

**Massachusetts Department  
Of Correction**

**MCI-Plymouth**

**ORIENTATION  
HANDBOOK**

**Rules & Regulations  
2014**

**Steven J. O'Brien, Superintendent  
2014**



# The Commonwealth of Massachusetts

*Executive Office of Public Safety and Security*

## Department of Correction

Massachusetts Correctional Institution - Plymouth

*Myles Standish State Forest*

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To: MCI-Plymouth Inmates  
Fr: Steven J. O'Brien, Superintendent  
Re: MCI-Plymouth

Welcome to MCI-Plymouth, a minimum-security facility located in Myles Standish State Forest. The ambiance and beauty of this facility is like no other in the State Correctional System and you should feel extremely fortunate to be classified to this facility. Please do not mistake the environment for anything less than what we are a State Correctional Facility.

At MCI-Plymouth we define our job by our mission statement "We are dedicated professionals providing public safety through sound inmate accountability, while simultaneously offering offenders re-entry opportunities for self-improvement and providing services and support to local communities."

While you are at MCI-Plymouth your job is to comply with all the rules and regulations that govern this facility. You will be expected to respond to our count procedures, work at an assigned job, participate in available programs, and focus on concrete reentry plans that will assist you with your return to the community. You will be given more personal choices but held to a higher standard of accountability. You will be treated with respect and in return you are expected to treat others with respect.

This orientation handbook will assist you in understanding many key areas of the institution. However, the handbook does not cover every area, therefore if you have additional questions or concerns after reading the handbook you can speak with staff for further information.

I encourage you to utilize the time you are serving at MCI-Plymouth to design and implement a plan for your successful reentry. You can accomplish this goal by developing good working habits, attend programming to meet your needs, and involve your family members in all of your reentry work. Making the right choices now can bring you a more positive future in the community.

# MCI -PLYMOUTH ORIENTATION HANDBOOK

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## SECTION I

### INTRODUCTION TO MCI-PLYMOUTH

This Handbook has been prepared to introduce you to MCI-Plymouth and its rules and regulations. It is your responsibility to read this handbook and follow the directives within it. Knowing the rules helps prevent misunderstandings and will help you become more responsible.

This handbook is a reference aid, which contains information to guide you. It does not detail every situation that may arise. You should always use common sense, as well as good judgment and if you have any questions regarding rules, procedures, or institution regulations, please seek a staff member for assistance.

**NOTE:** Orientation Booklet is the property of MCI-Plymouth and is to be turned in upon release/transfer from MCI-Plymouth.



## SECTION II

### LOCATION, DESCRIPTION, AND DIRECTIONS

MCI-Plymouth is located in the Myles Standish State Forest approximately 10 miles from Plymouth, 52 miles from Boston and 29 miles from New Bedford. Like other Level 3 facilities we emphasize preparation for release by providing you with a work environment and an opportunity for self-improvement.

MCI-Plymouth provides you more responsibility and freedom than is allowed in a walled institution. How well you handle this increase in responsibility and freedom will determine how well you will do at MCI-Plymouth. You are expected to demonstrate positive attitude/behavior, remain drug and alcohol free and earn favorable work evaluations.

MCI-Plymouth consists of two basic areas: the Upper and Lower Camp. Dormitories A, B and C located in the upper area contain double bunked rooms. You should consult your dorm officer regarding access and movement within the camp. Inmate bulletin boards are located in each dorm as well as outside of the Dining Hall. You are encouraged to consult boards frequently for programs, schedules, and announcements.

Lower Camp buildings include the Bunkhouse, library and substance abuse program/staff area, property, auto school, Pondsides Meeting Rooms, weight room, supply and maintenance buildings. The lower camp area is also used for outdoor recreation including softball, basketball, volleyball, handball and an exercise area. The base of the camp is surrounded by Bumps Pond, a ten acre pond. Neither swimming nor fishing is allowed.

### DIRECTIONS TO MCI-PLYMOUTH

**FROM ROUTE 495 South:** Take exit 2, take a left at Route 58, follow signs to Myles Standish State Forest. Continue straight until Cranberry Road. (on right) Turn right and proceed into the State Forest. After passing Headquarters take left, and follow detour signs to MCI-Plymouth. Cross intersection at stop sign and take left at end of road.

**FROM 195 South to 495 North:** Take exit 2, take a right at Route 58 and follow signs to Myles Standish State Forest. Continue straight until Cranberry Road (on right). Take right and proceed into the State Forest. After passing Headquarters take left, and follow signs to MCI-Plymouth. Cross intersection at stop sign and take left at end of road.

**FROM ROUTE 3:** At exit 5, exit west on Long Pond Road, towards Myles Standish State Forest. Continue approximately 5 miles to entrance to State Forest, sign on right. Follow forest road taking every paved road bearing to the left, about 5 miles. Entrance to MCI-Plymouth will be on the left.

**SECTION III**  
**DAILY OPERATIONS**

- A. Daily Schedule/Medical Schedule
- B. Meal Regulations
- C. Counts
- D. Boundaries & Grounds Rules
- E. Cell Phones



## DAILY OPERATIONS

### A. DAILY SCHEDULE

12:00 a.m.	Official Count
3:30 a.m.	Official Count
6:00 - 6:30 a.m.	Breakfast
6:55 a.m.	Report to your room for Official Count
7:00 a.m.	Official Count
7:00 - 7:45 a.m.	Medication
8:00 a.m.	Report to room for standing Count
8:10 a.m.	Report ready for work to work assignment or vehicle (Monday-Friday)
9:00 a.m.	(Lower Camp opens)
10:55 a.m.	Report to your room for Stand Up Count
11:00 a.m.	Official Count
11:15 - 11:45 a.m.	Lunch
12:00 - 12:45 p.m.	Medication
12:00 noon	Report ready for return to work to crew assignment or vehicle (Mon.- Fri.) Weekends report to room for non-standing count
4:10 p.m.	Report to your room for Stand Up Count
4:15 p.m.	Official Count
4:25 - 5:00 p.m.	Dinner
5:00 - 5:15 p.m.	Medication
5:00 p.m.	Lower Camp is open
5:00 - 9:00 p.m.	Program period
9:00 - 9:15 p.m.	Medication
9:25 p.m.	Report to your room for Stand Up Count. Movement will cease except for use of toilets.
9:30 p.m.	Official Count

## **B. MEAL REGULATIONS**

Meals will be provided in the Dining Hall only. You may store and eat food in your living area if done in accordance with MCI-Plymouth's Room Decor [Section IV (D)].

No food, utensils or kitchenware are to be taken from the Dining Hall. Everyone is expected to dress properly for meals. (No bathrobes; shirts, shoes, and socks must be worn, no hats, with the exception of a Kufi, no thermal underwear (pants) with shorts).

All Dorms are announced to chow via PA system.

After all dorms have been called to Dining Hall, **LAST CALL** will be announced via the PA system. Fifteen (15) minutes after the **LAST CALL** announcement is made, the serving line will be closed and no additional meals will be served.

### **BREAKFAST:**

At approximately 6:10 a.m., all dorms are called for chow.

After the 7:00 a.m. major count is cleared, the chow hall is opened for all Diabetic ADA Diets, Inmates who have a "Medical Order" for "Early Chow"; All kitchen workers (who have been approved by kitchen staff) and inmates with their NEADS dog.

### **LUNCH:**

Early chow is at 10:30 a.m. for kitchen workers, inmates who have a "Medical Order" for "early chow", and inmates with their NEADS dog.

After the 11:00 a.m. major count is cleared, Dorms will be called as scheduled.

### **DINNER:**

Early chow is at 3:30 p.m., all kitchen workers, inmates with NEADS dog and inmates with "Medical orders" for "early chow".

After the 4:15 p.m. major count is cleared, Dorms will be called as scheduled.

**NOTE:** Inmates with Diabetic, Ground workers, Vegetarian, Halal diets/meals eat with their dorm.

## **C. COUNTS**

1. You are required to stand by your bunk for the 7:00 a.m., 8:00 a.m., 11:00 a.m., 4:15 p.m. and 9:30 p.m. official counts. The procedures for the 7:00 a.m., 8:00 a.m., 11:00 a.m., 4:15 p.m., and 9:30 p.m. counts are as follows: With the exception of the kitchen workers, you will return to your room for the 7:00 a.m., 11:00 a.m., 4:15 p.m., and 9:30 p.m. counts each day. You must remain standing in your room until the count is cleared. Inmate counts will continue in all aspects to be taken hourly. Overhead lights must be kept on during all standing counts and inmates must have their I.D.'s exposed.
2. After the 11:00 a.m. and 4:15 p.m. counts have been completed, you will be called to the Dining Hall by dorms.
3. All programs will end by 9:00 p.m. and you must report back to your room by 9:25 p.m. for the Official 9:30 p.m. standing count.

4. There will be no inmate movement during the official counts. You are to remain in your Room. You will not be allowed to shower, brush teeth, use the vending machines, clean cooking utensils or microwaves after 9:25 p.m. Movement to the Control Center will only be for medical or emergency purposes. Use of toilets will be with the permission of the dorm officers.
6. The 8:00 a.m. count will be a Standing Count.

#### **D. BOUNDARIES AND GROUND RULES**

1. You are only allowed in the dormitory to which you are assigned. When leaving your dorm you must sign out to your destination, sign in at that destination, if it is another dorm and sign back in upon return to your dorm.
2. The boundaries of the camp will be clearly indicated with "out of bound" markers. In addition, inmates are not allowed to congregate on stairway to lower camp or in grassy areas beside it, or between the corridor.
3. A & B dorms after sunset movement is restricted in the Lower Camp. Consult with your dorm officer or lower Camp Officer for specific information regarding curfew.
4. Administrative Offices and storage buildings are out of bounds to all inmates.
5. The kitchen/ dining room area is considered out-of-bounds to all inmates except those assigned to it. The vending machines are available during visiting times only.
6. The Maintenance Building and the Garage are out-of-bounds to all inmates except those assigned there.
7. The lower parking lot and roadway across from the Worship Center are out-of-bounds.
8. Any inmate who escapes or attempts to escape will be prosecuted and could receive as much as 7 Years confinement on & after the sentence he is now serving.

#### **E. Cell Phones**

Possession and/or use of cell phones and cell phone paraphernalia, to include cell phone charger, SIM cards and any other related products are strictly prohibited. Inmates that violate this rule will receive Disciplinary Action in accordance DOC 103 CMR 430.

## **SECTION IV**

### **HOUSING**

A. Regulations

B. PREA

C. Staff Sexual Misconduct

D. Institution Hotline

E. General Conduct

F. Room Décor

The following rules and regulations will be constantly monitored for compliance. In order to maintain privileges for all, proper cleanliness must be maintained in all living areas.

## A. REGULATIONS

1. You will not use any door marked "EMERGENCY EXIT" unless an emergency exists.
2. A Dorm: The only door to be used for entering and exit will be: **THE EAST CORRIDOR DOOR.**

B Dorm: The only door to be used for entering and exit will be: **THE EAST CORRIDOR DOOR.**

C Dorm: The only door to be used for entering and exit will be:  
**THE FRONT LOBBY DOOR.**

3. No loitering around the exterior area of any dorm building, walkways, or by outside telephones.  
**NOTE: The only inmates allowed outside dorms or in corridors prior to the clearing of the 8:00 a.m. count are kitchen workers, inmates in med line and inmates dropping off mail.**
4. You will only be allowed in the dormitory and room to which you are assigned.  
**Inmates are not allowed in other inmate rooms.**
5. No congregating in the corridors or lobby area of any dorm. No loud noise or horseplay will be tolerated.
6. Proper dress is required for all movement in corridors. Bathrobes will be allowed only for movement to and from the bathroom areas. Shirts must be worn at all times in the upper camp area.  
  
Wearing of hats or head covers inside buildings is prohibited except in your room. However, approved religious head covering can be worn throughout the facility with approval. IDs will be worn on the left chest at all times when outside of cell.
7. Ear/head phones will be utilized with radios and televisions at all times. Any manufacture of speaker cones, or what can be construed as a speaker will be seized. Loss of radio/televisions and disciplinary action will result.
8. There will be no movement after 9:30 p.m. count.
9. Lights on after 11:00 p.m. will be restricted to reading lamps.
10. Room windows will not be utilized to enter or exit rooms, except in an emergency (fire, etc.). Room windows are to remain closed during the heating season.
11. You will not deface any wall, ceiling, floor, window, window screens or furnishings. Report any items that are damaged to the Dorm Officer at once. Restitution will be imposed upon anyone found guilty of vandalism or destruction of State property.

12. Rooms and person are subject to search at any time.
13. **You will be required to wear your identification card in plain view while on the grounds of MCI-Plymouth. The ID will be worn with picture facing out on upper left pocket area.** While off the grounds, you will be required to carry your ID card at all times.
14. TV's, lights and fans need to be shut off when not in use and all room utilities shut off at midnight.
16. The shower schedule is as follows: A, B and C Dorms: 5:30 a.m. - 9:00 a.m. 10:00 am – 9:00 pm  
\*Note: Monday – Friday A-Dorm shower will be closed between the hours of 1:00 pm – 3:00 pm
17. Additional rules and regulations may be promulgated as necessary.



PRISON RAPE ELIMINATION ACT (PREA)  
SEXUAL MISCONDUCT/STAFF SEXUAL MISCONDUCT

- A) The Prison Rape Elimination Act otherwise known as PREA is a Federal statute which was passed unanimously by the United States Congress and signed into law in 2003 by President George W. Bush. The Act supports the elimination, reduction, and prevention of sexual assault and rape in correctional systems across the country. This includes federal, state, county facilities and all other law enforcement detention facilities.

The Massachusetts Department of Correction is committed to enforcement of the PREA law. We have a zero tolerance policy for any incidence of sexually abusive behavior by a staff member, vendor, volunteer or inmate in any facility and we afford a number of internal and external methods for victims and third parties to report abuse or suspicions of abuse. All reports/allegations of sexual abuse or sexual threats are taken seriously and investigated in a thorough and objective manner. The Department will aggressively pursue the discipline and prosecution of any perpetrator of sexual abuse. Victims and reporters of sexual assault will be afforded ongoing medical, mental health, and victim services and will be protected from retaliation.

All new admissions to the Department of Correction will be scheduled for mandatory orientation to review this information and be educated on important issues. Additionally, refresher information shall be made available as will updated information following any intra-system transfer.

- B) The institution PREA coordinator is the Deputy Superintendent of Treatment.
- C) The Department of Correction and MCI-Plymouth strive to create and maintain a safe institutional environment for both inmates and staff through the prevention, detection, and appropriate response to Sexually Abusive Behavior. Inmates are forewarned that our workforce is highly integrated in terms of the gender of our staff. As such, staff members of the opposite sex may be present and conducting rounds in housing units at any and all times. An announcement shall be made to signify that an opposite gender staff person is present in your housing unit. These announcements will be made only whenever there is a status change to alert you to.
- D) Inmates are responsible for familiarizing themselves with Department of Correction's orientation material on sexual abuse prevention and intervention and 103DOC519; SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION POLICY.
- E) The Department has established multiple internal ways for inmates to privately report sexual abuse and sexual harassment or retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents. A Department hotline has been designated within the inmate telephone system. The number is 508-668-5498 and shall allow for universal and unimpeded access by all inmates within the Department and shall be listed in all institutional inmate orientation manuals. Additionally, this facility has a site specific IPS hotline 508-291-2504, which may be utilized. Other methods to report include the inmate grievance system, staff access periods, the facility PREA manager, and inner perimeter security staff members.

Inmates may also report sexual abuse or harassment to external public or private agencies via correspondence or use of the inmate telephone system. Calls to "privileged" numbers including universally approved legal assistance phone numbers, pre-authorized personal attorney telephone numbers, a foreign national's pre-authorized telephone number to his/her consular officer or

diplomat, pre-authorized clergy telephone numbers and pre-authorized licensed psychologist, social worker and/or mental health professional telephone numbers are not subject to telephone monitoring and are not recorded.

The department shall accept and investigate verbal, written and anonymous third party reports of sexual abuse and harassment. Third party entities may report abuse to the Department Duty Station at (508) 668-5498. These reports will be immediately forwarded to the proper Superintendent or Division head.

Should you report of an allegation that you were sexually abused while confined at another facility or agency, the superintendent of this facility shall notify the appropriate superintendent or chief administrative officer of the agency where the alleged abuse occurred no later than 72 hours after receiving the allegation. The incident site is responsible for the investigation of that matter.

- F) All acts of Sexually Abusive Behavior between an inmate and a Department employee, contractor, or volunteer or an inmate and an inmate, regardless of consensual status, are prohibited; and the perpetrator shall be subject to administrative, criminal, and/or disciplinary sanctions. The Department of Correction is committed to investigating, disciplining and referring for prosecution, Department employees, contractors, volunteers, and inmates who engage in Sexually Abusive Behavior. The Department is equally committed to providing crisis intervention and ongoing treatment or referrals to the victims of these acts.
- G) If the investigation reveals that an inmate has knowingly made false allegations or made a material statement which he/she, in good faith could not have believed to be true, the Department may take appropriate disciplinary action.
- H) All Department employees, contractors, and volunteers are responsible for contributing to the prevention of Sexually Abusive Behavior perpetrated by staff on inmates or by inmates on inmates as outlined in 103 DOC 519, Sexually Abusive Behavior Prevention and Intervention.
- I) All allegations and incidents of inmate-on-inmate or staff-on-inmate Sexually Abusive Behavior shall immediately be reported by Department employees, contractors and volunteers in accordance with 103 DOC 519 Sexually Abusive Behavior Prevention and Intervention. 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.
- J) Ways to avoid becoming the victim of sexual abuse:
  - 1. Be aware of situations that make you feel uncomfortable. Trust your instincts.
  - 2. If something feels wrong about the environment or situation you find yourself in, leave the area.
  - 3. Don't let your manners get in the way of keeping you safe. Don't be afraid to say 'NO', "Stop It Now", or "Get Lost".
  - 4. Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak. Keep your head up and don't avoid eye contact.

5. Avoid talking about sex and casual nudity. These things may be viewed as a come-on or make another inmate believe you have an interest in a sexual relationship.
6. Do not accept any food, clothing, or other gifts from other inmates. Being in debt to another inmate may lead to the expectation that you will repay the debt with sex.
7. Avoid secluded areas like closets, storage areas, stairwells, isolated showers or unoccupied bathrooms. Position yourself in plain view of staff members.
8. If you are being pressured for sex, talk to a staff member immediately.
9. If you become aware that another inmate is being sexually abused, report it to a staff member. Next time it could be you.
10. Beware of inmates who offer to protect you. Protection frequently has a cost.
11. Do not give out information about your family, friends, or financial support.
12. Do not buy large quantities of canteen items.

**PREA DEFINITIONS:**

Gender nonconforming – a person whose appearance or manner does not conform to traditional societal gender expectations

Intersex – a person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Sex abuse – includes any of the following acts, if the victim does not consent, is coerced into such an act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
2. Contact between the mouth and the penis, anus, or vulva.
3. Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse, or gratify sexual desire.
4. Penetration of the anal or genital opening, however slight, by the hand, finger, object or other instrument, that is unrelated to official duties or where the staff member, contractor or volunteer has the intent to abuse, arouse, or gratify sexual desire.
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section.
7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breasts in the presence of an inmate.
8. Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, or staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.



9. Sexual harassment includes the following:
  1. Repeated and un-welcomed sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another.
  2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about the body or clothing, or obscene language or gestures.

Within 30 days of intake MCI Plymouth will provide comprehensive education to inmates either in person or through video regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents and regarding agency policies and procedures for responding to such incidents.

MCI Plymouth will provide inmates with access to outside victim advocates for emotional support services relative to sexual abuse by giving inmates mailing addresses and telephone numbers, including toll free hotline numbers where available, of local, state or national victim advocacy or rape crisis organizations. MCI Plymouth shall enable reasonable communications between inmates and these organizations and agencies to ensure that confidentiality is maintained.

#### **Prevention of Sexually Abusive Behavior**

1. All Department employees, contractors, and volunteers are responsible for contributing to the prevention of sexually abusive behavior perpetrated by staff on inmates or by inmates on inmates as outlined in 103 DOC 519 Sexually Abusive Behavior Prevention and Intervention.
2. Inmates are responsible for familiarizing themselves with the Department of Correction's orientation material on sexual abuse prevention and intervention. They are also responsible for reporting allegations in a timely fashion to a staff member, contractor, or volunteer in order to ensure their safety and the safety of others.
3. All allegations and incidents of inmate on inmate or staff on inmate sexually abusive behavior shall immediately be reported by Department employees, contractors and volunteers in accordance with 103 DOC 519, Sexually Abusive Behavior Prevention and Intervention policy. 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.
4. Gender Identity Disorder Inmates (GID) will have additional shower times in addition to the regular hours. Transgender or intersex inmates shall be given the opportunity to shower separately from other inmates.
5. MCI Plymouth shall take reasonable steps to prevent, detect and respond to sexual abuse and sexual harassment to inmates who are limited English proficient or with disabilities, including steps to provide interpreters who can interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary.
6. MCI Plymouth shall not rely on inmate interpreters, inmate readers, or other types of inmate assistants except in limited circumstances where an extended delay in obtaining an effective interpreter could compromise the inmate's safety, the performance of first-responders duties or the investigation of the inmate's allegations.

#### **D.INSTITUTION HOT LINE**

There is an institutional hot line number for confidential information. The number (508) 291-2504 is accessible by any inmate telephone on MCI-Plymouth grounds.

## **E. GENERAL CONDUCT**

### **YOU WILL NOT:**

1. Remove or tamper with any tamper proof serial numbered seals used on radios, televisions, hot pots, walkman etc.
2. Operate electrical appliances continuously or leave lights on when room is unoccupied, except clocks, where applicable.
3. Cook in rooms.
4. Have air refreshers.
5. Change beds or rooms without permission of the Shift Commander.
6. Operate hot pots or any unnecessary electrical appliance when the institution is utilizing emergency generator power.
7. Be in possession of any perishable food items.
8. Obtain food items from any source other than Institutional Canteen.
9. Footwear will be stored neatly on the floor in the closet area.
10. Food is not allowed from the kitchen/dining room area.
11. Store cleaning materials or supplies in rooms.
13. Wash shoes or clothes in the bathrooms.

## **F. ROOM DECOR**

The following room decor guidelines are to be adhered to at all times. Failure to do so could result in disciplinary action.

1. Beds are not to be moved from the window. Beds must be made each morning **prior to 8:00 a.m.** During the day, inmates may lie on top of the bed only without disturbing the blanket.
2. Only metal wastebaskets are allowed. Trash is to be emptied daily. Storage of empty soda cans is not allowed in the living quarters.

3. Floors are to be swept and mopped daily.
4. Weekly: footlockers, tables and beds are to be moved, walls washed and the floors washed. Beds, footlocker and tables will not be rearranged.
5. Nothing is to be placed on the windowsills.
6. Extension cords are not allowed. All wiring to electrical devices must be U.L. approved. Spliced wiring is not allowed. Homemade lights and other electrical devices are prohibited.
7. Pegging of room door is prohibited. Nothing is to be placed between door and door jams to keep it open, as this is a fire hazard.
8. Door locks are not to be tampered with and door closer mechanisms must remain attached
9. Footlockers are to be placed side by side underneath the bottom bed, with the hasp facing outward. Pads will be placed under footlockers to protect the floor.
10. The only items to be stored on top of the tables are appliances such as radios, fans, hot pots and lamps.
11. Footwear will be stored neatly on the floor in the closet area.
12. All clothing will be hung on (10) ten hangers, in the closet area, neatly folded on the closet shelf or in the footlocker.
13. Dirty laundry will be placed in laundry bags and shall be hung from the hook in the closet or from hinge on the back of the door.
14. All non-perishable food will be stored either in the footlocker or neatly on the closet shelf. No exceptions. One cubic foot of food is allowed per inmate.
15. Televisions will be placed on provided wooden shelves. Radios and clocks may also be kept on wooden shelves or on table. Headphones are to be stored with radio or TV.
16. Fans will be placed in the following manner; the inmate assigned to the lower bunk will store his fan on the table, the inmate assigned to the upper bunk will store his fan on the upper wooden shelf.
17. Electrical wiring and antenna wires for radios and televisions will be routed through the holes drilled in the shelves for that purpose.
18. Shades provided by MCI-Plymouth must be opened half-mast during the day light hours. No towels, sheets or any other material will be placed in front of the window by 8:00 a.m.



**19. The following items are permitted to be displayed on bulletin boards:**

Photographs, cards, magazine/newspaper pictures and articles, drawings and calendars. **The following items are not permitted to be displayed:** Anything that is prohibited by the inmate mail policy, semi-nude, scantily clad, and/or sexually suggestive materials that can be considered offensive or otherwise discriminatory, material that supports or promotes any violations of the 103 CMR 430, Disciplinary Procedures.

- 20. Hooks, nails, screws, or pushpins are not allowed in rooms for hanging purposes. Inmates will be subject to disciplinary actions, if used and assessed repair cost. Inmate mirrors should be placed on the back of the door.
- 21. No furnishings are to be placed in the hallways during room cleaning.
- 22. Inmates are responsible for all contents within their rooms.
- 23. Inmates are encouraged to recycle paper, newspaper, plastics, etc. in the dorm recycling containers.

**SECTION V**

**PROPERTY AND RELATED ISSUES**

- A. APPROVED ITEMS
- B. CONTRABAND
- C. PROOF OF OWNERSHIP
- D. PROPERTY TRANSACTIONS INVOLVING INMATES
- E. DISPOSAL OF INMATE PROPERTY
- F. TELEVISION REPAIRS

## **A. APPROVED ITEMS**

Property can be both state issued items or personal property. What can be retained by you at MCI-Plymouth is dictated by the security level of the institution. MCI-Plymouth therefore follows the guidelines of a Department of Correction Level 3 facility.

### **APPROVED ITEMS:**

Books/Mags/Newspapers (10 max - does not include books for temporary use in authorized educational programs)

Letters/Photos/News clippings (one cubic foot) Legal Documents (one cubic foot)

Toiletries (15 max) - Canteen

(3) Table Games

\*(1) Lock (canteen purchase only)

(1) ea. Eyeglass/Sunglasses

Hearing Aid/Ortho-Prosthesis Aid

\*(1) Travel Type Sewing Kit (canteen purchase only)

(1) Wallet

\* (1) ea. Cup/Bowl - (canteen purchase only)

### **CLOTHING:**

(5) Trousers

(5) Shirts

(10) ea. Underwear/T-

Shirt/Socks (pr)

(2) ea. Sweatshirt/Sweatpants

(2)Hats

(2)pr. Gloves

(2)pr. Pajamas/(1) Bathrobe

(2) Coats

(2)Sweaters

(2)pr. Thermals

(2)Handkerchiefs

(5) pr. Footwear

(2)ea. Belts/Buckles

(2)Gym shorts

### **APPLIANCES/ACCESSORIES:**

\* (1) T.V. 13" (canteen purchase only)

\* (1) AM/FM radio (canteen purchase only)

\* (1) Fan (canteen purchase only)

\* (1) hot pot (canteen purchase only)

\* (2) Sets Headphones (canteen only)

\* (1) Walkman (canteen purchase only)

\* (1) Typewriter

(1) Wedding Ring

(1) Watch

(1) Religious Medal w/chain Medic Alert Medal/Bracelet

\* (1) Mirror 5X7 max size (Canteen Purchase Only)

Paper/50 Stamps/Pens/Pencils

Weight lifting Belt/Gloves

\* (10) Plastic Coat Hangers

**\* Canteen items: must have pre-approved slip from Property Officer**

All items that are sold in the Institution Canteen are approved items. All items must be purchased through the canteen and not admitted any other way.

All property not arriving from the sending facility must be pre- approved by the Property Officer via the property clothing and appliance slips. Slips are to be issued to inmates upon request from the Property Officer or his designee. You will be responsible for completing and returning the slip to the Property Officer for approval. Upon approval, slips will be given to the treasurer who will then place your order and remove funds necessary to do so. Once your order arrives the property officer will place it on your inventory and call you to pick it up. Slips are to be made available to eligible inmates no less than on a quarterly basis. Nothing in 103 CMR 403.14 shall limit the Superintendent of a facility from developing internal procedures and time limits regarding the issuance of inmate property permission slips.

The institution may re-open and re-seal any items at the discretion of the Superintendent. The Property Officer shall be responsible for affixing tamper proof seals. The Institution Property Officer shall be required to permanently mark property, whenever its value may exceed \$50.00 with the identification number assigned to the inmate. The item and marked number shall be recorded on the inmate's property inventory.

## **B. CONTRABAND**

Contraband is all items not authorized for retention at MCI-Plymouth as listed in the Inmate Property Policy (103 CMR 403). A copy if the Inmate Property Policy (103 CMR 403) is available in the inmate library.

## **C. PROOF OF OWNERSHIP**

You are responsible for the safekeeping of all property which you are permitted to retain in your living quarters. In addition you shall:

- (1) Maintain all receipts for property inventory provided by the Property Officer to document proof of ownership upon request of a staff member. If you fail to show proof of ownership, said property shall be considered contraband unless the property has been previously recorded on your property inventory.
- (2) Ensure that no personal or state property is altered in any manner.
- (3) Ensure not to dispose of any property without the approval of the Property Officer.

#### **D. PROPERTY TRANSACTIONS INVOLVING INMATES**

No inmate or employee may sell, give, exchange, lend, borrow or transfer in any other manner any items of personal property to any inmate or employee of the Department except with the written approval of the Superintendent or his designee. 103 CMR 403.22 will not be construed to prohibit transfer or exchange of legal materials.

#### **E. DISPOSAL OF INMATE PROPERTY**

Within one week of property being deemed contraband, the Property Officer at the facility temporarily storing the contraband will initially notify you of the item (s) being stored by a contraband notification form. The inmate may elect to dispose of the item(s) by one of the following methods.

1. have the property retrieved by a visitor;
2. have the property mailed to a specified destination;
3. have the property disposed of as seen fit by the institution.

All items must meet policy regulations and additional limitations and restrictions exist. All additional questions and issues concerning property should be directed to the Property Officer.

The property policy (103 CMR 403 Inmate Property) shall govern all aspects of these guidelines. A copy of this policy is available in the inmate library.

#### **F. TELEVISION REPAIRS**

T.V. repairs are to be reported to the Property Officer. Any television in need of repair will be sent to an outside vendor. Monies to cover cost of repair are to be withdrawn from inmate personal accounts. Requests to withdraw from personal account must be submitted to inmate's CPO with request for the check to be forwarded to Property Officer.

**SECTION VI**  
**HEALTH SERVICES**

- A. Dental
- B. Medical
- C. Optometry
- D. Psychological Services
- E. HIV Counseling
- F. Keep-On-Person Medication Program
- G. Schedule Of Medication Disbursement
- H. Inmate Medical Co-payment
- I. Special Treatments
- J. Medical Emergencies
- K. Medical Grievances
- L. Health Care Proxy
- M. Communicable Diseases
- N. Outside Hospital Procedure



## **HEALTH SERVICES**

### **Accessibility to Various Health Services at MCI-Plymouth**

Various health services are offered to you at MCI-Plymouth. The nurse will be at MCI-Plymouth daily 6:30 a.m. – 3:00 p.m. The MD/Nurse Practitioner will be on-site as per the provider's schedule posted on Doctor's office door.

#### **A. DENTAL**

If you wish to see the dentist for a routine procedure you should submit a sick call slip in the sick call box for the nurse to review. The nurse will discuss each case with the dental department and will schedule the appointment when approved by the dentist.

If you have an emergency dental situation (i.e. severe tooth pain) you should notify the nurse. In the event that the nurse is off-site, you should notify a correctional staff person so that emergency arrangements can be made.

#### **B. MEDICAL**

You will be medically screened upon arrival at MCI- Plymouth. After HSU hours, you will be seen the next day nurse is on-site.

Sick slips need to be submitted by 2:00 p.m. for the Nurse to review the following day (except for emergency situations or problems which arise after 2:00 pm.). You must inform the Control Center you submitted a sick slip.

Sick slips are located next to the sick call box, which is in the Health Service Unit. If no sick slips are available, you should fill out a blank paper with your name, commitment number, date of the slip, work assignment, and the nature of the problem. You are reminded that if the nature of the problem is medical, dental or psychological, you will need to remain in from work that day until seen by medical staff.

#### **C. OPTOMETRY**

If you wish to see the optometrist for a routine eye exam you should contact the nurse by sick slip. Optometry trips are made on a monthly basis to Old Colony Correctional Center.

#### **D. PSYCHOLOGICAL SERVICES**

Psychological services are offered at MCI-Plymouth. Routine services are done on a weekly basis. If you wish routine psychological counseling you should contact the nurse or your CPO for a referral. In an emergency situation, you should contact the nurse directly. In the event that the nurse is off- site, you should contact a correctional staff person immediately.

## **E. HIV COUNSELING**

Counseling for HIV testing is offered per your request. You must submit your request on a sick slip and place it in the sick call box located outside the nurse's office. The nurse will arrange a time to counsel you.

**Any questions regarding the above or questions regarding accessibility to health care should be directed to the nurse (Hours: 6:30 a.m. – 3:00 p.m.). In the event that you have a medical problem and no health services staff is on-site, you should notify a correctional staff person in order that appropriate action can be taken for medical care.**

## **F. KEEP-ON-PERSON (KOP) MEDICATION PROGRAM**

1. You assume responsibility for presenting medications to the medication nurse for reorder one week before the last dosage of medication. The nurse will validate current order and reorder the medication in the usual manner. This will be documented on the KOP Medical Administration Record signifying the date of the reorder. You will pick up your medications and sign for receipt. KOP meds are distributed at the 7:00 a.m. & Noon med lines, Mon-Fri (Excluding holidays). Any inmate may be excluded from the list, by designated medical or correctional staff.
  - a) Criteria for the exclusion will be based upon the inmate's known health status, behavior, clinical concern, or institution drug history and failure to comply with the rules and regulations of the program
  - b) A selected inmate must have an available, lockable location in his room.
2. The Pharmacy and Therapeutics Committee will determine which KOP medications selected inmates may keep on person. Any medication may be excluded from the program if the prescribing practitioner determines the medication is potentially problematic for that inmate.
3. In order for you to be in possession of a prescription medication, the prescribing practitioner must initiate the original order to the medication. If it is the desire of the practitioner that you keep a medication(s) on your person, the practitioner must state this on the medication order.

If prescription requires more than one (1) blister pack to fill a 30 day order, multiple blister packs may be issues.

All blister packs issued to you will be clearly marked with Name, Date, Medication, Method of Administration, Start Date and Stop Date.

4. You are allowed to possess only one (1) month supply of prescriptions, medications for each ordered medication at any given time.
5. If you are found with more than one (1) month supply of prescriptions, medications for any ordered medication in your possession or you are found with medication in your possession which is not labeled with your name on the Rx label you will be subject to disciplinary action for possession of contraband.
6. You may possess selected over the counter medication in accordance with established protocols.
7. Medications issued in "blister packs" must be maintained as such by you according to established protocols for the Keep - On - Person program
8. Your medications may be kept on your person up to one (1) month (30 days) beyond the order expiration date that appears on the prescription label providing current order is still valid.
9. You may lose the privilege to participate in the program by committing specific infractions. When the program privileges are revoked, the minimum duration of time for revocation will be a three (3) month period.
10. If you are participating in the Keep-On-Person program, you will be required to sign a form explaining the rules of the KOP program, both in English and Spanish.
11. When you are transferred, (i.e. routine transfers) medication blister packs must be returned by security to the Health Services Unit for transfer to the new institution.
12. The blister packs will be placed inside the Medical Record with the medication kardex, health status report and Documentation Log for transfer. All will be placed in a sealed "Confidential Medical Record" envelope (labeled appropriately) for transfer to the receiving institution.
13. If you are participating on a work crew and on prescribed KOP medication, it is your responsibility to transfer the appropriate daily dosage of that medication to an envelope, supplied by the nurse, from your prescribed blister pack.

#### **G. SCHEDULE OF MEDICATION DISBURSEMENT**

7:00 - 7:30 a.m.  
Noon - 12:30 p.m.  
5:00 - 5:15 p.m.  
9:00 - 9:15 p.m.

It is your responsibility to be at HSU during scheduled medication times.

## **H. INMATE MEDICAL CO-PAYMENT**

In accordance with 103 DOC 763, inmates are responsible for a \$3.00 co-payment for self-initiated visits to see the nurse. If medication is ordered an additional \$3.00 co-payment will be charged. Exemptions from payment of fees include "medical and mental health visits initiated by the medical or mental health staff" and inmates who are undergoing follow-up treatment for chronic diseases.

## **I. SPECIAL TREATMENTS**

Inmates that are on special treatment schedules for insulin administration, blood sugar testing, blood pressure checks or other special medical treatments should report to the HSU at 7:00 a.m. or otherwise designated by the on site nurse.

## **J. MEDICAL EMERGENCIES**

In the case of multiple inmate injuries or casualties at MCI- Plymouth, the medical disaster plan will be implemented. Health Services staff will determine the level and type of response. Treatment priorities will be established by medical personnel based on the extent, and severity of injuries and the injured will be placed in designated holding areas. Security staff will monitor this process and coordinate transportation and notifications.

## **K. MEDICAL GRIEVANCES**

Inmates are encouraged, but not required, to bring clinical concerns to the attention of the Health Services Staff (HSU) through informal means i.e. letter to Health Services Administrator. Inmates must use the official MPCH Health Grievance and Appeal Form for formal grievances. A grievance must be filed within (10) business days of the incident or situation.

## **L. HEALTH CARE PROXY**

A Health Care Proxy is a single legal document that allows you to name someone you know and trust to make health care decisions for you, if for any reason and at any time you become unable to make or communicate those decisions yourself. If you wish to complete a Health Care Proxy you must request this via a sick slip to the institutional nurse. The sick slip should be placed in the sick call box. Arrangements will be made for the forms to be completed.

## **M. Communicable Diseases**

Inmates shall receive information and training on communicable diseases as part of their Orientation program here at MCI Plymouth.

## **N. Outside Hospital Procedure**

In accordance with 103 DOC 521 policy any time an inmate is admitted to an outside hospital while on any form of authorized release from an institution, (i.e. work release, education release, Program Related Activity, etc.) and who has not been transported to said hospital by a Department employee, shall be responsible for ensuring that MCI Plymouth is notified. Failure of notification may result in disciplinary action.

Pre-Release inmates hospitalized without security coverage shall be required to notify MCI Plymouth's superintendent/designee, when scheduled to be away from their room for testing or treatment.

**SECTION VII**  
**FACILITIES AND PROCEDURES**

A. Facilities

Telephones

Mail

Laundry

Barber Services

Canteen

Library/Law Library Access

Inmate Policy Manual

B. Procedures

Telephonic Interpreter Services

Informal Complaint Resolution

Inmate Grievances

Inmate Accounts



## FACILITIES AND PROCEDURES

### A. FACILITIES

#### Telephones

Each housing unit has four telephones, plus two telephones outside A Dorm on walkway, that may be used by from **8:30 a.m. until 9:00 p.m.** Please be considerate of others waiting to use the telephones. Calls will be collect only; credit card or third party calls are not authorized. For further information, refer to 130 PLY 482, Telephone Access and Use. You may obtain an application form for a PIN number from the Dorm Officer. Inmates may only utilize phone calls to numbers on their own PIN sheets. Inmates are not allowed to share phone calls/conversations with other inmates. Changes on this list may be made during the first full week of January, April, July, and October of each year.

Your acceptance of a PIN and use of inmate telephones shall be deemed as consent to the conditions and restrictions placed upon inmate telephone calls, including call monitoring, recording, and call detail.

The following GLOBAL phone numbers are available to everyone and will accept collect calls. You do not need to list these numbers on your P.I.N. sheet:

Harvard P.L.A.P. 617-495-3127  
\*MA Correctional Legal Services 617-482-4124 or 617-482-4730

\*NOTE: M.C.L.S. accepts collect calls from inmates to this number on Mondays 1:00 P.M. - 4:00 P.M. (Tuesday 1:00 P.M. - 4:00 P.M. when Monday is a holiday). If you call at any other time, you will get a busy signal.

If you are a CLIENT of M.C.L.S. (Plaintiff in litigation being handled by M.C.L.S.) and wish to call them during normal business hours, you may request to have the number (800-882-1413) added as an attorney number.

The practice of speed dialing the inmate telephones or any other means used to by-pass the inmate telephone monitoring system will result in disciplinary action.

#### Mail

Outgoing mail should be deposited at the Control Center. The mail goes out daily approx. 11:30 a.m. Packages are weighed at the Post Office and brought back to the facility to collect postage prior to mailing. Incoming mail will be distributed in each dormitory. The Mail policy is available in the library for review. **Mailing address for MCI-Plymouth is: P.O. Box 207, So. Carver, MA 02366** Inmates are encouraged to inform the public/families they correspond with that departmental policies and/or CMR's are available for review through the Department of Correction Web site on the internet and public libraries.



### **Prohibition on Inmate-to-Inmate Correspondence**

An inmate may be permitted to correspond with an inmate confined in any other correctional or penal institution in the commonwealth, providing the other inmate is either a member of the immediate family, or is a party in a legal action in which both inmates are parties representing themselves. The superintendent may approve such correspondence in other exceptional circumstances, with particular regard to the nature of the relationship between the two inmates, and the security level of the institution. The following additional limitations apply:

- (1) The superintendents at both the sending and receiving institutions must approve of the correspondence.
- (2) Such incoming or outgoing correspondence at institutions of all security levels may for reasons of safety or security be inspected and read by staff at either the sending or receiving institution pursuant to the authorization of the commissioner or institution superintendent in accordance with applicable guidelines and requirements set forth in 103 CMR 481.13, 481.14 and 481.15.
- (3) When an inmate's request for inmate-to-inmate correspondence is approved by both superintendents, a copy of the approval document(s) shall be placed in section I of each inmate's six-part folder and a copy shall be maintained in the mailroom of both institutions.
- (4) Approved inmate-to-inmate correspondence shall be reviewed every 90 days.
- (5) The prohibition on inmate-to-inmate correspondence applies only to Department of Correction inmates incarcerated in a Department of Correction or county facility in Massachusetts.
- (6) Inmates that violate this rule may receive Disciplinary Action in accordance DOC 103 CMR 430.

## **Laundry**

MCI-Plymouth has a laundry building #21, in lower camp with 3 industrial strength washers and dryers.

See Dormitory Schedule.

Laundry should be given to the laundry worker to be washed/dried. There is no fee for laundry services (washing and drying). For further information, refer to 130 PLY 755, Clothing Linen and Laundry.

## **Barber Services**

Barber fees are \$1.50 and withdrawn from inmate personal accounts. Inmates requesting a haircut must submit a 'Fee withdrawal slip', which are found at dorm officers desk. The slip must be submitted to the Treasurer on Thursday, of the week prior to the haircut. The Treasurer will check accounts for ample funds, sign slip if approved. The Treasurer makes an approval list that is posted on barbershop door for approved inmates. B-dorm officer and barber get a copy to post while cutting hair. Barber signs and returned to Treasurer when completed. Only approved inmates are authorized for haircuts.

Barbershop is located in B-dorm and the schedule is posted.

## **Canteen**

MCI-Plymouth has contracted services with a private company to provide canteen services.

There is a \$75.00 per week limit on the amount of goods you can purchase. Inmates requesting canteen items must complete a canteen order form. The forms are to be submitted to the canteen vendor for pick up and processing at the time of canteen distribution. Canteen is distributed Thursday evenings, unless otherwise specified.

Inmates who are indigent and are in need of basic hygiene items (toothbrush, toothpaste, shampoo, comb) may request these items by submitting a Request to Staff form to the Property Officer. As a reminder indigency is defined in 103 CMR 481 as:

an inmate may be declared indigent if:

- (a) At the time of the request, the inmate has, in all accounts to which he or she has access, a total amount less than or equal to ten dollars (\$10.00) plus the cost or fees sought to be waived; and
- (b) At no time for the sixty days immediately preceding said request, have the inmate's accounts contained more than ten dollars (\$10.00) plus the cost or fees sought to be waived. (e.g. request to waiver \$5.00 on 7/1/98; indigent if, at no time since 5/1/98, total in accounts has been more than \$15.00).

Hygiene supplies will be provided to indigent inmates in reasonable quantities on an as needed basis.

## **VENDING MACHINES A & B DORMS:**

Vending Machine Hours for A & B Dorms are: 10:00 a.m. – 12:00 p.m. and 5:00 p.m. – 9:25 p.m.

### **Library/Law Library Access**

The inmate library is located in the Lower Camp and subject to Lower camp schedule. General library hours are as follows:

Sunday	9:00 a.m. – 10:30 a.m. & 6:00 p.m. to 8:30 p.m.
Monday	9:00 a.m. - 10:30 a.m. & 12:00 noon to 3:30 p.m.
Tuesday	9:00 a.m. - 10:30 a.m. & 6:00 p.m. to 8:30 p.m.
Wednesday	9:00 a.m. - 10:30 a.m. & 12:00 noon to 3:30 p.m.
Thursday	9:00 a.m. - 10:30 a.m.
Friday	9:00 a.m. - 10:30 a.m. & 12:00 noon to 3:30 p.m. & 6:00 p.m. to 8:30 p.m.
Saturday	9:00 a.m. - 10:30 a.m. & 6:00 p.m. to 8:30 p.m.

The library at MCI-Plymouth has 2 Lexis/Nexlis Law Library computers available for your use. 3 Typewriters are available for use in the Library.

### **Inmate Policy Manual**

The Inmate Policy Manual is located in the Library. Copies of policies will be made available on a limited basis for specific requests only.

## **B. PROCEDURES**

### **Telephonic Interpreter Services**

The Department of Correction has contracted a service provider to provide over-the-phone interpretations, twenty-four hours a day, seven days a week. This service can provide translation of 140 different languages to any non-English speaking inmate. This service will only be used by use of speaker telephones in the following areas whenever an inmate claims he/she does not speak and/or understand English.

- (1) IPS
- (2) Booking and Admissions
- (3) HSU
- (4) Classification
- (5) Disciplinary Hearings

**A claim that you do not speak and/or understand English can be made as follows:**

**Re-Classification Hearing & Internal Status Reviews or Compas Review-**submit a written request for Telephonic Interpreter Service to your Correctional Program Officer 48 hours prior to the classification board.

**Disciplinary Hearings-** submit a written request for Telephonic Interpreter Service to the Institution Disciplinary Officer or your Correctional Program Officer 48 hours prior to the date scheduled for the hearing.

**HSU, IPS, and Booking and Admissions-** request for Telephonic Interpreter Service in these areas can be oral and directed to the appropriate person in these areas.



## **Informal Complaint Resolution**

The informal complaint process is the preferred process for resolution of inmate concerns. The Informal Complaint Procedure and forms are available in the library; forms are also available in the dorms. Completed forms should be sent to the Director of Classification/Programs. This process is separate from utilizing the 'inmate to staff' form, which is still to be used for routine requests.

## **Inmate Grievances**

You are strongly encouraged to utilize the informal complaint resolution to address issues of concern prior to filing a formal grievance. The grievance process is a mechanism intended to address legitimate inmate complaints and is not the appropriate forum to make routine requests. A routine request is the process of asking for something that you are entitled to as a matter of policy, procedure or otherwise. Requests should be made through established procedures and not through the grievance process. A grievance is a formal complaint related to dissatisfaction with a decision rendered, a type of action/ inaction taken, or other concern pertaining to conditions of confinement affecting you personally. Utilization of the informal process may result in quicker response and/or resolutions to your issues however, you shall not be required to address your concerns/issues informally. Furthermore, utilization of the informal resolution/communication process will not prevent you from filing a formal grievance if you are not satisfied with the informal outcome/decision received. All grievances must be filed within the established timeframes unless time limits to file a grievance are waived by the Institution Grievance Coordinator. All inmates shall have unimpeded access to the inmate grievance process in order to address legitimate concerns or complaints.

You may access grievance and grievance appeal forms through the library, the Institution Grievance Coordinator (IGC) and in your housing unit. These forms are available to you in English and Spanish however, if you are unable to complete the form due to a language/literacy barrier or any other problem you may contact your IGC for assistance or your assigned CPO.

Completed grievance forms must be submitted within 10 business days from the date of incident/situation or within 10 business days from becoming aware of the incident or situation. All completed forms shall be submitted directly in hand to the IGC, Superintendent, Deputy Superintendent, or by depositing the form in a locked mailbox or drop box located in your housing unit. All drop boxes shall be open at least once daily for collection purposes.

Completed grievance forms may be returned to you for improper filing if:

- A) The grievance form submitted was incomplete;
- B) The grievance was filed on behalf of another inmate;
- C) The grievance was submitted on behalf of a group of inmates or by a group of inmates;
- D) The grievance was filed relative to more than one subject matter;
- E) The grievance was filed as an "Emergency" but has been determined not to be an emergency.

If a grievance or grievance appeal is returned to you for improper filing, you shall be notified of the reason in writing and you will be granted 3 business days to resubmit your grievance in the appropriate format.

You should not utilize the grievance process to address disciplinary or classification matters to include sex offender identification, as these processes have their own appeal mechanism and are considered non-grievable. Additionally, medical/mental health treatment/diagnosis and therapeutic diet concerns are non-grievable, as the contracted medical provider has its own medical grievance process however access to medical treatment is considered a grievable issue.



The IGC shall acknowledge receipt of your grievance by generating a receipt from the Inmate Management System (IMS), which will include a printout of your grievance. The IGC will then have 10 business days from receipt to render a decision on your grievance. The IGC may issue you a written extension if more time is required to adequately investigate/review your grievance. Once a decision has been rendered by the IGC, you will have 10 business days from receipt of the grievance decision to file a grievance appeal with the Superintendent. The Superintendent will have 30 business days to render a decision on your appeal. Furthermore, the Superintendent may issue you written extensions if more time is needed to appropriately review/investigate the issue.

You may file an "Emergency" grievance if there is a sudden occurrence of a serious and urgent nature that requires immediate attention. Some examples may include but are not limited to; fear for ones life, fear for the life of another, and access to court issues where meeting deadlines are in jeopardy. In such urgent instances it is important to immediately notify staff so timely action can be taken to address your concerns. Additionally, an urgent staff notification will not prevent an inmate from also filing an emergency grievance about the issue. The submission and processing of an "Emergency" grievance shall occur in the same manner as other grievances except for processing time frames. If the grievance is determined to be an emergency it will be responded to within 3 business days from receipt. The Superintendent will respond to emergency grievance appeals within 5 business days from receipt.

Additional information relative to the inmate grievance process can be obtained by reviewing 103 CMR 491, Inmate Grievances, which is available for your review in the institution libraries.

### **Inmate Accounts**

Inmate finances are regulated at MCI-Plymouth in accordance with 103 CMR 405, Inmate Funds. The inmate funds policy is available for your review in the Inmate Policy Manual.

In accordance with 103 CMR 405.17 regarding Disciplinary Process Sanctioned Reimbursement:

(1) An inmate who has been found guilty through the disciplinary process in accordance with 103 CMR 430 and has been ordered to make restitution as a sanction, may consent to having funds debited from his savings and personal accounts to provide such restitution.

(2) Following a guilty finding an order of restitution through the disciplinary process, the inmate shall be given a consent form indicating the total amount of funds to be voluntarily debited and the amount debited from the inmate's personal and savings accounts, respectively.

(3) Should the inmate refuse to consent to voluntary debiting of his account(s) in accordance with 103 CMR 405.17(1) and (2), the Superintendent may order the debiting of the inmate's personal and savings account in an amount up to half of the money earned by an inmate while incarcerated.

(4) If the amount debited from the inmate's account is insufficient to satisfy the restitution order, the Superintendent may order the impoundment of the inmate's accounts for the remaining amount of restitution owed.

## **405.18 Court Assessments and other authorized assessments**

### **(1) Court Assessments**

Any and all funds in an inmate's personal or savings account may be expended by the Superintendent to satisfy an amount ordered by a court including restitution, fines, victim witness assessments, court costs, etc., not withstanding the provisions of 405.17 and regardless of inmate consent.

### **(2) Other Authorized Assessments**

An inmate who is a subject of any authorized assessment, including but not limited to, the cost of preparing, collecting, and processing of DNA samples and other legislatively authorized assessments, may consent to having funds debited from his savings and personal accounts to satisfy such assessments.

If an inmate refuses to consent to the voluntary debiting of his savings and personal accounts, the Superintendent may order the debiting of the inmate savings and personal accounts for up to one half of the money earned by the inmate while incarcerated.

If the amount debited from an inmate's accounts is insufficient to satisfy the assessment the Superintendent may order the impoundment of the inmate's accounts for the remaining amount.

### **Inmate Account Procedures:**

1. Inmate payroll is credited weekly.
2. Checks may be disbursed from an inmate's account for authorized purchases by completing "Inmate Personal Account Withdrawal/Issue Slip" form and submitting the completed form to your assigned C.P.O. along with a stamped envelope to the individual/company who you are requesting a check to be sent.
3. All incoming funds (via mail or visits) are to be deposited into the inmate's account. No funds are to be passed between visitor and inmate. There will be a (7) business day hold on all personal checks, money orders held for (7) business days in the amount of \$200.00 or more. Have your visitor deposit the funds at the Control Center, drop box upon signing into the facility. No cash may be mailed or deposited at the Control Center.
4. Requests for a transfer of funds from your savings to your personal account must be submitted to your CPO on a Savings Transfer form. The request should state the reason for the transfer and should reflect a compelling need. Please allow one week for these transactions. Your request must be approved by the Superintendent.
5. Monthly statements of interest earned on personal and savings accounts will be generated. This statement will provide you with the balance in each of these accounts. In the event that you have an issue in regards to canteen issues, receipted income, disbursements, etc. you must send the Treasurer an inmate request to staff member form detailing the dates and dollar amounts in question.



6. Debitek cards are issued for use of vending machines through the Treasures office. Inmates requesting a card must submit a debitek withdrawal form found in dorm officers area. The withdrawal requests must be submitted by 5:30 pm Thursday and deposited in the Debitek box, located in the entrance of the dining hall. The maximum withdrawal is \$20.00 and the cards will be returned the following day. You are expected to permanently keep the card issued to you. The debitek card needs to be turned in upon release to your dorm officer.
7. You will be charged \$3.00 for lost I.D. cards.
8. Transfer of funds from other institutions normally requires 72 hours. Canteen refunds and pay from state funds that have not yet been posted are the exception. They take longer to process.
9. All incoming checks, money orders and any correspondence must have the inmate commitment number as well as the name and full address of the sender. Items will be returned to sender, if no commitment number is listed.

**SECTION VIII**  
**WORK ASSIGNMENTS**

- A. Crews
- B. Kitchen and Maintenance Job
- C. Pay Scale
- D. Unassigned Inmates
- E. Change of Job

## WORK ASSIGNMENTS

### A. CREWS

The majority of inmate work assignments are on various crews that work in the community. These include the Carver, Otis, UMass Cranberry Crews and DCR crews. Crews will start work assignments/or leave MCI-Plymouth at 6:00 a.m. If you are not ready at 6:00 a.m. you will be subject to a Disciplinary Report. New inmates are reviewed at their initial Internal Status review board regarding suitability for these crews. The Board's recommendation goes to the Superintendent/Designee for a final decision.

#### **Community Work Crew Regulations are as follows:**

1. In case of any absence from work regardless of reasons, inmates are to notify the Control Center by 5:30 a.m.
2. If you remain in from work to be seen by medical staff, you will be placed on room detention until cleared by the medical staff to return to work. There will be no access to programs, visits or recreation. You will be allowed out of your room only for meals, bathroom facilities, medication line and medical appointments.
3. If an inmate encounters a situation which he feels he should not be involved with, he will immediately contact the Crew Officer. Any contraband found while on the work crew should be reported immediately to the crew supervisor. **DO NOT TOUCH ANY WEAPONS FOUND BY THE CREW.**
4. Visits will not be allowed at any job site.
5. Inmates will not utilize any telephone at any job site.
6. Inmates will not knowingly have any contact or conversation other than with those employed by the agency the crew is assigned to.
7. Inmates may not receive or send mail to and from the job site.
8. Inmates are responsible to immediately report any injury suffered on the job to the Crew Supervisor.
9. Inmates are not allowed any money while on a Community Work Crew.
10. Inmates are **not allowed to bring any items** on a Community Work Crew.

**NOTHING OUT, NOTHING IN  
MEDICATION ONLY**

## **B. KITCHEN AND MAINTENANCE JOBS**

Job descriptions for these jobs are obtained through the Work Assignment Officer.

## **C. PAY SCALE**

Inmates' wages are paid according to the following pay scale:

Skilled workers	\$4.00/per day, not to exceed \$20. per week
Community Work Crews	\$3.00/per day, not to exceed \$15. per week
"A" Rate (Inst.Assign.)	\$2.00/per day, not to exceed \$10. per week
"B" Rate (Inst.Assign.)	\$1.50/per day, not to exceed \$7.50 per wk.
"C" Rate (Inst.Assign.)	GOOD TIME ONLY

## **D. UNASSIGNED INMATES**

If you are not assigned to a Community work, or an in house work assignment it is your responsibility to attempt to secure a volunteer work assignment.

## **E. CHANGE OF JOB**

In the event that you wish to change your crew assignment, you may request a change on a Request to Staff Member form addressed to the Work Assignment Officer. The Work Assignment Officer will review such requests and will only make changes as deemed appropriate.

## **SECTION IX**

### **CLASSIFICATION & PROGRAMS**

#### **A. Classification and Programs**

1. Role of Correctional Program Officer
2. Classification Process/Program Recommendations

#### **B. Work Release**

#### **C. Programs**

1. Education/Vocation
2. Cognitive/Skill Based
3. Substance Abuse
4. Reintegrative/Counseling
5. Religious Programs
6. NEADS (National Education f or Assistance Dog Services)
7. Able Minds
8. Recreation Passive
9. Recreation Active
10. Personal Finance
11. Early American History
12. Able Minds

#### **D. 129 D Earned Good Time**

#### **E. Reentry and Personal Documents**

## CLASSIFICATION AND PROGRAMS

### A. CLASSIFICATION

#### 1. Role of Correctional Program Officer

Your caseworker will work with you in strategizing your efforts, with an emphasis on integrated case management, accountability and motivation. Your interaction with your Correctional Program Officer is critical to your successful reentry into the community. In addition, specific questions regarding Classification, Objective Point Base, and COMPAS should also be directed to your Correctional Program Officer. You should view your Correctional Program Officer as a resource to provide you with information about opportunities available regarding programs, transfers, re-entry issues (including housing) and other related matters.

The Classification Department is located in C Dorm and staff requests to see your Correctional Program Officer are required.

#### 2. Classification Process/Program Recommendations

Within 72 working hours of your arrival you will meet with your Correctional Program Officer for initial intake. You will receive a formal orientation within one week of arrival. You should work closely with your Correctional Program Officer so that you can develop the best COMPAS program plan for yourself. Your Correctional Program Officer (CPO) will perform an initial 14 day Internal Status Review with you and will recommend all programming via the COMPAS assessments and COMPAS Case plans. If Risk or Needs assessments need to be performed they will be completed by you with help of your Correctional Program Officer. Re-Classification Hearings are performed at least yearly and COMPAS reviews are done every 6 months. All Classification Hearings and decisions are in compliance with 103 CMR 420. On all transfer boards, it is recommended that you add comments supporting the transfer within 5 days of your Re-Classification Hearing. Inmates may appeal their Internal Status Review, if they feel that they should be considered for a Reclassification Hearing. The Superintendent reviews all appeals and can approve, deny or modify the Internal Status review recommendations. Early Classification Reviews should be sent to the Director of Classification via a staff request, but dialogue with your Correctional Program Officer should eliminate the need for the staff request with review dates determined appropriately.

### B. Work Release

Work Release programs are intended to help prepare inmates for a successful reentry by providing access to employment opportunities within the community, and to enable the inmate to add money to his savings account for reentry purposes. To be eligible for participation in the work release program, an inmate must be within eighteen (18) months of his parole eligibility, must have completed any mandatory portion of his sentence, and be otherwise eligible under M.G.L., Chapter 127, Section 49.

Prior to being assigned to Work Release status, each Pre-release inmate shall complete the Pre-Release/ Work Release orientation. The Employment Services Coordinator shall meet with each Pre-Release inmate to discuss work release rules and procedures, program expectations, individual work history, skills, employment goals, reentry concerns, and case plan/program needs. Upon completion of the orientation process each inmate shall sign both the Community Release Agreement (103 CMR 464 attachment II) and the MCI Plymouth Orientation Agreement, and shall be provided with copies of these two documents. An Internal Status Review shall be held within 14 Days of Pre-Release admission, and submitted to the Superintendent/Designee for Community Work Release and Program Related Activity (PRA) approval.



Upon successful completion of the Orientation process the inmate shall work in conjunction with the Employment Services Coordinator to find Work Release Employment within the local Community. This process may include authorized Program Related Activities (PRAs) to the local One Stop Career Center, on site job interviews, and once hired, shopping trips to purchase required work clothing. Inmates may be assigned to Community Work Crews (CWC), Facility Work Crews (FWC) or institutional job assignments pending Work Release Employment. Once an inmate secures Work Release Employment, he is no longer eligible for Community Work Crews (CWC), Facility Work Crews (FWC) or institutional job assignments.

Specific Community Work Release Employment must be approved by the Superintendent/Designee, and all inmates released into the Community must have their DOC ID and signed Community Release permit on their person at all times. The institution provides transportation to and from the job site and the inmate is expected to be ready and waiting for transportation as scheduled. Each inmate is expected to abide by the rules and regulations of the institution while on Community Release status and violations of Community Release policies are subject to disciplinary action. If you are required to wear a uniform for work, you will need to change out of your uniform before participating in recreation or institution programs.

Inmates on Work Release status are required to deposit 25% of their pay into their savings account, and in accordance with 103 CMR 464 the institution will deduct 15% of the gross wages as payment to the State General Fund. Inmates cannot accept money or pay directly from their employer, and are responsible for paying for their own meals at the job site. If you do not wish to purchase meals at the job site, bag lunches may be provided upon request. Inmates opting to purchase meals at the job site may request up to \$35.00 cash money from their personal account for this purpose. Work release inmates are allowed to accumulate no more than \$50.00 cash money at any given time.

For further information you may access the following policies via the inmate library: 103 CMR 464, Work Release; 103 DOC 466, Program Related Activities and 103 CMR 405, Inmate Accounts.

### **C. Programs**

Programming is a strong component of MCI-Plymouth. You are encouraged to take advantage of all programming that is recommended through your Classification CPO via COMPAS assessments and COMPAS Case Plans. These Programs can assist you in your successful adjustment to minimum security and help you prepare for your adjustments in the community. Programming also enhances your chances for Parole and is reviewed at all Re-Classification, Internal status and COMPAS reviews.

MCI-Plymouth offers programs in the following categories:

- \* Education/Vocational
- \* Cognitive/Skill Based
- \* Substance Abuse
- \* Re-integrative Counseling
- \* Religious
- \* NEADS
- \* Able Minds
- \* Recreation
- \* Health Education
- \* Finance Program
- \* Toastmasters
- \* Early American History

See your Correctional Program Officer for the most current information, or check the inmate bulletin board in the dormitory for the program schedule.

## **1. Education**

### **Pre-GED/GED and ABE/ESL**

MCI-Plymouth offers the above four Education Programs. Schedules and notifications are posted in the dorm areas. GED testing is conducted for eligible inmates during the calendar year.

### **Auto School Program**

This program is a six(6) month teaching program for inmates. Inmates learn theory and are able to have a "hands on" experience working on cars.

## **2. Cognitive /Skill Based**

### **A. Thinking for a Change**

This program teaches cognitive skills typically deficient among inmates: interpersonal cognitive problem-solving, consequential thinking, means-end reasoning, critical reasoning, etc. The program is approximately 4 months in length and held twice a week. Inmates will be required to work on homework between sessions.

### **B. Active Listening Program**

This program is a two(2) session program that will be held once a week for a two(2) week cycle. This program is geared toward learning how to listen before reacting to a situation. The program is a good time program earning one day of good time for successful completion of the program.

### **C. Violence Reduction**

This program teaches the issues of violence and how to make better decisions, without the use of violence. This program is approximately 4 months in length and held twice a week.

## **3. Substance Abuse Programs**

### **A. AA/12 Steps**

These programs are self-help discussion and fellowship groups for those who are addressing substance abuse and recovery related issues. You are encouraged to use these forums as support groups in resolving common problems and identifying relapse situations.

### **B. NA Programming**

This program also provides self help discussions with outside speakers. For those inmates who are addressing the issues of substance abuse. The purpose of this program is to help you achieve & maintain a drug free lifestyle.

#### **4. Re-integrative Counseling**

##### **A. RE-ENTRY WORKSHOP**

Designed for inmates with less than 1 year to release. It is a 10 (2 weeks) day workshop held approximately every 5 weeks. It provides inmates with Re-entry resources and referrals for employment, financial planning, substance abuse, housing etc.

##### **B. Psychological Services**

This weekly counseling program is provided by a Contracted Health Service Vendor. The Mental Health staff are licensed with at least a minimum degree of licensed social worker or greater. All new admissions are screened, individuals on medication are monitored, and crisis intervention is provided as needed. In addition, referrals from correctional staff are evaluated.

##### **C. SPAN**

SPAN is a re-entry program offered weekly for both group and individual counseling. Primary focus is on substance abuse and reintegration issues. To be eligible for SPAN you must be within one year of your PE or GCD date. Enrollment may be by self-referral.

##### **D. Father's Group**

This (9) nine week program is an inmate run program, helping those men who want to learn how to be better fathers

##### **E. Toastmasters**

Toastmasters Speech Craft is an eight week program designed to help you improve your speaking ability. Participants will be required to attend all sessions and prepare and deliver three short speeches and will evaluate and provide constructive criticism to program attendees. Participants only improve by putting themselves in what's often thought of as an uncomfortable situation in front of others. And, being able to communicate effectively is one of the most important skills to master. Not only will you gain confidence, you'll be better equipped for job interviews and enhance your overall successful reentry into the community.

#### **5. Religious Programs**

A full range of religious services and programs are available on a weekly basis (check inmate bulletin board for schedules). These include Bible Study, Christian orientation and Fellowship, Muslim Services, Counseling and Prayer/Communion Services.

Additionally, special services and observances are scheduled throughout the year. Individual counseling with the institution's Chaplains (Catholic, Protestant, Muslim) is available to anyone. If you wish to schedule pastoral counseling, please see the Chaplain directly or submit a written request to the Director of Classification and Programs. All religious programs are available to all inmates.

#### **6. NEADS (National Education for Assistance Dog Services)**

The program utilizes inmates to train service dogs who will eventually be placed with clients who are mobility impaired or hearing impaired. Training Instructors from NEADS teach the inmate population. The program per dog (puppy) is approximately 14 months in length. In order to be eligible inmates must have 14 months that you are willing to commit to the program, be program compliant, and be 1 yr. D-report free. Any D-report that an inmate receives while in the program, may result in termination in the program.

#### **7. Able Minds Program**

This 8 week literature based program involves reading several books, while learning to identify and analyze problems. Inmates will discuss and resolve problems in within the books, and apply the learned skills to everyday life. This program is currently facilitated by the Department of Correction Library Services Coordinator.

## **8. Recreation Passive**

### **Movies/DVD**

Recreational movies/DVD are shown on weekends only. Re-entry and orientation DVD's are also shown during this period of time.

## **9. Recreation Active**

MCI-Plymouth offers a variety of recreational opportunities in the Lower Camp. Programs/tournaments include, basketball, softball, weight lifting, a running track, volleyball court and horseshoes. Note: Swimming in the pond is not allowed. Indoor activities are also available in the Inmate Day Room, Building #25 in Lower Camp. A ping pong table is available for use as well as tables available to play games.

## **10. Personal Finance**

This program is a 6 week volunteer based program, teaching inmates the different aspects of money. They learn how to manage issues surrounding money, learn different terms associated with money. Receive an introduction to the financial Market.

## **11. Early American History**

The Early American History Program consists of understand the country that we live in, how it was created and how it survived. The Historical time period ranges from the 1600's until the 1800's. The program will also examine the people that made it all happen as well as review the great achievements and the mistakes made by our founding fathers and apply that knowledge to avoid mistakes in the present and in the future.

## **D. 129D Earned Good Time**

Earned Good Time is awarded in accordance with 103 CMR 411 Deductions from Sentence. Camp time at MCI-Plymouth awards 2.5 days for every successful 30 day period at the institution.

The following programs offer earned good time at MCI-Plymouth:

- Thinking for a Change Program
- Re-entry Workshop
- Education / Vocational
- NEADS
- Cognitive Based programming
- Auto School
- Violence Reduction Program
- Community Work Crews
- Institutional Work Assignments
- Able Minds

## **E. Reentry and Personal Documents**

Proper documentation of one's identity at the point of discharge from the Department of Correction (DOC) and or classification to a Pre-Release facility is necessary for successful reentry to your community. Documentation such as a state issued ID, social security card, birth and marriage certifications, military release documentation (DD214) and education credentials are necessary to access or activate services and benefits upon release. These documents are often necessary to secure employment and access health benefits. You have likely entered the Department of Correction without this documentation. Securing these documents prior to release or classification to a Pre-Release facility should be a priority. As once released or classified to a Pre-release facility it may be difficult and times consuming. Please begin planning for this now by securing items so you can access them at pre-release or upon your release. These documents secured and are made available to you for work release or at release.



## SECTION X

### DISCIPLINARY PROCEDURES

#### A. LIST OF OFFENSES

##### 430.24: Code of Offenses

##### Category 1

- 1-1 Killing of another.
- 1-2 Aggravated assault on a staff member, contract employee, or volunteer.
- 1-3 Aggravated assault on another inmate.
- 1-4 Aggravated assault on a visitor.
- 1-5 Taking or holding any person hostage
- 1-6 Escape or attempted escape.
- 1-7 Possession, manufacture or introduction of an explosive device or any ammunition, or any components of an explosive device or ammunition.
- 1-8 Possession, manufacture or introduction of any gun, firearm, weapon, sharpened instrument, knife or poison or any component thereof.
- 1-9 Sexual assault on a staff member, contract employee, or volunteer.
- 1-10 Sexual assault on another inmate.
- 1-11 Sexual assault on a visitor.
- 1-12 Rioting.
- 1-13 Inciting others to riot.
- 1-14 Setting a fire
- 1-15 Introduction, distribution or transfer of any narcotic, controlled substance, illegal drug, unauthorized drug or drug paraphernalia.
- 1-16 Engaging in or inciting an organized work stoppage.
- 1-17 Fighting with, assaulting or threatening another person, due to security threat group activities or gang activities.
- 1-18 Engaging, encouraging, recruiting or pressuring others to engage in security threat group activities.
- 1-19 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

##### Category 2

- 2-1 Unauthorized possession of items or material likely to be used in an escape.
- 2-2 Causing a valid threat of transmission of a contagious disease to any person due to intentional or reckless action.
- 2-3 Assault on a staff member, contract employee, or volunteer.
- 2-4 Assault on another inmate.
- 2-5 Assault on a visitor.
- 2-6 Making a bomb threat.
- 2-7 Fighting with any person.
- 2-8 Refusing to submit to a urinalysis, breathalyzer, or other standard sobriety test or failure to provide a urine sample when ordered to do so by a staff member without medical or mental health justification.
- 2-9 Refusing or failing to submit to testing required by statute, or order, such as DNA blood tests, when ordered to do so by a staff member.
- 2-10 Engaging in or inciting a group demonstration or hunger strike.
- 2-11 Unauthorized use or possession of drugs, narcotics, illegal drugs, unauthorized drugs or drug paraphernalia.
- 2-12 Possession, manufacture or introduction of unauthorized keys.
- 2-13 Indecent exposure.
- 2-14 Receiving a positive test for use of unauthorized drugs, alcohol, or other intoxicants.
- 2-15 Interfering with staff members, medical personnel, firefighters, or law enforcement personnel in the performance of their duties during an emergency.
- 2-16 Tampering with, damaging, blocking or interfering with any locking or security device or window.
- 2-17 Impersonating any staff member, contract employee, volunteer or visitor.
  
- 2-18 Causing an inaccurate count by means of unauthorized absence, hiding, concealing oneself or other form of deception or distraction.
- 2-19 Making, introducing or transferring intoxicants and alcohol, or possession of ingredients, equipment, formula, or instructions that are used in making intoxicants and alcohol.
- 2-20 Possession of the clothing of a staff member or contract employee, or visitor.
- 2-21 Causing injury to another person by resisting orders, resisting forced movement or physical efforts to restrain.
- 2-22 Making a false fire alarm or tampering with, damaging, blocking or interfering with fire alarms, fire extinguishers, fire hoses, fire exits, or other fire fighting equipment or devices.

- 2-23 Counterfeiting, committing forgery, altering or unauthorized reproduction of any document, article of identification, money, security, or official paper.
- 2-24 Conduct which interferes with the security or orderly running of the institution.
- 2-25 Wearing or displaying colors or any type of emblem, insignia or logo suggesting possible membership or affiliation with a gang, group party or other association whenever such wearing or display may, when the Superintendent has reasonable cause to believe, pose a threat to the security, good order or safety of the institution.
- 2-26 Possessing, wearing or using security threat group paraphernalia or photographs.
- 2-27 Failure to timely report to a location or program assignment resulting in a declaration of escape status.
- 2-28 Distribution or sale of tobacco.
- 2-29 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

### Category 3

- 3-1 Lying to or providing false information to a staff member.
- 3-2 Engaging in sexual acts with another.
- 3-3 Unauthorized possession of any alcoholic or intoxicating beverage.
- 3-4 Threatening another with bodily harm or with any offense against another person, property or family.
- 3-5 Refusing a direct order by any staff member.
- 3-6 Impersonating another inmate.
- 3-7 Refusing a transfer to another institution.
- 3-8 Extortion, blackmail, or demanding or receiving money or anything of value in return for protection against others, or under threat of informing.
- 3-9 Throwing objects, materials, substances or spitting at another.
- 3-10 Theft of property or possession of stolen property.
- 3-11 Unauthorized accumulation/misuse of prescribed medication.
- 3-12 Possession, manufacture or introduction of an unauthorized tool.
- 3-13 Organizing or participating in an unauthorized group activity or meeting.
- 3-14 Giving, selling, borrowing, lending, or trading money or anything of value to, or accepting or purchasing money or anything of value from another inmate or an inmate's friend(s) or family.
- 3-15 Flooding a cell or other area of the institution.
- 3-16 Refusing a cell or housing assignment.
- 3-17 Causing an individual to be penalized or proceeded against by providing false information.
- 3-18 Gambling and/or possession of gambling paraphernalia.
- 3-19 Giving, receiving or offering any person a bribe or anything of value for an unauthorized favor or service.
- 3-20 Being tattooed while incarcerated, tattooing another, or possessing tattoo paraphernalia and/or body piercing.
- 3-21 Fraud, embezzlement, or obtaining goods, services, money or anything of value under false pretense.
- 3-22 Creating an emergency by feigning illness or injury.
- 3-23 Possession of tobacco products and/or an incendiary device.
- 3-24 Being out of place or in an unauthorized area.
- 3-25 Communicating, directly or indirectly with any staff member or contract employee, volunteer, or a member of their family at their home address or home telephone number, or for non-official business.
- 3-26 Use of obscene, abusive or insolent language or gesture.
- 3-27 Conduct which disrupts the normal operation of the facility or unit.
- 3-28 Possession of an altered appliance.
- 3-29 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

### Category 4

- 4-1 Receipt or possession of contraband.
- 4-2 Mutilating, defacing or destroying state property or the property of another person.
- 4-3 Unauthorized possession of money or other negotiable items.
- 4-4 Use of mail or telephone in violation of established rules or regulations.
- 4-5 Telephoning or sending written communications to any person contrary to previous written warnings and/or documented disciplinary action.
- 4-6 Possession of any photographic, or hand drawn material and/or unauthorized publication that depicts sexually explicit acts, and/or nudity.
- 4-7 Misuse or waste of issued supplies, goods, services, or property.
- 4-8 Failure to maintain acceptable hygiene.
- 4-9 Failure to maintain acceptable hygiene or appearance of a housing area.
- 4-10 Violating any departmental rule or regulation, or any other rule, regulation, or condition of an institution or community based program.
- 4-11 Failure to comply with standing count procedures.
- 4-12 Being out of place or an unauthorized area
- 4-13 Possession of an altered appliance.
- 4-14 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself

## **B. INFORMAL SANCTIONS**

Less serious rule infractions may result in the matter being handled informally.

MCI Plymouth informal sanctions include:

- Warning/reprimand
- Extra Duty (1-5 hours)
- Loss of a leisure activity (1-3 days)
- Room restriction (1-3 days)

Only one sanction can be meted out for each offense.

**Loss of Leisure activity:** no lower camp recreation.

### **Room Restriction:**

Inmates on Room Restriction **cannot** receive visits, use the telephone, go to recreation or leisure activities, and must remain in their rooms unless authorized to leave.

Inmates on Room Restriction are **permitted** to go to med line, HSU, meals, attend programs (including religious programs), use the toilet facilities and shower, and go to work. Inmates must notify the housing officer before leaving the unit.

There are no appeals for informal sanctions. Failure to comply with them will result in formal disciplinary action.

**SECTION XI**  
**VISITING PROCEDURES**

- A. Visiting Hours/ Areas
- B. Attorney Visits
- C. Smoking Policy
- D. Visiting Processing Procedures
- E. Personal Belongings of Visitors
- F. Searches
- G. Monies
- H. Visiting Restrictions and Conditions
- I. Proper Attire (Inmates)
- J. Medication
- K. Operation of Vehicles
- L. General Conduct
- M. Contraband
- N. Barred Visits/Appeal

**A. VISITING HOURS/AREAS:**

Wed. / Fri. / Sat. / Sun. evenings	6:00 p.m. – 8:45 p.m.
Monday/Tuesday/Thursday	No visits
Saturday and Sunday Afternoon	Last names <b>A-L</b> Saturday 1:00 p.m.- 3:45 p.m. Last names <b>M-Z</b> Sunday 1:00 p.m. - 3:45 p.m.

**Holiday Visiting Hours are 1:00 – 3:45 p.m. only and open to all inmates:** The only 2 holidays that are not recognized in this category are Evacuation Day and Bunker Hill Day.

Shift Commander has the right to limit number and length of visits

**Upper Camp:** Inmate Dining Room

**\*Lower Camp:** Pondside Visiting Area during outdoor visits only  
Memorial Day – Labor Day (Saturday and Sunday afternoon only)

**Note:** Shift Commander has discretion over outdoor/indoor visits

**B. ATTORNEY VISITS**

1. All attorney visits will be conducted during normal visiting hours. All other requests will require prior approval by the Superintendent or designee.
2. A visiting slip will be completed at the Control Center prior to attorney visits. All attorneys requesting attorney visits will provide appropriate credentials such as Bar Card, intern status or other pre-approved documentation establishing privileges.
3. Attorney visits will be held in C-Dorm day room or other approved area designated by the shift commander, to ensure client/attorney privacy, if requested.
4. Attorney visiting is scheduled out of the Director of Classification Office, and should be scheduled in advance to ensure that inmates are not off site either working, medical or for any other reason.



## **SMOKING POLICY**

Smoking is prohibited at MCI-Plymouth for inmates and visitors. Cigarettes, tobacco and tobacco by-products are not allowed on institution property and are considered contraband.

### **C. VISITING PROCESSING PROCEDURES**

1. All visitors are responsible for familiarity with MCI-Plymouth visiting procedures. These rules and regulations will be strictly enforced and compliance is expected.
2. Visitors will report to the Control Center and fill out the standard visiting request form to include the Registration Number of the vehicle arrived in.
3. Visitor parking is in front of the Control Center. Vehicles will be locked/secured (windows closed) at all times while unattended at MCI-Plymouth. Any visitor wishing to return to his/her vehicle during the visiting period will not be allowed to return to the visiting area, unless specific permission is requested and approved by the Shift Commander.
4. Handicap parking is available in the designated areas of visitor parking lot. Requirements are: valid handicap registration plate/placard, or approval by the Superintendent and/or designee.
5. Control Center Visiting Officer will ensure that all visitors possess a valid driver's license, official state I.D., passport or other positive I.D. and a vehicle registration for their vehicle parked on MCI-Plymouth property.
6. No visitor/inmate contact is permitted until the visitor has completed the visitor processing procedure in the visiting room area.
7. The Superintendent or designee reserves the right to restrict or cancel visiting periods in the event of institution emergencies, extreme weather conditions or other unforeseen circumstances. Visitors may call in advance (508)-291-2441 and (508)-295-2647 to verify if these conditions apply.
8. Visitors may only be listed on one (1) inmate visiting card at a time.
9. The Superintendent may from time to time, establish additional or alternative visiting periods for special events or functions which visitors may attend. Advance notification shall be posted for such activities.

#### **D. PERSONAL BELONGINGS OF VISITORS**

1. All visitors are expected to leave personal effects, including money and pocketbooks in the lockers provided in the control center lobby area. The lockers are coin operated; directions for use are posted on the lockers themselves and inside the door of locker. Visitors have the option of securely locking their personal effects in their vehicles. Only enough money for lockers or to purchase or add to a Debit card for vending machine use may be brought into the institution. Transactions for vending machine Debit cards must be conducted at the Control Center. **Visitors cannot give their Debitek card to an inmate, inmate cannot bring their card in to the chow hall during visits.**
2. Visitors are not allowed to bring any unauthorized items into the visiting room area. This includes money, newspapers, books, toys, games etc. The only exception is a change of diaper (2) and a clear plastic bottle (2) for an infant.

The institution shall not assume responsibility for lost or stolen items. No unauthorized personal items shall be left in the visitor processing area (Control Center).

3. Cameras, radios, cell phones, pagers or other types of video/audio equipment are not allowed.

#### **E. SEARCHES**

1. All visitors, vehicles and carried in items are subject to search while on state property.

#### **F. MONIES**

1. Monies in the forms of checks or money orders are to be received via inmate accounts and are not to be given directly to the inmate under any circumstances. Passing monies directly to an inmate is an offense subject to institution sanctions. A slotted container is available at the sign-in point by the Control Center. It is emptied daily by the Treasurer.  
Cash deposits are not allowed.
2. Visitors are encouraged to use the U.S. Mail to send monies in the form of checks or money orders for deposit into an inmate's account. The sender needs to list their name and address on checks/money orders and inmate commitment number.

#### **G. VISITING RESTRICTIONS AND CONDITIONS**

1. Visits are normally limited to four (4) adults and three (3) children (under 18) per inmate, per visiting period. (Exceptions will be considered with prior approval by the Superintendent or designee).
2. All children under 18 years of age must be accompanied by an adult.
3. Unless related by blood, marriage or adoption, children under 18 yrs. must be approved by the Superintendent prior to visiting. The Superintendent may require proof of relationship of parental/guardian authorization where applicable. Inmates may obtain minor visiting applications at the Control Center.

4. Ex-offenders shall be required to obtain the approval of the Superintendent prior to visiting. Normally such approval shall not be considered until after six (6) months of release. Prior felon applications are available at the Control Center.
5. The Shift Commander reserves the right to limit the number or length of visits in the event of crowding or other justifiable circumstances.
6. Inmates are not allowed to take any items into or from the visiting room area. The only exception is your Debitek card during meal times. At no time can you give your card to a visitor or be in possession of a visitor's card.
7. Any disruptive action which threatens the security of the institution will result in termination of the visit.
8. No inmate or visitor will be allowed to leave the visiting area after the start of a visit. If you leave the area, the visit will be terminated.
9. In the event a visit is terminated and the visitor is barred from the facility, prior to the end of the visiting period, the visitor is responsible for his/her immediate transportation from the facility.

#### **H. PROPER ATTIRE (Inmates)**

1. Inmates shall be required to wear proper attire, which shall include shirt or T-shirt, pants, underwear and appropriate footwear. Sweatpants, sweatshirts and shorts are prohibited. Hats shall not be worn either in the visiting room or outside visiting area. Headwear is allowed only if pre-approved for religious purposes. All shirts and sweaters must be tucked in at all times while in the Visiting Room/Area.
2. All inmates will turn in their identification card to the visiting room officer upon entering the visiting room. The Visiting Room Officer shall retain the IDs for the duration of the visit. Once the visit is concluded, inmates will report to the visiting room officer to pick up their identification card before exiting the visiting room.
3. Inmates will not be allowed to enter the visiting room unless they have their identification card or have the approval of the Shift Commander.

#### **I. MEDICATIONS**

1. Visitors are required to declare all medications (prescription or otherwise) and medical devices such as Canes, Walkers (These items require prior approval from the Superintendent) upon entry to The Control Center.
2. Except for emergency medications (ie. heart medication), all medications shall be left at the Control Center in an envelope signed and sealed by the visitor. The visitor may obtain such medication at appropriate times and/or completion of the visit.

3. All medications must be presented in original packaging and/or prescription containers.
4. Medication will be subject to inspection and verification. Actual medication will not be Physically handled by MCI-Plymouth staff.

#### **J. OPERATION OF VEHICLES**

1. Careless or reckless operation of vehicles on state property is subject to prosecution and/or loss of visiting privileges.
2. A five (5) mile per hour speed limit shall be strictly enforced.

#### **K. GENERAL CONDUCT**

1. Adults are responsible for the supervision of children in their care.
2. Visitors are expected to conduct themselves properly at all times.
3. Visitors will not engage in physical contact with inmates that is excessive or inappropriate for a public place.
4. Use of playground equipment is permitted with parental supervision. Defective playground equipment should be reported to the visiting officer immediately.
5. Visitors and inmates are expected to keep their general area clean and orderly. Dispose of all refuse in proper containers.
6. Visitors will not be allowed to bring in any pet, other than a seeing eye or service dog.
7. Inmates are allowed to use the bathroom facilities in the visiting room area, after obtaining permission from the visiting room officer.

#### **L. CONTRABAND**

Visitors will not remove from state property, or otherwise have in their possession or property any item of contraband including but not limited to:

- guns knives or other weapons
- controlled substances or alcohol
- explosive or incendiary devices
- packages, parcels or mail for the inmate
- cigarettes, tobacco, tobacco products or lighters
- cash monies
- any item (other than allowable items) not allowed for the possession or retention by inmates

**Note:** Violation of State and/or Federal Law may result in criminal prosecution.

## **M. BARRED VISITS/APPEALS**

1. Violation of any rules or regulations governing visits at MCI-Plymouth may result in refusal of visiting privileges, termination of visits and/or bar from future visits.
2. The Shift Commander has the authority to restrict or suspend visiting privileges pending Review and/or appeal to the Superintendent.
3. Barred visitors are restricted from entering any Department of Corrections facility prior to reinstatement of their visiting privileges. Application for reinstatement may be made upon expiration of bar and may be obtained at the Control Center.
4. The Superintendent may require a personal interview when considering any matter under appeal or an application for reinstatement.



## **XII. FIRE SAFETY**

From the Superintendent...

MCI-Plymouth is located in a dense forest area and many buildings here are older, combustible wooden structures. You have a responsibility to maintain compliance with Fire Safety Rules and Regulations. Below I have listed important rules and regulations for you. You are accountable for them. In the interest of safety for all persons, I ask your full cooperation.

### **A. FIRE SAFETY**

1. Inmates are prohibited from smoking on institution property or anywhere else. Matches, cigarette, lighters, etc. are contraband.
2. Cooking of food is not allowed in inmate rooms. Cooking is allowed only in the vending rooms, located in each dorm area, by using the microwave ovens.
3. Extension cords and electrical cubes are not allowed. No makeshift wiring or homemade antennas are allowed.
4. Familiarize yourself with location of exits and exit routes. Do not exit out of windows unless all other routes inaccessible.
5. Respond immediately to all fire drills and emergencies. All inmates will stand for count in the Lower camp basketball court, or a secondary location authorized by the shift commander.
6. No accumulation of excessive combustible materials (papers, cardboard boxes etc)
7. Only state issued furnishings are allowed in inmate rooms.
8. Doors to rooms must be able to be opened all the way.
9. Do not 'peg' open self closing Fire Doors located in rooms, corridors and exits.
10. Do not remove or tamper with room smoke detectors. Notify the dorm officer if a problem exists with a detector.
11. All electrical and electronic appliances must be UL approved. There will be no unauthorized repairs to these items.
12. All beds not being used, are to be made up and covered by state issued fire retardant blanket.
13. All defective equipment should be reported to your dorm officer.

### **B. HANDLING OF TOXIC/CAUSTIC MATERIALS**

"Guidelines for the control and use of flammable Toxic and Caustic Substances" may be reviewed by inmates in the inmate library.