



Interagency/Federal Agency Relations
103 DOC 132

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132.01 Purpose

The purpose of this policy is to provide guidelines and procedures for cooperation by the Department of Correction (Department) with federal, state, and local agencies.

132.02 Cancellation

103 DOC 132 cancels all previous Departmental policies, procedures, Commissioner’s bulletins, and rules and regulations regarding interagency/federal agency relations.

132.03 Severability Clause

If any part of 103 DOC 132 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.

132.04 General Policy

- A. The Commissioner may designate any individual or division/unit in the Department as having primary responsibility for liaison and interaction with agencies or groups outside the Department.

- B. The Commissioner may also establish, from time to time, such special task forces, advisory groups or divisions as may be required to act as Departmental Liaison with agencies or groups outside the Department.
- C. It is the policy of the Department to cooperate extensively with state, federal, and county agencies in the interest of promoting good correctional services and practices. Superintendents, with the guidance of appropriate central office staff, are encouraged to build service linkages with the outside agencies where appropriate.
- D. All Department staff shall cooperate with state, county, and federal legislative and executive bodies by providing full and prompt response to inquiries about programs, program needs, data and agency functions through the Central Office chain of command.

132.05 Standing Designation

Normally, the following designations or positions shall be primarily responsible for interagency and federal relations as noted:

- A. The Commissioner or designee shall maintain a liaison with federal, state and county elected officials, especially the state legislature. When an institution is contacted directly by a legislator or legislative staff person, the Legislative Affairs Director in the Commissioner's Office shall be informed promptly.
- B. The Office of Strategic Planning and Research shall maintain a liaison with research groups, the Criminal History Systems Board, Parole and court agencies, especially for the purposes of providing statistics and research.
- C. The Massachusetts Correctional Industries shall maintain a liaison with agencies purchasing state made goods or products from various correctional institutions.
- D. The Program and Classification Divisions shall maintain liaisons with outside agencies concerning education, as well as with out-of-state, federal, and county institutions for the purpose of incarcerated individual classification. The outside agencies shall include, but not limited to:
 - 1. The Federal Bureau of Prisons
 - 2. County Corrections
 - 3. The New England Interstate Compact
 - 4. U.S. Office of Education
- E. The Office of Communications and Administrative Resolution shall provide incarcerated and civilly committed individuals and concerned citizens access to responsive systems that encourage respectful communication, facilitate resolution of legitimate issues, and contribute to the improvement of agency operations. The

Division shall maintain liaisons with the Secretary of State's Office and act as the Agency Records Access Officer.

- F. The Office of Media Relations shall maintain a liaison with public information and news agencies on a local, state, and national level.
- G. The Legal Division shall maintain a liaison with the Attorney General's Office, District Attorney Offices, legal counsel for County Sheriff Offices, state and federal courts, private attorneys, or legal representation organizations.
- H. The Administration Division shall maintain a liaison with outside Budget, agencies.
- I. The Prison Division shall maintain a liaison with Staff Development agencies.
- J. The Human Resources Division shall maintain a liaison with outside Personnel and Labor Relations, agencies.
- K. The Health Services Division shall maintain a liaison with all outside agencies concerning Health Care Services.
- L. The Division of Resource Management shall maintain a liaison with all outside agencies concerning correctional engineering, architecture, and management information systems.
- M. The Special Operations Division and the Office of Investigative Services shall maintain a liaison with all outside Law Enforcement and Criminal Justice agencies, as it relates to the operations and/or security of the respective agencies.
- N. The Policy Development and Compliance Unit shall maintain a liaison with American Correctional Association, Commission on Accreditation for Corrections, and county institutions as it relates to policy development and standards compliance.
- O. The Executive Office of Technology Services and Security shall maintain a liaison with all outside agencies concerning research and information technology.
- P. The Victim Services Unit shall maintain a liaison with all outside agencies which provide services to victims of crime.
- Q. The Office of Diversity and Equal Opportunity shall maintain a liaison with the Massachusetts Commission against Discrimination, the Massachusetts Office on Disability, the Human Resources Division, the Office of Diversity and Equal Opportunity, and other outside affirmative action agencies.

132.06 Consultations with Other Agencies in Formulating Policy

- A. The Commissioner of Correction is a statutory member ([M.G.L., C. 6, § 156](#)) of the Massachusetts Committee on Criminal Justice. Through this organization, the Commissioner derives extensive input from a wide variety of sources in regard to Department policy, which is legally sound, and generally consistent with national standards by the American Correctional Association.
- B. The Department also encourages institution Superintendents, Department Heads, managers and other appropriate employees to participate in programs, seminars, and job-related activities sponsored or conducted by federal or national agencies. That may also include memberships and participation in the American Correctional Association.

132.07 Emergencies

Whenever in the opinion of the Commissioner an emergency exists which requires suspension of all or part of 103 DOC 132, they may order such suspension.

132.08 Responsible Staff

Reviewing Authority: Chief of Staff

Responsible Staff:

- Superintendents

132.09 Access to Policy

Department Central Policy File
Each Institution's Policy File
Institution Library

132.10 Information Sources

Legal Authority:

[Chapter 6 §§ 156](#)

[Chapter 124, § 1\(q\)](#)

Other Related Policies: None

Applicability: All Staff

Attachments: None