

MASSACHUSETTS DEPARTMENT OF CORRECTION

COMMUNITY RELATIONS BOARD

103 DOC 172

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MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: Chief of Staff
TITLE:COMMUNITY RELATIONS BOARD	NUMBER:103 DOC 172

Purpose: To establish guidelines for the development of Community Relations Boards at state correctional institutions.

References: MGL Ch. 124 §§1(c) and (q)

Applicability: Staff

Public Access: Yes

Location: DOC Central Policy File/Institution Policy File

Responsible Staff for Implementation and Monitoring of Policy:

- Chief of Staff
- Director of Communications and Administrative Resolution
- Superintendents

Effective Date: 04/14/2019

Cancellation: This policy cancels all Department policies, procedures, Commissioner's bulletins, and rules and regulations regarding Community Relations Board.

Severability Clause: If any part of this policy is for any reason held to be in excess of the authority of the Commissioner, such decision will not affect any other part of this policy.

172.01 **Definitions**

1. Commissioner of Correction (Commissioner): The Commissioner is the Chief Executive Officer of the Department of Correction.
2. Department of Correction (Department): A Commonwealth agency, under the auspices of the Executive Office of Public Safety and Security, that is charged with the detention of those committed to the custody and control of the Commonwealth.
3. Correctional Institution: Any building, enclosure, space, or structure used for the custody, control and rehabilitation of committed offenders and of such other persons as may be placed in custody therein in accordance with law.
4. Superintendent: The chief administrative officer of a state correctional institution.
5. Community Relations Board: A board consisting of local community members within which the correctional institution is located. The board shall confer with the Superintendent on matters of public safety, policy, procedure and programming, which are relevant to both the correctional institution and the community. The board shall include representatives from racial, ethnic and economic groups in which the institution is located.

172.02 **General Policy**

1. All institutions shall develop Community Relations Boards to facilitate optimum relations between the Department of Correction institutions and the communities within which they are located.

Community Relations Boards for a correctional complex can be developed if the institutions are logistically located within the community. However, the location of the meetings is to be rotated between and among institutions.

2. All institutions that develop a Community Relations Board shall develop procedures discussing how the Board is selected, when the meetings occur, and how they are documented.

172.03 **Function**

1. The function of the Community Relations Board is to confer with the Superintendent on matters of public safety, policy, procedure and programming, which are relevant to both the correctional institution and the communities within which they are located. The Community Relations Board shall meet on a quarterly basis.
2. The Community Relations Board has no authority to make decisions regarding the functioning of the correctional institution. The Superintendent should use his/her interactions with the Community Relations Board as an opportunity to present an overview of the Department of Correction's vision, mission, and core values. It is also an opportunity for the Community Relations Board and the Institution Superintendent to discuss local issues and concerns and any new ideas that may benefit public safety and community relations.

Each Superintendent shall establish opportunities with extended communities (e.g. colleges, organizations, etc.) to discuss the vision, mission, and re-entry commitment of the Department of Correction.

3. Recommended changes to any Departmental policy or institutional procedures may be considered by the Superintendent, the respective policy reviewing authority, and the respective Director of Communications and Administrative Resolution.

172.04 **Membership**

1. Upon the approval of the Commissioner, the members of the Community Relations Board shall be appointed in writing by the Superintendent of the institution.

2. The Community Relations Board shall include the ethnic, racial and socio-economic representation of the local community when appointing membership, including members of non-profit organizations and community groups. Elected officials, local police and fire chiefs, selectmen and/or the town manager should also be representatives of the Board in the local community within which the institution is located.

172.05 **Term of Service**

Each Community Relations Board member shall serve at the pleasure of the Superintendent and may be removed or replaced at the discretion of the Superintendent, with the Commissioner's approval.

Board memberships shall be co-terminus with the Superintendent's appointment as chief administrative officer at the institution.

172.06 **Emergencies:**

Whenever, in the opinion of the Commissioner or the Chief of Staff, an emergency exists which requires suspension of all or part of 103 DOC 172, he/she may order such suspension, provided that any such suspension ordered by the Chief of Staff lasting beyond forty-eight (48) hours is authorized by the Commissioner.

172.07 **Annual Review**

This policy shall be reviewed at least annually from the effective date signed by the Commissioner or designee. The party or parties conducting the review shall develop a memorandum to the Commissioner with a copy to the central policy file indicating revisions, additions, or deletions which shall be included for the Commissioner's approval.