



MASSACHUSETTS DEPARTMENT OF CORRECTION
50 Maple Street, Suite 3
Milford, MA 01757

COMMUNITY RELATIONS BOARD
103 DOC 172

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Table of Contents

172.01 Purpose..... 1
 172.02 Cancellation 1
 172.03 Severability Clause..... 1
 172.04 Definitions 2
 172.05 General Policy 2
 172.06 Function 2
 172.07 Membership 3
 172.08 Term Of Service..... 3
 172.09 Emergencies..... 3
 172.10 Annual Review 3
 172.11 Responsible Staff 4
 172.12 Access to Policy..... 4
 172.13 Information Sources..... 4

172.01 Purpose

The purpose of this policy is to establish guidelines for the development of Community Relations Boards at state correctional institutions.

172.02 Cancellation

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

172.03 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.

172.04 Definitions

Commissioner of Correction (Commissioner): The Commissioner is the Chief Executive Officer of the Department of Correction.

Department of Correction (Department): A Commonwealth agency, under 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.

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.

Superintendent: The chief administrative officer of a state correctional institution.

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.

172.05 General Policy

- A. 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 with the community. However, the location of the meetings is to be rotated between and among institutions.

- B. 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.

172.06 Function

- A. 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.
- B. The Community Relations Board has no authority to make decisions regarding the functioning of the correctional institution. The Superintendent should use their 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, concerns, 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.

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

172.07 Membership

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

172.08 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.

172.09 Emergencies

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

172.10 Annual Review

This policy shall be reviewed at least annually from the effective date signed by the Commissioner or designee via PowerDMS. The staff conducting the review shall make comments in the discussion tab of PowerDMS workflow outlining any recommended revisions, additions, or deletions for the Commissioner's approval.

172.11 Responsible Staff

Reviewing Authority: Chief of Staff

Responsible Staff:

- Director of Communications and Administrative Resolution
- Superintendents

172.12 Access to Policy

Department's Central Policy File

Each Institution's Policy File

Institution Library

172.13 Information Sources

Legal Authority:

[M.G.L., c. 124, § 1 \(c\) and \(q\).](#)

Other Related Policies: None

Applicability: All Staff

Attachments: None