



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

EMPLOYEE RULES AND REGULATIONS
103 DOC 220

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220.01 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.

220.02 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.

220.03 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.

220.04 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.

220.05 Rules And Regulations

- A. 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 their acceptance to abide by said rules and regulations of the Department.

- B. 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.

220.06 Security Issues

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

220.07 Employee Rules And Regulations Handbook - Central Topics

- A. 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. Department and Conduct Between Employee and Incarcerated Individual
 - 9. General Interests
 - 10. Institution Discipline
 - 11. Incarcerated Individual 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

220.08 Responsible Staff

Reviewing Authority: Deputy Commissioner, Human Resources

Responsible Staff:

- Executive Director, Division of Human Resources
- Director of Employee Relations
- Assistant Deputy Commissioners
- Superintendents and Division Heads

220.09 Access to Policy

Department's Central Policy File

Each Institution's Policy File

Department's Personnel Policy Manual

Institution Library

220.10 Information Sources

Legal Authority:

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

Other Related Policies: None

Applicability: All Staff

Attachments: None