Massachusetts Department of Correction **POLICY**		Effective Date 9/3/2026 Annual Review Date 9/3/2026	Responsible Division Policy Development and Compliance Unit
Policy Name 103 DOC 401 BOOKING AND ADMISSIONS		Regulation Reference: M.G.L. C. 276 § 52A, M.G.L. c. 123, § 35	
		DOC Policy Reference: 103 CMR 403; 103 CMR 405; 103 DOC 408; 103 DOC 426; 103 CMR 430; 103 CMR 483; 103 DOC 487; 103 DOC 488.00; 103 DOC 519; 103 DOC 521; 103 DOC 630; 103 DOC 653; 103 DOC 730; 103 DOC 750	
		ACA/PREA Standards: 2-CO-5E-02; 2-CO-4A-01; 4-ACRS-4B-01; 4-ACRS-3A-03; 4-ACRS-3A-04; 4-ACRS-3A-05; 4-ACRS-3A-06; 4-ACRS-7D-07; 4-ACRS-7D-33; 5-ACI-1A-16; 5-ACI-2C-02; 5-ACI-3C-03; 5-ACI-3D-09; 5-ACI-4B-27; 5-ACI-5A-01; 5-ACI-5A-04; 5-ACI-5A-05; 5-ACI-5A-06; 5-ACI-5D-14; 5-ACI-6A-01; 5-ACI-6A-02; 5-ACI-7D-01; 5-ACI-7D-15	
Attachments Yes ☒ No ☐	Library Yes ☒ No ☐	Applicability: Staff/Incarcerated Individuals, Civil Commitments, 52As, and awaiting trial at MCI-Framingham	
Public Access Yes ☒ No ☐		Location: DOC Central Policy File Each Institution's Policy File	

PURPOSE:
The purpose of this document is to establish Department of Correction booking and admissions procedures.

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:
Director of the Policy Development and Compliance Unit
Superintendents

CANCELLATION:
103 DOC 401 cancels all previous Department of Correction policy statements, bulletins, directives, orders, notices, rules or regulations regarding booking and admissions which are inconsistent with this policy.

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 shall not affect any other part of this policy.

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401.01 RECEPTION

A. The Superintendent at each correctional institution shall ensure that written procedures are developed for the reception of new commitments and admissions which shall provide for, but not be limited to, the following:

1. The identification of the staff member(s) who shall admit all new commitments or admissions during business and non-business hours.

2. A method of identifying and of determining the legality of the commitment or admission.

3. A system of entering the admission into the Inmate Management System (IMS).

4. The telephonic interpreter service information shall be provided during the standard reception process. If an incarcerated or civilly committed individual requests an interpreter or staff believe the use of an interpreter is necessary, the telephonic interpreter service shall be utilized in accordance with 103 DOC 488, *Telephonic Interpreter Service*. Staff shall document the use of the service in the IMS booking/intake comments section of the Inmate Data screen.

5. An unclothed search of the incarcerated or civilly committed individual and a thorough search of their personal effects. This initial unclothed search and all additional searches will be conducted according to the gender of the committing institution unless the incarcerated or civilly committed individual identifies and is verified as gender non-conforming (pursuant to 103 DOC 653, *Identification, Treatment, and Correctional Management, of Gender Non-Conforming Inmates*. Once verified, the gender of the searching staff member shall be noted on the incarcerated or civilly committed individual's identification card.

6. A complete inventory of the incarcerated or civilly committed individual's personal property under the requirements of 103 CMR 403, *Inmate Property*.

7. For committing institutions, assignment of the Departmental commitment number via the IMS Unidentified Arrivals and Inmates Pending Identification screens.

a. Before generating a new commitment number, booking staff shall conduct a search on the IMS Inmates Pending Identification screen for prior commitments. If prior commitments are found, the most recent one shall be selected and copied to the current record utilizing the "copy prior record" button. When records are copied in this manner, the incarcerated or civilly committed individual shall still be interviewed, and the screens updated as necessary in accordance with 401.01(B)(1).

Note: Use of the "copy prior record" function populates IMS screens with information from the incarcerated or civilly committed individuals' prior commitment.

For incarcerated or civilly committed individuals for whom a "full copy" is possible, booking staff shall review the "Suicide Query" screen, "Mental Health Watch" screen, and the "Mental Health/Substance Abuse" screen.

For incarcerated or civilly committed individuals for whom only a "partial copy" of records is possible, booking staff shall review the "Suicide Query" screen and "Mental Health/Substance Abuse" screen. If evidence of past mental health issues are found as part of this review (e.g., Q5 entries, past mental health watches, suicidal ideation), booking staff shall contact the Shift Commander. This shall be documented in an incident report via IMS.

b. During business hours, the Shift Commander shall notify the Director of Security and contact the Director of Mental Health to determine appropriate placement and/or need for action or follow-up. During non-business hours, the Shift Commander shall contact the Institution Duty Officer and the on-call Mental Health Clinician. This shall be documented in an incident report via IMS.

8. When an incarcerated or civilly committed individual is released from one (1) sentence to serve another (e.g., from and after sentences), the assignment of the new commitment number shall be completed by the institution at which the incarcerated or civilly committed individual is housed.

9. For receiving institutions, a process to ensure the Booking Officer/staff interviews the incarcerated or civilly committed individual and updates the IMS screens upon admission in accordance with 401.01(B)(1).

10. Issuance of clean bedding and clean clothes as necessary.

11. Articles necessary for maintaining proper personal hygiene are available to all offenders and provided to those who are indigent. Each offender shall be provided soap, toilet paper, a toothbrush and toothpaste, and denture cleaner and adhesives, if needed. Shaving equipment should be made available upon request, and the special hygiene needs of all offenders shall be met. Minimum security shall also provide a comb and shampoo if requested.

12. Availability of showers and hair care.

13. Medical, dental, and psychological screening shall be conducted in accordance with 103 DOC 630, *Medical Services*. No incarcerated or civilly committed individual shall be quarantined for medical reasons in excess of twenty-four (24) hours without proper medical authorization. Results shall be entered into the Mental Health/Substance Abuse History, Medical Orders, and Medical Restrictions screens by medical staff utilizing the IMS medical modules. If, as a result of the immediate medical/mental health screening process, booking and/or medical staff have reason to believe that the incarcerated or civilly committed individual has potential mental health issues, the notification process outlines in 401.01(A)(15) shall be followed.

14. A process for the notification to the incarcerated or civilly committed individual's family or next of kin of the incarcerated or civilly committed individual's current placement.

15. At both reception and receiving institutions, a Q5 query by a certified Criminal Justice Information Services (CJIS) user shall be conducted immediately upon arrival and prior to the incarcerated or civilly committed individual's placement into general population. Results shall be entered in the IMS Suicide Query Screen. Positive Q5 results shall be communicated to the Shift Commander and the Director of Mental Health during business hours or the Shift Commander and the on-call Mental Health Clinician during non-business hours for appropriate placement and/or need for action or follow-up. This shall be documented in an incident report via IMS.

16. At both reception and receiving institutions, within twenty-four (24) hours of arrival, the requirements of 103 DOC 408*, Reasonable Accommodations,* section 408.06 (A) (B) (C) and (D) shall be adhered to.

17. A determination of the appropriateness of a release into general population.

18. Housing or unit assignment via the Internal Risk Housing Placement form within seventy-two (72) hours.

19. At reception institutions or institutions receiving an Inter-Departmental Transfer (e.g., a transfer from a county, federal, and a state facility other than Massachusetts), a determination as to whether the incarcerated or civilly committed individual is required to provide a DNA sample. All guidelines established in 103 DOC 487, *DNA Sample Collection* shall be followed.

B. The following procedures shall be adhered to concerning the booking and admissions process for all institutions.

1. Staff shall interview all incarcerated individuals, detainees, and civil commitments and complete the following IMS screens upon admission:

a. Unidentified Arrivals and Inmates Pending Identification (for new commits)
b. Arrival Processing (if admitted on same commit number),
c. Inmate Data, including self-reported racial identification. Once Information is entered in IMS, the Self-Identification Form will be printed, and the individual will be asked to confirm the information and sign. The signed Self-Identification Form will be placed in the individual's six-part folder and IMS will reflect the self-reported racial identity.
d. Family/Emergency Contacts (Note: If the individual is or was previously incarcerated, staff shall utilize the Inmate Search screen to obtain the commitment number and enter it in this screen. If the incarcerated or civilly committed individual refuses to provide an emergency contact, staff shall enter "refused to provide" in the Name field on the Friends tab and enter a flag in the Emergency Contact checkbox),
e. Enemies (Note: If enemies are claimed, staff shall utilize the Inmate Search screen to obtain the current or most recent prior commitment number if it exists and enter it on this screen. If none are claimed, the "claims none" checkbox shall be entered),
f. Escape History (Note: The "claims none" checkbox shall be entered if there is no history),

g. Alias Information (Note: the "claims none" checkbox shall be entered if no alias names, dates of birth, or social security numbers are indicated),
h. STG/Staff Assaults (Note: If no STG affiliations are reported, the "claims none" checkbox shall be entered),
i. Military History (Note: If there is no history, the "claims none" checkbox shall be entered),
j. Suicide Query,
k. Medical restrictions verification (for committing sites, when assigning a commitment number, the medical comments screen should include deaf, blind, hearing and/or visually impaired identification),
l. Photos (Facial & Marks, Scars, Tattoos),
m. Outstanding Legal Issues (for detainees)
n. Link Prior Commitments (if applicable)
o. Inmate Health Insurance (If the incarcerated or civilly committed individual states that they do not have health insurance, ensure all fields are completed on this screen);
p. Orientation Checklist

2. Once the above noted screens have been completed at the reception center, an "offender face sheet" report shall be generated from IMS and placed in the incarcerated or civilly committed individual's six-part folder.

If an incarcerated or civilly committed individual has been identified as deaf, blind, hearing and/or visually impaired in the Medical Restrictions Screen in IMS, a red dot shall be placed on the lower right corner of their bed book card for use by the housing unit officer. This will alert staff that the incarcerated or civilly committed individual has a hearing or sight impairment and may need additional assistance during an evacuation. In addition, pursuant to 103 DOC 730, *Fire Prevention and Safety*, each Superintendent shall develop a written fire and emergency evacuation plan that contains a process to assist incarcerated or civilly committed individuals in evacuating who may have medical restrictions, including, but not limited to, deaf and hard of hearing, blind, and visually impaired, and those with physical disabilities.

C. All institutions shall develop written procedures that include the identification of a review mechanism for oversight of the utilization of IMS during the booking process and assurance of data quality. The procedures shall include:

1. The identification of a supervising staff person responsible for the daily oversight of the booking process. They shall:

a. Run a morning report or a new commitment list report to identify newly admitted incarcerated individuals, detainees, and civil commitments;
b. View the Navigation screen for each new incarcerated or civilly committed individual (e.g., new commitment, transfer, return) to determine if all required screens identified in 401.01 (B)(1) were accessed;
c. Check each screen to determine if all required fields are completed and if there are any obvious errors in accuracy;
d. If any screens or required fields were not completed, ensure that they are properly completed;
e. If there are any obvious errors in accuracy, ensure that they are corrected; and
f. Ensure that all data entry is completed on the incarcerated or civilly committed individual's day of arrival. When it has not been done due to the incarcerated or civilly committed individual's inability to complete the process (e.g., placement in health services, Behavioral Assessment Unit [BAU], Secure Adjustment Unit [SAU] or other specialty unit), the Supervisor shall ensure that the incarcerated or civilly committed individual is interviewed and completion of screens occurs as soon as possible.

401.02 DNA COLLECTION

The identification, collection, and processing of incarcerated or civilly committed individual DNA samples shall be done in accordance with 103 DOC 487, *DNA Sample Collection.*

401.03 ORIENTATION

A. Each Superintendent shall develop written procedures to ensure that each incarcerated or civilly committed individual receives an orientation upon admission within the following time periods:

1. Within twenty-four (24) hours after arrival:

a. Incarcerated and civilly committed individuals shall receive a copy of the institution's Orientation Manual. The incarcerated or civilly committed individual shall sign for the manual when received using the applicable approved orientation checklist (Attachment #2 or Attachment #3)

b. During the booking process at committing institutions, incarcerated and civilly committed individuals shall receive

and sign for a copy of 103 CMR 430, *Inmate Discipline,* which the incarcerated or civilly committed individual may keep if they choose;

c. Written information regarding procedures governing visitation shall be made available. This requirement may be satisfied by providing a copy of the institution's visiting rules developed pursuant to 103 CMR 483, *Visiting Procedures,* which is available in English and Spanish. Incarcerated individuals transferred from other institutions within the correctional system shall receive an orientation to the new institution. Except in unusual circumstances, this orientation is completed within seven (7) calendar days after admission. New incarcerated and civilly committed individuals entering the correctional system for the first time receive an initial reception and orientation to the institution. Except in unusual circumstances, this orientation is completed within thirty (30) calendar days after admission.

B. The following topics shall be included in the orientation manual or verbal format:

1. Mail procedures, including an explanation of the prohibition of correspondence between an incarcerated or civilly committed individual to another incarcerated or civilly committed individual as well as notice that disciplinary action may be taken for violations of that rule. Incarcerated individuals transferred from another institution shall be asked if approval for correspondence between an incarcerated or civilly committed individual to another incarcerated or civilly committed individual was previously given.

2. Canteen services and funds;

3. Incarcerated or civilly committed individual counts and mass movement;

4. Recreation;

5. Personal property;

6. Housing regulations;

7. Medical attention/sick calls, medical copayment fees, and access to medical grievances (NOTE: Medical care is not denied based on an incarcerated or civilly committed individual's ability to pay);

8. Communicable diseases: Incarcerated or civilly committed individuals shall receive information and training as a part of their orientation program;

9. Institution rules and regulations, to include a written schedule of staff access hours to encourage interaction between staff and incarcerated or civilly committed individuals;

10. Information concerning Department and institution grievance procedures;

11. Prohibition of smoking or possession of tobacco and tobacco related products;

12. Prohibition of the possession and/or use of cell phones, other unauthorized electronic devices, and cellphone and other unauthorized electronic device paraphernalia (including cell phone chargers, chargers, SIM cards and any other related products).

13. Emergency evacuation plans;

14. Procedures for securing identity documents;

15. Shower access in accordance with 103 DOC 750, *Hygiene Standards*.

16. E-mail and tablet use;

C. The following shall be included in all correctional institution's orientation manuals:

1. 103 DOC 401, Attachment #1, *Prison Rape Elimination Act (PREA) Sexual Misconduct/Staff Sexual Misconduct*. Please note that if translation services are being utilized in accordance with 103 DOC 488, *Interpreter Services*, the cross-gender announcement of "male" or "female", "on the unit" shall be conveyed in both English and the incarcerated or civilly committed individual's primary language.

2. A section concerning cell phones, other unauthorized electronic devices, and other unauthorized electronic device paraphernalia, shall include the following statements:

Incarcerated or civilly committed individual use and/or possession of any type of cell phone, other unauthorized

electronic device, or other unauthorized electronic device paraphernalia (including cell phone chargers, chargers, SIM cards, and any other related products), is strictly prohibited and considered a serious security issue. Incarcerated or civilly committed individuals found in possession of said items shall be subject to formal disciplinary action. Use and/or possession of cell phones or cell phone paraphernalia shall be considered a Category 2 disciplinary infraction.

3. The section including identity documents shall include the following statements:

   Proper documentation of one's identity at the point of discharge from the Massachusetts Department of Correction (DOC) and/or classification to a Pre-release institution is necessary for successful reentry to your community. Documentation such as a state issued ID, social security card, birth and marriage certificates, military release documentation (DD214) and education credentials are necessary to access or activate services and benefits upon release. These documents are often necessary to secure housing, open a bank account, secure employment, and access health benefits. You have likely entered the Massachusetts Department of Correction without this documentation. Securing these documents prior to release or classification to a Pre-release institution should be a priority, as once you are released or classified to a Pre-release institution it may be difficult and time consuming. Please begin planning for this now by securing items so you can access them at pre-release or upon your release. These documents can be secured with your records to be made available to you at Pre-release or at discharge.

4. Telephonic interpreter service information.

5. 103 DOC 408, *Reasonable Accommodations*, Attachment #4 Incarcerated Individual and Civil Commitment Orientation to ADA; Attachment #5 Telecommunication Aids and Services for Effective Communication; and 103 DOC 408, *Reasonable Accommodations, Standard Operating Procedure,* Attachment #2, Alertus Visual System Notification Aide, shall be attached to the institution's orientation manual.

6. Incarcerated or civilly committed individuals shall not be subjected to discrimination or mistreatment based on actual or perceived sex, age, race, religion, national origin, religious views, disability,

sexual orientation, gender identify and gender expression. In addition, it is prohibited for staff and other incarcerated or civilly committed individuals to harass and abuse incarcerated or civilly committed individuals based on gender identity, transgender status, or sexual orientation.

D. The following shall be included in all medium and maximum-security correctional institutions' orientation manuals:

An incarcerated or civilly committed individual shall be considered attempting to escape at the point when they enter the "no mans zone" without proper notification and authorization by the Superintendent or designee. The "no mans zone" shall be the area between two (2) security barriers which separates the inner perimeter from the outer perimeter at medium and maximum-security correctional institutions. The two (2) security barriers may be a combination of fences, walls and/or other permanent structures intended as security barriers. Upon entering the "no mans zone" the incarcerated or civilly committed individual shall be considered attempting to escape and will be subject to use of force in accordance with 103 CMR 505, *Use of Force,* up to and including the use of lethal force, if appropriate based on the totality of the circumstances.

E. The following shall be included in all minimum and pre-release correctional institutions' orientation manual:

1. Incarcerated individuals shall be informed of Departmental policy and procedures that cover collection of required fees in accordance with 103 CMR 405, *Fund Accounts*.

2. In accordance with 103 DOC 521, *Outside Hospital Security Procedures*, any time an incarcerated individual is admitted to an outside hospital while on any form of authorized release from an institution, (e.g., work release, education release, Program Related Activity, etc.), who has not been transported to said hospital by a Department employee, shall be responsible for ensuring that the parent institution is notified. Failure to notify may result in disciplinary action.

3. Pre-release incarcerated individuals hospitalized without security coverage shall be required to notify the parent institution Superintendent/designee, when scheduled to be away from their room for testing or treatment.

F. The following shall apply to reception centers conducting an initial incarcerated individual intake and orientation:

1. A parent identification process.

2. Information regarding access to basic needs programming (e.g., substance abuse, violence reduction, life skills).

3. An introduction to the Department's child support enforcement monitoring program.

4. Access to the Department's parenting services, if applicable.

5. A review of other community resources to address an incarcerated individual's parenting needs.

The above noted orientation subjects shall be recorded in the IMS Orientation Checklist screen (Note: "responsible parenthood" shall be selected in the orientation type field as applicable).

G. The following shall apply to reception centers conducting an initial incarcerated individual intake and orientation regarding the Security Threat Group (STG) Orientation: Security Threat Group Program Orientation:

1. The goal of the STG orientation program is to reduce affiliation and recruitment activities of newly incarcerated individuals by informing and educating them about the risks associated with STG involvement during their incarceration.

2. The STG orientation program may include, but is not limited to, an introduction to STG group management, identification of STG members, the notification process, consequences of engaging in STG activities, placement of those involved in STG activities, and the disassociation process.

H. Each Superintendent/designee shall ensure that new incarcerated or civilly committed individuals (to include individuals admitted directly to a Behavioral Assessment Unit [BAU], Secure Adjustment Unit [SAU] or other specialty unit) receive written orientation materials in English or Spanish. When necessary, other non-English speaking incarcerated or civilly committed individuals shall receive translation into their own language via the telephonic interpreter service. When a literacy problem exists, a staff member may assist the incarcerated or civilly committed individual in understanding the problem. In addition, institutions shall

conspicuously post, in at least one (1) location, both the institution rules and 103 CMR 430, *Inmate Discipline*.

I. Completion of all types of orientation and receipt of all materials shall be documented in the IMS Orientation Checklist screen**.** Reception Centers and Receiving Institutions shall be required to use the applicable approved orientation checklist (Attachment #2 or Attachment #3). The applicable attachments shall be filed in the incarcerated or civilly committed individual's case record. If the incarcerated or civilly committed individual refuses or is incapable of reading and signing for the information included in the orientation manual, the staff member providing the incarcerated or civilly committed individual with the copy shall indicate such refusal/incapability, as well as the assistance offered/given to the individual on the Orientation Checklist (Attachment #2 or Attachment #3).

J. In addition to the required orientation topics, all institutions shall be required to provide training for the incarcerated and civilly committed individuals during the orientation sessions that covers, but is not limited to, the following:

1. How to avoid becoming a victim while incarcerated.

2. Treatment available for victims of sexual abuse.

3. How to report sexual misconduct incidents.

K. In addition to the required orientation topics, all institutions shall be required to provide incarcerated and civilly committed individuals up to ten (10) blank copies of the Visitation Application and a copy of the Inmate Visitor Listing at orientation.

L. Institutions with Body Scanners shall be required to provide directions and warnings regarding its use in the institution's orientation manual.

401.04 TELEPHONES

Each Superintendent shall ensure that written procedures are developed to ensure that all new commitments and admissions are allowed access to telephone communication within twenty-four (24) hours of arrival unless existing conditions at the time warrant a delay. All exceptions to this rule shall be documented in the IMS booking/intake comments section of the Inmate Data Screen.

401.05 HOUSING CELL ASSIGNMENTS

In compliance with the National Prison Rape Elimination Act (PREA) standards, all incoming incarcerated or civilly committed individuals shall be assessed for their risk of being sexually abused by others and for sexually abusive behavior. The admissions officer and medical/mental health staff shall conduct the initial Internal Housing Risk Assessment within seventy-two (72) hours utilizing the electronic PREA screening instrument, found within IMS. Additionally, the Correctional Program Officer and medical/mental health staff shall conduct a subsequent Internal Housing Risk Assessment within thirty (30) days after arrival. Moreover, an Internal Housing Risk Assessment shall be completed every six (6) months for Gender Non-conforming incarcerated or civilly committed individuals. Lastly, an Internal Housing Risk Assessment may be completed any time deemed necessary by the respective Superintendent.

Note: See Attachment #4 and Attachment #5 for more information regarding the Internal Housing Risk Assessment and risk factors.

Note: Incarcerated or civilly committed individuals may not be disciplined for refusing to answer, or for not disclosing complete information in response to the questions asked during the PREA assessments.

A. Single occupancy cells/rooms may be made available, when indicated, to the following:

1. Incarcerated or civilly committed individuals with severe medical disabilities;

2. Incarcerated or civilly committed individuals suffering from serious and persistent mental illness;

3. Incarcerated or civilly committed individuals with a documented history of predatory behavior;

4. Incarcerated or civilly committed individuals with a documented history of being sexually victimized;

5. Incarcerated or civilly committed individuals likely to be exploited by others;

6. Incarcerated or civilly committed individuals who are developmentally disabled;

7. Incarcerated or civilly committed individuals who have other special needs for single housing.

Note: "When indicated" refers to determinations made by the classification system, medical/mental health diagnosis, or other professional conclusions.

B. Double occupancy cells/rooms or dormitory beds may be assigned where single cells are not available or appropriate. When authorizing housing and cellmate assignments, staff members shall consider the following guidelines which are put forth in this policy to ensure staff, incarcerated individual, and civil commitment safety.

1. An incarcerated or civilly committed individual's legal status may restrict and therefore limit their housing assignment options within a Department institution. These include but are not limited to: Awaiting trial inmates, excluding inmates incarcerated pursuant to M.G.L. c. 276 § 52A, civil cases pursuant to M.G.L. c. 123, § 35, Bridgewater State Hospital commitments and sexually dangerous persons. The Department shall abide by all applicable laws in this regard.

2. All new arrivals to an institution shall be housed in an orientation unit or in housing areas that provide for intensive sight and sound supervision before and during their initial orientation to that institution. The Superintendent or the Deputy Superintendent may consider an alternative placement for security, programmatic or medical reasons.

3. Staff shall avoid placing known or potential victims with known or potential predators. Further, staff shall consider matching other factors such as length of sentence, age, medical, and mental health issues, size, and weight, as matching these characteristics may result in a positive housing situation.

4. Staff shall make different housing unit assignments for incarcerated or civilly committed individuals who are known or potential victims from those who are known or potential predators. The Superintendent may make exceptions to this strategy for security, medical/mental health, or programmatic reasons. The Superintendent shall document these exceptions.

5. Incarcerated or civilly committed individuals who are known or potential victims should, whenever possible, be housed with similar incarcerated or civilly committed individuals on the first tier or in dormitory beds closest to the Officer's/CPO's Station.

6. Incarcerated or civilly committed individuals who are known or potential predators should, whenever possible, be housed with

similar incarcerated or civilly committed individuals in units which allow for close observation.

7. Staff shall document each incarcerated or civilly committed individual's reported perception of their safety and housing requests normally during the intake process. Incarcerated or civilly committed individuals who report conflicts with other incarcerated or civilly committed individuals or staff members shall be processed in accordance with 103 DOC 426, *Conflicts*. Housing assignments should consider the outcome of any documented conflict.

8. Incarcerated or civilly committed individuals who report language barriers shall be assessed and, when possible, matched with cellmates who understand their native language or a similar dialect.

PRISON RAPE ELIMINATION ACT (PREA)
SEXUAL MISCONDUCT/STAFF SEXUAL MISCONDUCT

A. The Prison Rape Elimination Act, otherwise known as PREA, is a Federal statute which was passed unanimously by the United States Congress and signed into law in 2003 by President George W. Bush. The Act supports the elimination, reduction, and prevention of sexual assault and rape in correctional systems across the country. This includes federal, state, county facilities and all other law enforcement detention facilities.

The Massachusetts Department of Correction is committed to enforcement of the PREA law. We have a zero tolerance policy for any incidence of sexually abusive behavior by a staff member, vendor, volunteer, incarcerated individual, or civil commitment in any institution and we afford a number of internal and external methods for victims and third parties to report abuse or suspicions of abuse. All reports/allegations of sexual abuse or sexual threats are taken seriously and investigated in a thorough and objective manner. The Department will aggressively pursue the discipline and prosecution of any perpetrator of sexual abuse. Victims and reporters of sexual assault will be afforded ongoing medical, mental health, and victim services and will be protected from retaliation.

All new admissions to the Department of Correction will be scheduled for mandatory orientation to review this information and be educated on important issues. Additionally, refresher information shall be made available as will updated information following any intra-system transfer.

B. The institution PREA Manager is the Deputy Superintendent of Reentry.

C. The Department of Correction and **ADD INSTITUTION NAME** strive to create and maintain a safe institutional environment for both incarcerated and civilly committed individuals, and staff through the prevention, detection, and appropriate response to Sexually Abusive Behavior. Incarcerated and civilly committed individuals are forewarned that our workforce is highly integrated in terms of the gender of our staff. As such, staff members of the opposite sex may be present and conducting rounds in housing units at any and all times. To ensure the highest level of privacy, incarcerated and civilly committed individuals are encouraged to be appropriately dressed at all times. Should an incarcerated or civilly committed individual need to change clothing, the incarcerated or civilly committed individual bathroom or other private area should be used to do so. An announcement of "male" or "female", "on the unit" shall be made to signify that an opposite gender staff person is present in your housing unit. These announcements will be made only whenever there is a status change to alert you.

D. Incarcerated and civilly committed individuals are responsible for familiarizing themselves with Department of Correction's orientation material on sexual abuse prevention and intervention and 103 DOC 519, *Sexual Harassment/Abuse Response And Prevention Policy (SHARPP).*

E. The Department has established multiple internal ways for incarcerated and civilly committed individuals to privately report sexual abuse and sexual harassment or retaliation by other incarcerated or civilly committed individuals, or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents. A Department hotline has been designated within the incarcerated and civilly committed individual telephone system. The number is 508-422-3486 and shall allow for universal and unimpeded access by all incarcerated and civilly committed individuals

within the Department. It is not recorded and is available to all incarcerated and civilly committed individuals without using their PIN numbers. Additionally, this institution has a site specific IPS hotline **INSERT # HERE,** which may be utilized. Other methods to report include the incarcerated and civilly committed individual grievance system, staff access periods, the institution PREA manager, and inner perimeter security staff members.

The Boston Area Rape Crisis Center (BARCC) provides incarcerated and civilly committed individuals with access to outside victim advocates for emotional support services related to sexual abuse. This abuse does not need to have occurred during incarceration in order for you to seek support from BARCC. An incarcerated or civilly committed individual can contact BARCC either in writing or via use of a dedicated hotline. All calls are free of charge from any incarcerated or civilly committed individual telephone. Hours of operation are seven (7) days a week from 9:00 a.m. to 9:00 p.m. These confidential support services can be provided in English and in Spanish.

BARCC PREA HOTLINE
99 Bishop Allen Drive
Cambridge, MA 02139
(844) 774-7732

BARCC is NOT a third-party entity to which you should report allegations of abuse. BARCC's purpose is to provide confidential support to victims. Such confidential communications shall not be subject to discovery and shall be inadmissible in any criminal or civil proceeding without the prior written consent of the victim/survivor to whom the report, record, working paper or memorandum relates.

All communication with BARCC on the hotline number is confidential and not recorded by BARCC (or the Department of Corrections) unless BARCC determines that the alleged victim is a danger to themselves or a third party.

Incarcerated and civilly committed individuals may also report sexual abuse or harassment to external public or private agencies via correspondence or use of the incarcerated or civilly committed individual telephone system. Calls to "privileged" numbers including universally approved legal assistance phone numbers (i.e., Prison Legal Services), pre-authorized personal attorney telephone numbers, a foreign national's pre-authorized telephone number to their consular officer or diplomat, pre-authorized clergy telephone numbers and pre-authorized licensed psychologist, social worker and/or mental health professional telephone numbers are not subject to telephone monitoring and are not recorded.

Incarcerated and civilly committed individuals may write to the below address to file a report of sexual abuse or harassment and may also include in the body of the letter whether they wish to remain anonymous if they choose. Outgoing incarcerated or civilly committed individual correspondence to the below address will follow standard mail procedures pursuant to103 CMR 481, *Inmate Mail*.

Massachusetts State Police
Division of Investigative Services
470 Worcester Road
Framingham, MA 01702
ATTN: PREA COORDINATOR

Incarcerated and civilly committed individuals shall be permitted to send confidential information or correspondence to the DOJ PREA auditor, in the same manner as if they were communicating with legal counsel.

Prison Legal Services is identified as an external advocacy group that acts upon the interests of incarcerated and civilly committed individuals housed in the Massachusetts Department of Correction. Prison Legal Services can be reached at 617-482-2773 and is considered a privileged number. The State Prisoner Speed Dial Number is *9004#.

The Department shall accept and investigate verbal, written and anonymous third-party reports of sexual abuse and harassment. Third party entities may report abuse to the Department Duty Station at 508-422-3481 or 508-422-3483. These reports will be immediately forwarded to the proper Superintendent or Division Head.

Should you report an allegation that you were sexually abused while confined at another institution or agency, the Superintendent of this institution shall notify the appropriate Superintendent or Chief Administrative Officer of the agency where the alleged abuse occurred no later than seventy-two (72) hours after receiving the allegation. The incident site is responsible for the investigation of that matter.

F. All acts of sexually abusive behavior between an incarcerated or civilly committed individual and a Department employee, contractor, or volunteer; or an incarcerated or civilly committed individual and another incarcerated or civilly committed individual, regardless of consensual status, are prohibited; and the perpetrator shall be subject to administrative, criminal, and/or disciplinary sanctions. The Department of Correction is committed to investigating, disciplining, and referring for prosecution, Department employees, contractors, volunteers, incarcerated individuals, and civil commitments who engage in sexually abusive behavior. The Department is equally committed to providing crisis intervention and ongoing treatment or referrals to the victims of these acts.

G. If the investigation reveals that an incarcerated or civilly committed individual has knowingly made false allegations or made a material statement which they, in good faith could not have believed to be true, the Department may take appropriate disciplinary action.

H. All Department employees, contractors, and volunteers are responsible for contributing to the prevention of sexually abusive behavior perpetrated by staff on incarcerated or civilly committed individuals, or by incarcerated or civilly committed individuals on other incarcerated or civilly committed individuals as outlined in 103 DOC 519, *Sexual Harassment/Abuse Response and Prevention Policy (SHARPP).*

I. All allegations and incidents of incarcerated or civilly committed individual-on-incarcerated or civilly committed individual, or staff-on-incarcerated or civilly committed individual sexually abusive behavior shall immediately be reported by Department employees, contractors and volunteers in accordance with 103 DOC 519, *Sexual Harassment/Abuse Response and Prevention Policy (SHARPP).* The Shift Commander shall ensure that the Superintendent is immediately notified. Failure of any Department employee, contractor, or volunteer to report these allegations may result in disciplinary action, up to and including termination.

Ways to avoid becoming the victim of sexual abuse:

1. Be aware of situations that make you feel uncomfortable. Trust your instincts.
2. If something feels wrong about the environment or situation you find yourself in, leave the area.
3. Don’t let your manners get in the way of keeping you safe. Don’t be afraid to say ‘NO!” “Stop it now,” or “Get lost!”

4. Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak. Keep your head up and don't avoid eye contact.
5. Avoid talking about sex and casual nudity. These things may be viewed as a come-on or make another incarcerated or civilly committed individual believe you have an interest in a sexual relationship.
6. Do not accept any food, clothing, or other gifts from other incarcerated or civilly committed individuals. Being in debt to another incarcerated or civilly committed individual may lead to the expectation that you will repay the debt with sex.
7. Avoid secluded areas like closets, storage areas, stairwells, isolated showers, or unoccupied bathrooms. Position yourself in plain view of staff members.
8. If you are being pressured for sex, talk to a staff member immediately.
9. If you become aware that another incarcerated or civilly committed individual is being sexually abused, report it to a staff member. Next time it could be you.
10. Beware of incarcerated or civilly committed individuals who offer to protect you. Protection frequently has a cost.
11. Do not give out information about your family, friends, or financial support.
12. Do not buy large quantities of canteen items.

LEY CONTRA LA VIOLACIÓN EN LAS CÁRCELES (PREA)
CONDUCTA SEXUAL INAPROPIADA/CONDUCTA SEXUAL INAPROPIADA DEL PERSONAL

A. La Ley contra la Violación en las Cárceles, también conocida como PREA, es una ley federal aprobada por unanimidad por el Congreso de Estados Unidos y promulgada en 2003 por el presidente George W. Bush. La ley apoya la eliminación, reducción y prevención de las agresiones sexuales y violaciones en los sistemas penitenciarios de todo el país. Esto incluye centros federales, estatales, de condado y todos los demás centros de detención de las fuerzas de seguridad.

El Departamento Correccional de Massachusetts se compromete a hacer cumplir la ley PREA. Tenemos una política de tolerancia cero ante cualquier incidente de conducta sexualmente abusiva por parte de un miembro del personal, proveedor, voluntario, persona encarcelada o bajo internamiento civil en cualquier institución y ofrecemos una serie de métodos internos y externos para que las víctimas y terceros denuncien abusos o sospechas de abuso. Todas las denuncias de abusos o amenazas sexuales se toman en serio y se investigan de manera exhaustiva y objetiva. El Departamento perseguirá enérgicamente la aplicación de medidas disciplinarias y el procesamiento judicial de cualquier perpetrador de abuso sexual. Las víctimas y denunciantes de agresiones sexuales dispondrán de servicios médicos, de salud mental y de atención a las víctimas, y estarán protegidos contra represalias.

A todos los reclusos nuevos en el Departamento Correccional, se les programará una orientación obligatoria para revisar esta información y recibir instrucción en temas importantes. Además, se proporcionará información de actualización periódica, así como después de cualquier traslado dentro del sistema.

B. El director de PREA de la institución es el superintendente adjunto de Reinserción.

C. El Departamento Correccional y **AGREGAR NOMBRE DE LA INSTITUCIÓN** se esfuerzan por crear y mantener un ambiente institucional seguro tanto para las personas encarceladas y bajo internamiento civil como para el personal a través de la prevención, detección y respuesta apropiada ante la conducta de abuso sexual. Se advierte a las personas encarceladas y bajo internamiento civil que nuestra fuerza laboral está altamente integrada en términos de género. Por lo tanto, miembros del personal del sexo opuesto pueden estar presentes y realizar rondas en las unidades de alojamiento en cualquier momento. Para asegurar el más alto nivel de privacidad, se anima a las personas encarceladas y bajo internamiento civil a estar adecuadamente vestidas en todo momento. En caso de que una persona encarcelada o bajo internamiento civil necesite cambiarse de ropa, deberá utilizar el cuarto de baño de personas encarceladas o bajo internamiento civil u otra zona privada. Se anunciará “hombre” o “mujer”, “en la unidad” para indicar que un miembro del personal del sexo opuesto está presente en su unidad de alojamiento. Estos anuncios se realizarán únicamente cuando se produzca un cambio de estado sobre el que alertarle.

D. Las personas encarceladas y bajo internamiento civil son responsables de familiarizarse con el material de orientación del Departamento Correccional sobre prevención e intervención en casos de abuso sexual y 103 DOC 519, *Política de respuesta y prevención del acoso/abuso sexual (SHARPP).*

E. El Departamento ha establecido múltiples formas internas para que las personas encarceladas y bajo internamiento civil denuncien de manera privada el abuso sexual, el acoso sexual o las represalias por parte de otras personas encarceladas o bajo internamiento civil o personal debido a tales denuncias, así como la negligencia del personal o el incumplimiento de responsabilidades que pudieran haber contribuido a tales incidentes. Se ha designado una

línea directa del Departamento dentro del sistema telefónico para personas encarceladas y bajo internamiento civil. El número es el 508-422-3486 y permitirá el acceso universal y sin impedimento de todas las personas encarceladas y bajo internamiento civil del Departamento. Esta línea no se graba y está a disposición de todas las personas encarceladas y bajo internamiento civil sin necesidad de utilizar sus números de PIN. Además, esta institución cuenta con la línea directa específica del sistema IPS, **INSERTAR NÚM. AQUÍ**. Otros métodos para denunciar incluyen el sistema de reclamaciones de las personas encarceladas y bajo internamiento civil, los periodos de acceso al personal, el gerente de PREA de la institución y los miembros del personal de seguridad del perímetro interno.

El Boston Area Rape Crisis Center (BARCC) proporciona a las personas encarceladas y bajo internamiento civil acceso a defensores externos para servicio de apoyo emocional a las víctimas de abusos sexuales. No es necesario que el abuso se haya producido durante el tiempo en prisión para que pueda solicitar el apoyo del BARCC. Las personas encarceladas o bajo internamiento civil pueden ponerse en contacto con el BARCC por escrito o a través de una línea directa específica. Todas las llamadas son gratuitas desde cualquier teléfono para personas encarceladas o bajo internamiento civil. El horario de atención es siete (7) días a la semana de 9:00 a. m. a 9:00 p. m. Estos servicios de apoyo confidenciales pueden prestarse en inglés y en español.

LÍNEA DIRECTA DE PREA DEL BARCC
99 Bishop Allen Drive
Cambridge, MA 02139
(844) 774-7732

El BARCC NO es una entidad externa a la que se deban denunciar presuntos abusos. Su objetivo es ofrecer apoyo confidencial a las víctimas. No hay obligación de presentar dichas comunicaciones confidenciales como prueba documental ni se admitirán en procesos penales o civiles sin el consentimiento previo por escrito de la víctima o sobreviviente al que se refiera la denuncia, registro, documento de trabajo o memorando.

Toda comunicación con el BARCC a través de la línea directa es confidencial y ni el BARCC (ni el Departamento Correccional) la grabará a menos que el BARCC determine que la presunta víctima es un peligro para sí misma o para un tercero.

Las personas encarceladas y bajo internamiento civil también pueden denunciar el acoso o abuso sexual a organismos públicos o privados externos a través de correspondencia o del sistema telefónico de personas encarceladas o bajo internamiento civil. Las llamadas a números “privilegiados”, incluidos los números de teléfono de asistencia jurídica aprobados universalmente (es decir, servicios jurídicos de prisiones), los números de teléfono de abogados personales preautorizados, el número de teléfono preautorizado de un ciudadano extranjero a su funcionario consular o diplomático, los números de teléfono preautorizados de clérigos y los números de teléfono preautorizados de psicólogos, trabajadores sociales o profesionales de la salud mental no están sujetos a control telefónico y no se graban.

Las personas encarceladas y bajo internamiento civil pueden escribir a la siguiente dirección para presentar una denuncia de acoso o abuso sexual y también pueden incluir en el cuerpo de la carta si desean permanecer en el anonimato. La correspondencia saliente de personas encarceladas o bajo internamiento civil a la dirección indicada a continuación seguirá los procedimientos de correo estándar de conformidad con 103 CMR 481, *Correo de los reclusos*.

Massachusetts State Police
Division of Investigative Services
470 Worcester Road

Framingham, MA 01702
ATTN: PREA COORDINATOR

A las personas encarceladas y bajo internamiento civil se les permitirá enviar información o correspondencia confidencial al auditor de PREA del DOJ de la misma manera que si se estuvieran comunicando con un asesor legal.

Los servicios jurídicos de prisiones se identifican como un grupo externo de defensa que actúa en interés de las personas encarceladas y bajo internamiento civil alojadas en el Departamento Correccional de Massachusetts. Puede ponerse en contacto con los servicios jurídicos de prisiones llamando al número 617-482-2773, que se considera un número privilegiado. El número de marcación rápida para presos del estado es *9004#.

El Departamento aceptará e investigará las denuncias verbales, escritas y anónimas de terceros sobre acoso y abuso sexual. Las entidades externas pueden denunciar abusos a la estación de servicio del Departamento a los teléfonos 508-422-3481 o 508-422-3483. Estas denuncias se remitirán inmediatamente al superintendente o jefe de división correspondiente.

Si denuncia haber sido víctima de abuso sexual durante su reclusión en otra institución o agencia, el superintendente de esta institución notificará al superintendente correspondiente o al jefe Administrativo de la agencia donde ocurrió el presunto abuso a más tardar setenta y dos (72) horas después de recibir la denuncia. El centro del incidente es responsable de investigar ese asunto.

F. Están prohibidos todos los actos de abuso sexual entre una persona encarcelada o bajo internamiento civil y un empleado, contratista o voluntario del Departamento o entre personas encarceladas o bajo internamiento civil, independientemente de que hayan sido consensuados; y el autor estará sujeto a sanciones administrativas, penales o disciplinarias. El Departamento Correccional se compromete a investigar, disciplinar y remitir para su enjuiciamiento a los empleados del Departamento, contratistas, voluntarios, personas encarceladas y bajo internamiento civil que incurran en conductas de abuso sexual. El Departamento está igualmente comprometido a proporcionar intervención en crisis y tratamiento continuo o remisiones a las víctimas de estos actos.

G. Si la investigación revela que una persona encarcelada o bajo internamiento civil presentó deliberadamente acusaciones falsas o una declaración sustancial que, de buena fe, no podía haber creído cierta, el Departamento podrá tomar las medidas disciplinarias oportunas.

H. Todos los empleados, contratistas y voluntarios del Departamento son responsables de contribuir a la prevención de conductas de abuso sexual perpetradas por el personal contra las personas encarceladas o bajo internamiento civil, o por las personas encarceladas o bajo internamiento civil contra otras personas encarceladas o bajo internamiento civil, tal y como se indica en *103 DOC 519, Política de respuesta y prevención del acoso/abuso sexual (SHARPP)*.

I. Los empleados, contratistas y voluntarios del Departamento deberán denunciar de inmediato todas las acusaciones e incidentes de conductas de abuso sexual de una persona encarcelada o bajo internamiento civil o bajo internamiento civil contra otra persona encarcelada o bajo internamiento civil o del personal contra una persona encarcelada o bajo internamiento civil, de acuerdo con 103 DOC 519, *Política de respuesta y prevención del acoso/abuso sexual (SHARPP)*. El jefe de Turno se asegurará de que se notifique inmediatamente al superintendente. El hecho de que un empleado, contratista o voluntario del Departamento no denuncie estas acusaciones puede dar lugar a medidas disciplinarias, que pueden llegar incluso al despido.

Formas de evitar convertirse en víctima de abuso sexual:

1. Sea consciente de las situaciones que lo hacen sentirse incómodo. Confíe en sus instintos.
2. Si algo le parece mal en el entorno o la situación en la que se encuentra, abandone la zona.
3. No deje que sus modales se interpongan en su seguridad. No tenga miedo de decir "¡NO!" "Basta ya" o "¡Aléjate!"
4. Camine y manténgase de pie con seguridad. Muchos violadores eligen víctimas que parece que no se van a defender o que son emocionalmente débiles. Mantenga la cabeza alta y no evite el contacto visual.
5. Evite hablar de sexo y de desnudez ocasional. Estas cosas pueden ser vistas como una insinuación o hacer creer a otra persona encarcelada o bajo internamiento civil que usted tiene interés en una relación sexual.
6. No acepte comida, ropa u otros regalos de otras personas encarceladas o bajo internamiento civil. Estar en deuda con otra persona encarcelada o bajo internamiento civil puede llevar a la expectativa de que pagará la deuda con sexo.
7. Evite las zonas aisladas como armarios, almacenes, huecos de escaleras, duchas aisladas o baños desocupados. Sitúese a la vista de los miembros del personal.
8. Si está siendo presionado para mantener relaciones sexuales, hable con un miembro del personal inmediatamente.
9. Si tiene conocimiento de que otra persona encarcelada o bajo internamiento civil está siendo víctima de abuso sexual, informe de ello a un miembro del personal. La próxima vez podría ser usted.
10. Tenga cuidado con las personas encarceladas o bajo internamiento civil que se ofrezcan a protegerle. La protección suele tener un costo.
11. No facilite información sobre su familia, amigos o apoyo financiero.
12. No compre grandes cantidades de artículos del comisariato.

DEPARTMENT OF CORRECTION
RECEPTION CENTER
New Incarcerated Individual/Civil Commitment Orientation Checklist

Name:_____ Commitment #:_____

Status: ☐ *New Commitment* ☐ *Parole Violator* ☐ *Civil Commitment* ☐ *Detainee*

PART I - INTAKE

Primary Language: ☐ English ☐ Spanish ☐Other: _____ *(specify)*
☐ ASL/Sign Language(Deaf and Hard of Hearing) ☐ Video Remote Interpretation (VRI)

Does the incarcerated individual/civil commitment require accommodation because of a disability? ☐ Yes ☐ No

I acknowledge receipt of the **Orientation Manual**, which includes but is not limited to, the Incarcerated Individual and Civil Commitment Orientation to ADA form, Telecommunication Aids and Services for Effective Communication form, 103 CMR 430, *Inmate Discipline Policy*, written information regarding procedures governing visitation, New Incarcerated Individual 40-day Pre-Approved Visitor form, Incarcerated or Civilly Committed Individual Visitor Listing, Prison Rape Elimination Act (PREA) Sexual Misconduct/Staff Sexual Misconduct, Medical Parole Information, and Appellate Form (new commitments only).

I have been advised orally about prevention/intervention, of sexual abuse/assault, self-protection against sexual abuse/assault, reporting sexual abuse/assault and treatment and counselling.

I have been advised orally of the procedure to gain access to health care and the procedure for processing complaints regarding health care.

Acuso recibo del Manual de orientación, que incluye, entre otros, el formulario de Orientación para personas encarceladas y bajo internamiento civil según la ADA, el formulario de Ayudas y servicios de telecomunicación para una comunicación eficaz, 103 CMR 430, Política de disciplina de los reclusos, información escrita sobre los procedimientos que rigen las visitas, el formulario de Visitantes preaprobados para personas recién encarceladas, válido por 40 días, la Lista de visitantes de personas encarceladas o bajo internamiento civil, la Ley Contra la Violación en las Cárceles (PREA) y la conducta sexual inapropiada/conducta sexual inapropiada del personal, información sobre la libertad condicional por motivos médicos y el formulario de apelación (solo para nuevos internamientos).

Se me informó verbalmente sobre la prevención/intervención en casos de abuso/agresión sexual, la autoprotección contra el abuso/la agresión sexual, la denuncia del abuso/la agresión sexual y el tratamiento y asesoramiento.

Se me informó verbalmente sobre el procedimiento para acceder a la atención médica y sobre el procedimiento para tramitar las quejas relacionadas con la atención médica.

Signature/Firma:_____ ***Date/Fecha:*** _____
Incarcerated Individual Signature/Firma del Preso

Signature:_____ ***Date:*** _____
Booking/Admission Staff Member

Forward to the Orientation Coordinator Upon Completion.

PART II – INCARCERATED INDIVIDUAL ORIENTATION

The incarcerated individual/civil commitment listed above has completed the verbal orientation program.
La persona encarcelada/bajo internamiento civil mencionada anteriormente completó el programa de orientación verbal.

Signature/Firma:_____ ***Date/Fecha:*** _____
Incarcerated Individual Signature/Firma del Preso

Signature:_____ ***Date*** _____
Orientation Staff Member

DEPARTMENT OF CORRECTION
RECEIVING INSTITUTION
Incarcerated Individual/Civil Commitment Orientation Checklist

Name:_____ Commitment #:_____

PART I - INTAKE

Primary Language: ☐ English ☐ Spanish ☐ Other: _____
(specify)

☐ ASL/Sign Language (Deaf and Hard of Hearing) ☐ Video Remote Interpretation (VRI)Does the incarcerated individual/civil commitment require accommodation because of a disability? ☐ Yes ☐ No

I acknowledge receipt of the **Orientation Manual**, which includes but is not limited to, the Incarcerated Individual and Civil Commitment Orientation to ADA form, Telecommunication Aids and Services for Effective Communication form, written information regarding procedures governing visitation, Prison Rape Elimination Act (PREA) Sexual Misconduct/Staff Sexual Misconduct, and Medical Parole Information.

I have been advised orally about prevention/intervention, of sexual abuse/assault, self-protection against sexual abuse/assault, reporting sexual abuse/assault and treatment and counselling.

I have been advised orally of the procedure to gain access to health care and the procedure for processing complaints regarding health care.

Acuso recibo del Manual de orientación, que incluye, entre otros, el formulario de Orientación para personas encarceladas y bajo internamiento civil según la ADA, el formulario de Ayudas y servicios de telecomunicación para una comunicación eficaz, información escrita sobre los procedimientos que rigen las visitas, la Ley Contra la Violación en las Cárceles (PREA) y la conducta sexual inapropiada/conducta sexual inapropiada del personal e información sobre la libertad condicional por motivos médicos.

Se me informó verbalmente sobre la prevención/intervención en casos de abuso/agresión sexual, la autoprotección contra el abuso/la agresión sexual, la denuncia del abuso/la agresión sexual y el tratamiento y asesoramiento.

Se me informó verbalmente sobre el procedimiento para acceder a la atención médica y sobre el procedimiento para tramitar las quejas relacionadas con la atención médica.

Signature/Firma:_____ ***Date/Fecha:*** _____
Incarcerated Individual Signature/Firma del Preso

Signature:_____ ***Date:*** _____
Booking/Admission Staff Member

Forward to the Orientation Coordinator Upon Completion.

PART II – INCARCERATED INDIVIDUAL ORIENTATION

The incarcerated individual/civil commitment listed above has completed the verbal orientation program.
La persona encarcelada/bajo internamiento civil mencionada anteriormente completó el programa de orientación verbal.

Signature/Firma:_____ ***Date/Fecha:*** _____
Incarcerated Individual Signature/Firma del Preso

Signature:_____ ***Date*** _____
Orientation Staff Member

File within the incarcerated individual's six-part folder upon completion

Attachment #4

Internal Housing Risk Assessment - Males

Incarcerated or Civilly Committed Individual Name:_____
Commitment #:_____ Institution:_____

Risk of Victimization

To be completed by Medical/Mental Health:

1.	Victim of institutional sexual assault	yes/no
2.	Mental Disability	yes/no
3.	Physical Disability	yes/no
4.	Developmental Disability	yes/no
5.	History of sexual victimization	yes/no
6.	Does offender perceive self as vulnerable	yes/no
7.	Is or perceived to be transgender, intersex, Gender Dysphoria, Gay, Bi-sexual, gender non-conforming	yes/no

To be completed by the CO/CPO:

1.	Youthful age (21 or younger)	yes/no
2.	Elderly (65 +)	yes/no
3.	Physical stature (5'6" or less/ less than 140 lbs.)	yes/no
4.	First incarceration ever	yes/no
5.	Any convictions for sex offense against child or adult including current offense	yes/no
6.	Exclusively non-violent criminal history	yes/no
7.	Effeminate presentation	yes/no
8.	History of Protective Custody placement	yes/no

Risk of Violence/Predatory Behavior

1.	History of institutional sexual abuse on others, as known	yes/no
2.	History of domestic violence on others	yes/no
3.	Security Threat Group Affiliation	yes/no
4.	History of extortions or assault on others in prison	yes/no
5.	History of violent offenses	yes/no

Victim ☐ Potential Victim ☐ Unknown ☐ Aggressor ☐ Potential Aggressor ☐ Unknown ☐

Override to:
Victim ☐ Potential Victim ☐ Unknown ☐ Aggressor ☐ Potential Aggressor ☐ Unknown ☐

Rationale if Override Used: _____

_____

Completed by:_____ Date:_____

Override Approved ☐ Denied ☐ Date:_____

Vulnerable/Victim Identifiers

1. ***Victim of Institutional Sexual Assault (documented):*** Check "yes" if there is any formal documentation or admission by the offender that there is a history of being the victim of a sexual assault while incarcerated in any correctional institution as either an adult or juvenile. This will be answered by medical/mental health staff. The CO/CPO should check other sources for validation (i.e., intake forms, IPS, Certified Sexual Assault Investigator/PREA database) when the response is "No". "Yes" responses should result in notification to the institutional Certified Sexual Assault Investigator.
2. ***Mental Disability:*** A substantial disorder of thought, mood, perception, cognition or memory that grossly impairs their judgment, behavior, capacity to recognize reality or meet ordinary demands of life. This question will be answered by medical/mental health staff.
3. ***Physical Disability****:* Any impairment which limits the physical function of limbs or fine or gross motor ability to include impairments which limit other facets of daily living. This question will be answered by medical/mental health staff.
4. ***Developmental Disability****:* A mental disorder described as mental retardation in the current edition of the DSM-IV which may impair the offender's ability to function in a correctional setting. This question will be answered by medical/mental health staff.
5. ***History of Institutional Sexual Abuse on Others****:* Check "yes" if there is any indication in any source documents that the offender has been sexually abused in any setting. Also check "yes" if the offender self-reports as being sexually abused in any setting. This will be answered by medical/mental health staff.
6. ***Does Incarcerated or Civilly Committed Individual Perceive Self as Vulnerable***: Check "yes" if incarcerated or civilly committed individual self-reports perception of there is any indication in source documents that incarcerated or civilly committed individual has self-reported in the past.
7. ***Is or Perceived to be Transgender, Intersex, Gender Dysphoria, Gay, Bi-sexual, Gender Non-Conforming***: As determined and confirmed by medical/mental health staff. This will be answered by medical/mental health staff.
8. ***Youthful Age (21 or younger):*** Check "yes" if the offender is 21 or younger at the time of the screening based on the incarcerated or civilly committed individual's official date of birth. This will default from IMS.
9. ***Elderly (65 or older):*** Check "yes" if the offender is 65 years or older at the time of the screening based on the incarcerated or civilly committed individual's official date of birth. This will default from IMS.
10. ***Physical Stature (5'6" or less and/or less than 140 lbs):*** Check "yes" if the male incarcerated or civilly committed individual is 5'6" or less and/or is less than 140 pounds in weight based on the official record, self-report, or visual assessment. This will default from IMS.
11. ***First Incarceration Ever:*** Check "yes" if the offender is serving their first incarceration of any kind, in state or out of state, adult or juvenile. This will default from IMS when possible, otherwise will be answered by the CO/CPO.

12. ***Any Convictions for Sex Offense Against Child or Adult Including Current Offense:*** Check "yes" if incarcerated or civilly committed individual has any conviction for sex offenses against an adult or a child. This will default from IMS.
13. ***Exclusively Non-Violent Criminal History:*** Including the current offense, check "yes" if incarcerated or civilly committed individual's criminal history does not include any convictions for violent offenses. Violent offenses include: murder, manslaughter, vehicular homicide, assault w/I to commit murder, attempted murder, armed robbery, unarmed robbery, carjacking, assault w/DW, armed assault w/I to rob or murder, confining and putting in fear, armed assault in a dwelling, A&B (any type), A&B on a child, A&B DW, assault w/I to commit a felony, mayhem, violation of civil rights, rape adult or child (any type), assault w/I to rape, indecent A&B, unnatural acts w/ a child, armed burglary, B&E w/I to assault.
14. ***Effeminate Presentation:*** Check "yes" if the offender presents in an effeminate way and by doing so may result in victimization. The "effeminate" attribute is limited to males and will be based on the staff's observation of the offender. This will be answered by the CO/CPO.
15. ***History of Protective Custody Placement (adult/juvenile):*** Check "yes" if there is a documented history of being placed in a protective custody unit in an adult or juvenile correctional institution. Also check "yes" if the offender self-reports as having been classified as a protective custody offender. This will be answered by the CO/CPO

Violence/Predatory Identifiers

1. ***History of Institutional Sexual Abuse on Others***: Check "yes" if there is any formal documentation or admission by the offender that there is a history of involvement in institutional sexual predatory behavior. This will default from IMS when it is known otherwise will be answered by the CO/CPO. "Yes" responses should result in notification to the institutional Certified Sexual Assault Investigator.
2. ***History of Domestic Violence on Others***: Check "yes" if incarcerated or civilly committed individual has or admits to any prior history for domestic violence on others. 209A violations may be used as an indicator of a domestic violence history. This will be answered by the CO/CPO.
3. ***STG (Gang) Affiliation****:* Check "yes" if incarcerated or civilly committed individual has been identified as being a validated member of a security threat group; self-reports being an active member of a street gang or security threat group as indicated in IMS or when documentation exists that the incarcerated or civilly committed individual is likely a member of a security threat group. This will default from IMS but should be validated through other source documents if needed by the CO/CPO.
4. ***History of Extortion/Assaults in Prison****:* Check "yes" if incarcerated or civilly committed individual has or admits to a history of extortion of other offenders or assaulting staff or other incarcerated or civilly committed individuals. This will be default from IMS when possible but will be answered by the CO/CPO.
5. ***History of Violent Offenses (adult and juvenile):*** Including current offense, check "yes" if incarcerated or civilly committed individual has any convictions for a violent felony. This will default from IMS when possible but will be answered by the CO/CPO.

Override Rules

Once a designation(s) has been determined, the screener should consider the accuracy of that designation. The screener, having knowledge of the incarcerated or civilly committed individual and/or the incarcerated or civilly committed individual's history should be confident in the designation. In cases where the designation is questioned, the screener may choose to have the housing risk assessment reviewed by the Deputy Superintendent of Reentry for a possible override of the designation to a different category. The rationale for that type of action needs to be documented. For example, some incarcerated or civilly committed individuals may have the characteristics of a victim yet when observed; victimization is not likely to occur perhaps based on the offender's ability to adapt to the prison environment.

Cell Assignment Rules

1. Staff responsible for cell/room assignments shall consult the Internal Housing Designation Risk Factor information prior to making a cell/room assignment.
2. Staff shall not place known or potential victims with known or potential predators.
3. Incarcerated or civilly committed individuals not identified in either category can be housed with anyone including those identified as a known victim or predator.
4. Staff shall also review for enemy issues prior to making any housing assignments.
5. Staff shall consider matching other factors such as length of sentence, age, medical and mental health issues, size, and weight as matching these characteristics may result in a positive housing situation.

Attachment #5

Internal Housing Risk Assessment - Females

Incarcerated or Civilly Committed Individual Name: _____

Commitment #: _____ Institution: _____

Risk of Victimization

To be completed by Medical/Mental Health:

1.	Victim of institutional sexual assault	yes/no
2.	Mental disability	yes/no
3.	Physical disability	yes/no
4.	Developmental disability	yes/no
5.	History of sexual victimization	yes/no
6.	Does offender perceive self as vulnerable	yes/no
7.	Is or perceived to be gay, lesbian, bisexual, transgender, intersex, gender nonconforming or gender dysphoria	yes/no

To be completed by the CO/CPO:

1.	Youthful age (25 or younger)	yes/no
2.	Elderly (60 or older)	yes/no
3.	Small in physical stature (less than 110lbs)	yes/no
4.	First incarceration/confinement ever	yes/no
5.	Conviction for sex offense against an adult or child	yes/no
6.	Exclusively non-violent criminal history	yes/no

Risk of Abusiveness

1.	History of institutional sexual abuse toward others, as known	yes/no
2.	History of institutional violence, as known	yes/no
3.	History of sexual abuse or sexual assault toward others	yes/no
4.	History of violent offense	yes/no

Victim ☐ Potential Victim ☐ Unknown ☐ Aggressor ☐ Potential Aggressor ☐ Unknown ☐

Override to:
Victim ☐ Potential Victim ☐ Unknown ☐ Aggressor ☐ Potential Aggressor ☐ Unknown ☐

Rationale if override used: _____

Completed by: _____ Date: _____

Override Approved ☐ Denied ☐ Date: _____

Risk of Victimization

1. ***Victim of Institutional Sexual Assault****:* Check "yes" if there is any formal documentation or admission by the offender that there is a history of being the victim of a sexual assault while incarcerated in any correctional institution as either an adult or juvenile. This will be answered by medical/mental health staff.
2. ***Mental Disability****:* A substantial disorder of thought, mood, perception, cognition, or memory that grossly impairs their judgment, behavior, capacity to recognize reality or meet ordinary demands of life. This question will be answered by medical/mental health staff.
3. ***Physical Disability****:* Any impairment which limits the physical function of limbs or fine or gross motor ability to include impairments which limit other facets of daily living. This question will be answered by medical/mental health staff.
4. ***Developmental Disability****:* A mental disorder described as mental retardation in the current edition of the DSM-IV which may impair the offender's ability to function in a correctional setting. This question will be answered by medical/mental health staff.
5. ***History of Sexual Victimization:*** Check "yes" if there is any indication in any source documents that the offender has been sexually abused in any setting. Also check "yes" if the offender self-reports as being sexually abused in any setting. This will be answered by medical/mental health staff.
6. ***Does Offender Perceive Self as Vulnerable***: Check "yes" if offender self-reports perception of vulnerability or if there is any indication in source documents that incarcerated or civilly committed individual has self-reported in the past. This will be answered by medical/mental health staff.
7. ***Is or is Perceived to be, Gay, Lesbian, Bisexual, Transgender, Intersex, Gender Non-Conforming or Gender Dysphoria:*** As determined and confirmed by medical/mental health staff. This will be answered by medical/mental health staff.
8. ***Youthful Age (25 or younger)****:* Check "yes" if the offender is 25 or younger based on the incarcerated or civilly committed individual's official date of birth. This will default from IMS.
9. ***Elderly (60 or older)****:* Check "yes" if the offender is 60 years or older based on the incarcerated or civilly committed individual's official date of birth. This will default from IMS.
10. ***Small Physical Stature:*** *(less than 110 lbs.):* Check "yes" if the female offender is less than 110 pounds in weight based on the official record, self-reported, or visual assessment. This will default from IMS.
11. ***First Incarceration/Confinement Ever****:* Check "yes" if the offender is serving their first incarceration/confinement of any kind, in state or out of state, adult or juvenile, H/C, awaiting trial or civil commitment. This will default from IMS when possible, otherwise will be answered by the CO/CPO.
12. ***Conviction for Sexual Assault on Adult or Child*****:** Check "yes" if incarcerated or civilly committed individual has any **conviction** for sex offenses against an adult or a child. This will default from IMS when possible, otherwise will be answered by the CO/CPO.
13. ***Exclusively Non-Violent Criminal History*****:** Check "yes" if criminal history does not include any violent offenses (regardless of disposition). Violent offenses include:

murder, manslaughter, vehicular homicide, assault w/i to commit murder, attempted murder, armed robbery, unarmed robbery, carjacking, assault w/DW, armed assault w/i to rob or murder, confining and putting in fear, armed assault in a dwelling, A&B (any type), A&B on a child, A&B DW, assault w/i to commit a felony, mayhem, violation of civil rights, rape adult or child (any type), assault w/i to rape, indecent A&B, unnatural acts w a child, armed burglary, B&E w/i to assault. This will default from IMS when it is known otherwise will be answered by the CO/CPO.

Risk of Abusiveness

1. ***History of Institutional Sexual Abuse Toward Others*:** Check "yes" if there is any formal documentation or admission by the offender that there is a history of involvement in institutional sexual aggressive behavior. This will default from IMS when it is known otherwise will be answered by the CO/CPO.
2. ***History of Institutional Violence**:* Institutional violence is normally captured in category 1 or category 2 DOC disciplinary reports or other incident or disciplinary reports if occurred in another jurisdiction. This will default from IMS when it is known otherwise will be answered by the CO/CPO.
3. ***History of Sexual Abuse or Sexual Assault Toward Others**:* Check "yes" if criminal history includes charges (regardless of disposition) for rape- child or adult (any type), assault w/i to commit rape, indecent assault and battery or unnatural acts with a child. Additionally, if during the interview the offender admits to sexual abuse or sexual assault on others for which no charges were sought a "yes" response is appropriate. This will be answered by the CO/CPO.
4. ***History of Violent Offense**:* Check "yes" if criminal history includes charges (regardless of disposition) for a violent offense. Violent offenses include murder, manslaughter, vehicular homicide, assault w/i to commit murder, attempted murder, armed robbery, unarmed robbery, carjacking, assault w/DW, armed assault w/i to rob or murder, confining and putting in fear, armed assault in a dwelling, A&B (any type), A&B on a child, A&B DW, assault w/i to commit a felony, mayhem, violation of civil rights, rape adult or child (any type), assault w/i to rape, indecent A&B, unnatural acts w a child, armed burglary, B&E w/i to assault. This will be answered by the CO/CPO.

Override Rules

Once a designation(s) has been determined, the screener should consider the accuracy of that designation. The screener, having knowledge of the offender and/or the offender's history should be confident in the designation. In cases where the designation is questioned, the screener may choose to have the housing risk assessment reviewed by the Deputy Superintendent of Reentry for a possible override of the designation to a different category. The rationale for that type of action needs to be documented. For example, some offenders may have the characteristics of a victim yet when observed; victimization is not likely to occur perhaps based on the offender's ability to adapt to the prison environment.

Cell Assignment Rules

1. Staff responsible for cell/room assignments shall consult the Internal Housing Designation Risk Factor information prior to making a cell/room assignment.
2. Staff shall not place known or potential victims with known or a potential aggressor.
3. Incarcerated or civilly committed individuals not identified in either category can be housed with anyone including those identified as a known victim or aggressor.
4. Staff shall also review for enemy issues prior to making any housing assignments.
5. Staff shall consider matching other factors such as length of sentence, age, medical and mental health issues, size, and weight as matching these characteristics may result in a positive housing situation.

Victim if "yes" to question 1.
Potential victim if "yes" to 4 or more victimization identifiers (2-13).
Status unknown if "yes" to 3 or less victimization identifiers.
Aggressor if "yes" to question 1.
Potential aggressor if "yes" to 2 or more abusiveness identifiers (2-4).
Status unknown if "yes" to 1 or zero identifiers.