

**Commonwealth of Massachusetts
Department of Correction**

**MASSACHUSETTS TREATMENT
CENTER**

**CHAPTER 123A
CIVIL COMMITMENTS
&
OBSERVATION
RESIDENT
ORIENTATION HANDBOOK**

Revised - APRIL 2008

**MASSACHUSETTS TREATMENT CENTER
"SUPERINTENDENTS MESSAGE"**

The Administration at the Massachusetts Treatment Center is dedicated to providing you with a safe, secure and healthy living environment to ensure public safety.

You will be provided with opportunities in the areas of counseling, education, recreation, religion, and mental health services that will be of assistance to you during your incarceration at this facility.

This resident handbook is designed to provide you with specific information about program services in addition to information about what is expected of you regarding rules and regulations of the institution. I encourage you to read and become familiar with the subject matter defined in this document.

Finally, you are encouraged to be an active participant in the sex offender treatment program during your commitment at the Massachusetts Treatment Center. The staff at this facility are committed to providing competent treatment services that will assist you in addressing your treatment needs.

Sincerely,

Robert Murphy, Superintendent
Massachusetts Treatment Center

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CAUTIONARY WARNING

A resident will be considered attempting to escape at the point when he enters the "no mans zone" without proper notification and authorization of the Superintendent or his/her designee. The "no mans zone" shall be the area between two security barriers (to include the security barriers) which separates the inner perimeter from the outer perimeter. The two security barriers may be a combination of fences, walls and/or other permanent structures intended as security barriers. Residents are prohibited from coming within three (3) feet of any perimeter security fence (with the exception of the yard telephone area.) Physical contact with any security barrier will be considered an attempt to escape/entrance to "no mans zone. Upon entering the "no mans zone" the resident shall be considered a threat to public safety.

TELEPHONIC INTERPRETER SERVICE

The telephonic interpreter service is available for residents in the following areas: IPS, Booking and Admissions, HSU, Boards and Observation of Behavior Hearings. If a resident requests an interpreter or correctional or medial staff believe the use of an interpreter is necessary, then the telephonic interpreter service will be utilized.

INTAKE/ORIENTATION

All residents will go through an intake process. This process involves a Correction Program Officer (CPO) interviewing you and reviewing your six-part folder as a means of becoming aware of institution programs, adjustment concerns and need areas. When need areas are identified, referrals will be made accordingly.

New admissions are required to attend an orientation program and/or view an orientation video. Attendance is taken and any resident who is not present is subject to disciplinary action. The orientation program will cover areas such as property, mail, visiting room, fire safety, Inner Perimeter Security (IPS), programs, resident accounts, public affairs, health services, movement, disciplinary procedures, rules and regulations, canteen, recreation, educational services, etc. You are asked to be ready on time, and to be respectful of the staff who are taking time to provide you with the orientation information. This program is to benefit you and help you adjust to Treatment Center procedures. It is important that you understand that the orientation program is an informational session and not an open floor for debate or dispute over policy issues, rules or regulations. During your orientation period you will be allowed access to reading materials (library), and will be permitted to attend recreational, religious, library and other programs. You may be assigned to work on your housing unit.

INSTITUTION COUNTS

Official standing counts at the Massachusetts Treatment Center will be conducted at 7:05 A.M., 11:30 A.M., 4:30 P.M. and 9:30 P.M. Five minutes prior to count time, central control shall announce via radio and P.A., "Five minutes to count, end all movement." The unit officers, upon hearing the broadcast will also announce "five minutes to count time." At count time central control will make a similar broadcast that it is count time, freeze all movement. The unit officer shall also announce count time. Residents are required to report immediately to their cells, close the door, stand by their bed and face the door. Residents confined to wheelchairs will be allowed to sit in a chair or on their bed during count. Residents who will be counted as outs (i.e.

kitchen workers, visits, etc.) shall remain standing stationary in one of the pre-designated areas as instructed by the officer in charge.

SHOWER ACCESS

Housing unit showers will normally be open and accessible daily upon the completion of the 7:05 a.m. count and will be secured for the day at 9:15 p.m. The showers will be secured 15 prior to and during all major counts. Residents housed in the Minimum Privilege Unit (MPU) will be allowed to shower at least five (5) times per week.

TELEPHONE ACCESS

Collect call telephones are located within all housing units and in the recreation yard. All telephone calls shall be made utilizing the pin system. Telephones will generally be turned on at 8:30 a.m. and will be turned off at 9:15 p.m. as well as fifteen (15) minutes prior to any major count. Telephones will also be turned off during any institutional disturbance, emergency, drill and any other time as deemed necessary by the shift commander. Residents may change their designated telephone numbers during the first weeks of January, April, July and October. Residents shall be entitled to make unmonitored and unrecorded collect telephone calls to your designated and pre approved ordained clergyman, licensed psychologist, social worker, and/or mental health and human service professional. In order to complete the pre-approval process, you must submit to the institution telephone site administrator the following:

1. A designation of the clergyman or professional you wish to call;
2. A letter from the clergyman or professional relationship that exists between you.

The superintendent may require additional documentation as needed. No clergyman employees by the Department of Correction, and no professional employed by the Department of Correction or contracting to provide services on behalf of the Department may be designated by you, nor will such individuals be pre approved.

DEBIT CALLING SYSTEM

Effective **April 7, 2008**, the Global Tel Link inmate calling system will be enhanced to allow for the placement of pre-paid debit phone calls for domestic calls. Upon implementation, the caller will have the choice of making a collect call or a debit call when placing a telephone call. The rates for debit calls will be 25% less than the current calling rates for collect calls. A debit call also cannot be blocked by the lack of third party billing agreements by Competitive Local Exchange Carriers, as sometimes can happen with collect calls.

A pre-paid debit phone account has to be set up prior to making any debit calls. This is to be done by submitting an Institution Charge Slip to the Institution's Treasurer's Office. The charge slip must indicate that the charge is for debit/pre-paid calling and the amount of personal funds to be transferred must also be detailed. You must allow 4-5 days for this transfer to be processed and the GTL debit account established. Once this happens, debit calls will be processed. Submitting an Institution Charge Slip also is the process to replenish/add funding to the debit pre-paid phone account, once it has been established. Institution Charge Slips, for the purpose of setting up a pre-paid telephone account, may be submitted to your institution Treasurer starting **March 11, 2008**.

An Institutional Charge Slip must also be used to **add** funds for pre-paid international calling. An International Debit Request Form must be used to initially establish an international account or to add/change international telephone numbers. The International Debit Request Form must detail international numbers to be called. All international phone calls will continue to be debit only phone calls.

TO MAKE A DOMESTIC PHONE CALL, PRE- PAID DEBIT OR COLLECT:

1. Select a language: Press 1 for English or 2 for Spanish.
2. Enter the 10-digit destination number.
3. Press (1) to make a collect call, press (3) to make a prepaid debit call.
4. Enter your PIN.

TO MAKE AN INTERNATIONAL PRE-PAID PHONE CALL:

1. Choose a type of language: Press 1 for English or 2 for Spanish.
2. Enter the international destination number.
Enter 011+ Country Code + City Code + Number.
3. Press (3) to make a Prepaid Call.
4. Enter your PIN.

At the time of the call, the telephone system will prompt the caller on the balance in the caller's prepaid debit account and the amount the call will cost.

In order to make prepaid debit calls, funds must be transferred to a pre-paid debit account prior to making calls.

As with collect calls, pre-paid debit calls can only be made to numbers on your approved PIN list.

Refunds will be processed by GTL only upon release from custody. Refunds will not be made to active debit accounts. The account must be deactivated for a refund to be processed. Instructions on requesting refunds from GTL will be provided with other release related information upon release from the institution.

Calling Rates: Collect & Pre-paid Debit:

Collect Calls, within Massachusetts:	\$.10 per minute, plus \$.86 cent per call surcharge
Debit Calls, within Massachusetts:	\$.075 per minute, plus \$.65 per call surcharge
Collect calls, out of State:	\$.69 per minute, plus \$3.00 per call surcharge
Debit calls, out of State:	\$.52 per minute, plus \$2.25 per call surcharge

The Advance Pay Program will still be available for families and friends who receive collect calls. There will be no change to the rates charged via the Advance Pay Program.

All existing international calling rates (pre-paid debit) have been reduced by 25%.

RESIDENTS UNIT REGULATIONS AND ROOM STANDARDS

APPLICABILITY: The following regulations and room standards are applicable to the residents who are housed in A, B, C, and D Units.

1. Stand up counts will be conducted at 7:05 a.m., 11:30 a.m., 4:30 p.m., and 9:30 p.m. Residents are required to stand next to their bed, facing the room door. Failure to stand appropriately for counts will result in the issuance of an Observation of Behavior Report (OBR).
2. Residents will be responsible for the cleanliness of their room and the area immediately adjacent to their rooms. Rooms will be kept clean and orderly at all times. Residents will be required to make their beds and empty their trash barrels immediately following the 7:05 a.m. major count. Residents must leave their rooms in an orderly fashion before movement or meals.
3. Residents must review the posted "unit schedule report" each day to identify/verify medical appointments, activities, etc. that have been scheduled for them.
4. Residents **are prohibited** from entering the room of another resident.
5. Residents must **not** cover their room window either partially or fully under any circumstances.
6. Unit workers will be responsible for the general area cleanliness, including but not limited to the closets, offices and common areas. Residents utilizing the common areas are required to clean up after themselves.
7. Cleaning supplies can not be stored in cells. Cleaning supplies will be issued and stored in accordance with the toxic/caustic procedures.
8. Residents may go back to bed after 8:30 a.m. Monday - Friday and after 10:00 a.m. on weekends and holidays however, they are to be fully clothed and must lie on top of the covers. The bed must be made. Additionally, residents are not allowed to cover their head with a blanket or any other item while in or on their bed.
9. There will be no congregating at the officers' desk while waiting for movement or meals. Stay in your room or in the commons area.
10. ID's are to be worn on the upper chest area when out of the unit. Residents will be held responsible for any alteration to their identification card. Residents are required to sign in/out on the daily movement log.
11. When a resident leaves the unit he is responsible for ensuring his room door is closed and locked.
12. Residents are required to turn off their room light when not in their room. If lights are off while in the room at night, the door will be secured.
13. Room doors must remain all the way open or all the way closed.
14. Furniture placement will remain the same for all rooms. All beds and chests of drawers must be located on the same side as the toilet and sink (except handicap rooms and D-units).
15. Clothing, towels, etc. are not to be hung on beds or chairs nor should they be left in a pile on the bed or chair. Blankets, sheets, etc., will not be used as curtains or covers on the windows, doors, furniture, or on the floor (as a rug). Previously authorized 3' x 4' fire retardant rugs will be allowed.
16. All residents are to ensure that their electrical appliances (which include lights, fans, coffeepots, radios, televisions, etc.) are shut off upon leaving their room. **Any personal property electrical appliance left on and unattended may be removed by the unit officer.**

17. One resident at a time on a first come first serve basis may utilize the typewriters outside the resident's room in the group room only. Typewriters are not allowed in the housing unit common area.
18. Property must remain inside the room except walkman type radios/CD players, which may be taken to the yard only. Board games may be utilized in the commons area. TV's will remain on a secure base (e.g., shelf, desk) Volume will be controlled so as not to disturb others in the unit. **Radios and televisions must be turned off during counts.**
19. Residents will not be in possession of any property that does not belong to them.
20. Boxes, plastic bags and/or brown paper bags **are not** allowed in any room. No trash barrel liners.
21. All hot pots, in addition to being marked for identification, will have the nut on the bottom soldered/glued.
22. Residents will be held responsible for any damages to the walls, paint, floors, windows, screens, doors, bedding or state issued room furnishings. All plumbing fixtures (sinks, toilet, etc.) all furnishings (bed, desk, wall hooks, etc.) cannot be painted or altered in any way unless designated via policy. There will be no alterations to the tier, room or stairwell lighting.
23. There will be no tampering with or blocking any locking device, door, gate or window. Room doors shall not be secured from the inside. Nothing will be placed in front of the room door or on the exterior or interior of the door window. No vent in the cells or unit will be blocked at any time. Nothing will be allowed on any windowsill or hanging from radiators, vents or railings. Television antennas or radio antennas will not be affixed or attached to the walls or ceilings.
24. All rooms will be painted with white ceilings, beige walls. A brown square painted on the wall is the designated area for residents to post calendars, personal photographs, or personal effects. Any pictures or articles that have been cut from a magazine or newspaper are prohibited. Materials posted must be in compliance with safety and sanitation procedures.
25. No nude, semi-nude, scantily clad, or sexually suggestive pictures or material and no pictures of children who are not family members. Also, nothing that is deemed to be divisive between groups or individuals, any material that is prohibited by 103 CMR 481 Inmate Mail or anything that supports or promotes any violation of the 103 CMR 431 Observation of Behavior Reports.
26. Books, cosmetics, clothing, etc. will not be stored on the floor. All property must be stored inside the wardrobe, desk, chest or footlocker. Footwear must be stored under the bed or in the footlocker. Footlockers will be stored under the bed or within the designated space. No items are allowed on top of the footlocker.
27. Only authorized activities will take place on the unit. Horseplay will not be allowed.
28. Shirts and pants/shorts, along with footwear must be worn while in the common areas of the housing units. When going to and from the cell to the shower, adequate clothing must be worn. Adequate clothing, minimum of shorts or pants must be worn during major counts.
29. Residents must be appropriately clothed whenever they leave their housing unit (medical appointments, educational/vocational programs, library, therapy, volunteer programs, religious services, barbershop, work programs, etc). Residents must also be appropriately clothed during unit therapy groups, unit meetings, and meeting between inmates and staff. Appropriate clothing consists of a shirt or T-shirt, pants, underwear and shoes or sneakers. Shirts must be buttoned. Clothing must be neat, clean, and presentable and must not be ripped, torn or cut off. Tank tops/half shirts may be worn in the housing unit, gym and yard only. Sweat pants and shorts (not to exceed 3" inches

- above the knee) may be worn in the housing units (not during groups or meetings with staff), gym, yard and IDR only. Open toe footwear must not be worn off the housing unit.
30. Hats and/or coats cannot be worn inside the institution with the following exceptions: kitchen/canteen worker working in their assigned area, a resident who is on his way to or from the yard, an outside work detail, outside trip or by a resident with an approved doctors order.
 31. Sunglasses cannot be worn inside the institution unless the resident has an approved doctor's order.
 32. Any maintenance deficiencies will be reported to the unit officer.
 33. No laundry or showers after 9:00 p.m. No telephone use after 9:15 p.m.
 34. Smoking and tobacco products are prohibited.
 35. Residents are **not** allowed to place water containers of any kind in the housing unit freezer. Unit ice cube trays are the only approved method for making ice. All items placed in the refrigerator must be stored in their original container and must be clearly marked with the resident's name. All unknown food items will be disposed of.
 36. All plastic containers (i.e. Soda and water bottles, plastic meal bowls, etc) shall be disposed of once the original contents have been consumed. Residents and inmates may purchase a 12 ounce cup and/or a 24 ounce plastic bowl via canteen services. Residents may continue to retain in their possession containers grand fathered in accordance with 103 MTC 403 Property Policy.

Violation of these rules and regulations will result in the issuance of an OBR

SEARCHES

Searches will be conducted in the interest of the security and orderly running of the Treatment Center and in the interest of safety of residents, visitors and staff. All searches shall be conducted in a manner which will avoid unnecessary force, embarrassment or indignity to persons involved.

Contraband: Any item(s) not authorized for retention by a visitor or resident at the Treatment Center. Also, approved item(s) possessed by unauthorized residents, and goods in the rightful possession of residents, but in excess of the authorized amount, or altered so that it poses a fire safety or security threat. A correction officer may search any resident cell, person, living or work area at any time.

Personal (Pat) Search: A personal search of a resident may be conducted at any time which shall be conducted by correctional staff only.

Unclothed (Strip) Search: Unclothed searches will be employed, when necessary, for the close scrutiny of a residents person in determining if that resident is carrying an item(s) considered to be contraband. Strip searches maybe employed for routine security checks or when there is specific suspicious incident that would indicate that a resident is perhaps carrying contraband.

SUBSTANCE ABUSE TESTING

It is the policy of the Massachusetts Treatment Center to periodically require urine or other specimens from residents in order to monitor, by urinalysis or other laboratory procedures the use of unauthorized chemical substances. The substance abuse surveillance shall be conducted for both the security of the Treatment Center and treatment purposes for the

residents. Instances in which a urine or other specimen shall be requested or ordered shall include but not be limited to:

1. When a staff member reasonably suspects that a resident has taken or is under the influence of an unauthorized chemical substance. A reasonable suspicion exists when a staff member observes a resident ingesting what reasonably appears to be an unauthorized chemical, where a staff member observes a resident acting as if under the influence of an unauthorized chemical substance, or where a staff member receives reliable information which indicates that a resident has most likely ingested an unauthorized chemical substance.
2. The Shift Commander, or Superintendent or his designee shall be notified, and after verification of the suspicion, decision of a urinalysis test will be authorized.
3. When conducted in the course of a routine testing program designed to monitor the use of unauthorized chemical substances by residents.
4. Due to the security needed in the Canteen, Resident Dining Room/Kitchen, Visiting Room, Minimum Privilege Unit, and Health Services Unit residents working in these areas are subject to close substance abuse surveillance. These tests will be unannounced.

IDENTIFICATION CARDS

It shall be the responsibility of the Identification Officer or designee to issue an identification (I.D.) card to each resident entering the Treatment Center. All residents are required to wear their identification cards on the upper chest area when out of the housing unit. Residents shall wear the I.D. with the photograph facing forward for easy visual identification. I.D.'s will not be considered valid if they have been mutilated through misuse, tampered with, altered or modified. I.D.'s that fall into these categories will be considered contraband and will be confiscated. Deliberate misuse will result in disciplinary action. As part of a disciplinary sanction, residents may be required to reimburse the department \$3.00 for replacing the I.D.

MAIL

Collection and Processing of Outgoing Mail

- a. Each day (except Sundays and postal holidays) during the morning meal (approximately 7:30 a.m. - 8:30 a.m.) inmates/residents must present their mail to the mail officer who will be posted at the institution mailbox adjacent to the inmate/resident dining room (IDR). The mailbox will remain locked/inaccessible at all times other than the morning mail call period.
- b. It shall be the inmates/residents responsibility to place his name and the following return address on all outgoing mail:

30 Administration Road Bridgewater, MA. 02324

- c. Inmates/residents must present their mail to the mail officer who shall view the mail and ensure that the inmate/resident name matches the inmate/resident I.D.
- d. Upon determining that the mail is appropriate for processing, the mail will be placed in the mailbox.
- e. At the conclusion of the mail collection period the mailbox will be emptied and the mail will be brought to the mailroom for processing.
- f. All inmate/resident outgoing mail (privileged and non-privileged) must successfully pass a fluoroscope examination for contraband materials.

- g. The mail officer will stamp all outgoing inmate/resident mail on the reverse side of the envelope. Mail shall be stamped in blue ink only and the stamp shall read:

"This correspondence is forwarded from a Massachusetts Correctional Institution. The contents may not have been evaluated and the Department of Correction is not responsible for the substance or content of the enclosed material. If you have received unwanted correspondence from this inmate call 1-866-684-2846 to stop future correspondence."
- h. Inmates/residents are not allowed to give a staff person (DOC, CMS, FHS, etc.) mail/correspondence. All mail/correspondence must be inspected and processed in accordance with the requirement set forth in this procedure.
- i. Inmate/resident mail going to Department of Correction staff in central office will be sent through the department courier when no postage is used.
- j. Outgoing mail (including packages) shall be delivered to the Post Office within 24 hours of collection (excluding Sundays and postal holidays). Except where an article of mail is held pursuant to 103 CMR 481.14.

Collection of Large Mail Packages (mail too large to be placed in mailbox slot)

- a. Large Mail Package With Postage
 1. The inmate/resident shall present the package to the mail officer during the morning meal outside of the inmate dining hall.
 2. Upon determining that the mail is appropriate for processing, the mail officer will open the bottom of the mailbox and place the package in the plastic mail bin.
- b. Large Mail package With Out Postage
 1. The inmate/resident shall present the package to the mail officer during the morning meal outside of the inmate dining hall.
 2. A blank signed inmate transfer of funds slip **must** be submitted with the package.
 3. Upon determining that the mail is appropriate for processing, the mail officer will open the bottom of the mailbox and place the package in the plastic mail bin.
 4. At the conclusion of the mail drop off, the mail officer will report to the property room with all of the received inmate/resident mail. At this time all large mail requiring postage will be weighed for accurate postage.
 5. Once accurately weighed, the mail officer will place the postage amount on the inmate transfer of funds slip and sign his/her name on the authorized line.
 6. At 1:00 p.m., the mail officer will report to the inmate accounts office at the Talbot House with all inmate transfer of funds slips to be processed. He/she will request the appropriate postage to be dated for the following day. *Note:* All large package mail received on Saturdays will be processed on the following Monday.
 7. The mail officer will return to the mailroom and place the postage on the appropriate package(s).
 8. The following morning (within a 24 hour period), the package will be dropped off at the post office along with the additional inmate/resident mail.

Collection and Processing of Inmate/Resident to Staff Mail

Internal mail/correspondence sent by an inmate/resident to a staff member or department within the facility or on the Bridgewater Complex, will be handled as follows:

- a. Envelopes will be allowed. However, must remain unsealed.
- b. All internal mail, inclusive of but not limited to canteen slips, appeals, correspondence, barber shop slips, etc., will be examined by the mail officer or other assigned staff member during the morning meal and placed in the internal mail box located in the main corridor adjacent to the mailbox. This mailbox will be locked at all other times and on Sunday. (This procedure does not apply to sick slips)

Indigent Inmate/Resident Mail

Indigent inmates/residents (as defined in 103 CMR 481.06) will be entitled to free postage in accordance with 103 CMR 481.10. Outgoing mail for indigent inmates/residents will be handled in the following manner:

- e. The inmate/resident must mark his outgoing mail NF (No Funds) and present it to the mail officer for inspection in accordance with the procedures set forth in section I above.

Certified Mail

- a. Certified mail shall be handled in the following manner: All certified mail, forms and money transfer slips must be completed by the inmate/resident before being signed by the CPO. Once signed by the CPO the mail, forms and money transfer slips will be returned to the inmate/resident.
- b. The mail must be presented to the mail officer for inspection in accordance with the procedures set forth in section I of this procedure.

Inmate to Inmate Correspondence

- a. Inmate to Inmate correspondence may be approved if there is documentation to support that an inmate housed at another institution is a member of the immediate family, a party in a legal action in which both inmates are representing themselves, or exceptional circumstances exist.
- b. Any inmate/resident requesting to correspond with an inmate incarcerated at another State or County Correctional facility must complete and submit an "Inmate to Inmate Correspondence Request Form" to the superintendent.

Contraband Mail

If the mail officer receives an item through the mail that is believed to be contraband, they shall notify the deputy superintendent for operations. The deputy superintendent shall advise the mail officer as to whether or not the mail is contraband. If it is determined that the mail is contraband, the following shall occur:

- a. The deputy superintendent will notify the inmate/resident utilizing the "Disapproved Correspondence/Publications and Contraband Notice to Inmate" form.
- b. This notice shall serve as the initial contraband notification in accordance with 103 CMR 403.14.

- c. If the inmate/residents disputes the decision he may appeal to the superintendent by submission of a written appeal with seven (7) days of receiving the contraband notice.
 1. Whenever contraband is confiscated, notice shall be sent to the sender, provided that the address is known. Such notice shall satisfy the requirements set forth in 103 CMR 481.16 and 481.17.

Excess Mail

Due to security, fire safety, property limitations and rehabilitation concerns, some bulk rate mail (e.g., sale and advertisement flyers, free samples, sweepstake entries, store catalogs) will not be allowed. The exceptions are authorized newspapers, magazines, and TV guides.

VISITS

Residents may receive visits on the following days and times, provided there are not clinical contradictions or restrictions. Residents will be allowed to receive a maximum of four (4) adult visitors and a reasonable number of children. The shift commander has the authority to deviate from this rule if he/she feels it necessary to restrict the number of visitors for justifiable cause followed of such to the Superintendent.

Resident Visiting Schedule

Visitor Processing Periods

Monday	1:00 p.m. - 8:30 p.m.	12:30 p.m. - 2:45 p.m.
Wednesday	1:00 p.m. - 8:30 p.m.	3:15 p.m. - 3:25 p.m.
Friday	1:00 p.m. - 8:30 p.m.	5:30 p.m. - 8:00 p.m.
Saturday	6:00 p.m. - 8:30 p.m.	
Sunday	1:00 p.m. - 5:00 p.m.	

Holiday Visiting Schedule

In order to ensure that residents have access to visits on holidays (New Year's Day, Martin Luther King Day, Washington's Birthday, Evacuation Day (Suffolk County), Patriot's Day, Memorial Day, Bunker Hill Day, (Suffolk County), Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day the facility shall follow the Sunday visiting schedule.

Visitor Identification and Sign in Requirements

1. Visitors will not be allowed to wait in the lobby until 12:00 p.m. for afternoon visits and 5:00 p.m. for evening visits.
2. Visitors must produce a current and valid photo identification (drivers' license, registry I.D., Military I.D., passport, or an identification card issued by the Department of Transitional Assistance) the completed visiting form as well as the vehicle registration (if the visitor has parked on the institution property).
4. An adult who is not the parent or legal guardian having physical custody of the minor (less than 18 years old) must submit a completed, notarized, "Minor Consent Form" (attachment A) to the superintendent and obtain the superintendent's approval prior to visiting with the minor.

5. Adults entering with a minor must have the minor's birth certificate and if the adult is not the parent or guardian, a copy of the approved minor consent form with them **each time** they visit.
6. The adult visitor must print the name and date of birth of the minor in the top right-hand corner of their visiting slip.
7. No child who was a victim of the resident's offense will be allowed to visit without the authorization of the Commissioner or designee.

MINOR CHILDREN MUST NOT BE LEFT ALONE ON STATE PROPERTY (I.E., IN A VEHICLE, IN THE LOBBY, ETC.)

8. The completed visiting slip, current identification and the vehicle registration (if the visitor has parked on the institution property) must be presented to the Central Control Room officer.
9. The officer must check the visiting slip to ensure that it has been completed properly. The officer will then check the transportation and barred visitor list to ensure the visitor should continue with the entrance process. The officer shall also ensure that the identification is current. The request to visit slip will then be signed and documented on the visitor's log. The Officer will note in the lower corner of the visiting slip the time which the visiting slip was processed and return the visiting slip along with the identification, etc. to the visitor.

Visitor Dress Code: Any visitor who does not conform with the appropriate visitor dress code will be barred for the day. Visitors will not have the opportunity to change into appropriate clothing that they may have in their vehicle, etc.

1. Male Visitors:

The following restrictions shall apply to all male visitors who are more than thirteen (13) years of age. The following is **NOT** acceptable:

- a. No blue, black or gray denim pants, coats, or vests;
- b. No dungaree pants, vests or jackets;
- c. No fatigue or camouflage clothing;
- d. No bare midriff, muscle shirts, tank tops or sleeveless shirts;
- e. No clothing similar to that issued to an inmate/resident or uniformed personnel;
- f. No combination of black, blue or gray pants with a white, blue, black or gray shirt or sweater (black or navy, solid in color are not allowed);
- g. No double layered clothing on the lower half of the body (i.e., two pairs of underpants, pants, sweat pants, shorts or combination pants, shorts, sweat pants, etc.);

2. Female Visitors:

The following restrictions shall apply to all female visitors who are more than thirteen (13) years of age. The following is **NOT** acceptable:

- a. No tights, leotards, body suits of dance/exercise fashion, halter tops, tank tops, sleeveless shirts/dresses or clothing that reveals the midriff;
- b. No tops which expose the back beyond the upper shoulder area;
- c. No visibly sheer clothing with/without undergarments.

- d. No bathing suits;
- e. No low cut or excessively revealing clothing;
- f. Dresses or skirts are not to exceed two (2) inches above the knee;
- g. No wrap around dresses or skirts;
- h. No tight skirts, dresses or tops;
- i. No skirts with slits extending two (2) inches above the knee;
- j. No nylons/pantyhose, or underwear with holes in the crotch area;
- k. No double layered clothing on the lower half of the person (i.e., two (2) pairs of underpants, two (2) skirts, etc.);
- l. Visibly pregnant females may wear maternity pants with elastic waistbands without having to submit medical evidence;

3. All Visitors:

- a. No shorts;
- b. No sweat pants or sweat shirts;
- c. Footwear must be worn by all visitors;
- d. No sneakers, sandals or open toed shoes;
- e. No T-shirts, hooded shirts, or jackets, no neckties (except attorneys);
- f. No jogging suites to include nylon and cotton, sweat pants and sweat suits or outfits that are similar to sweat suit/sweat pant material;
- g. All visitors are required to wear undergarments; Proper traditional undergarments (i.e., underpants and bras for females) must be worn;
- h. No jewelry other than wedding ring, medical alert bracelet/necklace;
- i. No hats, gloves, scarves;
- j. Any type of appliance, brace, ace bandage, cast, dressing not prescribed and/or applied by medical personnel are not allowed. The aforementioned items must be accompanied by positive medical evidence (i.e., doctors' prescription, emergency room and/or clinic prescription);
- k. No bobby pins, curlers, hair clips, hair scrunches, elastic bands, headbands, or bandannas;
- l. No hair pieces/wigs of any type except those worn for medical reasons. Any visitor required to wear a wig for medical reasons shall furnish satisfactory medical evidence from his/her attending physician;
- m. Any adornments or accouterments, which cannot be removed to be examined and could constitute a security problem, will not be allowed;
- n. No articles of clothing with holes, rips or tears, cut out pockets or hoses in pockets
- o. At the discretion of the Superintendent or his/her designee, any article of clothing, worn by the visitor, displaying obscene, racial, sexual, or any other offensive statement, pictures, caricatures, symbols or gang affiliation will not be allowed;
- p. Clothing with an elastic waistband or wristband is not allowed unless medically necessary and approved in writing by the Superintendent or designee;
- q. All visitors must have vests, shirts and/or sweaters tucked in. At no time will a vest, shirt and/or sweater be allowed to be untucked while in the Visiting Room;
- r. Suit jackets, coats, jackets and outerwear are not allowed inside the visiting room. These items may be hung up in the visitors sally port or secured in the visitor's locker (exception: attorneys and qualified examiners).
- s. Any other item deemed inappropriate by the Shift Commander will not be allowed;

4. Resident Dress Code: - As a means of identification, the following restrictions and guidelines apply:

- a. **Pants:**
 - Gray Scrubs (shirts must be tucked in)
 - Plain blue or black denim
 - Navy blue or black dress pants
 - Note:** (If black dress pants are worn, the resident must wear a white collared shirt)
 - Pockets must be completely intact (i.e., no holes)**
- b. **Shirts:**
 - Grey Scrub Shirt
 - White collared shirt
 - Blue denim shirt
 - Black, navy or white T-shirts
 - Black, navy or white long/short sleeve shirt or sweater
 - Black, navy or gray sweat shirts (solid colors only)
 - All shirts, T-shirts, sweaters and sweatshirts must be tucked in at all times.**
- c. No shorts, sweat pants, pants with an elastic waistband (except DOC issued scrubs).
- d. No double layered clothing on the lower half of the resident, (i.e., pants over pants, two (2) pairs of underpants, etc.)
- e. Underwear must be worn.
- f. No shirts with cut off sleeves and/or collars or altered clothing.
- g. Residents will be allowed to bring the following items into the visiting room:
 - 1. Resident I.D.
 - 2. Wedding ring, one(1) religious medal on a chain, medical alert bracelet or necklace. (Necklace must be worn inside the shirt).
 - 3. One (1) handkerchief;
 - 4. Authorized (KOP) medication (i.e., inhaler, nitro).
 - 5. A reasonable amount of legal documents may be allowed (for attorney visits only) with the approval of the Shift Commander. All legal documents will be searched but not read.
- h. The I.D. card and medication (if applicable) must be given to the processing officer and kept at the officers' desk.
- i. All clothing must be neat and presentable. Clothing that is noticeably ripped or torn will not be allowed. Pants that have ripped lining pockets or are ripped (unsewn) in the crotch area will not be permitted.
- j. Shoes (no clogs/slippers). Socks are optional. All laces must be tied.
- k. Residents are not allowed to have elastics, rubber bands, clips, etc. in their hair while in the visiting room.

Limitations and Restrictions:

- 1. Carrying guns or other weapons, controlled substances, alcohol, tobacco or tobacco related products, or other contraband items in or out of the institution is strictly prohibited and may result in the loss of visiting privileges and/or criminal prosecution.
- 2. Only four (4) adult visitors per resident at one time and a reasonable amount of children.

3. No visits will be allowed for residents housed in H.S.U.
4. Visits are not allowed for residents on isolation status.
5. All visitors will have their hand stamped prior to being admitted. Children under the age of thirteen (13) will be exempted.
6. Visitors must lock their cars and secure personal effects either in their cars or in a locker available in the lobby.
7. Visitors are allowed to bring in the following item(s) and must show them to the officer assigned to the visitors trap area (to be carried in hand or in a clear plastic bag):
 - a. A Canteen Debit Card for vending machines not to exceed \$20.00 per adult in value. All items purchased must be consumed in the Visiting Room. No items will be allowed out of the visiting room by the visitor or the resident.
 - b. Eyeglasses only (no eyeglass case).
 - c. Total of two (2) babies' bottle (must be plastic and clear), containing milk or water, and two diapers for infant needs.

ALL OTHER ITEMS REQUIRE PRIOR APPROVAL.

8. Movement to and from the visiting room will take place during general movement.
9. In the event that the visiting room is at full capacity, the first visit admitted will be the first to leave. Visitors will not be asked to leave until they have had at least one (1) hour to visit. In the event that the visitor has traveled more than 100 miles, the visitor will not be asked to leave until he/she has had at least a two (2) hour visit. Once a visitor leaves the institution, that visitor will not be allowed to visit again on that day.
10. At no time shall visitors and/or residents be allowed to change their seats unless directed to or given permission to do so by a visiting room staff member.
11. Visitors are only allowed to visit one (1) resident housed at this institution. Exceptions will be if the visitor is related by blood, (i.e., brother, father), Visitors will be required to request permission from the Superintendent, in writing, if they choose to visit another resident or two or more simultaneously.
12. Smoking shall be prohibited. This is a smoke free institution.
13. Food and beverage items are to be consumed in the visiting room. Residents/visitors will not be allowed to take them out of the visiting room.
14. Interaction between residents and another visitor or between visitors is not allowed.
15. Residents may use the rest room located in the residents trap to the visiting room. The resident shall notify the visiting room officer that he wishes to utilize the facilities. The Officer shall conduct a strip search of the resident prior to allowing access to the resident rest room.
16. All residents shall be pat searched prior to entering the visiting room and will be stripped searched prior to leaving.

Conduct

Visitors shall be expected to dress and conduct themselves reasonably and not to engage in physical contact with a resident that is excessive or inappropriate for a public place. Serious deviations from appropriate standards of behavior may result in administrative action such as warning, termination of visit, or suspension or loss of visiting privileges.

1. No straddling chairs. Furniture is not to be rearranged.
2. No sitting with one person's legs crossed over another person's legs.
3. Feet will remain visible at all times.

4. No laying across or sitting in another's lap.
5. When sitting, hands shall be in plain sight at all times.
6. Residents/visitors shall not be allowed to put their arms around each other when sitting or standing. The only exception will be once at the beginning and once at the end of the visit during the exchange of common display of affection (hug and/or closed a mouth kiss).
7. Residents and visitors will follow the orders of the officers assigned to the visiting room and its related areas.
8. Parents of children will be responsible for the child's behavior at all times. Children will not be allowed to roam the visiting room unattended.
9. Suit Jackets, coats, jackets and outer wear are not allowed inside the visiting room and must be hung up in the Visitors Sally Port or secured in the visitor's locker with the exception of an attorney or qualified examiner.
10. Behavior which may be offensive to another visitor or inappropriate in the presence of children will not be tolerated.
11. Any contact that is more than commonly acceptable as a public display of affection and which is embarrassing to others, i.e., body caressing or violates common standard of decency and respect will not be tolerated. One (1) notice of caution is discretionary.
12. No article shall be passed between visitor and resident without permission of the visiting room officer.
13. Disruptive behavior of any kind will not be tolerated.
14. Once seated, visitors and residents may not change their seating.
15. Upon entering the visiting room, the resident will provide his I.D. to the search officer and proceed to the visiting room desk, where he will leave his I.D. until the completion of his visit.
16. Residents and visitors are responsible for cleaning up, throwing away all trash, left over vending machine items and wrappers that have been purchased during their visit.
17. At the conclusion of the resident's visit, the resident shall remain seated until his visitor has left the visiting room unless instructed otherwise by visiting room staff.
18. No gum, candy, etc. will be allowed into the visiting room by a visitor.
19. No cross visiting between residents and visitors.
20. No sharing of beverages or bagged food items.
21. Excessive familiarity, profanity, or serious deviation from appropriate standards of behavior may result in administrative action, such as verbal warning, termination of a visit, or loss of visiting privileges.
22. Residents are not allowed to have children sit on their laps and are not allowed to hold children.

GRIEVANCES

Blank grievance forms are available through the housing unit officers. Grievances must be filed within ten (10) working days from the date of the incident/situation or within ten (10) days of the resident becoming aware of the incident/situation. Completed forms must be placed in the "Grievance Mail Box" which is located outside the dining room. The grievance coordinator must render a decision within ten (10) days of receipt of the grievance. Residents may appeal the grievance coordinator's decision by filing an appeal to the superintendent within ten (10) working days of receipt of the grievance coordinators decision. The superintendent shall render his decision within thirty (30) days of receipt of the appeal. Residents may file "emergency" grievances however they must be plainly mark the grievance from "EMERGENCY". It is encouraged through these measures that complaints and areas of concern are addressed promptly by the appropriate staff member. Informal resolutions to complaints are encouraged by both staff and resident's. These measures should enhance the Corridor and Modular officers in charge awareness to any problem within their assigned areas. Additional information

regarding the Grievance process is available in 103 CMR 491 - Inmate Grievances policy which is available in the library. Information regarding medical grievances is listed below under Health Services.

HEALTH SERVICES

A medical co-payment of \$3.00 will be assessed for self initiated sick call requests. The medical co-payment may also be assessed for injuries inflicted by residents on themselves or others. Residents should consult with 103 DOC 763 Inmate Medical Co-Payments policy which is located in the Library.

Medical grievances and/or appeals regarding health services shall be handled in the following manner:

1. Residents are encouraged, but not required, to bring clinical concerns to the attention of the HSU staff through informal means such as Management Access (Happy Hour) or via the sick slip process.
2. Residents must use the official UMASS Correctional Health (UMCH) Grievance and Appeal form. The forms are available in the HSU, on the Housing Units. Residents housed in the MPU may obtain forms from UMCH staff during daily rounds. Grievances and/or appeals that are incomplete or improperly filed may be returned to the resident for re-filing.
3. A medical grievance must be filed within ten (10) business days of the incident or situation. Extensions may be granted based on the circumstances.
4. Residents may file completed grievance and/or appeal forms during Management Access (Happy Hour), by placing them in the sick call box or via the internal mail process. Residents housed in the MPU may hand completed forms to Medical staff during daily rounds or via the internal mail process.
5. Residents may appeal the response of the HSA to the UMCH Program Medical Director. Appeals must be filed within ten (10) business days of the receipt of the decision of the HAS. Extensions may be granted based on the circumstances.
6. Residents may appeal the response of the UMCH medical director to the director of the Health Services Division of the DOC. The decision of the Director of the Health Services Division is final.
7. A full copy of the Clinical Grievance Mechanism policy and procedure is posted in the Library and the HSU

A Health Services Unit (HSU) schedule will be posted on your housing unit each day. You are required to check this schedule daily and report to the HSU at your scheduled time. Failure to do so may result in the issuance of an Observation of Behavior report.

1. Medication lines will be announced in conjunction with meals at approximately 7:25a.m., 12:00 p.m., and 5:30 p.m. Residents in units A and B must report to the IDR, consume their meal, and proceed to the medication line. Residents housed on C and D units must report to medication line and then proceed to the IDR. (On Tue., Thurs., Sun. the evening medication line will be held at 8:55 p.m.)
2. Keep on Person (KOP) medication distribution will be announced.
3. Blood level checks and self administration of insulin will be conducted in HSU at approximately 7:25 a.m. and 5:00 p.m. daily.
4. Sick slips can be obtained at HSU or on the housing unit. Sick slips must be placed in sick call box which is located in the corridor outside of the HSU. Slips must be placed in the box before 5:30 p.m. for a next day appointment.

5. MD and RN sick call lines are held Monday through Friday.
6. Blood pressure clinic will be held on Monday afternoons.
7. Dental clinic is held on Mondays and Wednesdays.
8. Access to Mental Health staff may be requested via a sick slip or in emergency notify unit CO
9. HIV testing will be conducted upon request.
10. Health care proxy forms are available in HSU.
11. If emergency care is needed notify an officer and HSU will be called to respond as necessary.
12. Any questions regarding health care can be addressed with the HSU Administrator on Tuesdays and Thursdays during Administrative Coverage {Happy Hour}.

MEALS AND IDR RULES AND REGULATIONS

1. Meals will begin at approximately 7:25 a.m., 12:00 p.m. and 5:30 p.m. each day.
2. Residents may sit in any available seat.
3. No loitering in the dining rooms. When residents are finished eating they must leave.
4. Nothing is allowed to be carried in or out of the dining rooms with the exception of ketchup, hot sauce, mustard, relish, mayonnaise and grated cheese. (NOTE: Approved, sealed diet bags may be taken back to the units).
5. Residents must receive utensils, go through the serving line, and sit down at a table.
6. Residents are not allowed to move from table to table and are not allowed to pass their meals from one resident to another.
7. All residents must place their trash in the trash barrel, place their trays on the tray drop off/conveyor and place their utensils in the appropriate container.
8. Each resident will have at least twenty (20) minutes of dining time for each meal.

SANITATION REGULATIONS

It is the policy of this institution to maintain a high degree of sanitation throughout the institution. You are expected to maintain a high degree of sanitation at all times. Standards are outlined in a manner which allows all residents to follow and comply with existing regulations. Officers assigned to housing units are expected to consistently demonstrate and promote high sanitation standards to the resident population. Residents should be encouraged to practice good sanitation habits in keeping their individual areas clean and to contribute to the overall sanitation and appearance of the unit. The officer shall inspect your unit while making patrols and correct any discrepancies they observe. Initiative will be taken to ensure that resident orderlies keep the unit sanitation at a high level at all times. Units must be cleaned on the day and evening shifts seven days per week. Unit orderlies are assigned to these areas and are available at any time to perform these required duties. All residents are required to keep their own room in a neat and clean condition at all times including weekends and holidays. Furniture should be dusted daily and linen washed or exchanged whenever it appears soiled. No items are to be glued or taped to the wall, screen or window. Residents will have their areas "inspection ready" at all times. Trash cans must be emptied and washed at regular intervals. Residents are not authorized to use paper bags as trash cans or as trash can liners. Beds must be made 7 days per week. Toilets and wash basins will be kept clean and free of dust. Window sills are to be kept free of dirt and dust. Screens should be brushed frequently. Trash on the floor will be tolerated. Refer to the Unit Regulations and Room Standards which are contained in this manual for additional sanitation regulations.

LIBRARY SERVICES

Hours of Operation:

Monday	1:00 p.m. - 4:00 p.m.
Tuesday	8:30 a.m. - 10:50 a.m.
Wednesday	1:00 p.m. - 4:00 p.m. 7:00 p.m. - 8:45 p.m.
Thursday	8:30 a.m. - 10:50 a.m.
Friday	1:00 p.m. - 4:00 p.m.
Saturday - Book Mobile	9:00 a.m. - 11:00 a.m.

Notarizing Services: A Notary Public is available on a weekly basis. The day and times are posted in the Library.

Policy Access: The Library maintains copies of all resident accessible policies and procedures which include but are not limited to: 103 CMR 403 - Property and 103 CMR 405 - Inmate Funds, 103 DOC 519 - Staff Sexual Misconduct with Inmates.

LEARNING CENTER

Every resident involved in an educational program is expected to meet the following standards:

1. Complete all class assignments to the best of their ability, make up all due work, be prepared for class (books, paper, pencils etc.)
2. All residents must be appropriately dressed (see Regulations and Room Standards)

CORRECTIONAL INDUSTRIES

The Massachusetts Treatment Center has a correctional industries program that provides inmates/residents with work opportunities to develop their skills. The industries program employs a workforce of 30 inmates/residents. The industries program utilizes a three-tier pay scale for both skilled and unskilled workers. Residents can submit their requests for screening to the job assignment officer.

OBSERVATION OF BEHAVIOR REPORTS

Code of Offenses:

- A. Greatest Severity
- A-1 Killing.
- A-2 Rape.
- A-3 Assaulting and causing physical injury to another person.
- A-4 Escape.
- A-5 Starting a fire or causing an explosion.
- A-6 Possession of a weapon or ammunition.
- A-7 Rioting or encouraging others to riot (must be concrete and specific).
- A-8 Taking hostages.
- A-9 Committing any act deemed to be a violent felony under the laws of the Commonwealth of Massachusetts or the federal government.
- A-10 Tampering with or blocking any locking device.
- A-11 Conduct which disrupts or interferes with the security or orderly running of the institution when this poses a threat to life or a threat of serious bodily harm or furthers a prohibited act of the Greatest Severity category.
- B. High Category
- B-1 Assaulting another person including spitting.
- B-2 Introducing and/or possession of an unauthorized tool.
- B-3 Introducing illegal or unauthorized drugs, intoxicants or alcohol into the institution.
- B-4 Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm or under threat of informing.
- B-5 Committing acts of indecent exposure, voyeurism or frottage against another person.
- B-6 Wearing a disguise for the purpose of misrepresenting one's self.
- B-7 Adulteration of any food or drink.
- B-8 Refusing to cooperate with any drug or alcohol testing procedures.
- B-9 Violating a major condition of the Transition Program.
- B-10 Giving or offering an official or staff member a bribe.
- B-11 Giving money, credit cards or valuables to or receiving any of the above from any person for purposes of introducing contraband or for any other illegal or prohibited purpose.
- B-12 Destroying, altering or damaging government property or the property of another person having a value in excess of \$100.00.
- B-13 Manufacturing a facsimile of a weapon.
- B-14 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security or official paper.
- B-15 Committing any act deemed to be a nonviolent felon under the laws of the Commonwealth of Massachusetts or the federal government.
- B-16 Conviction of three of the same previous offenses within one year in the moderate category shall result in the treatment of the fourth offense as a High Category offense.
- B-17 Conduct which disrupts or interferes with the security or orderly running of the institution.
- C. Moderate Category
- C-1 Fighting with another person.
- C-2 Misuse of authorized medication.
- C-3 Possession of money or currency or credit cards unless authorized.
- C-4 Loaning of property or anything of value for profit or increased return.
- C-5 Violating a minor condition of the Transition Program.
- C-6 Misrepresenting privilege level or abusing the use of the confidentiality envelope.
- C-7 Refusing a direct order.

- C-8 Lying or providing a false statement to a staff member regarding another person or making unfounded complaints or charges against a staff member or the institution with malicious intent.
- C-9 Interfering with court.
- C-10 Making, possessing or using intoxicants, alcohol, illegal drugs or drug paraphernalia.
- C-11 Destroying, altering or damaging government property or the property of another person having a value of \$100.00 or less.
- C-12 Threatening another person with bodily harm including sexual assault.
- C-13 Possessing unauthorized sexually explicit or offensive-related printed material or objects
- C-14 Tattooing.
- C-15 Conducting an unauthorized business.
- C-16 Use of the mail or telephone to threaten, frighten or intimidate another person.
- C-17 Being in an area not authorized for resident use.
- C-18 Any act deemed to be a misdemeanor under the laws of the Commonwealth of Massachusetts or the federal government.
- C-19 Conviction of three of the same previous Low Category offenses in a one year period will result in the fourth offense being treated as a Moderate Category offense.
- D. Low Category
- D-1 Possession of anything not authorized.
- D-2 Use of obscene, abusive or threatening language, actions or gestures to any resident, staff or visitor.
- D-3 Being in an unauthorized location.
- D-4 Intentional unexcused absence from institutional assignment.
- D-5 Gambling.
- D-6 Horse playing.
- D-7 Failure to follow safety or sanitary regulations including failure to maintain living quarters in a tidy and sanitary manner.
- D-8 Unauthorized possession of property belonging to another person.
- D-9 Smoking where prohibited.
- D-10 Malingering or feigning an illness to avoid an official assignment or order.
- D-11 Unauthorized use of the mail or telephone.
- D-12 Conduct with a visitor which violates institutional regulations.

Aiding another person to commit any of the offenses set forth in section 431(11)(1), attempting to commit any of such offenses, or making concrete plans to commit any of such offenses shall be considered the same as a commission of the offense itself.

Sanctions: The range of sanctions following a finding by the B.R.C. that it is more likely than not that the incident occurred as reported, includes, but is not limited to those set forth in this section. In selecting and imposing an appropriate sanction or sanctions, the B.R.C. should consider the following guidelines, which permit the B.R.C. to tailor the sanction to the offense, and to take into account any mitigating or aggravating circumstances which the B.R.C. may note in its decision:

Greatest Severity:

Category I (Mitigating Circumstances)

- Minimum Privilege Unit for up to 10 days.
- Loss of related privileges for up to 60 days.
- Restitution.
- Recommendation for forfeiture of good time.
- Loss of job.

Category II

- Minimum Privilege Unit for up to 20 days.
- Loss of related privileges for up to 70 days.
- Restitution.
- Recommendation for forfeiture of good time.
- Loss of job.

Category III (Aggravating Circumstances)

- Minimum Privilege Unit for up to 30 days.
- Loss of related privileges for up to 80 days.
- Restitution.
- Recommendation for forfeiture of good time.
- Loss of job.

High Category:

-Category I (Mitigating Circumstances)

- Room restriction up to 7 days, except for visits and treatment.
- Loss of related privileges for up to 30 days.
- Suspension of job for up to 30 days.
- Restitution.

Category II

- Room restriction for up to 10 days, except for treatment.
- Loss of related privileges for up to 40 days.
- Loss of job.
- Restitution.

Category III (Aggravating Circumstances)

- Minimum Privilege Unit for up to 5 days.
- Loss of related privileges for up to 50 days.
- Restitution.
- Recommendation for forfeiture of good time.

Moderate Category:

Category I (Mitigating Circumstances)

- Loss of related privileges for up to 10 days.
- Restitution.
- Community services for up to 10 hours.

Category II

- Unit confinement for up to 5 days, except treatment.
- Restitution.
- Loss of related privileges for up to 15 days.

Category III Aggravating Circumstances)

- Room confinement for up to 5 days, except treatment, visits and gym.
- Community service for up to 25 hours.
- Restitution.
- Loss of related privileges.

Low Category

Category I (Mitigating Circumstances)

- Unwritten warning.
- Restitution.

Category II

- Written warning.
- Restitution.
- Loss of related privileges for up to 24 hours.

Category III (Aggravating Circumstances)

- Loss of related privileges for up to 5 days.
- Restitution.
- Community service for up to 5 hours

PROPERTY

The following is a master list of items approved for retention by residents in general population in accordance with the security level of this facility (Level 4).

	TRANSIENT	BT CAMP	6	5	4	3	2	1
APPLIANCES/ACCESSORIES								
(1) T.V. 13" *			X	X	X	X	X	X
(1) AM/FM radio *			X	X	X	X	X	X
(1) Fan * canteen purchase only			X	X	X	X	X	X
(1) Hot pot *				X	X	X	X	X
(2) Sets Headphones *			X	X	X	X	X	X
(1) Walkman *			X	X	X	X	X	X
(Boot Camp returns to higher security only)		X						
Musical Instrument-program approved								
(1) Typewriter (no memory)			X	X	X	X	X	X
(1) Extension Cord (max 6')				X	X	X	X	X
(1) Hair dryer (hand held)							X	X
JEWELRY/total value not to exceed \$50								
(1) Wedding Ring	X	X	X	X	X	X	X	X
(1) Watch	X		X	X	X	X	X	X
Medic Alert Medal/Bracelet	X	X	X	X	X	X	X	X
(1) Mirror 5x7 max size	X	X	X	X	X	X	X	X
Paper/Stamps/Pens/Pencils	X	X	X	X	X	X	X	X
Weight lifting Belt/Gloves				belt only	belt only	X	X	X
Speed Bag Gloves							X	X
Books/Mags/Newspapers 10 max	Religious	Religious	X	X	X	X	X	X
does not include books for	ONLY	ONLY						
temporary use in authorized educational programs)								
Letters/Photos/News clippings	X	X	X	X	X	X	X	X
Legal Documents	X	X	X	X	X	X	X	X
Toiletries (15 max)	X	X	X	X	X	X	X	X
(3) Table Games			X	X	X	X	X	X
(2) Locks**	X	X	X	X	X	X	X	X
Eyeglasses/Sunglasses	X	X	X (eye only)	X	X	X	X	X
(1) Wallet	X	X	X	X	X	X	X	X
(1) ea. Cup/Bowl			X	X	X	X	X	X
(1) Alarm Clock						X	X	X

Sheets/Towels/Face cloth (state)	X	X	X	X	X	X	X	X
Blanket/Pillow (state issue)	X	X	X	X	X	X	X	X
(1) Bicycle/Bicycle Lock/Bicycle Helmet							X	X
(1) Umbrella							X	X
(1) Book Bag							X	X
Sewing Kit (1)				X	X	X	X	X
(1) Can Opener	X		X	X	X	X	X	X
(1) Toe Nail Clipper (no file)		X			X	X	X	X
(1) Nail Clipper (no file allowed)		X	X	X	X	X	X	X
CLOTHING								
(2) Suits/Ties/Sport coat							X	X
(5) Trousers	2 pr	(4) utility pants	STATE (2)	X	X	X	X	X
(5) Shirts	2	2 lg sleeved 2 sh sleeved	STATE (2)	X	X	X	10	10
(10) ea. Underwear/T-Shirt/Socks	7 PR	4 PR	X	X	X	X	14	14
2 ea. Sweatshirt/Sweatpants	1	X (hooded sweatshirts (no strings) allowed)		X	X	X	X	X
(2) Hats	1	1 Utility & 1 stocking	State(1)	X	X	X	X	X
(2) pr. Gloves	1	1		X	X	X	X	X
(2) pr. Gym Shorts	1	X		X	X	X	X	X
(2) Pajama/(1) Bathrobe	1 EA		1 b.robe	X	X	X	X	X
(2) Coats	1	X	State(1)	X	X	X	X	X
(2) Sweaters				X	X	X	X	X
(2) pr Thermals		X	X	X	X	X	X	X
(5) Handkerchiefs	2		X	X	X	X	X	X
(1) Bathing Suit							X	X
(5) pr. Footwear	2 PR	3 PR	3 PR	X	X	X	X	X
(2) ea Belts/Buckles	1 EA	1 EA		X	X	X	X	X
(5) Work Uniforms (program approved)							X	X

*Refers to tamper proof seals which shall be installed on all items when practical upon introduction into an institution after they have been searched for contraband. Anything found to be concealed shall be considered to be contraband and shall be disposed of according to 103 CMR 403.4. An institution may reopen and reseal any item at the discretion of the Superintendent. The Property Officer shall be responsible for affixing tamper proof seals. Institution Property Officers shall be required to permanently mark property, whenever its value may exceed \$50.00 with the identification number assigned to the resident. The item and marked number shall be recorded on the residents property inventory. All personal property items (e.g., clothing, appliances, etc.) which are allowed for retention by residents will be available for purchase through the resident canteen in accordance with 103 CMR 403 Property

and the institutional procedural attachment. Also, food items are not allowed to be transferred between facilities.

CLOTHING/LINEN AND LAUNDRY

The Massachusetts Treatment Center shall provide, if needed, the standard issue of clothing consisting of two complete sets of outer and under garments, socks and one pair of footwear.

1. Residents will be allowed to possess only the personal clothing listed in 103 CMR 403.
2. Residents assigned to special work areas are clothed with special/protective clothing according to their assignment. Seasonal clothing be issued as weather conditions require.
3. All clothing, standard, special, personal, will be inventoried by the property officer.
4. All clothing will be inventoried upon resident transfer. Missing or damaged State issued clothing will be cause for reimbursement to the institution.
5. Replacement clothing shall be issued when normal wear warrants.
6. Whenever a resident is released to the community on parole, certificate of discharge, expiration of sentence, or by the court, his state issued shirts and pants shall be collected. These items of clothing shall be inspected and those items deemed to be in usable condition shall be laundered and returned to the storehouse to be reissued. Items such as socks, underwear, and footwear shall not be collected or reissued.
7. Residents will be provide suitable clean bedding and linens to include, at a minimum, the following upon admission: One fire retardant mattress, one fire retardant blanket, two sheets, one pillow, one pillowcase, two towels, one washcloth and one shave kit.
8. All residents have an assigned laundry day. A schedule is posted on each unit.
9. The issuance, exchange and return of linen, bedding and clothing shall be conducted in accordance 103 DOC 755 - Linen, Clothing and Laundry which may be viewed in the library.

INNER PERIMETER SECURITY (I.P.S.)

The purpose of the Inner Perimeter Security (IPS) team is to ensure a safer environment for the staff and residents. The IPS team attempts to accomplish this goal through the elimination of contraband and other illicit activities. They are frequently involved in facility searches and investigations into activities which threaten the security of the institution. All information received by IPS is held in strictest confidence. The identity of people providing information are withheld from reports. **The IPS Confidential Phone # is (508) 279-8341.** Residents must enter the universal pin #668439 (NOTIFY) to access this line.

CANTEEN

Residents may order canteen items from the canteen vendor. Residents are allowed to spend a **maximum of \$60.00 per week** provided they have sufficient funds in their resident account. Canteen slips must be submitted by 7:00 a.m. Monday for the following canteen period. The designated delivery day shall be Mondays or on Tuesday when Monday is a holiday. Upon receipt and confirmation of your canteen, all plastic bags must be immediately returned to your unit officer. Plastic bags are **NOT** permitted in rooms.

INSTITUTIONAL WORK ASSIGNMENT

Residents on observation status shall be limited to housing unit work assignments. All residents will be assigned an institutional work assignment based on availability. Residents names will be placed on a list according to their admission date.

RESIDENT FUNDS/STATEMENTS/MONEY DROP OFF BY VISITOR

Funds (checks or money orders- no cash) may be dropped off seven (7) days a week in the box marked Resident Funds which is located in the lobby adjacent to the Central Control Room. Funds may also be mailed to the facility. The institution and/or the Department will not be

responsible for cash dropped off in this box therefore. The money order or check should be placed in a sealed envelope marked clearly to the Fiscal Office with the resident's name and identification number clearly printed on the envelope. **Visitors may only drop off money to the resident they are visiting.** The resident will receive a receipt for funds dropped off or received by mail. Residents transferring from other institutions should expect 3 - 5 days for their money to transfer. Any freeze placed on previous accounts at other institutions, or loans taken at other institutions will follow from the institution of issue to the new institution and remain in effect until resolved by the resident. Statements are issued weekly to residents for wages earned. Statements will be issued monthly for residents for interest on personal or savings account monies. Residents who wish to request an account printout may contact the Fiscal Office in writing. You must include your name, housing unit, resident identification number and the date you would like the printout to run from. A copy of 103 CMR 405 - Inmate Funds is available in the Library.

PROHIBITION OF STAFF SEXUAL MISCONDUCT WITH RESIDENTS

As a resident within the Massachusetts Department of Correction any sexual contact with any person is expressly prohibited and all such incidents should be immediately reported. All intentional acts of sexually abusive behavior or intimacy between a resident and a Department employee, contractor or volunteer, or resident and resident, regardless of consensual status, are prohibited and the perpetrator shall be subject to administrative, criminal and/or disciplinary sanctions. You also need to understand that any allegation or incident of sexual contact will be taken seriously and investigated fully. If the investigation reveals that a resident has knowingly made false allegations or made a material statement which he in good faith, could not have believed to be true, then the department may take appropriate disciplinary action. You have the right to serve your sentence without fear of being sexually exploited. A telephone "hotline" has been set up through the telephone system that will allow you to report any contact of a sexual nature with other inmates/residents, staff, volunteers or outside contractors. This number, 508-668-5498, can be universally accessed by all residents. You do not need to place this number on your PIN list

SEXUAL ASSAULT/ABUSE

Prevention of sexual assault/abuse is everyone's responsibility. All Department employees, contractors, and volunteers are responsible for contributing to the prevention of sexually abusive behavior perpetrated by staff on residents or by residents on residents as outlined in *103 ODC 519, Sexually Abusive Behavior Prevention and Intervention*. Residents are responsible for familiarizing themselves with the Department of Correction's orientation material on sexual abuse prevention and intervention. A copy of *103 DOC 519, Sexually Abusive Behavior and Intervention* policy is available in the Library. An inmate/resident is encouraged to report the suspicion of or an actual sexual assault/abuse to any staff person, whether DOC employee, Volunteer, or contractor, within this facility. Residents are also responsible for reporting allegations in a timely fashion to any staff person to ensure their safety and the safety of others. All allegations and incidents of resident on resident or staff on resident sexually abusive behavior shall immediately be reported by Department employees, contractors, or volunteers in accordance with *103 DOC 519, Sexually Abusive Behavior and Intervention* policy. An investigation will immediately follow a report of sexual assault/abuse. Victims will be assessed by medical and mental health staff and managed in order to prevent further assault or abuse. The shift commander shall ensure that the Superintendent is immediately notified. Failure of any Department employee, contractor or volunteer to report these allegations may result in disciplinary action, up to and including termination.

EDUCATIONAL AND REHABILITATION PROGRAMS

Religious Services - Religious services are provided to accommodate the needs of a variety of faiths. Religious services include but are not limited to: Catholic, Protestant Jewish, Muslim, Buddhist, etc.

Recreational Services - A variety of recreational services are provided. A schedule is posted in the gymnasium.

Educational and Vocational Programs: Educational and vocational programs may include the following: Pre GED, GED Diploma Course, Computer Program, Wood Shop, Culinary Arts, Industries, Music Program, Newsletter/Journalism Course, Art Program, Thinking for Change, Public Safety Transition Program, Release Preparation, Substance Abuse, Sex Offender Treatment Program, etc.

Library Services: Library services include but are not limited to: Law Library, General Library, Audio/video collection, Notary service, etc.
Self Help - Self help groups include but are not limited to: AA, NA, SLAA, AVIP, K of C, etc.

FACILITY ADDRESS AND PHONE NUMBER

Massachusetts Treatment Center
30 Administration Road
Bridgewater, MA 02324

Phone: (508) 279-8100

DIRECTIONS TO THE MASSACHUSETTS TREATMENT CENTER

From Boston

Take Route 128 to Route 24 South to Route 495 south. Exit six (6) off Route 495 to the Middleboro Traffic Circle. At the traffic circle get on Route 18 North for approximately three (3) miles until you see a sign MCI Bridgewater/Southeastern Correction on right. Take a right and proceed approximately 3/4 miles take a right and proceed past Old Colony Correctional Center. **The Massachusetts Treatment Center** is on your right. Park in the parking lot across from Massachusetts Treatment Center and enter Administration Building.

From Fall River/New Bedford

Take Route 24 North to Route 495 South. Follow the above directions.

From Points West

Take Route 495 South to exit six (6). Follow the above directions.

From Cape Cod

Take Route 495 North to exit six (6). Follow the above directions.

PUBLIC TRANSPORTATION

The MBTA train has a station in Bridgewater Center. A local taxi service can be utilized from the train station to and from the Treatment Center.

Bill's Taxi

(508) 697-4343

E. Bridgewater Taxi (508) 378-7778

FIRE SAFETY/EVACUATION

1. Emergency evacuation plans are posted throughout the facility. It is important that you become familiar with these plans for your own safety. Don't wait until there is an emergency.
2. If you discover smoke or fire, alert the housing unit officer/staff person.
3. Follow the directions of the housing unit officer/staff person.
4. When evacuating an area do so in an orderly fashion, quickly but **DO NOT** run.
5. Do not attempt to bring personal belongings with you. Your life is more important than your property.
6. Evacuate to the area designated by the officer/staff person.
7. Do not reenter the area until instructed to do so by an officer/staff person.

8. For your safety and the safety of others, remember:

- Remove all trash from your room daily, place it in the trash cans located on the unit.
- Do not overload electrical outlets.
- Do not use an elevator to evacuate a building.
- Be prepared for any fire emergency by knowing the locations of all fire exits and evacuation routes as shown on the evacuation plans and actively participate in the fire drills.

REMEMBER. FIRE SAFETY IS FOR EVERYONE!!!!