

 <p style="text-align: center;">Massachusetts Department Of Correction</p> <h1 style="text-align: center;">POLICY</h1>	Effective Date 12/15/2011	Responsible Division Deputy Commissioner, Administration
	Annual Review Date 10/18/2021	
Policy Name 103 DOC 220 EMPLOYEE RULES AND REGUALTIONS	M.G.L. Reference: M.G.L., c. 124, Section 1 (c) and (q).	
	DOC Policy Reference:	
	ACA/PREA Standards: 4-ACRS-3A-07; 4-ACRS-6A-03; 2-CO-1C-04	
Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Inmate Library Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Applicability: Staff
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location: Department's Central Policy File Institution's Policy File Department's Personnel Policy Manual	
<p>PURPOSE: To establish Department of Correction (“Department”) policy concerning the distribution and dissemination of the Rules and Regulations Governing all Employees of the Massachusetts Department of Correction.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Director of Employee Relations Assistant Deputy Commissioners Superintendents and Division Heads</p> <p>CANCELLATION: 103 DOC 220 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules or regulations regarding distribution and dissemination of the Employee Rules and Regulations which are not consistent with this policy.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 220 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>		

TABLE OF CONTENTS

220.01	Definition	3
220.02	Rules and Regulations	3
220.03	Security Issues	3
220.04	Employee Rules and Regulations Handbook – Central Topics	3

220.01 **DEFINITION**

Rules and Regulations Handbook: A handbook promulgated by the Commissioner and issued to each Department employee which contains basic rules, policies, and principles governing an employee’s conduct both on and off duty.

220.02 **RULES AND REGULATIONS**

1. Employees shall be issued the “Rules and Regulations Governing All Employees of the Massachusetts Department of Correction.” An employee’s acceptance of appointment to the Department shall be acknowledged as his/her acceptance to abide by said rules and regulations of the Department.

2. Nothing contained in the rules and regulations is intended to be in derogation of the laws of the Commonwealth of Massachusetts, in conflict with any relevant collective bargaining agreement, or meant to infringe upon the constitutional rights of any employee.

220.03 **SECURITY ISSUES**

The “Rules and Regulations” shall not be made available to any inmate, nor left in any area to which an inmate has access.

220.04 **EMPLOYEE RULES AND REGULATIONS HANDBOOK - CENTRAL TOPICS**

In addition to the introduction, general policy statements, definitions, and waivers and modifications, the following topics are included in the “Rules and Regulations” handbook:

1. Standards of Correctional Service
2. General Requirements
3. Public Relations
4. Public Communications
5. Legislative Visitors
6. Interpersonal Relationships Among Employees
7. General Conduct - Employees
8. Deportment and Conduct Between Employee and Inmate
9. General Interests
10. Institution Discipline
11. Inmate Count/Escape
12. Care, Custody, Safety and Good Order
13. Institutional Requirements

14. Weapons
15. State Material and Equipment
16. Private Possessions
17. Medical
18. Attendance and Absences
19. Administrative Procedures
20. Rules and Laws of Particular Interest