Massachusetts Department of Correction **POLICY**		Effective Date 9/3/2026 Annual Review Date 9/3/2026	Responsible Division Deputy Commissioner, Prisons
Policy Name 103 DOC 475 TABLETS		Regulation Reference: Click here to enter text. DOC Policy Reference: 103 DOC 154; 103 DOC 156; 103 CMR 403; 103 CMR 405; 103 CMR 430; 103 CMR 481; 103 DOC 506 ACA/PREA Standards: Click here to enter text.	
Attachments Yes ☒ No ☐	Library Yes ☒ No ☐	Applicability: Staff, Incarcerated Individuals, and Civil Commitments	
Public Access Yes ☒ No ☐		Location: Department's Central Policy File Each Institution's Policy Files	

PURPOSE:
The purpose of this policy is to establish and maintain policies for the implementation and maintenance of incarcerated individual and civil commitment tablets and to establish and maintain operational procedures for each correctional institution/Department unit for the incarcerated individual tablets. The incarcerated individual and civil commitment tablets are a wireless portable personal computer with a touch screen interface that provides a simple and secure way to increase efficiency for institutional staff, while finding additional ways to connect incarcerated individuals and civil commitments to programs, education, as well as additional resources. This policy is not applicable to the Bridgewater State Hospital (BSH) and the Massachusetts Alcohol and Substance Abuse Center (MASAC @ Plymouth).

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:
Deputy Commissioner, Prisons
Assistant Deputy Commissioner, Northern/Southern Sector
Executive Director, Administrative Services
Superintendents

CANCELLATION:
103 DOC 475 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, or regulations regarding incarcerated individual and civil commitment tablets which are inconsistent with this document.

SEVERABILITY CLAUSE:
If any part of 103 DOC 475 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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475.01 DEFINITIONS

Civil Commitment: For purposes of this policy, the term Civil Commitment shall mean any resident who is not serving a criminal sentence, and/or persons who otherwise have an active FA.

Incarcerated Individual: A committed offender or such other person as is placed in custody in a correctional institution in accordance with law.

475.02 ESTABLISHMENT AND APPLICABILITY OF THE TABLET PROGRAM

A. The Department of Correction (Department) issues incarcerated individuals and civil commitments two (2) different types of tablets at all institutions:

1. Keefe Commissary Network (KCN) Tablets (Score 8 and newer tablets)

2. Orijin Tablets

B. All KCN Tablets, Orijin Tablets, and related accessories which were provided to incarcerated individuals and civil commitments by the Department at no cost to the incarcerated individual and civil commitment, are Department property and subject to the provisions of this policy..

C. Incarcerated individuals and civil commitments may elect to purchase non-Department issued earbuds or headphones from the property vendor. Incarcerated individuals and civil commitments will turn in any Department issued earbuds to the property officer prior to receiving purchased earbuds or headphones. The property officer will note in the Inmate Management System (IMS) that the incarcerated individual or civil commitment purchased earbuds or headphones.

D. The Department will ensure that there are an adequate number of Department issued tablets and accessories made available at each institution in case a replacement tablet and/or accessory(ies) is needed for Department issued tablets.

E. The Department shall establish a centralized tablet committee (Central Tablet Committee) that will be responsible for the overall assessment of both Department issued tablets and their associated roles for the Department. The reviewing authority shall designate subject matter experts to participate in this committee.

F. The Central Tablet Committee shall meet, no less than annually, to complete an overall assessment on each category of tablets, which includes a review of relevant content.

G. Each Superintendent shall designate an Institutional Tablet Team, consisting of, at a minimum:

1. The Deputy Superintendent of Reentry and/or designee of management rank

2. A member of security staff

3. A member of classification staff, and

4. The property officer

This team, at a minimum, shall meet once per month. All meeting minutes shall be forwarded to the respective Assistant Deputy Commissioner for review.

H. The Institutional Tablet Team shall oversee the management of all tablets at its institution, including procedures for the accountability and maintenance of all incarcerated individual and civil commitment tablets to include:

1. A tracking mechanism for all Department issued tablets assigned to the institution to include surplus tablets.

2. Designating a staff person to ensure that each category of tablet is correctly inventoried in any manufacturer accountability platform as well as in the DOC accountability platform. The inventory, as reflected in the issued tablet (KCN and Orijin) platform, must match the tablet assigned to each incarcerated individual and civil commitment in IMS, and an accurate recording of the tablet serial number assigned to each incarcerated individual and civil commitment in both platforms. These inventories shall be audited by a designated staff person of supervisory rank bi-annually (January and July) by physically accounting for all issued tablets. The results of this audit shall be forwarded to the Superintendent and the Central Tablet Committee.

3. Refusal by the incarcerated individual or civil commitment to submit to this audit will be considered misuse and may result in the removal of the tablet in accordance with 103 DOC 475.05.

4. Designating a staff person who is responsible for the distribution of the Department issued incarcerated individual and civil commitment tablets.

5. Designating a staff member who is responsible for the confiscation and re-issuance of an incarcerated individual's or civil commitment's tablet, in accordance with the disciplinary process, following notification from disciplinary personnel. This staff person shall also be responsible for the confiscation and re-issuance of an incarcerated individual's and civil commitment's tablet following the removal of the tablet in accordance with 103 DOC 475.05.

6. Developing a process for the use of each category of tablet, including accountability and charging of tablets in units where retention of the tablet and/or accessories in cell is not allowed. This process shall include but not be limited to the following:

a. A requirement that prior to the daily distribution of the tablets, the housing unit officer shall count and visually inspect each tablet to ensure there is no visible physical damage.

b. Outline the specific time(s) that the tablets will be distributed and collected daily.
c. A requirement that during the final collection of the tablets at the end of the day, the housing unit officer shall count and visually inspect each tablet to ensure there is no visible physical damage and to ensure that security seals are in place.

7. Developing a process for incarcerated individuals and civil commitments to report issues with each category of tablet to include accidental damage, accessibility/connectivity issues, etc. This process shall include notification to the institution's treasurer.

8. Designating a staff member to be responsible for the collection of Department issued tablets (KCN and Orijin) upon an incarcerated individual's or civil commitment's release/transfer from Department custody and documenting/logging the collection. All tablet inventories shall be updated to reflect the tablet collection.

475.03 DISTRIBUTION OF TABLETS

A. The Department will provide all incarcerated individuals and civil commitments with a Department issued tablet, and necessary accessories (e.g., headphones, charging cord) during the incarcerated individual's and civil commitment's period of incarceration. The issuance of these materials shall be recorded in accordance with 103 CMR 403, *Inmate Property.* If an incarcerated individual or civil commitment declines to accept the tablet when offered, the incarcerated individual or civil commitment may request a tablet at any time thereafter during their incarceration.

1. KCN Tablets will be issued upon commitment. Incarcerated individuals and civil commitments who decline a KCN Tablet will still have access to all of the authorized applications through the institutional kiosks.

2. Orijin Tablets will be issued upon commitment. Incarcerated individuals and civil commitments who decline an Orijin Tablet will still have access to programming in person programming. In addition, telephone services are available in the housing units.

3. At institutions where two (2) or more tablets may share one (1) common charging device, or where incarcerated individuals and civil commitments are allowed to charge tablets in their cells, institutions may limit the number of chargers retained per incarcerated individual and civil commitment, if necessary, for operational reasons.

B. Each KCN and Orijin Tablet will have a tablet specific serial number that will be logged in the IMS property screen upon issuance of the tablet. In addition, there shall be one (1) tamper proof security seal positioned across the middle screw at the bottom of the Orijin tablet case and two (2) security seals placed across the seams of the KCN Department issued tablets.

C. Upon issuance of the Department issued tablets, the incarcerated individual and civil commitment will sign and date the Tablet User Agreement (Attachment #1) either manually or electronically.

1. If signed manually, the Tablet User Agreement will be filed in the incarcerated individual's or civil commitment's six-part folder under "Correspondence".

2. If an incarcerated individual or civil commitment refuses to sign the Agreement, a tablet will not be issued. This refusal shall be documented via the IMS property screens for KCN and Orijin Tablets.

D. Upon issuance of the Orijin Tablets, the incarcerated individual and civil commitment will also electronically sign the Virtual Program User Agreement (Attachment #2).

E. In accordance with 103 DOC 506, *Search Policy*, security staff conducting cell searches shall be responsible to check KCN and Orijin Tablets and all accessories to ensure they are not damaged or altered. The officer shall also ensure that the serial number and security seal on the tablet matches the incarcerated individual or civil commitment assigned to the cell.

475.04 AUTHORIZED USE OF TABLETS

A. Incarcerated individuals and civil commitments may not share their tablet with another incarcerated individual or civil commitment or permit another incarcerated individual or civil commitment to use their tablet.

B. Incarcerated individuals and civil commitments shall only utilize tablets, regardless of category, for Department authorized activities. When utilizing applications or services that require audio (e.g., educational programming, music, movies, telephone, etc.), earbuds or headphones must be used. The use of speakers shall not be permitted.

C. Incarcerated individuals and civil commitments shall not attempt to repair or diagnose any functionality issues with any category of a tablet and/or accessories. Incarcerated individuals and civil commitments shall report any issues regarding their use of tablets through the process outlined in the institution's procedure required by 103 DOC 475.02(H).

D. Any accessories that are tampered with shall be contrabanded in accordance with the 103 CMR 403, *Inmate Property*.

E. Any previously purchased tablets removed from the incarcerated individual's or civil commitment's property are subject to disposal in accordance with 103 CMR 403, *Inmate Property*, section 403.15, Disposal of Inmate Property. The incarcerated individual and civil commitment shall be required to complete the Tablet Disposition Form (Attachment #3) which shall be filed in the incarcerated individual's or civil commitment's six-part folder under "Correspondence."

475.05 DAMAGE/UNAUTHORIZED USE OF THE TABLET

A. By signing the Tablet User Agreement (Attachment #1) the incarcerated individual or civil commitment acknowledges responsibility for any intentional damage and/or alteration to any Department issued tablet and/or accessories.

B. If an incarcerated individual or civil commitment intentionally damages or alters any Department issued tablet in violation of the Tablet User Agreement, the Superintendent or designee shall immediately direct that the physical tablet be removed from the incarcerated individuals or civil commitments possession, and the following shall occur:

1. The staff member removing the physical tablet shall write an incident report which includes the incarcerated individual's or civil commitment's name, item, and the reason(s) the tablet was removed.

2. This incident report shall be forwarded to the staff member identified in 103 DOC 475.02(H)(5) for tracking.

3. The Department shall provide the incarcerated individual or civil commitment access to services and/or privileges that they would be eligible to receive on a tablet through other available means. See 103 DOC 475.05(E).

4. The physical tablet shall be removed from the incarcerated individual's or civil commitment's possession for the following period of time:

   a. First incident– thirty (30) days
   b. Second incident– sixty (60) days
   c. Third incident– one hundred fifty (150) days

C. If an incarcerated individual or civil commitment is in possession of a weapon manufactured from any Department issued KCN and/or Orijin tablet, in violation of the Tablet User Agreement, the Superintendent or designee shall immediately direct that the physical tablet be removed from the incarcerated individual's or civil commitment's possession, and the following shall occur:

1. The staff member removing the physical tablet shall write an incident report which includes the incarcerated individual's or civil commitment's name, item, and the reason the tablet was removed.

2. This incident report shall be forwarded to the staff member identified in 103 DOC 475.02(H)(5) for tracking.

3. The Department shall provide the incarcerated individual or civil commitment access to services and/or privileges that they would be eligible to receive on a tablet through other available means. See 103 DOC 475.05(E).

4. The physical tablet shall be removed from the incarcerated individual's or civil commitment's possession for the following period of time:

   a. First incident of weapon manufacture – one hundred twenty (120) days
   b. Second incident of weapon manufacture – indefinite

D. If an incarcerated individual or civil commitment intentionally damages or alters any Department issued tablet in violation of the Tablet User Agreement, the Superintendent may also direct that, in addition to the incident report issued pursuant to 103 DOC 475.05(B)(1), a disciplinary report be written for destruction of state property in accordance with 103 CMR 430, *Inmate Discipline.* Following a disciplinary conviction, the following steps may be taken:

1. Any cost associated with repair/replacement of a Department issued tablet and/or accessory that has been intentionally damaged or altered will be recovered through restitution in accordance with 103 CMR 430*, Inmate Discipline* and 103 CMR 405, *Fund Accounts*.

2. An incarcerated individual's or civil commitment's privileges may only be curtailed through the disciplinary process if a disciplinary sanction of loss of privileges is issued through the disciplinary process. Such sanction shall allow the Department to restrict privileges on any tablet provided to an incarcerated individual or civil commitment for the duration of the sanction issued.

E. In the event that a physical tablet is removed from an incarcerated individual's or civil commitment's possession to the extent that the incarcerated individual or civil commitment remains entitled services/privileges, or services which would have been made available on a tablet, such services/privileges shall be made available as follows:

1. KCN Tablets: Canteen and email may be accessed through Kiosks.

2. Orijin Tablets: Programming will be made available through paper packets or special programming tablets. The Superintendent or designee may require the use of programming tablets only occur under direct supervision of a staff member. If destruction, attempts to manufacture weapons, or other actions disrupting the orderly running of the institution or creating safety and security concerns continue in staff presence, alternative means of programming will be offered.

3. All Tablets communal telephone services will be made available in the incarcerated individual's or civil commitment's housing unit.

F. Incarcerated individual or civil commitment complaints regarding the confiscation of any Department issued tablet shall be addressed through the grievance process outlined in 103 CMR 491, *Inmate Grievance*.

A. Incarcerated individuals transferring from one (1) institution to another, except for temporary medical transfers, shall transfer with their assigned Department issued KCN and Orijin Tablets and accessories in their ditty bag.

B. The property officer at the departing institution shall release the incarcerated individual's property to include all categories of tablet(s) and accessories by removing the tablet from IMS and shall indicate "inmate transfer" as the reason.

C. That property officer at the departing institution shall ensure that the Inmate Ditty Bag/On-Person Property Form (103 CMR 403, *Inmate Property,* Standard Operating Procedure, Attachment C) also reflects that all categories of tablet(s) and accessories are included within the ditty bag. The serial number(s) of the tablet(s) and the security seal numbers shall also be reflected on the Inmate Ditty Bag/On-Person Property Form. The Ditty Bag Inventory form shall be placed into the incarcerated individual's property storage bag for transfer.

D. The property officer at the receiving institution shall ensure that all incoming tablet(s) is/are in working order and that the condition of the tablet(s) is/are also recorded in IMS.

E. The property officer at the receiving institution shall accept the incarcerated individuals' property to include all categories of tablet(s) and accessories by accepting the incarcerated individual's property in IMS.

475.07 RELEASE FROM CUSTODY

A. Whenever an incarcerated individual or civil commitment is released/transferred from Department custody (e.g., discharge from sentence, parole, electronic monitoring (ELMO), transfer to other state/county/federal institution), the property officer will retrieve the Department issued tablet(s), and accessories. The property officer will deactivate the Department issued tablet(s) and remove the Department issued tablet(s) and accessories from the incarcerated individual's or civil commitment's property inventory in IMS. By signing off on the incarcerated individual or civil commitment release screens for property, the property officer is confirming that the Department issued tablet(s) and accessories have been returned in working order.

B. The property officer will ensure that the Department issued tablet(s) and accessories, are added back onto the procedurally outlined tracking mechanism, making them available for reissuance.

C. Department issued tablets must always remain in Department custody, with the exception of placement with an authorized vendor for repair.

475.08 SUBSCRIPTION SERVICES FOR KCN TABLETS

A. Incarcerated individuals or civil commitments who have a Department issued KCN Tablet will have the ability to purchase additional subscription services on the tablet

at the cost established by the vendor. This can be done by the incarcerated individual or civil commitment or through a family/friend.

B. All costs associated with additional subscription services will be the responsibility of the incarcerated individual or civil commitment, family, or friend purchasing the subscription.

C. There will be no prorated refunds given for any subscription services if a Department issued tablet is not accessible for any reason (e.g., disciplinary sanction, suspension, accidental/intentional damage, incarcerated individual transfer, health issues, accessibility issues, release, etc.).

475.09 ELECTRONIC MAIL

A. Electronic mail (email) is offered as an additional means of communication with family, friends, and others via the two (2) way secure email program on the KCN issued tablets. This program is not designed to take the place of the U.S. Mail.

B. Email is not considered privileged or non-privileged mail as defined in 103 CMR 481, *Inmate Mail*, section 481.05, Definitions, and is therefore not subject to the provisions of that regulation.

C. Emails are not confidential or privileged and will be reviewed and/or monitored by Department staff. The cost of any emails rejected by Department staff for objectionable matter will not be refunded, and incarcerated individuals and civil commitments may be subject to sanctions pursuant to 103 CMR 430, *Inmate Discipline*.

D. In addition to the KCN issued tablets, incarcerated individuals and civil commitments may access email on the commissary kiosks.

475.10 TELEPHONE USAGE ON DEPARTMENT ISSUED TABLETS

Telephone usage on the Orijin Tablet shall be in accordance with 103 CMR 482, *Telephone Access and Use*, to include monitoring and/or recording.

475.11 UPLOADING AND REMOVAL OF CONTENT

The below outlines the process for the uploading of staff-initiated content. Content is not intended to include institution announcements.

A. Institution Specific Uploads

1. An Institution Manager may submit a request to upload content to their Superintendent on the Request to Upload Content form (Attachment #4) and attach the requested content.

2. The Superintendent shall approve, deny, or request further information deemed necessary to evaluate any request submitted. The Superintendent may approve specific requests that do not substantially affect the operation of the institution without forwarding the request to the Assistant Deputy Commissioner of the Northern or Southern Sector (e.g., parking lot closures, library content added, etc.). All approvals will include a start and end date or an indefinite date indication for the duration period that the content will remain on the tablets. Denied applications shall be returned to the Institution Manager and must include a rationale for the denial.

3. If the content will affect the daily operation of the institution (e.g., unit closures, program closures) or the content will have a substantial impact to the incarcerated and civilly committed populations, the Superintendent shall submit the Request to Upload Content Form (Attachment #4) to the appropriate Assistant Deputy Commissioner of the Northern or Southern Sector, who shall make the final decision.

4. All approved content will be uploaded by an institutional staff member designated by the respective Superintendent. Superintendents shall develop procedures to identify a staff member responsible for uploading content during non-business hours.

5. Copies of all approved requests shall be uploaded into PowerDMS.

B. Division Specific Uploads

1. A Division Manager must submit a Request to Upload Content (Attachment #4) to their Division Head and attach the requested content.

2. The Division Head will approve, deny, or request further information deemed necessary to evaluate any request submitted. All approvals will include a start and end date or an indefinite indication for the duration period that the content will remain on the tablets. Denied applications will be returned to the Division Manager and must include a rationale for the denial.

3. If a Division Head approves an application, the Division Manager shall submit it to the appropriate Assistant Deputy Commissioner of Reentry or Clinical Services, who shall make the final decision.

4. All content approved by an Assistant Deputy Commissioner will be uploaded by a division staff member designated and approved by the respective Division Head.

5. Copies of all approved requests shall be uploaded into PowerDMS.

C. Commissioner Uploads

1. All upload requests from the Commissioner's Office will be forwarded to the Division of Communications and Administrative Resolution,.

2. A designated staff member from the Division of Communications and Administrative Resolution shall upload all content submitted by the Commissioner's Office.

D. Removal of Content

Each Superintendent and/or Division Head shall designate one (1) or more institution and/or division staff members to be responsible for removing uploaded content in accordance with the removal date documented on Attachment #4.

475.12 MAINTENANCE OF DOCUMENTATION

All tablet upload documentation shall be uploaded into and stored indefinitely in PowerDMS and this information will be made available to the Central Tablet Committee for their review and assessment which will occur, no less than annually.

TABLET USER AGREEMENT

By signing this Agreement, I, _____, acknowledge the receipt of one (1) Massachusetts Department of Correction (Department) issued tablet(s), and accessories. Furthermore, I acknowledge that this Department issued tablet(s) is the property of the Department and agree to abide by 103 DOC 475, *Tablets* and the following rules and regulations for any currently and subsequently issued tablets:

1. I understand that, as the Department issued tablet is the property of the Department, I shall comply with any requests to inventory a Department issued tablet, and my refusal to comply will be considered misuse and could result in my tablet being confiscated in accordance with 103 DOC 475, *Tablets,* section 475.05 Damage/Unauthorized Use of Tablets.

2. I agree to not share any tablet with another incarcerated individual or civil commitment, or permit another incarcerated individual or civil commitment to use my tablet.

3. This Department issued tablet is the property of the Department. Any attempts to damage or alter this Department issued tablet may result in disciplinary action for destruction of state property in accordance with 103 CMR 430, *Inmate Discipline.*

4. If the Department issued tablet/accessories are intentionally damaged, altered, or misused, I understand that my tablet may be confiscated in accordance with 103 DOC 475.05.

5. If I am in possession of a weapon manufactured from any Department issued tablet, I understand that my tablet may be confiscated in accordance with 103 DOC 475.05.

6. When utilizing applications or services that require audio, I shall use earbuds or headphones.

7. If the Department issued tablet/accessories are inadvertently damaged or are not operating correctly, I will not attempt to repair or alter the Department issued tablet/accessories. Any issues will be communicated to institution staff by the process outlined in institution procedure.

8. The Department issued tablet can be confiscated at any time if the retention of the device is found to pose a security risk or is otherwise contraindicated to the safety and security of the institution.

9. Any cost for repair or replacement of the Department issued tablet or accessories because of damage or alteration will be recovered through restitution in accordance with 103 CMR 430*, Inmate Discipline* and 103 CMR 405, *Fund Accounts.* The restitution will be the responsibility of the incarcerated individual or civil commitment to whom the tablet/accessories are issued, unless it can be determined that another incarcerated individual or civil commitment is responsible for the damage or alteration.

10. There will be no prorated refunds given for any subscription services if a Department issued tablet is not accessible for any reason (e.g., disciplinary sanction, suspension, accidental/intentional damage, incarcerated individual transfer, health issues, etc.).

11. The Department issued tablet and accessories shall be returned to the Department in good working order prior to the incarcerated individual's or civil commitment's release/transfer from Department custody (e.g., discharge from sentence, parole, electronic monitoring (ELMO), transfer to other state/county/federal institution), and I agree to pay the cost to replace the Department issued tablet and accessories if I fail to do so.

12. I acknowledge and agree that failure to abide by the above, by 103 DOC 475, *Tablets*, or by institution procedures regarding tablets, may result in suspension from the tablet program.

Incarcerated Individual/Civil Commitment Name: _____

Commitment #:_____ Date:_____

MASSACHUSETTS DEPARTMENT OF CORRECTION
VIRTUAL PROGRAM USER AGREEMENT

- I understand that the tablet and its accessories are the sole property of the Massachusetts Department of Correction (Department).
- I understand it is my responsibility to ensure the tablet is charged to participate in programming.
- I understand it is my responsibility to ensure that I review any tablet notifications on the tablet prior to the start of my assigned group(s).
- I will avoid having food and/or liquids near the tablet.
- Proper language and proper dress are required at all times (i.e., no hat, etc.).
- I understand that all virtual program groups and sessions on this tablet are recorded and subject to electronic monitoring by Department personnel. My use of this video system constitutes my consent to this recording and monitoring.

Name: _____ Date: _____

Commitment Number: _____ Program Name: _____

TABLET DISPOSITION FORM

Date: _____

Institution: _____

Incarcerated Individual/Civil Commitment Name: _____

Commitment Number: _____

Please check the desired method of disposition:

_____ I wish to have my old tablet disposed of by the institution.

OR

_____ I wish to have my old tablet mailed to an outside party. My tablet will not be sent to KCN to have the security features removed prior to my release from Department custody. I understand that I must submit a disbursement request to the Treasurer's office for the necessary postage, and the address to which the tablet should be sent, within thirty (30) days or it will be deemed contraband and disposed of by the institution.

I understand that the tablet must be sent to KCN to have the security features removed before the content on it can be accessed, and that KCN will load my purchased digital content to the tablet once the security features are removed.

I understand that I will not have access to my previously purchased digital content on my Massachusetts Department of Correction assigned tablet once the security features have been removed from my old tablet.

Incarcerated Individual/Civil Commitment Signature: _____

Date: _____

Staff Signature: _____ Date: _____

DEPARTMENT TABLET PROGRAM
REQUEST TO UPLOAD CONTENT

Staff Submitting Request:_____ Title: _____

Institution/Division: _____ Date: _____

In which institutions should contact be made available? (Check all that apply):

☐ Department-Wide

Specific Institutions:

☐	Boston Pre-Release	☐	Massachusetts Treatment Center
☐	SBCC	☐	Old Colony Correctional Center
☐	MCI-Framingham	☐	MCI-Norfolk
☐	MCI-Shirley	☐	NCCI-Gardner
☐	Northeastern Correctional Center	☐	Pondville Correctional Center

Duration of availability:

Start Date: _____ End Date: _____ Indefinitely: _____

Brief description of the content:

_____

_____

A copy of the content requested to be uploaded must be emailed/mailed along with this form

Superintendent/Division Head: _____ Date: _____

Approved: Yes ☐ No ☐ Denied: Yes ☐ No ☐

If denied, reason:

_____

_____

Assistant Deputy Commissioner: _____ Date: _____

Approved: Yes ☐ No ☐ Denied: Yes ☐ No ☐

If denied, reason:

_____

_____

UploadedDate: _____ Initials: _____