



Massachusetts
Department of Correction
POLICY

Effective Date	7/17/2024	Responsible Division Deputy Commissioner, Prisons
Annual Review Date	7/17/2024	

Policy Name

103 DOC 507
SECURITY EQUIPMENT

M.G.L. Reference:
M.G.L. Chapter 124, Section 1 (a), (b), and (q);
M.G.L. Chapter 125, Section 14 and M.G.L. Chapter
127, Section 33.

DOC Policy Reference:
103 DOC 501; 103 DOC 502; 103 DOC 508;
103 DOC 509; 103 DOC 520; 103 DOC 540

ACA/PREA Standards:
1-CTA-3B-02; 1-CTA-3B-03; 1-CTA-3B-08;
2-CI-2A-2; 2-CO-3A-01; 5-ACI-2G-03;
5-ACI-3A-28; 5-ACI-3A-29; 5-ACI-3A-30;
5-ACI-3A-33; 5-ACI-3A-34

Attachments
Yes No

Inmate Library
Yes No

Applicability: Staff

Public Access
Yes No

Location:
Department Central Office Policy File
Each Institution’s Policy File

PURPOSE:
The purpose of 103 DOC 507 is to establish Department of Correction (Department) policy and procedure for the storage, control, issuance and maintenance of all institutional security equipment and the use of covert surveillance equipment.

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:
Deputy Commissioner, Prisons
Executive Chief, Investigative Services
Director of Operational Services
Superintendents

CANCELLATION:
103 DOC 507 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, or regulations regarding security equipment which are inconsistent with this policy.

SEVERABILITY CLAUSE:
If any article, section, subsection, sentence, clause, or phrase of 103 DOC 507 is for any reason held to be unconstitutional, contrary to statute, in excess of the authority of the Commissioner, or otherwise inoperative, such decision shall not affect the validity of any other article, section, subsection, sentence, clause or phrase of these regulations.

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507.01

DEFINITIONS

Security Equipment: For the purpose of this policy, the definition of the term security equipment shall include all firearms, ammunition, Electronic Control Devices (ECDs), Oleoresin Capsicum (OC), chemical agents, defensive equipment, emergency entry equipment, and other disturbance control equipment.

507.02

DEPARTMENT OF CORRECTION ARMORY DATABASE SYSTEM

The inventory and inspection of all emergency/security equipment shall be maintained utilizing the Department's Armory Database System. In this regard, the institution/division Armorer shall have access to a personal computer and appropriate printer. All data is loaded into the database by the Special Operations Division (SOD). All changes to the database are also made by the SOD. Institution/Division Armorer cannot load data or make changes other than an item location within the institution.

507.03

ARMORIES

- A. Medium and Maximum-Security Level: Institutions shall maintain a secure Armory located outside the perimeter of the institution. Entrance to the armory shall be through a sallyport secured with a big bit prison type security lock. Armories without a sallyport shall develop institutional procedures requiring extra precautions upon entrance/exit. An adequate supply of security equipment necessary for normal operations and to respond to a major inmate disturbance shall be maintained in the armory.
- B. Minimum and Pre-Release Security Level: Institutions shall maintain, in a secure location (outside the mainstream of inmate movement) sufficient security equipment for their needs (i.e., OC, wrist restraints, waist chains, leg restraints) excluding firearms. Contingency arrangements shall be formulated for these institutions to avail themselves of necessary assistance.

507.04

ACCESS TO ARMORY

- A. Routine access to the main Armory shall be limited to the institution/division Armorer, Assistant Armorer, Superintendent/Division Head, or designee. Keys to this area shall be handled in accordance with 103 DOC 502, *Control of Locks and Keys*.
- B. Emergency Access: Each Superintendent/Division Head shall ensure that, at a minimum, the following procedures are adhered to:
 - 1. In the event the institution/division Armorer or Assistant Armorer is not available, the Shift Commander may authorize Emergency Access to the Armory.
 - 2. An Emergency Access Armory entrance log shall be maintained. This log shall contain the following information:

- a. Date and time of entrance;
 - b. Custodial officer entering Armory;
 - c. Item and identification number issued;
 - d. Custodial officer receiving;
 - e. Item returned, date and time;
 - f. Custodial officer returning item; and
 - g. Condition upon return.
3. Emergency Access to an Armory shall be documented in the shift report and on IMS in the Control Room Log.
 4. After Emergency Access, a total Armory inventory shall be conducted as soon as possible by the institution/division Armorer. The completed inventory shall be uploaded to the Department's approved document management system and reviewed in accordance with 103 DOC 507.06.

507.05

INVENTORY AND INSPECTION

A. The institution/division Armorer shall maintain an up-to-date inventory on all security equipment items, firearms, ammunition, OC, and chemical agents. The inventory shall include the following:

1. The amount on hand;
2. Amount issued;
3. To whom issued;
4. Brand names; and
5. Location of equipment.

Items such as Monadnock Expandable Batons (MEBs), masks, helmets, duty belts, cuff cases, batons, gas mask, etc., do not have serial numbers but the exact locations of all such items including quantity are necessary. The only exception to this is spare parts, consumable items, and Special Operations Response Unit (SORU) and K-9 Unit accessories that are subject to excessive wear and tear.

B. The institution/division Armorer shall conduct a monthly inspection and inventory of all firearms to ensure their cleanliness, operational readiness, and accountability. Upon the completion of each monthly inspection and inventory, the completed Monthly Inventory Report (from the Intranet Armory Database) shall be uploaded to the Department's approved document management system as *Attachment #1* and reviewed in accordance with 103 DOC 507.06. This section shall not apply to staff who possess 24-hour Department-issued firearms, ammunition, OC, ECDs, and/or ECD cartridges. These items shall be inspected and accounted for quarterly by the designated division Armorer and reported in conjunction with 103 DOC 507.06.

- C. If there is any damaged or lost equipment, an incident report shall be written, and a copy forwarded to the SOD. All damaged equipment shall be turned in to the SOD, upon picking up the replacement equipment. All equipment removed from an inventory, regardless of reason, shall be turned in to the SOD.

507.06

SUPERVISORY INVENTORIES

- A. Each quarter, the institution/division Armorer and Captain or the Superintendent's/Division Head's designee shall conduct supervisory inventories of all firearms, ammunition, Electronic Control Devices (ECDs), cartridges, OC, chemical agents, Specialty Impact Munitions (SIMs), communications equipment, and body armor. The institution/division Armorer shall conduct an inventory of all other defensive equipment, restraining equipment, and detection equipment.

All specialty units, including but not limited to, SORUs, Professional Standards Unit (PSU), Office of Investigative Services (OIS), Central Transportation Unit (CTU), or any other staff member who has 24-hour issued equipment, shall log into the Armory Inventory Tracking Database quarterly (January, April, July, and October), via the Intranet Application to electronically verify that they have all 24-hour issued equipment assigned to them. All items verified and accounted for by that staff member shall automatically populate onto the assigned site and quarterly report. Any discrepancies noted and submitted by the reporting staff member will populate onto the quarterly report, which will then be addressed by the division Armorer.

- B. Institution/Division quarterly inventories, except for the SOD, shall take place during the months of January, April, July, and October. Upon the completion of each quarterly inventory, the completed Quarterly Inventory Report (from the Intranet Armory Database) shall be uploaded to the Department's approved document management system with a signed 103 DOC 507, *Attachment #1, Monthly/Quarterly Security Equipment Inventory/Inspection*.
- C. SOD quarterly and supervisory inventories shall take place as follows:
 - 1. Firearms, ammunition, OC, chemical agents, and ECD quarterly inventories shall take place during the months of January, April, July, and October.
 - 2. Radios and communication equipment quarterly inventories shall take place during the months of February, May, August, and November.
 - 3. All remaining security equipment quarterly inventories shall take place during the months of March, June, September, and December.
- D. Upon the completion of each quarterly inventory, the completed Quarterly Inventory Report (from the Intranet Armory Database) shall be uploaded to the Department's approved document management system for review.

RECEIPT OF FIREARMS, AMMUNITION FIREARMS, OC, CHEMICAL AGENTS, MUNITIONS, EMERGENCY/SECURITY EQUIPMENT AND ELECTRONIC CONTROL DEVICES

- A. All deliveries of firearms, ammunition firearms, OC, chemical agents, SIMs, communications, emergency/security equipment, and ECDs purchased for the Department by the SOD shall be delivered to the SOD. No direct shipments to institutions shall be allowed.
 - 1. Upon arrival at Milford Headquarters, a SORU Armorer and one (1) other designated staff member shall sign for receipt of the items and document any observed discrepancies (shortages or overages) from what was ordered according to the delivery receipt and what was received.
 - 2. Any discrepancies shall be immediately reported to the Director of Operational Services/designee and documented in writing.
 - 3. Once inventoried, the equipment shall be secured in either the Milford Headquarters SORU Armory and/or the Milford Headquarters SORU Warehouse.
- B. All security equipment shall be added to the Armory database and then issued via the SOD. Under no circumstances shall these items be allowed inside an institution or handled in such a manner as to allow accessibility to inmates. They shall be picked up by the institution/division Armorer directly and unloaded at the Armory or another designated secure depository.
- C. Purchasing of all firearms, ammunition firearms, ECDs, OC, chemical agent, SIMs, and emergency/security equipment shall be submitted by the institution/division Armorer/designee, through the Superintendent/Division Head or designee, to be approved and purchased by the Director of Operational Services/designee. All requests for new security equipment not currently on an institution's/division's Armory inventory shall be made in writing on *Attachment #2, New Institution Security Equipment Request Form* and forwarded to the Director of Operational Services/designee for review and approval. These forms will be maintained by SOD in the Department's approved document management system.
- D. When an institution/division requests replacement security equipment, the SOD Armorer shall arrange delivery or pickup through the institution/division Armorer/designee. The institution/division Armorer/designee shall sign an *Attachment #3, Institution Security Equipment Transfer Receipt Form* specifying those items received, date, and those persons transferring and/or receiving those items. These forms will be maintained by SOD in the Department's approved document management system.
- E. Purchasing of all firearms, ammunition, ECDs, OC, chemical agent, SIMs, and emergency/security equipment for testing purposes shall be in accordance with 103 DOC 507.07, to include the following:

1. Prior to purchasing firearms, ammunition, ECDs, OC, chemical agents, SIMs, and/or emergency/security equipment for testing, the SOD Armorer shall submit, in writing, a request to purchase these items for testing to the Director of Operational Services/designee, to include:
 - a. Item description (make, model, etc.) and cost per item;
 - b. Number of items to be purchased for testing;
 - c. Reasons for testing items;
 - d. Outline of how these items will be tested;
 - e. Outline of how these items will be issued to be tested;
 - f. Definitive testing period not to exceed one (1) year; and
 - g. How these items will be handled if purchased for use by the Department or how these items will be disposed of at the end of the testing period.
2. The Director of Operational Services/designee shall submit to the Commissioner/designee, in writing through the Deputy Commissioner of the Prison Division, justification for purchasing the items for testing outlined in 103 DOC 507.07(E).
3. Only those items approved by the Commissioner/designee for testing shall be purchased by the Department.
4. The Director of Operational Services shall, at the end of any testing period, submit to the Commissioner/designee, in writing through the Deputy Commissioner of the Prison Division, recommendations to purchase or dispose of items purchased for testing outlined in 103 DOC 507.07(E).
5. Only those items approved by the Commissioner/designee shall be purchased by the Department for operational use. The Commissioner/designee shall also approve any plan to dispose of any items purchased for testing if not selected for operational use by the Department.

507.08

TEST FIRING OF FIREARMS AND ECDs

- A. All firearms and ECDs assigned and/or issued to daily posts, shall be test fired semi-annually. All 24-hour issued Department firearms and ECDs shall be test fired annually during their annual qualifications. All other firearms shall be test fired annually (except for HRT firearms which shall be test fired by the individual during training). The first semi-annual period shall be from January 1st to June 30th; and the second period shall be from July 1st to December 31st.
 1. All test fires shall be performed at Department ranges located on the Bridgewater and Gardner Correctional Complexes only.
 2. All test fires shall be scheduled and coordinated with the SOD Firearms Coordinator, to ensure that a Certified MPTC Firearms Instructor is present while test fires are being conducted.

3. Test fires shall be performed with a minimum of two (2) staff members present (one (1) of which shall be a Certified MPTC Firearms Instructor).

Any firearm systems that have been repaired shall be test fired by the SOD prior to re-issuance. Any firearm system that appears to have been tampered with shall be test fired prior to re-issuance. The SOD shall be contacted to arrange for such test firing.

- B. The following test fire procedures for those firearms with adjustable sights shall be conducted on the following firearm systems:
 1. All adjustable sight duty firearms:
 - a. Conduct function and safety test.
 - b. Conduct three (3) round grouping at ten (10) yards (target shall be maintained on file with serial number of the firearm).
 2. All fixed sight duty firearms:
 - a. Conduct function and safety test.
 - b. Conduct a three (3) round grouping test at three (3) yards (target shall be maintained on file with serial number of the firearm).
- C. All HRT firearms shall be test fired by the individual members to whom the firearms are assigned to, or an SOD Armorer.
- D. All ammunition for test fires will be provided by the SOD at the firing range.
- E. All firearms that are removed for test fires must be logged out/in from the Control Center and/or institution/division Armory.
- F. All firearms are to be returned to the institution/division Armory at the end of the day.
- G. Institution firearms shall only be transported for test fires via state vehicle.
- H. Each institution shall develop notification procedures for the scheduling and completion of test fires. When test fires are conducted, *Attachment #11, Test Fire Completion Form* shall be completed.
- I. All test firing shall be documented and forwarded to the Director of Security/Division Head. All firearms shall be cleaned after firing. HRT firearms test firing shall be documented and forwarded to the Director of Operational Services/designee.
- J. 40mm launchers shall be test fired for the purpose of function and safety testing. Documentation shall state date, time, person who conducted the test and the results of test.

- K. Each area where firearms are loaded or unloaded shall be equipped with an appropriate clearing barrel or canister to provide for the safe loading and unloading of ammunition. Everyone must adhere to proper administrative loading and unloading procedures as described in 103 DOC 508, *Firearms*. This procedure shall also apply to all administrative areas.

507.09

OC, CHEMICAL AGENTS, SPECIALTY IMPACT MUNITIONS, & DISTRACTION DEVICES

- A. The Director of Security of each institution is responsible for ensuring that their respective institutions maintain the recommended minimums as outlined in *Attachment #'s 4, 5, and 6*. SIMs shall be replaced through attrition. These standards are based on institution specific needs, security level, and population. The Director of Security may request in writing additional items through the Director of Operational Services/designee, prior to the final approval of the Commissioner. The Director of Security shall also ensure that a sufficient number of staff who are qualified to deploy the SIMs is maintained as a list at their institution.
- B. The institution Armorer is to maintain a listing in the Armory of the minimum amount and types of OC, SIMs, and distraction devices needed to be maintained on inventory.
- C. OC, chemical agents, SIMs, and distraction devices beyond their expiration dates shall not be maintained on the active inventory. They shall be included on a separate inventory and counted towards the amount needed for training purposes each year. All expired OC, chemical agents, and SIMs shall be designated as training devices and transferred to the SOD for storage. Institutions requiring munitions for training shall send a request in writing to the Director of Operational Services/designee.
- D. Outdated OC, chemical agents, SIMs, and distraction devices shall be transferred to the SOD by January 31st of each year. Until that time, all expired OC, chemical agents, SIMs, and distraction devices shall be stored in a separate area of the Armory from active agents and clearly marked on the outside of the shelves or cabinet, "For Training ONLY".
1. The SOD Armorer shall ensure that a sufficient amount of expired OC, chemical agents, SIMS, and distraction devices are kept on hand to facilitate training. These expired items shall be rotated accordingly.
- E. Types of OC, chemical agents, SIMs, and other related equipment to be used have been standardized throughout the Department and only those OC, chemical agents, and equipment listed in 103 DOC 509, *OC, Chemical Agents, Specialty Impact Munitions/Distraction Devices, Batons, and Electronic Control Devices*, as approved by the Commissioner/designee, shall be maintained at the institutions.
- F. OC and chemical agents shall be stored separately on different shelves or in different cabinets. Each shelf and/or cabinet shall be clearly marked "OC/CS" in

combination orange & blue lettering, "CS" in blue lettering, or "OC" in orange lettering.

- G. Any OC and/or chemical agents found to be leaking shall be disposed of by the institution/division Armorer immediately. This shall be accomplished by discharging the OC and/or chemical agents in accordance with recognized safety procedures including approved procedures that comply with local ordinances.
- H. All non-expired munitions found to be defective shall be sent to the SOD to be returned to the manufacturer for warranty replacement.
- I. The institution/division Armorer shall perform and document a monthly inspection/inventory of all OC, chemical agents, SIMs, and distraction devices stored at each institution/division. The institution/division Armorer shall ensure that no leakage has occurred and that the OC, chemical agents, SIMs, and distraction devices have not reached their expiration dates. This section shall not apply to staff who are issued 24-hour OC, in which case it shall be inspected and accounted for quarterly by the division Armorer.
- J. The expiration date of OC, chemical agents, SIMs, distraction devices, and gas mask canisters shall be clearly marked by non-removable labeling or permanent marker, not by etching. The institution/division Armorer shall accomplish this immediately upon receipt of each shipment of OC, chemical agents, SIMs, and distraction devices at the institution. All expiration dates shall be December 31st, of that year, according to manufacturer's warranty.
- K. Superintendents shall be required to submit *Attachment #7, Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage/Post Assignment Waiver Request* to the Commissioner for approval of any post authorized to carry OC during a tour of duty. Superintendents shall be required to resubmit any approved *Attachment #7* waiver(s) annually, prior to expiration, to be reviewed/re-approved by the Commissioner.

507.10

AMMUNITION

- A. The institution Armorer is responsible for maintaining enough of the various types of ammunition on hand at the institution, as established by institutional needs for actual use. All ammunition shall be inventoried by the institution Armorer monthly. This section shall not apply to staff assigned a 24-hour Department-issued firearms and ammunition, who shall have their ammunition inspected and accounted for quarterly by the division Armorer.
- B. All duty ammunition stored in a mini-armory within a Control Center shall be stored in drilled-out boxes for instant accountability of the ammunition. Ammunition shall not be stored within a magazine except for ammunition utilized for escape posts and for SORU call out firearms.
- C. All ammunition of the same type shall be stored on the same shelf or shelves in the Armory, for better inventory and accountability. Older ammunition shall be stored

toward the front of the shelf or shelves, with newer ammunition to the rear. The date the ammunition is received at the institution shall be marked on the outside of each box.

- D. All ammunition located in towers, perimeter patrol vehicles, and other armed posts shall be rotated on an as needed basis. Ammunition removed from service shall be returned to the SOD and used for training or for test firing and shall be maintained on a separate shelf and designated as training ammunition.
- E. Disposition of Brass Casings:
 - 1. Institutions shall not reload ammunition, nor shall they have reloading equipment located within their institutions.
 - 2. All expended brass shall be stored by the SOD.
 - 3. Once enough brass is accumulated, but no less than annually, the SOD shall contact the applicable vendor to pick up the brass.

507.11 **EMERGENCY ENTRY EQUIPMENT**

- A. The following equipment shall be utilized as emergency entry equipment:
 - 1. A portable back-pack type cutting torch;
 - 2. An end-saw; and
 - 3. A heavy sledgehammer or battering ram of sufficient size to allow entry through an average wood or metal plated door that is secured by other than a big bit prison type lock.
- B. The institution Armorer shall be able to effectively operate and instruct others in the use of the portable cutting torch, end-saw and the use of the sledgehammer or battering ram to gain entry through a door.
 - 1. Pre-Release institutions shall not be required to have an end-saw or a torch kit.
 - 2. Souza-Baranowski Correctional Center and Old Colony Correctional Center shall maintain a portable backpack cutting torch, an end-saw and a heavy sledgehammer or battering ram as part of its emergency equipment.
 - 3. The Massachusetts Treatment Center, MCI-Norfolk, MCI-Shirley, and NCCI-Gardner shall maintain an end-saw and a heavy sledgehammer or battering ram as part of its emergency equipment.

RESTRAINT EQUIPMENT

A. The Director of Security shall ensure that all correctional personnel are thoroughly trained and familiarized in the proper application of all types of restraint equipment and shall establish and maintain a supply of wrist restraints, black boxes, leg restraints, and waist chains, based on experience, the needs of the institution, and in accordance with 103 DOC 520, *Instruments of Restraint*.

B. Types of Restraint Equipment

The following types of restraint equipment are most suited for the needs of the Department, any other types or styles of restraints not mentioned in this policy shall require the written approval of the Commissioner:

1. Wrist Restraints

- a. Peerless, Smith & Wesson, Hiatt and Galls standard, nickel plated steel ten (10) oz. or equal, with double locking mechanism, which meets NIJ Standards
- b. Peerless oversized wrist restraints
- c. Peerless high security wrist restraints
- d. Hiatt – Thompson filled wrist restraints

2. Leg Restraints

- a. Peerless, Smith & Wesson, Galls and Hiatt standard, nickel plated steel, with approximately a fourteen 14 x ½" chain, or equal, with double locking mechanism
- b. Peerless oversized leg restraints
- c. Peerless high security leg restraints
- d. American oversized leg restraints
- e. Hiatt – Thompson oversized leg restraints

3. Waist Chain

- a. Peerless or Smith & Wesson waist chains shall be standard, double link cuff-to-cuff at hip sides, which have a push pin lock mechanism. Chains should be of case handled variety with a minimum breaking strength of approximately eight hundred (800) pounds, or equivalent
- b. Peerless high security waist chains
- c. Hiatt – Thompson filled waist chains

4. Black box, wrist restraint cover, and waist chain.

5. Soft restraints to include posey and humane restraint, bed restraint and straps of the type with soft arm and leg cuffs that contain soft belts capable of being locked with a key or a Roller Buckle and used in combination with a chest or thigh strap as needed with the Duramax bed or similar type.

6. Flex cuffs (single or double).
7. Belts or any other equipment approved and authorized by the Commissioner.
8. Humane Restraint System, Hand Kuzi/The Tube Model, Secure Fit Restraint Mitt, and any such paddle device approved and authorized by the Commissioner.
9. Transition Restraint (Peerless)
 - a. There will be two (2) types; one (1) with a Standard Cuff; and one (1) with an Oversized Cuff.

This Transition Restraint shall only be utilized when transitioning an inmate from one (1) restraint systems to another (Wrist Restraints to Waist Chains, Humane Restraint Bed System, Posey Bed, and any similar Four Point Restraint that is authorized by the Commissioner).

- C. Along with the quarterly inventory, the institution/division Armorer shall inspect all restraint equipment for proper operation, accountability, and to determine whether the need exists for the replacement of such items. Restraining equipment shall be immediately withdrawn from usable stock when discovered to be excessively worn or operating ineffectively. Upon any restraint equipment being removed from service, an incident report shall be submitted to the Director of Operational Services/designee, detailing the reason, model number, and the serial number of such equipment.
- D. Restraint Sanitation Procedures:
 1. Restraints contaminated by body fluids shall be properly cleaned prior to being placed back into service.
 2. Wash with soap and water to remove all organic material or fluids.
 3. After washing, soak the restraints in a solution of bleach and water for thirty (30) minutes. The infection control coordinator recommends one (1) part bleach to ten (10) parts water.
 4. After washing and soaking, allow the restraints to thoroughly dry before properly oiling, before placing back into service.
 5. If leather restraints have been contaminated, the immediate removal from service and proper disposal procedures shall be followed; this is to ensure a healthy environment for all.

507.13

COMMUNICATION EQUIPMENT

- A. Institutions are encouraged to use any or all types of communication equipment where employee safety, custody and/or security procedures would be strengthened using this equipment.
- B. Institutions shall establish an inspection system to ensure that all types of communication equipment are functioning in the manner intended. The inspection and maintenance of this equipment is the responsibility of the institution/division Armorer. All equipment failures shall be reported to the institution/division Armorer and documentation maintained.
- C. The quarterly inventories of all communication equipment shall be performed by the institution/division Armorer.
- D. All radio equipment purchases and/or repairs of communication equipment shall require prior approval by the Director of Operational Services/designee. This shall ensure interagency operability and future compatibility issues that may arise with future upgrades or the manufacturer's equipment support.

507.14

DETECTION EQUIPMENT

- A. Special emphasis is placed on the use of detection equipment to prevent the introduction of contraband into institutions. Listed below are some, but not all, of the more common types used in various institutions:
 - 1. Metal Detectors, Ground Search
 - 2. Metal Detectors, Walk Through
 - 3. Metal Detectors, Handheld
 - 4. Metal Detectors, Cell Sense/Metra Sense
 - 5. Fluoroscope Inspections Systems
 - 6. X-Ray (belt driven)
 - 7. Ranger Boss Detection Chairs
 - 8. Fixed Video Surveillance Cameras, DVR's, and related equipment
 - 9. Full Body Scanner
- B. A Lieutenant or individual of higher rank, shall directly observe a designated staff person perform, and shall document in a log, the daily inspections of walk-through type metal detectors to ensure their operational readiness.

507.15 **BODY WORN CAMERAS**

The Department shall test and procure Body Worn Cameras (BWCs) as determined by the Director of Operational Services/designee and as approved by the Commissioner in accordance with 103 DOC 540, *Body Worn Cameras*.

507.16 **MAINTAINING RECORDS**

- A. The Director of Security/Division Head or their designee shall maintain a file containing all Armory database information of all broken equipment reports to include quantity and type of all the emergency equipment. This file shall also include reports associated with firearms and OC. The following Attachments shall be maintained in the Department's approved document management system:
 - 1. Attachment #1, *Monthly/Quarterly Security Equipment Inventory/Inspection*
 - 2. Attachment #2, *Institution Security Equipment Request Form*
 - 3. Attachment #3, *Institution Security Equipment Transfer Receipt Form*
 - 4. Attachment #7, *Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage/Post Assignment Waiver Request*
- B. A copy of all security equipment location inventories shall be on location with all Armory equipment wherever it is being stored.
- C. Files shall be complete for the current calendar year, and include those from the preceding two (2) calendar years.
- D. All broken and/or equipment no longer needed will be turned into the SOD for evaluation and proper disposal once the disposal authorization has been obtained.

507.17 **ARMORY OPERATIONS**

- A. Routine daily issuance of security type equipment (including firearms and ammunition) shall be conducted utilizing the chit system, except for BWCs, which shall be issued in accordance with 103 DOC 540, *Body Worn Cameras*.
 - 1. Additionally, all firearms and ammunition shall be signed for upon issuance utilizing a logbook that notes the date, time, staff issued to, serial number of the firearm and amount of ammunition. The logbook shall be reviewed each shift by the Officer in Charge (OIC) to ensure that all firearms and ammunition have been logged out and/or returned. The OIC shall document this review in the IMS Unit Activity Log.
- B. Hostage Rescue Team (HRT) firearms shall be stored separately from other firearms. They shall be test fired, cleaned, and maintained by the personnel authorized to use them, or an SOD Armorer.

- C. An inventory shall be maintained in all towers, mobile patrol vehicles, and Control Centers of all emergency/security equipment including firearms within that location. The assigned officer on post shall verify all security equipment is present for that post against the security equipment location inventory form generated from the Department's Armory Database System. It is necessary to list each serial number on this form. Any discrepancy in the inventory or tampering with firearms shall be reported to the Director of Security.
- D. Watch Towers
1. Institution watch towers should be situated so that they permit maximum unobstructed view of the grounds. They shall be equipped with:
 - a. One (1) Glock 17 9mm semi-automatic pistol with three (3), seventeen (17) round magazines with a total of fifty-one (51) rounds of ammunition, one (1) holster and one (1) magazine case.
 - b. One (1) Longarm Colt Rifle with forty (40) rounds, with two (2), twenty (20) round magazines with ten (10) rounds in each and a spare box with twenty (20) rounds.
 - c. One (1) appropriate clearing barrel or canister.
 2. Adequate communication capability shall be provided to permit tower-to-tower communication individually and as a group. Each watch tower shall also contain any lighting or other equipment as necessary for effective execution of the post assignment.
 - a. Sidearm shall always be worn on the person. Longarms shall be stored in such a manner to provide easy, unrestricted access with staff safety in mind, and, without any manipulation of any locking devices or breaking of any barriers or restraining material and in accordance with 103 DOC 501, *Institution Security Procedures*.
- E. Officers assigned to a tower post shall inspect tower firearms in accordance with the procedures outlined in *Attachment #8, Procedure for Armament Inspection by Tower Officers* and *Attachment #9, Procedure for Clearing and Returning Firearm to Rack After Chambering A Round*. Attachment #'s 8 and 9 shall be included in the Post Orders of all watch towers.
- F. Although it is preferable in medium and maximum-security level institutions to store all security/emergency equipment in the institution Armory, there may be a need to store such equipment elsewhere due to space limitations, ease of access, and institutional design and function. The Superintendent may authorize the storage of security equipment other than firearms, ammunition, and OC outside the main Armory.
- G. Firearms, ammunition, ECDs, SIMs, and OC shall only be stored outside the secure perimeter of an institution in the following areas: Armory, outer control, perimeter watch towers, or unless approved in writing by the Commissioner via *Attachment*

#7, Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OC Storage/Post Assignment Waiver Request. Institutions shall be required to resubmit any approved *Attachment #7* waiver(s) annually, prior to expiration, to be reviewed/re-approved by the Commissioner.

- H. All firearms, ammunition, ECDs, SIMs, OC, and chemical agents for SORU training issued from SOD Armories shall be done so in accordance with the 103 DOC 507, *Standard Operating Procedure for Special Operations Division Armory Operations.*

507.18 **DAMAGED/INOPERABLE EQUIPMENT**

- A. At the beginning of a tour of duty, it shall be the responsibility of each staff member to conduct an inspection of all equipment assigned to them for their assigned post. An incident report shall be written on any contaminated, inoperable, or damaged security equipment and removed from service by the institution/division Armorer. The Director of Security/Division Head shall ensure that any damaged security equipment is properly secured in the Armory and that a copy of the incident report is submitted to the Director of Operational Services/designee. All item(s) shall be removed from the institutional inventory.
- B. All damaged equipment shall be turned in to the SOD to be repaired or properly disposed of. If needed, the SOD shall replace damaged equipment, if the damaged item(s) and incident reports are submitted to the Director of Operational Services/designee.

507.19 **COVERT SURVEILLANCE EQUIPMENT**

- A. Procedure

If it is determined that the best course of action for the investigation is to conduct covert surveillance, the investigator shall make a formal written request utilizing *Attachment #10, Covert Surveillance Equipment Request Form* and completing and submitting Section 1 to their Superintendent/Division Head or designee. If the Superintendent/Division Head or designee agrees, they will complete *Attachment #10, Section 2* and forward the completed form to the Chief of the Office of Investigative Services (OIS) or designee, or the Chief of the Professional Standards Unit (PSU). Upon receipt of the request, the respective Chief/designee will review and determine if covert surveillance is advantageous to the investigation. Upon the respective Chief's/designee's determination that the covert surveillance can be completed, the respective Chief/designee will complete *Attachment #10, Section 3* and forward the form to the General Counsel/designee. The General Counsel/designee will review for potential violations of civil or criminal law. The General Counsel/designee will complete and forward *Attachment #10, Section 4* to the Commissioner/designee for final approval. Upon written approval of the Commissioner/designee, said original approval will be returned to the respective Chief and will be retained in a secure file maintained in the respective Chief's office.

B. Implementation

Once approved, a member of OIS/PSU will meet with the assigned investigator, review the layout of the area, and receive a case briefing. OIS/PSU staff will install, review and/or monitor the surveillance and surveillance equipment. All findings and observations will be reported to the respective Chief via an intelligence report.

C. Precautions

All surveillance will be conducted in accordance with Department policy and procedure and Massachusetts General Laws. The use of covert surveillance will be on a “need to know” basis, as determined by the Commissioner/designee, only.

D. Equipment

OIS/PSU will be responsible for maintaining all covert surveillance equipment. Master inventories will be maintained in OIS/PSU, Milford Headquarters.

507.20

EMERGENCIES

Whenever, in the opinion of the Commissioner, the Deputy Commissioner, or the Superintendent of a state correctional institution, an emergency exists which requires the suspension of all or parts of this policy, the Superintendent may order such a suspension except that any such suspension lasting beyond forty-eight (48) hours shall be authorized by the Commissioner.

In the event of a department wide loss of computer infrastructure; a contingency plan for Continuity of Operations Plan (COOP) is located in the Prison Division Office.

Monthly/Quarterly Security Equipment Inventories/Inspections
To be Uploaded from the Intranet Armory Database to PowerDMS



**MASSACHUSETTS DEPARTMENT OF CORRECTION
SPECIAL OPERATIONS DIVISION
NEW INSTITUTION SECURITY EQUIPMENT REQUEST FORM**
To be completed in the Department's approved document management system



Date: Click or tap to enter a date.

Institution:

Requested By:

EQUIPMENT REQUESTED

AMOUNT	ITEM DESCRIPTION (Include Make/Model if known)	CURRENT INV

JUSTIFICATION

(Please explain the need for these items)

(Superintendent/Designee Approval in Department's Document Management System)

SPECIAL OPERATIONS DIVISION

(Director of Operational Services/Designee Approval in Department's Document Management System)

If Denied, Reason:

	<p>MASSACHUSETTS DEPARTMENT OF CORRECTION SPECIAL OPERATIONS DIVISION INSTITUTION SECURITY EQUIPMENT TRANSFER RECEIPT FORM</p> <p><i>(To be completed in the Department's approved document management system)</i></p>	
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Issued To:

AMOUNT	ITEMS REQUESTED

Comments:

Special Operations Division

Employee Receipt in Department's Document Management System

SOD Armorer Acknowledgement in Department's Document Management System

Institution Minimum Standards
Souza-Baranowski Correctional Center & Old Colony Correctional Center

A. MK-IX Aerosol Projector

1. (24) Defense Technologies (or equivalent) of the following items:
 - a. MK-IX OC Vapor
 - b. MK-IX OC Vapor with wand attachment
 - c. MK-IX OC Foam
 - d. MK-IX OC Fogger
 - e. MK-IX OC Streamer

NOTE: OC formulas shall not exceed 1.33 % Major Capsaicin content.

B. Full Stock Gas Gun

1. (8) Defense Technologies, any of the following models: Model 1315, Model 1325, or Model 1425

C. OC/Chemical Munitions (Pyrotechnic)

1. (12) Defense Technologies Flameless Tri-Chamber
2. (24) Defense Technologies Triple Chaser

D. OC/Chemical Munitions (Non-Pyrotechnic)

1. (24) Defense Technologies Flameless Expulsion

E. Specialty Impact Munitions

1. (24) Defense Technologies Model 6297 60-CAL Stinger
2. (24) Defense Technologies Model 6299 Foam Baton
3. (24) Defense Technologies Model 6298 Wood Baton
4. (24) Defense Technologies Model 6325 Exact Impact Sponge Round

**Institution Minimum Standards
MCI-Norfolk, NCCI-Gardner, & MCI-Shirley**

A. MK-IX Aerosol Projector

1. (6) Defense Technologies (or equivalent) of the following items:
 - a. MK-IX OC Vapor
 - b. MK-IX OC Vapor with wand attachment
 - c. MK-IX OC Foam
 - d. MK-IX OC Fogger
 - e. MK-IX OC Streamer

NOTE: OC formulas shall not exceed 1.33 % Major Capsaicin content.

B. Full Stock Gas Gun

1. (4) Defense Technologies, any of the following models: Model 1315, Model 1325, or Model 1425

C. OC/Chemical Munitions (Pyrotechnic)

1. (6) Defense Technologies Flameless Tri-Chamber
2. (6) Defense Technologies Triple Chaser

D. OC/Chemical Munitions (Non-Pyrotechnic)

1. (6) Defense Technologies Flameless Expulsion Grenade

E. Specialty Impact Munitions

1. (6) Defense Technologies Model #6297 37B 60-CAL Stinger
2. (6) Defense Technologies Model #6299 37F Foam Baton
3. (6) Defensive Technologies Model #6298 37W Wood Baton
4. (6) Defense Technologies Model 6325 Exact Impact Sponge Round

**Institution Minimum Standards
MCI-Framingham & Massachusetts Treatment Center**

A. MK-IX Aerosol Projector

1. (3) Defense Technologies or (or equivalent) of the following items:
 - a. MK-IX OC Vapor
 - b. MK-IX OC Vapor with wand attachment
 - c. MK-IX OC Foam
 - d. MK-IX OC Fogger
 - e. MK-IX OC Streamer

NOTE: OC formulas shall not exceed 1.33 % Major Capsaicin content.

B. Full Stock Gas Gun

1. (2) Defense Technologies, any of the following models: Model 1315, Model 1325, or Model 1425

C. OC/Chemical Munitions (Pyrotechnic)

1. (3) Defense Technologies Flameless Tri-Chamber
2. (6) Defense Technologies Triple Chaser

D. OC/Chemical Munitions (Non-Pyrotechnic)

1. (6) Defense Technologies Flameless Expulsion Grenade

E. Specialty Impact Munitions

1. (6) Defense Technologies Model #6299 37F Foam Baton
2. (6) Defense Technologies Model #6298 37W wood Baton
3. (6) Defense Technologies Model #6297 37B 60-CAL Stinger
4. (6) Defense Technologies Model 6325 Exact Impact Sponge Round



Massachusetts
Department of Correction

Institution Name Here.

WAIVER

In accordance with:

**103 DOC 507
Security Equipment**

**FIREARMS, AMMUNITION, ECDS, SPECIALTY IMPACT MUNITIONS, & OC
STORAGE/POST ASSIGNMENT WAIVER REQUEST
(Attachment #7 to the 103 DOC 507, Security Equipment)**

(To be completed in the Department's approved document management system)

Superintendent *(Approval in Document Management System)*

Assistant Deputy Commissioner *(Approval in Document Management System)*

Director of Operational Services *(Approval in Document Management System)*

Deputy Commissioner of Prisons *(Approval in Document Management System)*

Commissioner *(Approval in Document Management System)*

Choose **ONE** (1) of the following:

- Initial Waiver for Firearms, Ammunition, ECDS, Specialty Impact Munitions, & OC Storage/Post Assignment Request
- Approved Firearms, Ammunition, ECDS, Specialty Impact Munitions, & OC Storage/Post Assignment Annual Renewal Request

Expiration Date: [Click here to enter a date.](#)

Section of Policy Requesting to be Waived:

Choose **ONE** (1) of the following:

- I respectfully request to waive the requirements set forth in 103 DOC 507, *Security Equipment*; specifically, 507.17 (G), which states, "Firearms, ammunition, ECDS, SIMs, and OC shall only be stored outside the secure perimeter of an institution in the following areas: Armory, outer control, perimeter watch towers, or unless approved in writing by the Commissioner via Attachment #7, Firearms, Ammunition, ECDS, Specialty Impact Munitions, & OCD Storage/Post Assignment Wavier Request. Institutions shall be required to resubmit any approved Attachment #7 waiver(s) annually, prior to expiration, to be reviewed/re-approved by the Commissioner."

I respectfully request to waive the requirements set forth in 103 DOC 507, *Security Equipment; specifically, 507.09 (K)*, which states, *“Superintendents shall be required to submit Attachment #7, Firearms, Ammunition, ECDs, Specialty Impact Munitions, & OCD Storage/Post Assignment Waiver Request to the Commissioner for approval of any post authorized to carry OC during a tour of duty. Superintendents shall be required to resubmit any approved Attachment #7 waiver(s) annually, prior to expiration, to be reviewed/re-approved by the Commissioner.”*

Institution: Click or tap here to enter text.

Type of security equipment (e.g., firearm, ammunition, ECD, specialty impact munition, OC):
Click or tap here to enter text.

Location/Post: Click or tap here to enter text.

Specifically outline the portion of the policy being sought to be waived and the reason operationally the institution cannot comply:

Procedure for Armament Inspection by Tower Officers

- A. At the start of their tour of duty, all officers shall physically and visually inspect all firearms and ammunition.
- B. This procedure shall include, but not be limited to: Removal of all rounds and inspection of their condition; unload and inspect all firearms and magazines; and returning all firearms to their proper place and configuration.
 - 1. Inspection Procedures: Colt Longarm
 - a. Remove the firearm from the rack and ensure firearm is pointed in a safe direction, (i.e., into the clearing barrel or canister provided) at all times.
 - b. Visually inspect the firearm to ensure the SAFETY is on.
 - c. Remove magazine from magazine well.
 - d. Slide the bolt to the rear and lock it in place. Visually inspect the chamber to ensure it is cleared of ammunition or obstruction and return the firearm to the rack.
 - e. Remove ammunition from magazine, count, inspect, and reload magazine.
 - f. Remove previously inspected firearm from rack and slide the bolt home to the closed position. Reinsert magazine in magazine well.
 - g. Return the firearm to rack and ensure the SAFETY is on. .

Procedure for Clearing and Returning Firearm to Rack After Chambering a Round

A. Colt Longarm

1. Ensure firearm SAFETY is on.
2. Ensure firearm is always pointed in a safe direction, (i.e., into the clearing barrel or canister provided) at all times.
3. Remove magazine from magazine well.
4. Pull charging handle to the rear slowly, while placing hand over ejection port to catch the ejected round.
5. Lock bolt to the rear.
6. Physically and visually inspect chamber to ensure the chamber is cleared of ammunition or obstruction.
7. Return firearm to rack and reload magazine.
8. Remove previously inspected firearm from rack. Slide the bolt home to the closed position. Reinsert magazine in magazine well.
9. Return firearm to rack and ensure the SAFETY is on.

Covert Surveillance Equipment Request Form

Section 1 (to be completed by the Investigator)

Investigative Report # _____

Scope of the Investigation:

Reason for request:

Investigator: _____ Date: _____

Section 2 (to be completed by the Superintendent/Division Head)

Comments: _____

Approved: _____ Date: _____

Section 3 (to be completed by the Chief of Investigative Services/Chief of Professional Standards Unit)

Comments: _____

Approved: _____ Date: _____

Section 4 (to be completed by the General Counsel)

Comments: _____

Approved: _____ Date: _____

Section 5 (to be complete by the Commissioner)

Comments: _____

Approved: _____ Date: _____

To be completed by the Central Intelligence Unit

Date Initiated: _____

Date Ended: _____

Staff Assigned: _____

*Attach a copy of the surveillance and or intelligence report.
Return to secure file.*

Test Fire Completion Form

Institution/Division: _____ **Date:** _____

Location of Test Fire(s): **Bridgewater Range** **Gardner Range**

Staff Member Conducting Test Fire(s) (PRINT): _____

MPTC Certified Firearms Instructor (PRINT): _____

MAKE	MODEL	SERIAL #	Discrepancies (If "Yes", explain below)?	
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
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			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No	<input type="checkbox"/> Yes

Discrepancy Comments: _____

Total Amount of Ammunition/Cartridges Expended: _____

Staff Member Conducting Test Fire(s) (Signature): _____

MPTC Certified Firearms Instructor (Signature): _____