

 <p style="text-align: center;">Massachusetts Department of Correction</p> <h1 style="text-align: center;">POLICY</h1>	Effective Date	Responsible Division Deputy Commissioner, Administration
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	Annual Review Date	
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Policy Name	M.G.L. Reference: Americans with Disabilities Act; 105 CMR 451; 105 CMR 590; 236 CMR 3; 248 CMR; 310 CMR 22; 521 CMR; 527 CMR; 780 CMR; 780 CMR Chapter 5	
103 DOC 703 DESIGN CRITERIA AND PLANNING GUIDELINES	DOC Policy Reference: 103 DOC 108; 103 CMR 155; 103 CMR 403; 103 CMR 420; 103 CMR 463; 103 CMR 483; 103 DOC 501; 103 DOC 502; 103 DOC 507; 103 DOC 508; 103 DOC 730; 103 DOC 755; 103 DOC 760	
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	Applicability: Staff	
Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Inmate Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Location: Department Central Policy File Each Institution's Policy File
<p>PURPOSE: The purpose of 103 DOC 703.00 is to establish Department of Correction (“Department”) policy and guidelines for the planning, design, construction of, and additions to, the Department’s institutions and facilities.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Deputy Commissioner of Administration Superintendents</p> <p>CANCELLATION: 103 DOC 703 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, or regulations regarding the safety and wellbeing of the inmates and staff in correctional institutions which are inconsistent with this policy.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 703 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.</p>		

TABLE OF CONTENTS

703.01	Needs Evaluation	3
703.02	Institution Locations	3
703.03	Capacity	3
703.04	Lower Security Housing	3
703.05	Handicapped Access	4
703.06	Department of Public Health Regulations	4
703.07	Building and Fire Safety Code Requirements	5
703.08	Institution Perimeter	6
703.09	General Guidelines	6
703.10	General Security	8
703.11	Intake, Booking, and Release Area	10
703.12	Lighting, Noise, and Ventilation; General	10
703.13	General Housing Area Requirements	12
703.14	Multiple Occupancy Housing Areas	13
703.15	Behavior Assessment Units	14
703.16	Minimum and Pre-Release Security Level Institutions	15
703.17	Health Services Units	15
703.18	Day Rooms	16
703.19	Activity and Exercise Areas	16
703.20	Education and Vocational Areas	19
703.21	Visiting Functions	19
703.22	Kitchen and Dining Areas	20
703.23	Storage Areas	20
703.24	Administrative Space	21
703.25	Mechanical and Electrical Space	21
703.26	Inmate Commissary	21
703.27	Laundry	22
703.28	Institutions for Women	22

ATTACHMENTS

Attachment #1	Design Criteria Guidelines	23
Attachment #2	Operational Issues	36

703.01 **NEEDS EVALUATION**

In accordance with 103 DOC 700, *Site Selection Criteria* it is the responsibility of the Division of Resource Management to undertake, with the Executive Office of Public Safety and the Division of Capital Asset Management and Maintenance (DCAMM), to identify needs and implement plans for construction of new institutions and expansion or renovation to existing institutions. When designing or acquiring any new institution and in planning any substantial expansion or modification of existing institutions, the agency shall consider the effect of the design, or modification upon the agency's ability to protect inmates from sexual abuse.

703.02 **INSTITUTION LOCATIONS**

Any new site proposed for any level of security shall meet the requirements of 103 DOC 700, *Site Selection Criteria*, Section 700.05, *General Site Criteria*.

703.03 **CAPACITY**

- A. Feasibility studies in accordance with 103 DOC 700, *Site Selection Criteria* shall determine capacity of new institutions based on Department needs.
- B. Institutions housing more than five-hundred (500) inmates shall be subdivided into units of not more than five-hundred (500) inmates.
- C. Where feasible, the population assigned to housing units in existing, renovated or new institutions shall not exceed the design capacity.
- D. A managerial objective in Maximum and Medium security levels is a population at rated capacity (90% of design capacity). Rated capacity is considered to be the original design capacity, plus or minus capacity changes resulting from building additions, reductions or revisions. Any changes to rated capacity shall be communicated by the Director of Resource Management to the Directors of Classification and Research and Planning.

703.04 **LOWER SECURITY HOUSING**

When a Minimum or Pre-Release security level institution is part of a Maximum or Medium security level complex, lower security inmates shall be housed separately outside the institution's perimeter security.

703.05

HANDICAPPED ACCESS

A. Additions and New Plants

1. Planning shall provide that all parts of the institution which are accessible to and usable by the public are accessible to and usable by handicapped persons.
2. Planning shall provide that handicapped inmates are housed in a manner which provides for their safety and security, including the following provisions:
 - a. Cells or housing units used by them are designed for their use and provide the maximum possible integration with the general population and,
 - b. Appropriate institution programs and activities are accessible to handicapped inmates confined in the institution.
3. Planning shall take into account that the number of handicapped accessible cells shall be in accordance with the Americans with Disabilities Act and 521 CMR *Architectural Access Board* as administered by the Massachusetts Architectural Access Board (MAAB).

B. Existing Institutions

Existing institutions shall comply with 103 DOC 108, *Institution Policy on Program/Facility Access for Disabled Persons*.

703.06

DEPARTMENT OF PUBLIC HEALTH REGULATIONS

- A. Department of Public Health Regulations (105 CMR 451, *Minimum Health and Sanitation Standards and Inspection Procedures for Correctional Facilities*) shall be incorporated into the planning process for new or renovated institutions. 780 CMR, *Massachusetts State Building Code* and 248 CMR, *Rules and Regulations Governing Plumbers and Gas Fitters*, shall be the governing code in their specific discipline where conflicts arise.
- B. Existing institutions shall to the extent possible, comply with Public Health required regulations, or there is a plan to address any deficiencies within a reasonable time period and subject to the availability of capital funds.

BUILDING AND FIRE SAFETY CODE REQUIREMENTS

A. Massachusetts Building Codes

Additions or renovations to existing institutions, or new plants, shall be designed and constructed in accordance with the Massachusetts State Building Code, applicable federal laws, and applicable fire safety codes as required by statute and to the extent consistent with essential security requirements. When security requirements are inconsistent with established regulations, variances shall be sought to insure acceptance by the jurisdictional authority.

B. Interior Finishing Materials

Additions or renovations to existing institutions or new institutions shall document that interior finishing materials in inmate living areas, staff areas, exits, and places of public assembly are in accordance with State Building Code and Fire Safety Code requirements.

C. Exits

Additions or renovations to existing institutions or new institutions shall have exits properly positioned, clear, distinctly and permanently marked in order to ensure the timely evacuation of inmates and staff in the event of fire or other emergency. All housing areas and places of public assembly for fifty (50) or more persons shall have a minimum of two (2) exits.

D. Automatic Fire and Carbon Monoxide Detection Systems

The institution shall have an automatic fire detection and carbon monoxide (where required) systems that is approved by the State Building Inspector and State Fire Marshal or the authority having jurisdiction in accordance with 780 CMR *Massachusetts State Building Code*, 521 CMR *Architectural Access Board* and 527 CMR *Board of Fire Prevention Regulation*, or there is a plan to address any deficiencies within a reasonable time period, in accordance with 103 DOC 730, *Fire Prevention And Safety* and subject to the availability of capital funds.

E. Automatic Suppression System

As required under 780 CMR Chapter 9 *Fire Protection Systems* all security level institutions shall also provide automatic suppression systems.

703.08

INSTITUTION PERIMETER

A. Maximum and Medium Security Levels

The institution perimeter in Maximum and Medium security level institutions shall be constructed in conformance with Attachment #1 of this policy and shall provide that inmates remain within the perimeter and that access by the general public is denied without authorization.

B. Minimum and Pre-Release Security Levels

The institution perimeter in Minimum and Pre-Release security levels institutions shall be in conformance with Attachment #1 of this policy.

C. Vehicle and Pedestrian Sally Ports

Maximum and Medium security levels and, where appropriate, Minimum security level, institutions shall provide vehicle and pedestrian sally ports between inmate areas and areas providing access to the general public.

D. Watchtowers

If the institution is programmed to have watchtowers, they shall be placed so that an unobstructed view of the grounds and perimeter is permitted and the watchtowers shall be equipped as per 103 DOC 507, *Security Equipment*.

703.09

GENERAL GUIDELINES

A. Entrance: Maximum, Medium, and Minimum Security Levels

Each entrance to a Maximum or Medium security level and, where appropriate Minimum institution, shall be constructed as to permit personnel stationed in the control room or secure reception area to observe and identify the person seeking admission, prior to gaining access to a secure area, and shall be in accordance with applicable items in Attachment #1 of this policy.

B. Adequate Separation

The planning and design shall provide for adequate separation of:

1. Inmates from the public;
2. Inmates of one classification from inmates of another;

3. Inmates from unauthorized areas of the institution.

C. Staff Workstations and Control Rooms

Staff workstations and control rooms (when used) shall be situated to provide the greatest degree of observation of traffic flow and supervised internal activities and, consistent with security, the greatest degree of staff/inmate interaction as possible.

D. Staff Surveillance and Movement Control Stations

Staff surveillance and movement control stations shall be separated from the public and inmates by security barriers and shall be protected from direct observation from outside the institution. Program and custodial staff shall generally be dispersed within housing areas for supervisory and programmatic activities.

E. Communication Devices

Communication devices shall be provided between control stations (when used) and staff in living and program areas in accordance with Attachment #1 of this policy.

F. Staff Offices

Staff offices are located so that they are readily accessible to inmates and there is a minimum of physical barriers separating inmates from staff.

G. No Pad Locks

In new institutions, or renovations to an existing institution, pad locks shall not be used in place of, nor in addition to, a security lock on any door, gate (Site constraint and access for emergency vehicles may require the use of padlocks on fence gates so as not to restrict vehicular access.), or window within the secure perimeter of the institution. All keys and locks shall be in accordance with 103 DOC 502, *Control of Locks and Keys* and 103 DOC 507, *Security Equipment*.

H. Traffic Corridor

Traffic corridors shall have a minimum clear width of four (4) feet or as required by the State Building Code.

I. Illumination Levels

Illumination levels shall provide twenty (20) foot-candles at desk and grooming level in living areas, and 100 foot-candles in all work or study areas of the institution.

J. Floor Drains and Emergency Shut-Off Valves

Maximum and Medium security level institutions shall be constructed with floor drains in all living and activity areas and, water supply lines shall be equipped with emergency shut-off valves. Gate valves shall be installed on branch underground lines before their entrance to the building. Floor drains shall be located outside the cell area properly to reduce tampering and flooding. All floor drains shall have tamper proof covers.

K. Emergency Power Source

Each new or renovated institution shall have an emergency power source capable of providing 100% power for minimum three (3) day duration in the event of a loss of normal power. Existing institutions shall develop a plan to address any deficiencies in this area in accordance with 103 DOC 501, *Institution Security Procedures* and 103 DOC 730, *Fire Prevention and Safety* and being subject to the availability of capital funds.

703.10

GENERAL SECURITY

A. General

All general security items shall be in accordance with Attachment #1 of this policy.

B. Central Control: Maximum and Medium Security Levels

Each Maximum and Medium security level institution shall have a secure central control room with good visibility, which shall be staffed twenty-four (24) hours per day and shall have adequate equipment to monitor and control day to day operations.

C. Communication Systems

All telephone switch room and emergency alarm systems shall be operated from the central control room. Central control shall have access to direct communication with the local police and local fire departments. Video visitation and WiFi at all inmate housing units. WiFi locations to include all inmate program areas.

D. Electronic Surveillance

Where audio or visual electronic surveillance is used, it shall be located primarily in hallways, elevators, corridors, and perimeter security points such as entrances and exits. All such systems are generally monitored at the central control room. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such technology may enhance the agency's ability to protect inmates from sexual abuse.

E. Pedestrian Sally Port; Maximum and Medium Security Levels.

Each Maximum and Medium security level institution shall have one (1) pedestrian sally port for the temporary holding of persons entering the institution to prevent the introduction of weapons or other contraband. The sally port shall include staff surveillance, a metal detector or similar equipment, a search area, and shall have remote control, and interlocking doors.

F. Vehicle Sally Port; Maximum and Medium Security Levels

Each Maximum and Medium security level institution shall have one (1) vehicular sally port for the temporary holding of vehicles awaiting entrance to the security perimeter of the institution. These sally ports shall have officer's stations and a search area, a storage depot for weapons, interlocking gates and locks, and remote control (located at Central Control).

G. Secure Arsenals

Each Maximum and Medium security level institution shall have a secure area for an arsenal located to prohibit any access by inmates but quickly accessible to correctional officers in the event of an emergency. Arsenals shall be in accordance with 103 DOC 507, *Security Equipment*.

703.11

INTAKE, BOOKING, AND RELEASE AREA

A. Where appropriate, institutions shall have an intake, booking, and release area that is located inside the security perimeter but outside inmate living quarters. This area/building shall be located so as to have easy access to the Health Services area. This area shall provide for the following components:

1. Booking area;
2. Access to drinking water;
3. Shower facilities, operable toilets, and wash areas;

4. Secure storage for inmates' personal property;
5. Telephone facilities;
6. Private interview space;
7. Temporary holding cells and/or areas with sufficient seating;
8. I.D. areas;
9. Medical exam room;
10. Support areas.

703.12

LIGHTING, NOISE, AND VENTILATION: GENERAL

Planning shall include that the following are incorporated into plans for all living areas:

A. Lighting: General.

Lighting throughout the institution is determined by the tasks to be performed, interior finishes and colors, type and spacing of light sources, outside lighting, and shadows and glare.

B. Lighting: Desk and Personal Grooming Areas

Lighting is at least twenty (20) foot-candles at inmates' rooms/cells desk level and in personal grooming areas. Measurements shall be conducted once during an ACA accreditation cycle by a qualified source.

C. Natural Light: General, Existing, Renovation

All inmates' rooms/cells provide access to natural light.

D. Natural Light: Inmate Rooms/Cells, Confinement of Ten (10) Hours or More, New Construction

Inmates in general population who are confined in their rooms/cells for ten (10) or more hours daily have access to natural light by means of an opening or window of at least three (3) square feet of transparent glazing plus two (2) additional square feet of transparent glazing per inmate in rooms/cells with three (3) or more inmates with a view to the outside.

E. Natural Light: Inmate Rooms/Cells, Confinement of Ten (10) Hours or Less; New Construction

Inmates in general population who are confined in their rooms/cells for less than ten (10) hours daily have access to natural light through an opening or window as described in paragraph four (4) above or through an opening or window of at least three (3) square feet of transparent glazing plus two (2) additional square feet of transparent glazing per inmate in

rooms/cells with three (3) or more inmates between their room/cell and an adjacent space.

F. Lighting: Day Rooms, New Construction

Each day room provides a minimum of twelve (12) square feet of transparent glazing with a view to the outside, plus two (2) additional square feet of glazing per inmate whose room/cell does not contain an opening or window with a view outside.

G. Indoor Air Quality: Existing Institutions

In existing institutions, circulation is at least ten (10) cubic feet of fresh or re-circulated filtered air per minute per occupant for cells/rooms, officer stations, and dining areas and is checked by a qualified technician at least once during an ACA accreditation cycle. Indoor air quality shall comply with ASHRAE 62-1999.

H. Indoor Air Quality: New Construction, Renovation, Addition

In new construction, renovation, or addition, circulation is at least fifteen (15) cubic feet of fresh or re-circulated filtered air per minute per occupant for cells/rooms, officer stations, and dining areas and is checked by a qualified technician at least once during an ACA accreditation cycle. Indoor air quality shall comply with ASHRAE62-1999.

I. Temperatures

Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones per Department of Public Health Regulations.

J. Noise Levels

Noise levels do not exceed seventy (70) decibels (dBA) (Scale A) in daytime and forty-five (45) decibels (dBA) (Scale A) at night. Measurements shall be conducted annually by a qualified source.

703.13

GENERAL HOUSING AREA REQUIREMENTS

A. Planning: Occupancy Per Cell

Planning shall include that only one (1) inmate occupy a cell designed for single occupancy unless designated otherwise by the Commissioner due to the needs of the Department. For new construction after January 1, 1990, single-cell living units shall not exceed eighty (80) inmates.

B. Square Footage Per Cell

All single rooms or cells shall be at least seventy (70) square feet in new plants or building additions. When confinement exceeds ten (10) hours per day there are at least eighty (80) square feet of total floor space per occupant. There should be thirty-five (35) square feet of unencumbered space per occupant and a minimum dimension of seven (7) feet in any one direction. Unencumbered space is useable space that is not encumbered by furnishings or fixtures. All fixtures and equipment must be in operational position.

C. Facilities and Conditions; General Housing Areas for Maximum and Medium Security Levels

In general population Maximum and Medium security level housing, each cell shall have at a minimum, the following facilities and conditions:

1. Sanitation facilities including access to:
 - a. A toilet above floor level that is available for inmate use without assistance twenty-four (24) hours a day and;
 - b. A wash basin with hot and cold running water;
2. A sleep surface and mattress at least twelve (12) inches off of the floor, a writing surface and proximate area to sit (this is not required for inmates confined to their cell/room for less than ten (10) hours per day), collapsible hooks or place to store clothes, and space for storage of personal items per 103 CMR 403, *Inmate Property*;
3. A floor to ceiling height of at least eight (8) feet;
4. Observable natural light.

D. Separate Sleeping Quarters for Male and Female

When both males and females are housed in the same building, the institution shall provide separate sleeping quarters and sanitation facilities which are visually and acoustically separated.

E. Separation of Inmates by Classification

New plants or additions shall be designed and constructed so that inmates can be housed in accordance with 103 CMR 420, *Classification*, and other applicable classification plans.

MULTIPLE OCCUPANCY HOUSING AREAS

A. Multiple Occupancy Housing Areas: General

When used, multiple occupancy rooms shall house no more than fifty (50) inmates, unless designated otherwise by the Commissioner due to the needs of the Department. These shall be used for inmates who have been screened for suitability to group living. These areas shall provide the following:

1. Continued observation by staff;
2. A minimum floor area of sixty (60) square feet per occupant. There should be twenty-five (25) square feet of unencumbered space per occupant with a minimum dimension of seven (7) feet in any one direction and a minimum floor to ceiling height of not less than eight (8) feet;
3. Plumbing and fixtures shall comply with 248 CMR, *Rules and Regulations Governing Plumbers and Gas Fitters*. The number of toilets shall be in the ratio of one (1) toilet for every eight (8) male inmates and one (1) toilet to every six (6) female inmates. Showers shall be in the ratio of one (1) shower to every eight (8) inmates and one (1) lavatory for every six (6) inmates. There shall be a minimum ratio of one (1) basin for every twelve (12) occupants.
4. Natural light by means of at least twelve (12) square feet plus two (2) additional square feet of transparent glazing per additional inmate in the dormitory;
5. Beds above floor level;
6. A locker or storage space for each inmate.

B. Planning: Maximum and Medium Security Levels

Planning for new institutions shall preclude the use of multiple occupancy housing in Maximum and Medium security level institutions

C. Planning: Medium Security Level

Planning for multiple occupancy housing in Medium security level (although not preferred) shall ensure that such areas are programmed for lower security areas within the institution.

D. Planning: Minimum and Pre-Release Security Levels

Planning for multiple occupancy housing shall normally occur at Minimum and Pre-Release security levels only.

E. Inmate Screening

All planning for multiple occupancy housing shall ensure that inmates are screened for group living prior to assignment.

703.15

BEHAVIOR ASSESSMENT UNITS

A. Provision of Behavior Assessment Units

The institution shall provide behavior assessment unit (BAU) rooms or cells with living conditions which approximate those of the general inmate population. BAUs shall provide the following:

1. All cells/rooms provide a minimum of at least eighty (80) square feet, and shall provide thirty-five (35) square feet of unencumbered space for the first occupant and twenty-five (25) square feet of unencumbered space for each additional occupant, and a minimum dimension of seven (7) feet in any one (1) direction;
2. A bed above floor level, writing surface and proximate place to sit;
3. Continuous access to the following:
 - a. above floor toilet facilities;
 - b. hot and cold running water;
 - c. observable natural light.

B. Room: Communication and Observation

Planning shall ensure that a room in BAU permits inmates to communicate with staff and has a door which permits observation by staff.

703.16

SECURITY LEVEL MINIMUM AND PRE-RELEASE INSTITUTIONS

Security Level Minimum and Pre-Release inmates shall be housed separately, where feasible, from other inmates and shall be provided the following:

- A. Minimum floor area of sixty (60) square feet in multiple occupancy areas in the living area of existing institutions and seventy (70) square feet per cell or room in new institutions;

- B. Toilet and shower facilities at a ratio of one (1) operable unit for every eight (8) male occupants and one (1) operable unit for every six (6) female occupants, or per the Massachusetts Plumbing Code;
- C. Access to one (1) operable wash basin with hot and cold running water for every six (6) occupants, or per the Massachusetts Plumbing Code;
- D. Natural light;
- E. Bed above floor level;
- F. Closet/locker space for each occupant.

703.17

HEALTH SERVICE UNITS

A. Health Service Unit, Quarantine Rooms, Mental Health

Each Maximum and Medium security level institution shall have a suitably equipped Health Service Unit (HSU). Planning shall include bed space for between two (2) to three (3) percent of the population, quarantine rooms, and rooms for mental health related problems to be used for “at risk” inmates, temporary stabilization of inmates, and mental health evaluations. There shall be a sufficient amount of bathing facilities to allow inmates housed here to bathe daily. Inmates have access to operable washbasins with hot and cold running water at a minimum ratio of one (1) basin for every twelve (12) occupants. Inmates have access to toilets and hand-washing facilities twenty-four (24) hours per day and are able to use toilet facilities without staff assistance. Toilets are provided at a minimum ratio of one (1) for every twelve (12) inmates in male facilities and one (1) for every eight (8) inmates in female facilities. Urinals may be substituted for up to one-third (1/3) of the toilets in male facilities. All housing units with three (3) or more inmates have a minimum of two (2) toilets.

B. Mental Health Beds

Mental Health related beds shall provide for continuous staff observation.

C. Health Service Units; Planning

Planning and design of HSUs shall be done in accordance with DOC Health Services policies and in conjunction with the Directors of Health Services and the Division of Resource Management. Medically Assisted Treatment Suites shall be constructed per the DEA guidelines at locations identified by the Division of Health Services.

703.18

DAY ROOMS

A. Space Requirements

The institution shall provide a separate day room leisure time space for each cell block or general population housing unit. New construction day rooms shall contain a minimum of thirty-five (35) square feet per inmate for the maximum number of inmates who are estimated to use the day room at one time. Day room space may vary depending on the type of inmates, program and work opportunities, and recreational opportunities. No day room encompasses less than one-hundred (100) square feet of space (exclusive of lavatories, showers, and toilets).

B. Furnishings

Day rooms provide sufficient seating and writing surfaces for every inmate using the day room at one time. Day room furnishings are consistent with the custody level of the inmates assigned.

703.19

ACTIVITY AND EXERCISE AREAS

A. Exercise Space

The institution shall provide space outside the room or cell for inmate exercise.

B. Multi-Purpose Room

The institution shall provide at least one (1) multipurpose room available for inmate activities such as religious services and various treatment services.

C. Accessibility to Toilets and Wash Basins; Activity Areas

All activity areas shall have toilets and wash basins which are accessible to persons using the area. The area shall provide the following conditions:

1. Lighting is appropriate to the activity area per the building code;
2. circulation is ten (10) cubic feet of fresh purified air per minute per occupant;
3. temperatures are appropriate to the summer and winter comfort zones with consideration for the activity being performed;

D. Exercise Area; Institutions Under One Hundred Inmates

1. Outdoor Exercise Areas

Fifteen (15) square feet per inmate for the number of inmates expected to use the space at one time, but not less than one thousand five hundred (1,500) square feet of unencumbered space.

2. Covered/Enclosed Exercise Areas

Fifteen (15) square feet per inmate for the number of inmates expected to use the space at one time, a minimum ceiling height of eighteen (18) feet, but not less than five hundred (500) square feet of unencumbered space.

E. Indoor Recreation Space; Planning; Maximum and Medium Security Levels.

In new Maximum and Medium security level institutions, planning shall include a separate indoor recreation space for vigorous exercise which is not less than sixty (60) feet by one hundred (100) feet with a ceiling height of not less than twenty-two (22) feet.

F. Outdoor Recreation Areas; Maximum and Medium Security Levels; Institutions Up to One Thousand Inmates

In new Maximum and Medium security level institutions of up to one thousand (1000) inmates there is a minimum of two (2) areas of outdoor recreation space. In urban institutions outdoor recreation space shall be programmed on a site-specific basis with availability of land as a primary concern.

G. Outdoor Exercise Areas for Management Accountability Units

Management accountability housing units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for special management units are as follows:

1. Group areas: 330-square feet of unencumbered space can accommodate two inmates. For each additional 150-square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first inmate, equals the maximum number of inmates who may use the recreation area space simultaneously).

2. Individual areas: 180-square feet of unencumbered space.

In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be available to the inmates who desire to take advantage of their authorized exercise time.

H. **Outdoor Exercise Areas for BAUs**

BAUs have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for BAUs are as follows:

1. Group yard modules: 330-square feet of unencumbered space can accommodate two (2) inmates. For each Additional 150-square feet of unencumbered space, an Additional inmate may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first inmate, equals the maximum number of inmates who may use the recreation area space simultaneously). No more than five (5) inmates are to use a group module at one time.
2. Individual yard modules: 180-square feet of unencumbered space.

In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be available to the inmates who desire to take advantage of their authorized exercise time.

703.20

EDUCATION AND VOCATIONAL AREAS

A. **Classrooms**

In institutions offering academic and vocational training programs, classrooms shall be designed in cooperation with the Department's Education Division and Division of Resource Management. Classrooms shall include WiFi for inmate programs.

B. **General Library**

Each institution shall maintain a general library for use by inmates.

C. **Law Library**

Each institution of two hundred (200) inmates or greater shall maintain, or provide access to, the services of a law library.

D. **Educational, Vocational, and Industrial Areas; General**

All educational, vocational, and industrial areas shall be designed in conjunction with the Director of Industries and the Division of Resource Management.

703.21

VISITING FUNCTIONS

A. **Visiting Room or Area**

Sufficient space is provided for a visiting room or area for contact visiting and, if necessary, an area for non-contact visiting. All such areas shall be programmed in accordance with 103 CMR 483, *Visiting Procedures*. Video visitation shall be provided at all institutions.

B. **Interview Rooms**

Each institution shall have observable interview rooms for confidential consultations.

C. **Toilet Facilities**

There shall be separate toilet facilities for inmates and visitors, both male and female.

D. **Screening and Searching Areas and Rooms.**

There shall be adequate and designed space to permit screening and searching of both inmates and visitors. Separate search rooms shall be provided for both inmates and visitors.

E. **Lockers**

Lockers shall be provided in the administration area for the proper storage of visitors' belongings and other possessions not allowed into the visiting area.

703.22

KITCHEN AND DINING AREAS

A. Planning; General

All food service areas shall be planned, designed, and constructed in accordance with 103 DOC 760, *Food Service Policy* and 105 CMR 590, *State Sanitary Code Chapter X Minimum Sanitation Standards for Food Establishments*.

B. Food Preparation Area

The institution shall provide a food preparation area based on population size, and with a minimum of ten (10) square feet of kitchen floor space per inmate.

C. Dining Area

The institution shall provide a dining area designed to accommodate twelve (12) to fifteen (15) square feet per inmate served. The number of inmates served at any one time shall be an administrative decision to be reached in the planning stage in conjunction with the Superintendent, Director of Food Services, and Division of Resource Management.

703.23

STORAGE AREAS

A. Storage of Cleaning Supplies and Equipment

The institution shall provide secure space or janitor closets equipped with a sink for the storage of cleaning supplies and equipment. Provided space is in one (1) or more locations that are accessible to the living and activity areas.

B. Provision of Secure Storage Space

The institution shall provide secure storage space for the following items:

1. Clothing, bedding, and miscellaneous institution supplies;
2. Inmates' personal property and clothing;
3. Restraining devices and related security equipment which are located in an area which is readily accessible to authorized persons only in the event of emergency;
4. Firearms, ammunition, chemical agents and restraint equipment outside the perimeter in a secure building;

5. Inmate records;
6. Short and long term food storage;
7. Equipment and tools necessary for the maintenance of the buildings and grounds;
8. Toxic, caustic, and flammable materials.

All of the above shall be in accordance with the following DOC policies: 103 CMR 155, *Inmate Six-Part Folder*; 103 CMR 403, *Inmate Property*; 103 DOC 507, *Security Equipment*; 103 DOC 508, *Firearms*; 103 DOC 730, *Fire Prevention and Safety*; and 103 DOC 755, *Clothing, Linen, and Laundry*.

703.24 **ADMINISTRATIVE SPACE**

The institution shall provide support space to include, but not be limited to, administrative space, space for professional and clerical staff, conference rooms, employee locker or storage rooms, employee lounges, space for training, public lobby, and adequate toilet facilities. The number of volunteers expected at a particular security level shall also be taken into consideration.

703.25 **MECHANICAL AND ELECTRICAL SPACE**

The institution shall provide separate and adequate space for all mechanical and electrical equipment needed for heating, lighting, ventilation, water supply, wastewater treatment, waste removal, and other activities needed to operate the institution. This space shall be approximately eight (8) to twelve (12) percent of the total floor space and/or consistent with design and industry standards.

703.26 **INMATE COMMISSARY**

Space shall be provided for an inmate canteen or commissary, or provisions shall be made for a mobile commissary service

703.27 **LAUNDRY**

Space shall be provided for a laundry operation sufficient to serve the needs of the institution in accordance with 103 DOC 755, *Clothing, Linen, & Laundry* and 105 CMR 451, *Minimum Health and Sanitation Standards and Inspection Procedures for Correctional Facilities*.

703.28

INSTITUTIONS FOR WOMEN

Institutions for women shall generally follow these guidelines. Any adjustments necessary to accommodate female inmates shall be identified and incorporated into the Architectural Program during the planning stage of the project.

103 DOC 703**DESIGN CRITERIA GUIDELINES**

These standards, as listed below, are **guidelines** developed by the Department of Correction. They are intended to provide direction and information to all interested parties during any particular phase of a construction project. Although these are guidelines, they may not be modified or deviated from without the review and approval of the Department of Correction's Division of Resource Management.

A. HOUSING AREA WINDOWS

1. *MAXIMUM SECURITY LEVEL* - In new construction, where the general population is confined for ten (10) hours or more per day, access to natural light by means of an opening or window of at least three (3) square feet with a view to the outside; If confined for less than ten (10) hours per day then there is either access to natural light by means of an opening or window of at least three (3) square feet with a view to the outside or through an opening or window of at least three (3) square feet between their room/cell and an adjacent space.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*. In existing institutions, window grade may be reduced to *MINIMUM SECURITY LEVEL* if security screen and/or window alarms are incorporated.
3. *MINIMUM SECURITY LEVEL* - Standard size commercial grade.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

B. SECURITY SCREENS

1. *MAXIMUM SECURITY LEVEL* - Ten (10) mesh per inch; security gauge.
2. *MEDIUM SECURITY LEVEL* – Twelve (12) mesh per inch; security gauge. In existing institutions Sixteen (16) mesh/inch shall be allowed if incorporated with a window alarm system.
3. *MINIMUM SECURITY LEVEL* – Sixteen (16) mesh per inch; commercial grade.
4. *PRE-RELEASE SECURITY LEVEL* – sixteen (16) mesh per inch; commercial grade.

C. PLUMBING FIXTURES - CELL / BEDROOM

1. *MAXIMUM SECURITY LEVEL* - Colored epoxy coated stainless steel, heavy duty correctional use; serviced via a locked chase outside the cell area.
2. *MEDIUM SECURITY LEVEL* - Durable, epoxy colored, stainless steel fixtures and mounting, serviced by a locked chase outside the cell area. Medium institutions, dormitory style housing at existing institutions shall allow vitreous china at a gang bathroom layout.
3. *MINIMUM SECURITY LEVEL Minimum* - Vitreous china.
4. *PRE-RELEASE SECURITY LEVEL* - same as *MINIMUM SECURITY LEVEL*.

D. FLOOR DRAINS IN HOUSING AREAS

1. *MAXIMUM SECURITY LEVEL* - Independent drain system, adjacent to and outside cell; drains required in day rooms; Scupper drains required on mezzanine or tiers.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVELS*. Medium institutions, dormitory style housing unit requires drains at gang bathroom and laundry areas only.
3. *MINIMUM SECURITY LEVEL* - Not required.
4. *PRE-RELEASE SECURITY LEVEL* - Not required.

E. CELL OR BEDROOM DOOR

1. *MAXIMUM SECURITY LEVEL* - Fully selective electro-mechanical security hollow metal sliding door with vision panel, speaking panel, and food pass; remotely controlled with manual override; gang lock release with individual override; BAUs cells shall have hand and ankle cuff slots.
2. *MEDIUM SECURITY LEVEL* - Sliding security door; remotely controlled with manual override; gang lock release with individual override; vision panel; food pass; swinging door allowed depending on housing unit type and inmate served. Medium institutions, dormitory style housing unit, hollow metal remotely controlled door to unit.
3. *MINIMUM SECURITY LEVEL* - Swinging, commercial grade hollow metal or solid wood; vision panel; doors may be lockable from the inside.

4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

F. CELL/BEDROOM FURNITURE

1. *MAXIMUM SECURITY LEVEL* - Steel or concrete, fixed in place; bed, writing surface, and seat, storage space for personal belongings; BAU beds shall have restraint capabilities.
2. *MEDIUM SECURITY LEVEL* - Steel, fixed in place; bed, writing surface and seat, storage space for personal belongings. Existing dormitory style medium level shall allow minimum level requirements.
3. *MINIMUM SECURITY LEVEL* - Movable, durable, commercial grade; bed, writing surface and seat, storage space for personal belongings.
4. *PRE-RELEASE SECURITY LEVEL* - Durable, residential type; bed, writing surface and seat, storage space for personal belongings.

G. HOUSING AREA WALL

1. *MAXIMUM SECURITY LEVEL* -
 - a. Cast-in-place concrete reinforced vertically every eight (8) inches and every course horizontally.
 - b. Concrete block reinforced vertically every eight (8) inches and every course horizontally; equivalent modular precast allowed.
 - c. Steel; reinforcement shall be to outside, end, interior walls between cells; all walls in BAUs shall be reinforced; reinforcement shall be to outside, end, walls, and walls used to mount beds.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*. Existing institution, Medium level dormitory style housing shall allow commercial grade impact resistive construction.
3. *MINIMUM SECURITY LEVEL Minimum* - Commercial grade construction.
4. *PRE-RELEASE SECURITY LEVEL Pre-Release* -Same as *MINIMUM SECURITY LEVEL*.

H. CONTROL STATION CENTRAL OR HOUSING AREA

1. *MAXIMUM SECURITY LEVEL* A virtually indestructible control station that has complete visual observation of the area; security assault resistant glazing on windows; voice panel; package pass; unimpeded access to toilet facilities; entrance from secure area.
2. *MEDIUM SECURITY LEVEL*- A secure control room as in *MAXIMUM SECURITY LEVEL* and/or a post that has complete visual observation.
3. *MINIMUM SECURITY LEVEL* - Fully secured control station not required; officers' station, which serves as an office; heavy reliance upon contact with inmates.
4. *PRE-RELEASE SECURITY LEVEL* Reception desk-open area; heavy reliance upon contact with inmates.

I. PERIMETER SECURITY (GENERAL)

1. *MAXIMUM SECURITY LEVEL* – Two (2) sixteen (16) foot fences with six (6) gauge fence fabric (core wire); thirty (30) foot no-mans-land in between; eight (8) rolls of razor ribbon/barbed tape outer fence (three (3) rolls on interior fence); site specific electronic detection system between fences and on inner fence; zoned CCTV; security lighting; fence fabric buried two (2) feet deep in ground; six and five eighths (6-5/8) inch fence posts; posts buried minimum four (4) feet beneath ground; top eight (8) feet of outer fence to be three-eighths (3/8) inch, eleven (11) gauge, unclimbable mesh; fixed towers around perimeter; perimeter patrol road.
2. *SECURITY LEVEL Medium* - Two (2) sixteen (16) foot fences with six (6) gauge fence fabric (core wire); thirty (30) foot no-mans-land in between; six (6) rolls of razor ribbon/barbed tape on outer fence; site specific electronic detection system; zoned CCTV optional; security lighting; fence fabric buried two (2) feet in ground; six and five eighths (6-5/8) inch fence posts; posts buried minimum four (4) feet beneath ground; top four (4) feet of outer fence to be three-eighths (3/8) inch mesh, eleven (11) gauge, unclimbable mesh, fixed towers around perimeter optional; perimeter patrol road. Existing institutions, dormitory style housing. A single sixteen (16) foot fence line which includes razor ribbon and site-specific electronic detection system that integrates the internal perimeter detection and control system.
3. *MINIMUM SECURITY LEVEL* - None required, but a boundary fence may be installed as a demarcation line with the community; electronic monitors on doors and windows optional; perimeter patrols.

4. *PRE-RELEASE SECURITY LEVEL* - None required in terms of perimeter security; perimeter security shall consist of strict monitoring of inmate movement, e.g. frequent head counts.

J. PERIMETER SECURITY (URBAN)

1. *MAXIMUM SECURITY LEVEL* - Building walls to be constructed as in a *MAXIMUM SECURITY LEVEL* Housing Unit Wall (see Section 7 above); building specific electronic perimeter security system required; perimeter proximity intrusion system optional; inoperable windows.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL (Urban)*.
3. *MINIMUM SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL Perimeter Security (General)* (See Section 9 above).
4. *PRE-RELEASE SECURITY LEVEL* - Same as *PRE-RELEASE SECURITY LEVEL Perimeter Security (General)* (See Section 9 above).

K. PERIMETER LIGHTING

1. *MAXIMUM SECURITY LEVEL* - Lighting producing five (5) to ten (10) foot-candles at ground level in an area sixty (60) feet wide along the perimeter and centered in no-mans land.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Not required.
4. *PRE-RELEASE SECURITY LEVEL* - Not required.

L. SALLY PORT AT PERIMETER ENTRANCES

1. *MAXIMUM SECURITY LEVEL* - One (1) vehicle trap with tower required; one (1) staff trap; one (1) pedestrian trap required; tower to have three hundred sixty (360) degree vision; operable sliding windows; roof mounted search light capable of being manually operated by the tower officer.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Use of check point optional for vehicles; monitoring of vehicles and visitors required.

4. *PRE-RELEASE SECURITY LEVEL* - None required; monitoring of vehicles and visitors required.

M. SECURE PHYSICAL BARRIERS WITHIN INSTITUTION

1. *MAXIMUM SECURITY LEVEL* - Access to and from housing area controlled by sally port; it is typical to sub-divide areas by locked doors; exterior doors electronically monitored.
2. *MEDIUM SECURITY LEVEL* - Sally port optional if housing areas can be contained; exterior doors electronically monitored.
3. *MINIMUM SECURITY LEVEL* - None required.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

N. BUILDING STRUCTURE; NON-HOLDING AREAS WITHIN PERIMETER

1. *MAXIMUM SECURITY LEVEL* - Reinforcement masonry or approved equal type construction.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVELS*. Existing institutions, *MEDIUM SECURITY LEVEL*, dormitory style housing shall be allowed to use standard commercial construction with an impact resistive interior finish.
3. *MINIMUM SECURITY LEVEL* - Standard commercial construction.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

O. PLUMBING FIXTURES - STAFF / PUBLIC ACCESSIBLE

1. *MAXIMUM SECURITY LEVEL* - Vitreous china; serviced via locked chases.
2. *MEDIUM SECURITY LEVEL* - Vitreous china; serviced via locked chases.
3. *MINIMUM SECURITY LEVEL* - Vitreous china.
4. *PRE-RELEASE SECURITY LEVEL* - Vitreous china.

P. LOCATION OF SECURITY GRILLES

1. *MAXIMUM SECURITY LEVEL* - Reinforced, tool resistant security grilles wherever security walls, floor or ceilings are penetrated; no openings over five (5) inches; skylights are exempted.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - None required.
4. *PRE-RELEASE SECURITY LEVEL* - None required.

Q. VENTILATION SYSTEMS

1. *MAXIMUM SECURITY LEVEL* - Climate control in all administrative, housing, and program areas.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Staff and public areas optional depending on specific site and conditions.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

R. ARMORY

1. *MAXIMUM SECURITY LEVEL*- Required; outside secure perimeter; access controlled by outer control, but outer control area not breached to attain armory; per 103 DOC 507, *Security Equipment*.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Optional.
4. *PRE-RELEASE SECURITY LEVEL* - None required.

S. DISORDER MANAGEMENT ROOM

1. *MAXIMUM SECURITY LEVEL* - Adjacent to Armory.
2. *MEDIUM SECURITY LEVEL* - Adjacent to Armory.
3. *MINIMUM SECURITY LEVEL* - Optional.
4. *PRE-RELEASE SECURITY LEVEL* - None required.

T. KEY REPAIR CENTER

1. *MAXIMUM SECURITY LEVEL* - Required; in-house staff; outside secure perimeter.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Optional.
4. *PRE-RELEASE SECURITY LEVEL* - None required.

U. FIRE PROTECTION SYSTEM

1. *MAXIMUM SECURITY LEVEL* - Meets code for use classification; tamper proof devices.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Same as *MEDIUM SECURITY LEVEL*.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MEDIUM SECURITY LEVEL*.

V. SEWERAGE SYSTEM

1. *MAXIMUM SECURITY LEVEL* - As required by the Department of Environmental Protection (“DEP”); pipes leaving the perimeter to be baffled to no larger than twelve (12) inches.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - As required by DEP.
4. *SECURITY LEVEL Pre-Release* - As required by DEP.

W. WATER SYSTEM

1. *MAXIMUM SECURITY LEVEL* - As required by code; secure; thermostatically controlled ranging from 110°F to 130°F to ensure safety and promote hygienic practices; shut off system including individual cells and buildings.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL Maximum*.

3. *MINIMUM SECURITY LEVEL* - As required by code. Code Reference: 310 CMR 22, *Drinking Water*; 105 CMR 451, *Minimum Health and Sanitation Standards and Inspection Procedures for Correctional Facilities*; 236 CMR 3, *Public Drinking Water Systems & Operators*
4. *PRE-RELEASE SECURITY LEVEL Pre-Release* - As required by code.

X. EMERGENCY GENERATION SYSTEM

1. *MAXIMUM SECURITY LEVEL* - Required for 100% total institution for a three (3) day duration; battery back up in specific areas per Life Safety Code.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL Minimum* - Same as *MAXIMUM SECURITY LEVEL*.
4. *PRE-RELEASE SECURITY LEVEL Pre-Release* - Same as *MAXIMUM SECURITY LEVEL*.

Y. CEILINGS

1. *MAXIMUM SECURITY LEVEL* - Secure; no suspended ceilings in cells; sound absorbing materials in day room, circulation, visiting, dining, etc.; any accessible suspended ceiling is security type.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*. Existing institutions, *MEDIUM SECURITY LEVEL* dormitory style housing shall allow secured suspended ceilings in sleeping areas.
3. *MINIMUM SECURITY LEVEL* - Secure; suspended ceiling allowed in cells; sound absorbing materials in day room, circulation, visiting, dining, etc; any accessible suspended ceiling is security type.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

Z. FLOORS

1. *MAXIMUM SECURITY LEVEL* - Concrete with vinyl compositions tile; bathrooms are preferably a non-absorbent, non-slip, composition type floor; kitchen-composition type, non-absorbent, easily cleanable; gymnasiums - per design and industries standards. A resinous material may be used if deemed cost effective.

2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*, may utilize carpeting in selected areas.
3. *MINIMUM SECURITY LEVEL* - Durability and flammability of material are the essential standards.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVELS*.

AA. COMMUNICATION DEVICES

1. *MAXIMUM SECURITY LEVEL*– CCTV (spell out the first time) - as required inside and outside; paging systems - required; two-way radios - required; telephone equipment - controlled access; no outside calls except through switchboard or pre-designated phones; phones for collect calls by inmates; personal body alarms - required duress alarms. Inmate WiFi and video visitation shall be provided.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - CCTV -; paging systems - required; two-way radios - required; telephone system - limited access; phones for collect calls by inmates; personal body alarms - not required. Inmate WiFi and video visitation shall be provided.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

BB. INSTITUTIONAL ENTRANCE AREA

1. *MAXIMUM SECURITY LEVEL*- Secure control room; visitor processing area; mail processing area; pedestrian trap with metal detector; search area; toilets for males and females; lobby area; waiting area.
- B. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
- C. *MINIMUM SECURITY LEVEL* - Open type of reception and screening area.
- D. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

CC. DINING

1. *MAXIMUM SECURITY LEVEL* - One dining hall capable of holding 33% of the population at any one time; two (2) serving lines if needed.

2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL Maximum*.
3. *MINIMUM SECURITY LEVEL* - One (1) dining hall capable of holding 50% of the population at any one time.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

DD. INSTITUTION CONFIGURATION

1. *MAXIMUM SECURITY LEVEL* - Mega structure preferred.
2. *MEDIUM SECURITY LEVEL* - Megastructure, campus, or combination; site specific and population driven.
3. *MINIMUM SECURITY LEVEL* - Site specific.
4. *PRE-RELEASE SECURITY LEVEL* - Site specific.

EE. OUTDOOR RECREATION

(Subject to institution configuration and site restrictions)

1. *MAXIMUM SECURITY LEVEL* - In general, each management unit shall have individual outdoor recreation areas at a minimum of fifteen (15) square feet per inmate using the area at one time; in addition, minimum requirements for outdoor recreation shall include facilities for softball and football; outdoor weight pit; a track for aerobic exercise; at least two (2) outside basketball courts.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Ballfield; track for aerobic exercise; basketball court desirable.
4. *PRE-RELEASE SECURITY LEVEL* - Desirable, but not necessary.

FF. INDOOR RECREATION

1. *MAXIMUM SECURITY LEVEL* - Required; minimum height at eaves of twenty-two (22) feet; basketball courts (one [1] court per five hundred [500] inmates); observable weight room; administrative office; staff shower; inmate viewing/bleacher area.

2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Gym required if population exceeds two hundred (200) inmates; recreation room; weight room.
4. *PRE-RELEASE SECURITY LEVEL* - Desirable, but not necessary.

GG. DAYROOMS

1. *MAXIMUM SECURITY LEVEL* - Required; minimum of thirty-five (35) square feet per inmate for maximum amount of inmates who use it at one time; natural light; observable from Officers station.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Day rooms required; minimum of thirty-five (35) square feet per inmate for maximum amount of inmates who use it at one time.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

HH. STAFF AREAS

1. *MAXIMUM SECURITY LEVEL* - Locker/shower areas outside secure perimeter; muster/training area outside secure perimeter; exercise/fitness area outside secure perimeter; staff dining/lounge area.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL Maximum*.
3. *MINIMUM SECURITY LEVEL* - Muster/training area; staff dining/lounge area.
4. *PRE-RELEASE SECURITY LEVEL* - Staff dining/lounge area.

II. TOOL CONTROL

1. *MAXIMUM SECURITY LEVEL* - Main tool control/storage area is outside secure perimeter; tools stored inside perimeter are in fully secured areas only accessible to staff.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Secure storage/control areas supervised by staff.

4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

JJ. PLAN ROOM

1. *MAXIMUM SECURITY LEVEL* - Required for institution plans, archives, etc.; inside secure perimeter within a secure area.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - An area for this purpose is recommended; it is required if the institution size exceeds two hundred (200) inmates.
4. *PRE-RELEASE SECURITY LEVEL* - An area for this purpose is recommended.

103 DOC 703

OPERATIONAL ISSUES

A. VISITATION FREQUENCY

1. *MAXIMUM SECURITY LEVEL* - Set hours; somewhat limited access.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL* *Maximum*; increased access.
3. *MINIMUM SECURITY LEVEL* - Set hours; increased access.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

B. SECURITY LEVEL OF VISIT

1. *MAXIMUM SECURITY LEVEL* - Non-contact visit for some, contact visit for most; high level of monitoring by staff; children's area visible from staff area.
2. *MEDIUM SECURITY LEVEL* - Contact visit with some non-contact visiting when appropriate; high level of monitoring by staff; children's area visible from staff area.
3. *MINIMUM SECURITY LEVEL* - All contact visiting; low level of monitoring by staff.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

C. SCREENING OF VISITORS

1. *MAXIMUM SECURITY LEVEL* - Metal detector pass through; shakedown.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Verbal interview/information; possible shakedown.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

D. LAUNDRY

1. *MAXIMUM SECURITY LEVEL* - Sent to centralized laundry; Durable type equipment.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL* (housing unit personal laundry allowed).
3. *MINIMUM SECURITY LEVEL* - Central laundry washed by inmates; decentralized available for personal belongings.
4. *PRE-RELEASE SECURITY LEVEL* - Washed by inmates.

E. DINING LOCATION

1. *MAXIMUM SECURITY LEVEL* - Centralized, secured dining area(s) with officers present.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - In unsupervised area adjacent to kitchen.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

F. FOOD PREPARATION

1. *MAXIMUM SECURITY LEVEL* - Done by prisoners with kitchen officer supervision; serving line; portion control; cycle menu.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Supervision by staff; meals prepared by inmates assigned to that task; cycle menu.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

G. ABILITY TO EARN MONEY WHILE AT JOB SITE

1. *MAXIMUM SECURITY LEVEL* - If working, yes.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.

3. *MINIMUM SECURITY LEVEL* - Almost always; must work to stay in program.
4. *PRE-RELEASE SECURITY LEVEL* - Work release in community.

H. REQUIRED TO PAY ROOM AND BOARD / PRISONER LEVEL OF ECONOMIC SELF-SUFFICIENCY

1. *MAXIMUM SECURITY LEVEL* - No. Low economic self-sufficiency.
2. *MEDIUM SECURITY LEVEL* - No. Moderate level of economic self-sufficiency.
3. *MINIMUM SECURITY LEVEL* - No. Moderate level of economic self-sufficiency.
4. *PRE-RELEASE SECURITY LEVEL* - Yes. High level of economic self-sufficiency.

I. EMPHASIS OF HUMAN SERVICES PROGRAMMING

1. *MAXIMUM SECURITY LEVEL* - Long term; assisting prisoners to adapt to problems of long-term incarceration.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL* except some preparation given placement in *MINIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL - PRE-RELEASE SECURITY LEVEL* *Pre-Release* training guidance given toward reintegration issue.
4. *PRE-RELEASE SECURITY LEVEL* - Monitoring of constructive use of leisure time activities, use of community programming.

J. ACCESS TO OUTDOOR RECREATION

1. *MAXIMUM SECURITY LEVEL* - Limited by weather and scheduling of areas.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Unlimited except by weather, darkness, and available area.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVELS*.

K. HOURS OUTSIDE OF CELL

1. *MAXIMUM SECURITY LEVEL* - Restricted by institution schedule.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL* except usually longer time allowed outside of cell (greater than fourteen (14) hours allowed).
3. *MINIMUM SECURITY LEVEL* - Only restricted time is bedtime.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

L. PROXIMITY OF HUMAN SERVICE PROGRAM AREAS TO HOUSING UNITS (UNIT MANAGEMENT)

1. *MAXIMUM SECURITY LEVEL* - Either inside or adjacent to housing areas.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Within the institution.
4. *PRE-RELEASE SECURITY LEVEL* - Community programming stressed.

M. EXPOSURE TO OUTSIDE VOLUNTEER OR COMMUNITY GROUP

1. *MAXIMUM SECURITY LEVEL* - Occasionally.
2. *MEDIUM SECURITY LEVEL* - Fairly regularly.
3. *MINIMUM SECURITY LEVEL* - Often.
4. *PRE-RELEASE SECURITY LEVEL* - Accomplished through release to community.

N. ALLOWED TO CARRY CURRENCY

1. *MAXIMUM SECURITY LEVEL* - No.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Often permitted, within limitations.
4. *PRE-RELEASE SECURITY LEVEL* - Allowed with some limitations.

O. ACCESSIBILITY TO FURLOUGHS

1. *MAXIMUM SECURITY LEVEL* - None generally; at Commissioner's discretion.
2. *MEDIUM SECURITY LEVEL* - Limited furlough program per 103 CMR 463.00, *Furlough*.
3. *MINIMUM SECURITY LEVEL* - Per 103 CMR 463.00, *Furlough*.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

P. ACCESSIBILITY IN COMMUNITY WORK PROJECTS

1. *MAXIMUM SECURITY LEVEL* - No.
2. *MEDIUM SECURITY LEVEL* - No.
3. *MINIMUM SECURITY LEVEL* - Inmate may participate in supervised community work projects.
4. *PRE-RELEASE SECURITY LEVEL* - Encouraged to participate in both supervised and non-supervised community projects.

Q. FREQUENCY OF OFFICER ESCORT OUT OF HOUSING AREA

1. *MAXIMUM SECURITY LEVEL* - Where necessary.
2. *MEDIUM SECURITY LEVEL* - Not common except in group movements out of housing areas as needed.
3. *MINIMUM SECURITY LEVEL* - Rarely.
4. *PRE-RELEASE SECURITY LEVEL* - Rarely.
5. *MINIMUM SECURITY LEVEL* - Earned way into setting by clean institutional record, good program participation and/or because release date is near as determined by classification.
6. *PRE-RELEASE SECURITY LEVEL* - Statutorily within eighteen (18) months of parole and determined suitable.

R. RESTRICTED PRISONER CLOTHING

1. *MAXIMUM SECURITY LEVEL* - Almost always regulated colors and styles.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Usually restricted.
4. *PRE-RELEASE SECURITY LEVEL* - Only restriction is on quantity.

S. FREQUENCY OF HEAD COUNTS

1. *MAXIMUM SECURITY LEVEL* - At least six (6) major counts per day.
2. *MEDIUM SECURITY LEVEL* to **MAXIMUM SECURITY LEVEL**– At least six (6) major counts per day.
3. *MINIMUM SECURITY LEVEL* - Minimum of six (6) major counts per day, and additional informal counts.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

T. DAILY SCHEDULE

1. *MAXIMUM SECURITY LEVEL* - Highly structured.
2. *MEDIUM SECURITY LEVEL* - Moderately to highly structured.
3. *MINIMUM SECURITY LEVEL* - Low to moderately structured.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

U. AMOUNT OF PERSONAL EFFECTS PERMITTED IN BED SPACE PER 103 DOC 403, INMATE PROPERTY.

1. *MAXIMUM SECURITY LEVEL* - Low level, regulated.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.

V. FREEDOM TO DECORATE WALLS IN CELL OR BED AREA

1. *MAXIMUM SECURITY LEVEL* - Limited.
2. *MEDIUM SECURITY LEVEL* - Limited.
3. *MINIMUM SECURITY LEVEL* - Limited.
4. *PRE-RELEASE SECURITY LEVEL* - Limited.

W. JOB ASSIGNMENT LOCATION

1. *MAXIMUM SECURITY LEVEL* - Inside the perimeter; "Inside details".
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*, some outside under supervision.
3. *MINIMUM SECURITY LEVEL* - Outside details in supervised work projects.
4. *PRE-RELEASE SECURITY LEVEL* - Community work release program.

X. SECURITY USED FOR TRANSPORTING A PRISONER OUTSIDE INSTITUTION

1. *MAXIMUM SECURITY LEVEL* – Two (2) officers; secured vehicle; leg irons and cuffs; officers may be armed; no stops.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Escorted by one (1) officer; standard vehicle; no cuffs or leg irons unless necessary.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

Y. INTERCOM SYSTEM INTO HOUSING AREA

1. *MAXIMUM SECURITY LEVEL* - Yes.
2. *MEDIUM SECURITY LEVEL* - Yes.
3. *MINIMUM SECURITY LEVEL* - Occasionally.
4. *PRE-RELEASE SECURITY LEVEL* - Occasionally.

Z. ELECTRICAL SURVEILLANCE OF HALLWAYS AND DOORS TO OUTSIDE

1. *MAXIMUM SECURITY LEVEL* - Required.
2. *MEDIUM SECURITY LEVEL* Medium - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - As needed/optional.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MINIMUM SECURITY LEVEL*.

AA. ACCESS TO TELECOMMUNICATION SYSTEMS

1. *MAXIMUM SECURITY LEVEL* - Usually limited to out of cell time.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Generally unrestricted.
4. *PRE-RELEASE SECURITY LEVEL* - No restriction.

BB. ACCESS TO CULINARY UTENSILS.

1. *MAXIMUM SECURITY LEVEL*- No, except in kitchen and under strict supervision.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Generally restricted.
4. *PRE-RELEASE SECURITY LEVEL* - No restriction.

CC. USE OF ALCOHOL AND DRUG SCREENING

1. *MAXIMUM SECURITY LEVELS* – Moderate.
2. *MEDIUM SECURITY LEVEL* - Moderate.
3. *MINIMUM SECURITY LEVEL* - Moderate.
4. *PRE-RELEASE SECURITY LEVEL* - High.

DD. KEY CONTROL BY STAFF

1. *MAXIMUM SECURITY LEVEL* - High level.
2. *MEDIUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.
4. *PRE-RELEASE SECURITY LEVEL* - Same as *MAXIMUM SECURITY LEVEL*.

EE. FREQUENCY OF STAFF CHECKS

1. *MAXIMUM SECURITY LEVEL* – In BAUs, once every thirty (30) minutes except more frequently with violent, mentally disturbed, suicidal, and at-risk inmates. For general population inmates, once each hour.
2. *MEDIUM SECURITY LEVEL* - Same as *maximum SECURITY LEVEL*.
3. *MINIMUM SECURITY LEVEL* - See #19 above, Frequency of Head Counts.
4. *PRE-RELEASE SECURITY LEVEL Pre-Release* - See #19 above, Frequency of Head Counts.

FF. DEGREE OF PRISONER MOVEMENT.

1. *MAXIMUM SECURITY LEVEL* - Low.
2. *MEDIUM SECURITY LEVEL* - Medium.
3. *MINIMUM SECURITY LEVEL* - High.
4. *PRE-RELEASE SECURITY LEVEL* - High.

GG. METHOD OF MAINTAINING ORDER

1. *MAXIMUM SECURITY LEVEL*- Presence and availability of security and program staff; threat of lock-in; disciplinary detention or transfer to BAU status.
2. *MEDIUM SECURITY LEVEL* - Presence and availability of security and program staff; threat of lock-in; disciplinary detention.
3. *MINIMUM SECURITY LEVEL* - Presence and availability of security and program staff; threat of lock-in; disciplinary detention.

4. *PRE-RELEASE SECURITY LEVEL* - Presence and availability of security and program staff; same as *MINIMUM SECURITY LEVEL*.

HH. PRISONER PERIOD OF STAY

1. *MAXIMUM SECURITY LEVEL*- Usually long to medium in duration.
2. *MEDIUM SECURITY LEVEL* - Usually long in duration.
3. *MINIMUM SECURITY LEVEL* - Usually short in duration.
4. *PRE-RELEASE SECURITY LEVEL* – Twelve (12) to eighteen (18) months.

II. CONTACT WITH FUTURE PAROLE OFFICER

1. *MAXIMUM SECURITY LEVEL* - Low.
2. *MEDIUM SECURITY LEVEL* - Low.
3. *MINIMUM SECURITY LEVEL* - Medium to high.
4. *PRE-RELEASE SECURITY LEVEL* - High.

PHYSICAL ITEM ISSUES MATRIX

PHYSICAL ITEM	SECURITY LEVELS			
	Maximum	Medium	Minimum	Pre-Release
1. HOUSING AREA WINDOWS	Non-operable; restricted size, five (5) inch vertical or horizontal opening with security window glazing	Four (4) percent of floor area; fixed, non-operable	Standard size commercial grade	Same as <i>MINIMUM SECURITY LEVEL</i>
2. SECURITY SCREENS	Ten (10) mesh per inch; security gauge	Twelve (12) mesh per inch; security gauge	Sixteen (16) mesh per inch; commercial grade	Sixteen (16) mesh per inch; commercial grade
3. PLUMBING FIXTURES	Colored epoxy coated stainless steel, heavy duty correctional use; serviced via a locked chase outside the cell area	Durable, epoxy colored, stainless steel fixtures and mountings; serviced by a locked chase outside the cell area	Vitreous china	Same as <i>MINIMUM SECURITY LEVEL</i>
4. FLOOR DRAINS IN HOUSING AREAS	Independent drain system adjacent to & outside cell; drains required in day rooms; scupper drains required on mezzanine or tiers	Same as <i>MAXIMUM SECURITY LEVEL</i>	Not required	Not required
5. CELL DOOR	Fully selective electro-mechanical solid sliding door with vision panel, speaking panel, & food pass; remotely controlled with manual override; gang lock release with individual override; BAU cells shall have hand & ankle cuff slots	Sliding security door; remotely controlled with manual override; gang lock release with individual override; vision panel & food pass; swinging door allowed depending on housing unit type & inmate served	Swing, commercial grade hollow metal or solid wood; vision panel; doors may be lockable from the inside	Same as <i>MINIMUM SECURITY LEVEL</i>
6. CELL/BEDROOM	Steel or concrete, fixed in place; bed, writing surface, and seat, storage space for personal belongings; BAU beds shall have restraint capabilities	Steel, fixed in place; bed, writing surface, and seat, storage space for personal belongings	Movable, durable, commercial grade; bed, writing surface, & seat, storage space for personal belongings	Durable, residential type; bed, writing surface, & seat, storage space for personal belongings
7. HOUSING AREA WALL	<ul style="list-style-type: none"> i. Cast-in-place concrete reinforced vertically every eight (8) inches & every course horizontally; ii. Concrete block reinforced vertically every eight (8) inches & every course horizontally; equivalent modular precast allowed; iii. Steel; reinforcement shall be to outside, end, interior walls between cells; all walls in BAUs shall be reinforced; reinforcement shall be to outside, end, walls, and walls to mount beds 	Same as <i>MAXIMUM SECURITY LEVELS</i>	Commercial grade construction	Same as <i>MINIMUM SECURITY LEVEL</i>
8. CONTROL	A virtually indestructible control station	A secure control room as in	Fully secured control	Reception desk-open

SECURITY LEVELS				
PHYSICAL ITEM	Maximum	Medium	Minimum	Pre-Release
STATION CENTRAL OR HOUSING AREA	that has complete visual observation of the area; security assault resistant glazing on windows; voice panel; package pass; unimpeded access to toilet facilities; entrance from secure area	<i>MAXIMUM SECURITY LEVELS</i> and/or a post that has complete visual observation	station not required; Officers station, which serves as an office; heavy reliance upon contact with inmates	area; heavy reliance upon contact with inmates
9. PERIMETER	Two (2) sixteen (16) foot fences with six (6)gauge fence fabric; Thirty (30) foot no-mans-land in between; eight (8) rolls of razor ribbon/barbed tape outer fence (three (3) rolls on interior fence); site specific electronic detection system between fences and on inner fence; zoned CCTV; security lighting; fence fabric buried two (2) feet deep in ground; six and 5/8" (6-5/8) inch fence posts; posts buried minimum four (4) feet beneath ground; top eight (8) feet of outer fence to be three eighths (3/8) inch, eleven (11) gauge, unclimbable mesh; fixed towers around perimeter; perimeter patrol road	Two (2) sixteen (16) foot fences with six (6) gauge fence fabric; Thirty (30) foot no-mans-land in between; six (6) rolls of razor ribbon/barbed tape outer fence; site specific electronic detection; zoned CCTV optional; security lighting; fence fabric buried two (2) feet deep in ground; six and 5/8 (6-5/8) inch fence posts with six; posts buried minimum four (4) feet beneath ground; top four (4) feet of outer fence to be three eighths (3/8) inch, eleven (11) gauge, unclimbable mesh; fixed towers around perimeter optional; perimeter patrol road	None required, but a boundary fence may be installed as a demarcation line with the community; electronic monitors on doors & windows optional; perimeter patrols	None required in terms of perimeter security; perimeter security shall consist of strict monitoring of inmate movement, frequent head counts, etc.
10. PERIMETER	Building walls to be constructed as in a <i>MAXIMUM SECURITY LEVEL</i> housing unit (see Section 7); building specific electronic perimeter security system required; perimeter security system required; perimeter proximity intrusion system optional; inoperable windows	Same as <i>MAXIMUM SECURITY LEVEL (URBAN)</i>	Same as <i>SECURITY LEVEL MINIMUM (GENERAL)</i> (See Section 9)	Same as <i>PRE-RELEASE SECURITY LEVEL (GENERAL)</i> (See Section 9)
11. PERIMETER	Thirty (30) foot light poles spaced at ninety (90) feet around the perimeter with a finite cut off angle capable of producing five (5) to ten (10) foot-candles at ground level	Same as <i>MAXIMUM SECURITY LEVEL Maximum</i>	Not required	Not required
12. SALLY PORT AT PERIMETER ENTRANCES	One (1) vehicle trap with tower required; one (1) staff trap; one pedestrian trap required; tower to have 360° vision; operable sliding windows; roof mounted search light capable of being manually operated by the tower officer	Same as <i>MAXIMUM SECURITY LEVEL</i>	Use of check point optional for vehicles; monitoring of vehicles & visitors required	None required; monitoring of vehicles & visitors required
13. SECURE PHYSICAL BARRIERS WITHIN INSTITUTION	Access to & from housing area controlled by sally port; it is typical to sub-divide areas by locked doors; exterior doors electronically monitored	Sally port optional if housing areas can be contained; exterior doors electronically monitored	None required	Same as <i>MINIMUM SECURITY LEVEL</i>

		SECURITY LEVELS			
PHYSICAL ITEM	Maximum	Medium	Minimum	Pre-Release	
14. BUILDING STRUCTURE; NON-HOLDING AREAS WITHIN PERIMETER.	Reinforcement masonry or approved equal type construction	Same as <i>MAXIMUM SECURITY LEVEL</i>	Standard commercial	Same as <i>MINIMUM SECURITY LEVEL</i>	
15. PLUMBING FIXTURES - STAFF/PUBLIC ACCESSIBLE	Vitreous china; serviced via locked chases	Vitreous china; serviced via locked chases	Vitreous china	Vitreous china	
16. LOCATION OF SECURITY GRILLES.	Reinforced. Tool resistant, security grilles wherever security walls, floor, or ceilings are penetrated; no openings over five inches; skylights are exempt	Same as <i>MAXIMUM SECURITY LEVEL</i>	None required	None required	
17. VENTILATION SYSTEM	Climate control in all administrative, housing, & program areas	Same as <i>MAXIMUM SECURITY LEVEL</i>	Staff & public areas optional depending on specific site & conditions	Same as <i>MINIMUM SECURITY LEVEL</i>	
18. ARMORY	Required; outside secure perimeter; access controlled by outer control but outer control area not breached to attain armory; per 103 DOC 507; <i>Security Equipment</i>	Same as <i>MAXIMUM SECURITY LEVEL</i>	Optional	None required	
19. DISORDER MANAGEMENT ROOM.	Adjacent to Armory	Adjacent to Armory	None required	None required	
20. KEY REPAIR CENTER.	Required; in-house staff; Outside secure perimeter	Same as <i>MAXIMUM SECURITY LEVEL</i>	Optional	None required	
21. FIRE PROTECTION SYSTEM	Meets code for use classification; tamper proof devices	Same as <i>MAXIMUM SECURITY LEVEL</i>	Same as <i>MEDIUM SECURITY LEVEL</i>	Same as <i>MEDIUM SECURITY LEVEL</i>	
22. SEWERAGE SYSTEM.	As required by DEP; pipes leaving the perimeter to be baffled to no larger than TWELVE (12) inches	Same as <i>SECURITY LEVEL Maximum</i>	As required by DEP	As required by DEP	
23. WATER SYSTEM.	As required by code; secure; thermostatically controlled ranging from 100°F to 120°F to ensure safety & promote hygienic practices; shut off system including individual cells	Same as <i>MAXIMUM SECURITY LEVEL</i>	As required by code	As required by code	
4. EMERGENCY GENERATION SYSTEM	Required for 100% total institution; back-up in specific areas per Life Safety Code	Same as <i>MAXIMUM SECURITY LEVEL</i>	Same as <i>MAXIMUM SECURITY LEVEL</i>	Same as <i>MAXIMUM SECURITY LEVEL</i>	
25. CEILINGS	Secure; no suspended ceilings in cells; sound absorbing materials in day room, circulation, visiting, dining, etc.; any	Same as <i>MAXIMUM SECURITY LEVEL</i>	Secure; suspended ceiling allowed in cells; sound absorbing materials in day	Same as <i>MINIMUM SECURITY LEVEL</i>	

PHYSICAL ITEM	SECURITY LEVELS			
	Maximum	Medium	Minimum	Pre-Release
	accessible suspended ceiling is security type		room, circulation, visiting, dining, etc.; any accessible suspended ceiling is security type	
26. FLOORS	Concrete with vinyl compositions tile; bathrooms are preferably a non-absorbent, non-slip, composition type floor; kitchen-composition type, non-absorbent, easily cleanable; gymnasiums - per design & industries standards	Same as <i>MAXIMUM SECURITY LEVEL</i> ; may utilize carpeting in selected areas	Durability & flammability of material are the essential standards	Same as <i>MINIMUM SECURITY LEVEL</i>
27.COMMUNICATION DEVICES	CCTV - as required inside & outside; paging systems - required; two-way radios - required; telephone equipment - controlled access; no outside calls except through switchboard or pre-designated phones; phones for collect calls by inmates; personal body alarms - required duress alarms, Inmate Telecommunication systems	Same as <i>MAXIMUM SECURITY LEVEL</i>	CCTV - optional; paging systems - required; two-way radios - required; telephone equipment - limited access; phones for collect calls by inmates; personal body alarms - not required	Same as <i>MINIMUM SECURITY LEVEL</i>
28.INSTITUTIONAL ENTRANCE AREA	Secure control room; visitor processing area; mail processing area; pedestrian trap with metal detector; search area; toilets for males & females; lobby area; waiting area	Same as <i>MAXIMUM SECURITY LEVEL</i>	Open type of reception & screening area	Same as <i>MINIMUM SECURITY LEVEL</i>
29. DINING	One dining hall capable of holding 33% of the population at any one time; two (2) serving lines if needed	Same as <i>MAXIMUM SECURITY LEVEL</i>	One dining hall capable of holding 50% of the population at any one time	Same as <i>MINIMUM SECURITY LEVEL</i>
30. INSTITUTION CONFIGURATION	Megastructure preferred	Megastructure, campus, or combination; site specific & population driven	Site specific	Site specific
31. OUTDOOR RECREATION <i>Subject to institution configuration & site restriction</i>	In general, each management unit shall have individual outdoor recreation areas at a minimum of fifteen (15) square feet per inmate using the area at one time; in addition, minimum requirements for outdoor recreation shall include facilities for softball and football; outdoor weight pit; a track for aerobic exercise; at least two (2) outside basketball courts	Same as <i>MAXIMUM SECURITY LEVEL</i>	Ballfield; track for aerobic exercise; basketball court desirable	Desirable, but not necessary
32. INDOOR RECREATION	Required; minimum height at eaves of twenty-two (22) feet; basketball courts (one (1) court per five hundred (500) inmates); observable weight room; administrative office; staff shower; inmate viewing/ bleacher area	Same as <i>MAXIMUM SECURITY LEVEL</i>	Gym required if population exceeds two hundred (200) inmates; recreation room; weight room	Desirable, but not necessary

SECURITY LEVELS				
PHYSICAL ITEM	Maximum	Medium	Minimum	Pre-Release
33. DAYROOMS	Required; minimum of thirty-five (35) square feet per inmate for maximum amount of inmates who use it at one time; natural light; observable from Officers' Station	Same as <i>MAXIMUM SECURITY LEVEL</i>	Day rooms required; minimum of thirty-five (35) square feet per inmate for maximum amount of inmates who use it at one time	Same as <i>MINIMUM SECURITY LEVEL</i>
34. STAFF AREAS	Locker/shower areas outside secure perimeter; muster/ training area outside secure perimeter; exercise/fitness area outside secure perimeter; staff dining/lounge area	Same as <i>MAXIMUM SECURITY LEVEL</i>	Muster/training area; staff dining/lounge area	Staff dining/ lounge area
35. TOOL CONTROL	Main tool control/storage area is outside secure perimeter; tools stored inside perimeter are in fully secured areas only accessible to staff	Same as <i>MAXIMUM SECURITY LEVEL</i>	Secure storage/control areas supervised by staff	Same as <i>MINIMUM SECURITY LEVEL Minimum</i>
36. PLAN ROOM	Required for institution plans, archives, etc.; inside secure perimeter within a secure area	Same as <i>MAXIMUM SECURITY LEVEL</i>	An area for this purpose is recommended; it is required if the institution size exceeds two hundred (200) inmates	An area for this purpose is recommended

OPERATIONAL ISSUES MATRIX

OPERATIONAL ISSUES	SECURITY LEVELS			
	Maximum	Medium	Minimum	Pre-Release
1. VISITATION FREQUENCY	Set hours; somewhat limited access	Same as <i>MAXIMUM SECURITY LEVEL</i>	Set hours; increased access	Same as <i>MINIMUM SECURITY LEVEL</i>
2. SECURITY	Non-contact visit for some, contact visit for most; high level of monitoring by staff; children's area visible from staff area	Contact visit with some non-contact visiting when appropriate; high level of monitoring by staff; children's area visible from staff area	All contact visiting; low level of monitoring by staff	Same as <i>MINIMUM SECURITY LEVEL</i>
3. SCREENING OF VISITORS	Metal detector pass through; shakedown	Same as <i>MAXIMUM SECURITY LEVEL</i>	Verbal interview/ information; possible shakedown	Same as <i>Security Level Minimum</i>
4. LAUNDRY	Sent to centralized laundry; durable type equipment	Same as <i>MAXIMUM SECURITY LEVEL</i> (housing unit personal laundry allowed)	Central laundry washed by inmates; decentralized available for personal belongings	Washed by inmates
5. DINING LOCATION	Centralized, secured dining area(s) with officers' present	Same AS <i>MAXIMUM SECURITY LEVEL</i>	In unsupervised area adjacent	Same AS <i>MINIMUM SECURITY LEVEL</i>
6. FOOD PREPARATION	Done by prisoners with kitchen officer supervision; serving line; portion control; cycle menu	Same as <i>MAXIMUM SECURITY LEVEL</i>	Supervision by staff; meals prepared by inmates assigned to that task; cycle menu	Same as <i>MINIMUM SECURITY LEVEL</i>
7. ABILITY TO EARN MONEY WHILE AT JOB SITE	If working, yes	Same as <i>MAXIMUM SECURITY LEVEL</i>	Almost always; must work to stay in program	Work release in community
8. REQUIRED TO PAY ROOM & BOARD/PRISONER LEVEL OF ECONOMIC SELF-SUFFICIENCY	No. Low level economic self-sufficiency	No. Moderate level economic self-sufficiency	No. Moderate level economic self-sufficiency	Yes. High level economic self-sufficiency
9. EMPHASIS OF HUMAN SERVICES PROGRAMMING	Long term; assisting prisoners to adapt to problems of long term incarceration	Same as <i>MAXIMUM SECURITY LEVEL</i> except some preparation given placement in <i>MINIMUM SECURITY LEVEL</i>	<i>PRE-RELEASE SECURITY LEVEL</i> training guidance given toward reintegration issue	Monitoring of constructive use of leisure time activities, use of community programming
10. ACCESS TO OUTDOOR RECREATION	Limited by weather & scheduling of areas	Same as <i>MAXIMUM SECURITY LEVEL</i>	Unlimited except by weather, darkness, & available area	Same as <i>MINIMUM SECURITY LEVEL</i>
11. HOURS OUTSIDE OF CELL	Restricted by institution schedule	Same as <i>MAXIMUM SECURITY LEVEL</i> except usually longer time allowed outside of cell (greater than fourteen (14) hours allowed)	Only restricted time is bed time	Same as <i>MINIMUM SECURITY LEVEL</i>

OPERATIONAL ISSUES	SECURITY LEVELS			
	Maximum	Medium	Minimum	Pre-Release
12. PROXIMITY OF HUMAN SERVICE PROGRAM AREAS TO HOUSING UNITS (UNIT MANAGEMENT)	Either inside or adjacent to housing areas	Same as <i>MAXIMUM SECURITY LEVEL</i>	Within the institution	Community programming stressed
13. EXPOSURE TO OUTSIDE VOLUNTEER OR COMMUNITY GROUP	Occasionally	Fairly Regularly	Often	Accomplished through release to community
14. ALLOWED TO CARRY CURRENCY	No	Same as <i>MAXIMUM SECURITY LEVEL</i>	Often permitted, within limitations	Allowed with some limitations
15. ACCESSIBILITY TO FURLOUGHS	None generally; at commissioner's discretion	Limited furlough program Per 103 CMR 463, <i>Furloughs</i>	Per 103 CMR 463, <i>Furloughs</i>	Same as <i>MINIMUM SECURITY LEVEL</i>
16. ACCESSIBILITY IN COMMUNITY WORK PROJECTS	No	No	Inmate may participate in supervised community work projects	Encouraged to participate in both supervised and non-supervised community projects
17. FREQUENCY OF OFFICER ESCORT OUT OF HOUSING AREA	Where necessary	Not common except in group movements out of housing areas as needed	Rarely	Rarely
18. LENGTH OF STAY	Long termer or on first third of sentence	Long termer in middle third of stay or medium termer in front half of stay	Prisoner on last third of stay or a short termer	Within eighteen (18) of P.E.; usually twelve (12) months
19. REASON FOR CLASSIFICATION PER DOC CLASSIFICATION PROCEDURES	Length of sentence; new line or orientation period; administrative or disciplinary detention; poor institutional record;	Most common classification; working through middle of sentence	Earned way into setting by clean institutional record, good program participation and/or because release date is near	Statutorily within eighteen (18) months of parole & determined suitable
20. RESTRICTED PRISONER CLOTHING	Almost always regulated colors & styles	Same as <i>MAXIMUM Security LEVEL</i>	Usually restricted	Only restriction is on quantity
21. FREQUENCY OF HEAD COUNTS	At least six (6) major counts per day	Similar to <i>MAXIMUM Security LEVEL</i>	Minimum six (6) times per day and additional informal counts.	Same as <i>MINIMUM Security Level</i>
22. DAILY SCHEDULE	Highly structured	Moderately to highly structured	Low to moderately structured	Same as <i>MINIMUM Security Level</i>
23. AMOUNT OF PERSONAL EFFECTS PERMITTED IN BED SPACE PER 103 CMR 403	Low level, regulated	Same as <i>MAXIMUM Security LEVEL</i>	Same as <i>MAXIMUM Security LEVEL</i>	Same as <i>MAXIMUM Security LEVEL</i>

OPERATIONAL ISSUES	SECURITY LEVELS			
	Maximum	Medium	Minimum	Pre-Release
24. FREEDOM TO DECORATE WALLS IN CELLS OR BED AREA	Limited	Limited	Limited	Limited
25. JOB ASSIGNMENT LOCATION	Inside the perimeter; "Inside details"	Same as <i>MAXIMUM Security LEVEL</i>	Outside details in supervised work projects	Community work release program
26. SECURITY USED FOR TRANSPORTING A PRISONER OUTSIDE INSTITUTION	Two officers; secured vehicle; leg irons & cuffs; officers may be armed; no stops	Same as <i>MAXIMUM Security LEVEL</i>	Escorted by one officer; standard vehicle; no cuffs or leg irons unless necessary	Same as <i>MINIMUM Security Level</i>
27. INTERCOM SYSTEM INTO HOUSING AREA	Yes	Yes	Occasionally	Occasionally
28. ELECTRICAL SURVEILLANCE OF HALLWAYS & DOORS TO OUTSIDE	Required	Same as <i>MAXIMUM Security LEVEL</i>	As needed/optional	Same as <i>MINIMUM Security Level</i>
29. ACCESS TO TELEPHONE	Usually limited to out of cell time	Same as <i>MAXIMUM Security LEVEL</i>	Generally unrestricted	No restriction
30. ACCESS TO CULINARY UTENSILS	No, except in kitchen & under strict supervision	Same as <i>MAXIMUM Security LEVEL</i>	Generally unrestricted	Restricted to kitchen personnel
31. USE OF ALCOHOL & DRUG SCREENING	Moderate	Moderate	Moderate	High
32. KEY CONTROL BY STAFF	High level	Same as <i>MAXIMUM Security LEVEL</i>	Same as <i>MAXIMUM Security LEVEL</i>	Same as <i>MAXIMUM Security LEVEL</i>
33. FREQUENCY OF STAFF CHECKS	Generally once thirty (30) minutes except more frequently with violent, mentally disturbed, suicidal, and at-risk inmates	Same as <i>MAXIMUM Security LEVEL</i>	Generally once every hour while in housing unit or immediate area; Supervised at work	Generally once every hour while in housing unit or on grounds
34. DEGREE OF PRISONER MOVEMENT	Low	Medium	High	High
35. METHOD OF MAINTAINING ORDER.	Presence & availability of security & program staff; threat of lock-in; disciplinary detention or transfer to BAU status	Presence & availability of security & program staff; threat of lock-in; disciplinary detention	Presence & availability of security & program staff; threat of lock-in; disciplinary detention	Presence & availability of security & program staff; Same as <i>MINIMUM Security Level Minimum</i>
36. PRISONER PERIOD OF STAY	Usually long to medium in duration	Usually long in duration	Usually short in duration	Twelve (12) to eighteen (18) months
37. CONTACT WITH FUTURE PAROLE OFFICER.	Low	Low	Medium to high	High