies and the date of the Reviewing Authority’s approval for procedures) of the policy on the bottom left, **PUBLIC OR PRIVATE** in the middle and the page number on the bottom right.

1. TO CREATE A POLICY FOOTER:
 - a. At the end of the cover page, complete the following:
 - On the tool bar go into **insert**, then **page number**
 - Select **bottom of the page, Bold Numbers 3**
 - b. In the footer window, type in the appropriate month and year on the left side, **PUBLIC** or **PRIVATE** in the middle. Next, highlight all the text and change the font to Times New Roman, 12pt.

IV. POLICY FORMAT

The template below shall be used for page one (1) on all policies and contains all the information required on the cover page.

 <p style="text-align: center;">Massachusetts Department of Correction POLICY</p>	Effective Date	Responsible Division Policy Development and Compliance Unit
	Annual Review Date	
	1/4/2010	
	8/1/2019	
Policy Name	M.G.L. Reference: References include MGL, outside agency CMRs, Acts (i.e., ADA), etc.	
103 DOC 104 INTERNAL REGULATIONS/POLICIES	DOC Policy Reference: 103 DOC 501; 103 CMR 481	
	ACA/PREA Standards: 2-CO-1F-11; 4-ACRS-1A-09;5-ACI-1A-14	
Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff, Incarcerated Individual, etc.
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location: Department Central Policy File Superintendents/Unit Directors Policies Files	
<p>PURPOSE: To establish guidelines for the Department of Correction (Department) planning process. (Please state the purpose of the policy only).</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Director of the Policy Development and Compliance Unit Superintendents</p> <p>CANCELLATION: 103 DOC 104 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules or regulations regarding Internal Regulations/Policies which are inconsistent with this document.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 104 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>		

- A. The Table of Contents shall then be added as page 2 (two) and the remainder of the policy shall then be added.

- B. The appropriate way to outline the policies shall follow the format below:

104.01


- A.
 - 1.
 - a.
 - i. thereafter bullets.

V. **POLICY ATTACHMENTS**

- A. Reviewing Authorities shall include all attachments electronically as part of the policy at the time the policy is submitted for review. (Attachments are not appropriate for regulations).
- B. If a Reviewing Authority is unable to include an attachment with the policy, i.e., attachments from other agencies, then it is incumbent upon the Reviewing Authority to provide all institutions/divisions/units with the appropriate attachments. However, every effort shall be made to submit all attachments electronically.
- C. In the event that an attachment cannot be submitted electronically with the policy being submitted for review, Reviewing Authorities shall designate a blank page(s) within the policy to show where that attachment would have been placed. The blank page(s) shall read **Attachment #1, not on intranet/PowerDMS**. The rationale for this requirement is to not only ensure that staff members viewing the policy via PowerDMS can see that there is an attachment(s) missing, but to ensure that the hard copy and the PowerDMS file coincide with each other.

VI. PROCEDURE FORMAT

The template below shall be used for page one (1) on all procedures and contains all the information required on the cover page.

<p>Massachusetts Department of Correction</p> <p>Institution Name PROCEDURE</p>		<p>Superintendent Approval Date</p>	
		<p>Reviewing Authority Approval Date</p>	
<p>Procedure in accordance with:</p> <p>103 DOC 400 Inmate Management</p>		<p>Internal Reviewing Authority:</p> <p>Deputy Superintendent of Re-Entry Director of Security</p>	
		<p>ACA/PREA Standards:</p> <p>2-CO-1F-11, 4-ACRS-1A-09; 5-ACI-1A-14</p>	
		<p>Applicability: Staff/Incarcerated Individual, etc.</p>	
<p>Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	

Superintendent's Policy/Regulation Review Chart

INSTITUTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Boston Pre-Release Center	131 482	763	461	505	700	520	621	206	703	550	175 156	527
Lemuel Shattuck Correctional Unit	445	407 455	515	181	411	631 220	446	108	447	622	462	561
Massachusetts Alcohol and Substance Abuse Center @ Plymouth	204	132	205 405	250	560	758 424	300	467 119	208	209	201	172
Massachusetts Treatment Center	157	468	102 133	444	460	408	485	203 484	180	652	465	221 340
MCI Concord	404	410 513	562	603 651	478	471	417	103 493	601	154	759	104
MCI Framingham	512	430	472 179	402	224 559	523	502	105	428 463	401	451	473
MCI Norfolk	237	343	504	477	421 431	418 344	239 225	662	238	760	223	519
MCI Shirley	210	508	757	486 270	139	481 762	511	441	521	230 459A	483	342
Old Colony Correctional Center	155	476 427	509	607	640	464	210A 226	100 112	425	488	751	215
Pondville Correctional Center	755	507	610	653	213	450	506	341 558	491 522	153	530 202	453
North Central Correctional Center	501	422	466 740	517	240	122	514	403 492	211	400	426	604
Northeastern Correctional Center	620	650	419	518	216	101	630 750	222	458	487 730	660	516
Souza Baranowski Correctional Center	761	339 540	756	420	423	459 346	510 158	661	475	345	214 229	525
TOTALS	14	17	17	15	15	18	17	19	14	15	16	14

SUPERINTENDENT’S POLICY/REGULATION CHANGE SHEET

Policy/Regulation #: _____

Policy/Regulation Title: _____

Institution: _____

Superintendent’s Signature: _____ Date: _____


Additions (what and why, please be specific as to which sections):

Deletions (what and why, please be specific as to which sections):

Additional Comments (impact of revisions, e.g., budgetary, training, etc.):

Submit this form through PowerDMS to the Policy Development and Compliance Unit by the last business day of the month.

cc: Assistant Deputy Commissioner

 <p>Massachusetts Department of Correction</p> <p>Institution Name Here WAIVER</p>	<p>Procedure in accordance with:</p> <p>Policy # and Name Here</p>
<p>Superintendent Approval Date: Click here to enter a date.</p>	
<p>Assistant Deputy Commissioner Approval Date: Click here to enter a date.</p>	
<p>Reviewing Authority Approval Date: Click here to enter a date.</p>	
<p>Commissioner Approval Date: Click here to enter a date.</p>	
<p>Section of Policy Requesting to be Waived:</p>	
<p>Specifically outline the portion of the policy being sought to be waived and the reason operationally the facility cannot comply:</p>	

Committee/Meeting Policy/Regulation Change Form

TO: _____

Appropriate Policy/Regulation Reviewing Authority

FROM: _____

Committee Chair/Staff Person

DATE: _____

RE: Proposed Policy/Regulation Revision _____

As a result of a recent meeting of the _____ I am proposing that
(committee/meeting group name)
the _____ policy be revised as follows:
(103 DOC/CMR number) (policy name)

Additions (what and why, please be specific as to which sections):

Deletions (what and why, please be specific as to which sections):

Additional Comments (impact of revisions, e.g., budgetary, training, etc.):

cc: Director, PDCU

Civil Rights Impact Analysis

Purpose & Objective:

Below is the Department of Correction’s process for identifying and addressing civil rights implications of proposed regulations upon groups or individuals of protected classes. This Civil Rights Impact Analysis is a management tool to ensure that the proposed regulation is fair and equitable and does not discriminate against members of a protected class/groups.

1. Purpose of the Regulation: _____

2. Are any of the following class/groups potentially impacted by the proposed regulation?

	Yes	No
Sex	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>
Color	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>
Religion	<input type="checkbox"/>	<input type="checkbox"/>
Creed	<input type="checkbox"/>	<input type="checkbox"/>
Ancestry	<input type="checkbox"/>	<input type="checkbox"/>
National Origin	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>
Veteran’s Status (incl. Vietnam era)	<input type="checkbox"/>	<input type="checkbox"/>

3. If you answered “yes” to any of the classes listed in section 2, what is the impact of the regulation upon those individuals or groups?

4. Is the impact disparate or adverse?*

Yes No

If Yes, explain:

5. If there is a disparate or adverse impact, what strategies or actions could eliminate, alleviate, or otherwise mitigate such adverse impact?*

Explain: _____

**Civil Rights Program
Civil Rights Impact Analysis
Certification**

I, _____, as the designee for the Department of Correction's Commissioner of Correction, hereby certify that I have performed the foregoing civil rights impact analysis for 103 CMR _____, _____ (title). I swear that all of the information verified in this analysis is true and accurate to the best of my knowledge and ability.

Reviewing Authority

Date

* "Disparate Impact" or "Adverse Impact" means an action emanating from implementation of a regulation, which although adopted absent the intent of discriminating against a member of a protected class, nevertheless adversely affects members of a protected class. No discriminatory intent is necessary.

* You may contact the Commonwealth of Massachusetts Office of Access and Opportunity for review and guidance.