Massachusetts Department of Correction **POLICY**		Effective Date 10/14/2025	Responsible Division Deputy Commissioner, Administration
		Annual Review Date 10/14/2025	
Policy Name 103 DOC 700 SITE SELECTION CRITERIA		Regulation. Reference: M.G.L. c. 124 § 1 (c) and (q)	
		DOC Policy Reference: 103 DOC 703	
		ACA/PREA Standards: 2-CO-2B-02	
Attachments Yes ☐ No ☒	Library Yes ☒ No ☐	Applicability: Staff	
Public Access Yes ☒ No ☐		Location: Department Central Policy File Each Superintendent's Policy File	

PURPOSE:
The purpose of this document is to establish Department of Correction (Department) policy concerning the selection and designation of institution sites.

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:
Deputy Commissioner, Administration
Director of Resource Management
Superintendents

CANCELLATION:
103 DOC 700 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, or regulations regarding the safety and well-being of the incarcerated or civilly committed individuals and staff in correctional institutions which are inconsistent with this policy.

SEVERABILITY CLAUSE:
If any part of 103 DOC 700 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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700.01 DEFINITIONS

Division of Capital Asset Management and Maintenance (DCAMM): State agency responsible for capital facility projects.

Division of Resource Management: The Division responsible for the planning and management of all feasibility studies, design development, infrastructure and emergency repairs, and construction for the Department.

Secretary: The Secretary of the Executive Office of Public Safety and Security.

Security Levels: A combination of the nature and number of physical design barriers available to prevent escape and control incarcerated or civilly committed individual's behavior, along with the degree of staff supervision necessary to ensure adequate control.

A. Pre-Release/Contracted Residential Placement: The perimeter is marked by non-secure boundaries. Physical barriers to incarcerated individual movement and interaction are either non-secure or non-existent. Incarcerated individual movements and interactions are controlled by rules and regulations only. Incarcerated Individuals may leave the institution daily for work and/or education in the community. Supervision while on the grounds of the institution is intermittent. While in the community, supervision is occasional, although indirect supervision (e.g. contact with employer) may be more frequent. Incarcerated Individuals must be within eighteen (18) months of parole eligibility or release and not barred by sentencing restrictions from either placement in a pre-release facility or participation in work, education or program related activities (PRA) release programs.

B. Minimum Security: The perimeter is marked by non-secure boundaries. Physical barriers to movement and interaction are either non-secure or non-existent incarcerated individuals may be housed in single, double or multiple occupancy areas. Incarcerated Individual movements and interactions are controlled by rules and regulations only. Supervision is intermittent incarcerated individuals may leave the perimeter under supervision. Contact visits and personal clothing are allowed.

C. Medium Security: The perimeter and physical barriers to control incarcerated or civilly committed individual movement and interaction are present. Incarcerated or civilly committed individuals may be housed in single, double or multiple occupancy areas. Incarcerated or civilly committed individual movement and interaction are generally controlled by rules and regulations, as well as with physical barriers. Incarcerated or civilly committed individuals are subject to direct supervision by staff.

Work and program opportunities are available. Contact visits and personal clothing may be allowed.

D. Maximum Security: The perimeter is designed and staffed to prevent escapes and the introduction of contraband. Incarcerated individual movement and interaction are controlled by physical barriers. The design of the institution offers an ability to house some offenders separate from others without a limitation of work and/or program opportunities. Incarcerated Individuals are subject to direct supervision by staff. Visits are a combination of non-contact and contact visits. They are determined by the level of security required for that particular incarcerated individual. Personal clothing is generally not allowed.

700.02 NEEDS AND FEASIBILITY EVALUATION

It is the responsibility of the Division of Resource Management to determine and identify the needs for additional sites based on the Department's forecasted needs.

700.03 EXISTING PRISON SITES

Determination shall be made by the Division of Resource Management as to whether the potential exists to expand on existing prison sites.

Any such determination shall be based on the current capability and/or potential capability of the existing infrastructure and available land which is consistent with the Department's management philosophy regarding the particular correctional institution which is being evaluated.

A feasibility study through DCAMM may be required as part of the evaluation.

700.04 ADDITIONAL PRISON SITES

The Commissioner shall notify the Secretary in writing when it has been determined that additional sites are required to meet the demands of the Department. This request shall include the security level, size, and preferable regional location.

700.05 GENERAL SITE CRITERIA

A. Topography: the topography and land area should not incur unusual design constraints nor prohibit future expansion.

B. Acreage (Maximum & Medium): In selecting a site for Security Levels Maximum or Medium institutions, approximately fifty (50) acres are preferred to house up to one thousand (1000) incarcerated or civilly

committed individuals. In urban areas acreage considerations shall be based on the availability of land and design factors.

C. Infrastructure (General): Where possible, a site should not require any substantial demolition and should be serviced with water supply, sewage, and electric services in the event that it is appropriate to either upgrade the utilities or provide new utilities to allow the use of a prime site. The needs of the surrounding community should be considered in the planning and design of said utilities.

D. Location (Maximum & Medium): Any new site proposed for Security Levels Maximum or Medium institutions shall preferably be located within fifty (50) miles of civilian population centers of at least 10,000 people or be within one (1) hour driving time to a hospital, fire protection, and public transportation.

E. Location (Minimum/Pre-Release): Any new site proposed for Security Levels Minimum or Pre-Release facilities shall be located within one (1) mile of public transportation or where other means of transportation are available.

F. Conflict with Statutes: Determination should be made initially that a proposed site does not conflict with any existing statute or regulation which would preclude its use for development (e.g., wetland or conservation acts).

G. Sites with Existing Structures: If a proposed site includes building(s) for reuse as a correctional institution, evaluation and consideration should be made on the following issues:

1. The condition of the existing building structure and systems.

2. Ability to conform to American Correctional Association (ACA) Standards, Department guidelines, and other regulations such as the Massachusetts Building Codes, NFPA, etc.

H. Formal Review and Evaluation: If the Department determines that a site is suitable for an institution or facility then the Department shall request that DCAMM conduct a formal review and evaluation.

I. Feasibility Study: Generally required for the determination of proposed site and/or buildings to include, but not limited to, all of the above factors, environmental concerns, and fiscal cost estimates based on the type of project. These may be conducted by consultants who are contracted by DCAMM.

J. Design Standards (All Security Levels): Design standards for all security levels shall be those outlined in 103 DOC 703, *Design Criteria And Planning Guidelines,* ACA's Standards, the applicable Department of Public Health rules and regulations, the State Building Code, and all other related codes, regulations, and standards which may apply. In the case of conflicting standards, the most stringent shall apply.

700.06 PROPOSED SITE PROCESS AND CRITERIA

When the Secretary forwards a proposed site(s) to the Commissioner for review, the Commissioner shall have the Division of Resource Management evaluate its suitability for correctional use including those criteria as outlined in sections 700.04 and 700.05.

700.07 NOTIFICATIONS

The Executive Office of Public Safety and Security shall be the lead agency in handling all notifications. Prior to all site visits, the following individuals and/or offices will be notified by the Executive Office of Public Safety and Security:

A. Executive Branch:

1. DCAMM;
2. Governor's Office of Legislative Affairs;
3. Governor's Office of Human Resources;
4. Governor's Office of Economic Development;
5. Relevant Agency Heads (e.g., Department of Mental Health, Department of Public Health)

B. Legislative Branch:

1. Representatives and Senators in whose district the site is located.

C. Local Officials:

1. The Chairman of the local Board of Selectmen or City Council; and,
2. The Mayor

Notification will consist of a telephone call and a "follow-up" memorandum. Both of these will include information pertaining to the date and time of the prospective visit and the names and affiliations of the participants.