



# **SOUZA-BARANOWSKI CORRECTIONAL CENTER**

## **INMATE ORIENTATION BOOKLET**

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Superintendent

1/13/2014  
Date

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## **I. SUPERINTENDENT'S STATEMENT**

This booklet was written to introduce you to the Souza-Baranowski Correctional Center. The facility has many rules and regulations which you will be expected to follow. The purpose of the document is to describe the various procedures that you will have to follow in order to obtain various items or services. In addition, it indicates what programs are available so that you can prepare for a potential release to lower security facilities.

The Souza-Baranowski Correctional Center is a state of the art maximum-security facility. We place great emphasis on inmates taking responsibility for their behavior and demonstrating their maturity and self-control through their adherence to institutional rules and regulations.

The Orientation Handbook is meant to be utilized as a guide. It cannot anticipate every problem that you may encounter at the Souza-Baranowski Correctional Center. I expect that if you have problems, which the handbook does not address, that you will seek advice and direction from staff: Housing Officers, Correctional Program Officers, Unit Sergeant or Unit Team Captain.

Finally, I encourage you to take advantage of the treatment programs available at the facility. Your goal should not be to transfer from Souza-Baranowski Correctional Center, but rather to stay out of the Department of Correction after your release. In order to accomplish this goal you will need to resolve issues that you may have or develop skills that are essential if you are to lead a law abiding life in the community.

The Souza-Baranowski Correctional Center offers the programs and services which if you utilize them will allow you to be successfully released from custody. I urge you to use your time at the Souza-Baranowski Correctional Center as constructively as possible.

Sincerely,

**Bruce I. Gelb**  
Superintendent



## **SOUZA-BARANOWSKI CORRECTIONAL CENTER**

### **INMATE ORIENTATION HANDBOOK**

#### **II. INTRODUCTION**

The Souza-Baranowski Correctional Center is a double bunked, maximum-security prison within the Department of Correction. All inmates designated for placement at this facility will be the result of either their sentence structure or past poor adjustment at lower security facilities.

This orientation handbook is designed to provide you with specific information regarding the Souza-Baranowski Correctional Center. This handbook will inform you of what our expectations are of you as an inmate within the Department of Correction. You are strongly encouraged to read this handbook and utilize it as a resource and reference guide. Since it is not feasible to provide an answer for every issue or scenario you will encounter at the facility, you are encouraged to meet with your assigned Correction Program Officer for assistance. A Department of Correction policy manual will be made available to you in the Inmate Library.

#### **III. ORIENTATION**

All incoming inmates will be placed in an Orientation Unit; inmates will be initially classified and placed accordingly within the facility. These units operate as a restricted unit. Inmates are fed and recreated within the unit. Canteen purchases in the Orientation Unit(s) are limited to \$30.00 per week. Visits will be in accordance with the respective sides visiting schedule.

All S.B.C.C. inmates, regardless of their status, shall attend and/or be given a presentation of the institutional orientation program. This program which will be given weekly is designed to brief inmates on institutional rules, regulations, programs, classification, education/vocation programs, work assignments, medical/mental health services, canteen, inmate funds, and other pertinent information related to your positive adjustment at S.B.C.C. This weekly orientation program is mandatory and shall be documented. Inmates who refuse to participate in the program will be subject to disciplinary action.

This orientation process will be considered as one of the most important aspects of your incarceration. This program will provide you with information necessary to adjust to your incarceration in a productive and positive manner.

#### **IV. A. Unit Team/Roles of Staff**

At SBCC, we utilize the Unit Team System. The sixteen (16) housing units are supervised by a Unit Team Captain. The housing units are broken down into four (4) unit teams. The four (4) unit teams are composed of a Unit Sergeant, Correction Program Officer(s), and Correction Officer(s), with whom you will be dealing throughout your stay at SBCC. The unit team conducts classification hearings, supervises unit operations, and enforces rules and regulations, and the application of policies and procedures.

Your first avenue to the resolution of any problem you may encounter with your account for special account transfer requests, property, clothing, canteen issues, etc., should be addressed first to your unit Correction Program Officer and/or the unit officer.

Unit placement shall be determined during your stay in the orientation unit. Prior to your move out of the orientation unit, you shall be notified which of the permanent housing units you will be placed in.

#### **B. Classification**

Inmates at SBCC are reviewed on a regular basis by the unit classification committee. The review will occur at the predestinated time frame as stated in your last Classification Report. The unit classification committee (U.C.C.) normally consists of one member or three member board. The three member board consists of a chairperson, a Correction Officer and the assigned Correction Program Officer. The number of members shall be designated by your objective point based score and rationale for purpose of hearing.

The purpose of the U.C.C. review is to address all areas of concern regarding the inmate's security level, institution position, and work and program assignments. Inmates may request lower security at their scheduled classification board. Special attention is given to the assessed need areas to determine if you are in compliance.

Prior to your review, you shall be notified and interviewed by the Correction Program Officer. This interview shall consist of your Objective Point Base Score, review of enemies, updating of pertinent information to include emergency notification information.

Use this interview to inform your Correctional Program Officer of any new issues of which he or she may not be aware (health, family, legal issues resolved, program or educational participation, enemies, etc.)

All U.C.C. recommendations are subject to review by the Director of Classification. For transfer consideration, staff at the Classification Division renders the final decision. Within five (5) days of the classification hearing, you may submit an "Inmate Placement Request/Appeal Form" for review. All transfer related Classification Boards will be reviewed by Central Classification and the Commissioner's Designee will render final decision regarding placement.

The following information may be used when reviewing the classification status:

1. Adjustment based on disciplinary reports, work , and unit evaluations;
2. Compliance with assessed need areas;
3. Length of time served;
4. Escape history, if any;
5. Prior history of positive or negative adjustment in maximum, medium, and lower security;
6. Degree of responsibility taken for own actions;
7. Nature of the offense and criminal history;
8. Objective Point Base Score (OPBS)
9. Review of active enemies at institution and departmentally.

You shall receive a copy of your key issue sheet, which will contain a recommendation and your next scheduled review date. Questions concerning classification procedures or identified assessed need areas should be directed to your Unit Team Correctional Program Officer(s).

### **C. International Transfer Policy**

The purpose of 103 CMR 462.00 is to establish procedure for foreign nationals to pursue a transfer back to their country of origin.

An inmate meeting the following general eligibility criteria may request a transfer to his home country (the receiving state), provided that the receiving state is a party to a prisoner transfer treaty with the United States and provided:

1. That the inmate is a national of the receiving state; and
2. That the acts or omissions on account of which the sentence has been imposed constitute a criminal offense according to the law of the receiving state or would constitute a criminal offense if committed on its territory.

For more information, please contact your respective Correctional Program Officer.

### **D. Unit Rules/Cell Decorum/Dress Code/Regulations (SBCC 400 Attachment III)**

#### **Unit Rules**

1. Inmates are not allowed on the 2<sup>nd</sup> (upper) tier during tier time without permission of the Unit Officer.
2. Nothing is permitted to be placed in front of the cell door at any time.
3. There is no eating in the common area.
4. Inmates will not have in their possession any property that does not belong to them. All property will be clearly marked in a legible manner.



5. No inmate is allowed in any cell he is not assigned to.
6. No inmates are allowed behind the Officer's station, unless supervised for cleaning purposes.
7. Inmates will be required to place any and all trash in barrels located on the flats. Paper and plastic shall be placed in the respective Recycling Bins. Paper bags will be issued as needed for trash within the cell. No plastic bags are authorized for retention in a cell.
8. Only authorized recreation activities will take place in the units. Horseplay, martial arts, or shadow boxing will not be allowed.
9. There will be no tampering with or blocking any locking device, door, gate, or window.
10. Coats and non-religious headwear will not be worn inside the institution, with the exception of an inmate who is on his way to or from the yard, or an outside work detail.
11. Inmates on the recreation decks are not allowed to hang on the fence or step beyond the red Out Of Bounds Line.
12. There shall be no curtains or clotheslines in cell.
13. There shall be no clothing or other items placed on bunk which obstructs the view of the bunk from the door.
14. Pictures and photos shall be hung only in designated area of the cell and there shall be no sexually suggestive material/photos allowed.

**Cell Décor      *CELL DECORUM WILL BE STRICTLY ENFORCED***  
**(SBCC 400 Attachment II)**

1. All cells are to be clean and in complete compliance with all listed cell decorum regulations 24 hours a day.
2. Inmates will be responsible for the cleanliness of their cells, including bed being made by 8:30am. Inmates will not be allowed to be under the sheets/blankets between 8:30am and 7:00pm. Anytime an inmate leaves the cell; the cell needs to be in order and appliances shut off.
3. At no time shall any items be covering either the rear window or cell door window.
4. No vents in the cells or unit will be covered at any time. Nothing may be hung or tied from the vent or sprinkler system.
5. Providing they comply with 103 DOC 400.03(2)(c), the following items shall be permitted to be displayed within the 2' x 3' outlined square on the cell wall located below the light;
  - a) Photographs
  - b) Cards
  - c) Magazine/newspaper pictures and articles
  - d) Drawings
  - e) Calendars
6. The following items are not permitted to be displayed;
  - a) Anything that is prohibited by 103 CMR 481 Inmate Mail
  - b) Semi-Nude, scantily clad, and/or sexually suggestive material
  - c) Material that may be considered offensive or otherwise discriminatory in the workplace
  - d) Material that is deemed to be divisive between groups or individuals
  - e) Material that supports or promotes any violation of the 103 CMR 430 Disciplinary Proceedings

7. No items are permitted on top of your footlockers. When footlockers are not being used, they are to remain closed. Nothing may be attached to the outside of the footlocker.
8. All personal effects shall be kept in the footlocker/under bunk drawer. Footwear may be stored under the bunk, at the end of the bed, or under the desk against the wall. Cosmetics shall be placed in the footlocker/under bunk drawer or on the assigned cosmetic shelf in an orderly, neat manner. If the footlocker/under bunk drawer are full, excess items may be stored next to the desk against the wall in a neat and orderly fashion. Inmate property items shall not exceed the allowable amounts per the 103 DOC 403, Inmate Property Policy.
9. One cubic foot of legal material is allowed for retention in a cell. The maximum number of books, periodicals, magazines, and newspapers allowed for retention is 10, in any combination (excluding institutional school related material.)
10. One cubic foot of personal material (i.e. personal letters, photographs and newspaper clippings) is allowed for retention in a cell.
11. Dirty laundry will be kept in the laundry bag. No clotheslines or strings are permitted. No laundry to be done in the cell.
12. Inmates will be required to use a headset or jack while their radio and/or TV are in use. Homemade speakers are not permitted. ALL appliances must be turned off before leaving the cell.
13. Spliced wires are not allowed. All wiring must be U.L. approved and in the condition it was manufactured.
14. NO State or Personal Property is to be used as a floor mat in the cell or to block the doorway of a cell AT ANYTIME.
15. There will be NO boxes or plastic bags of any kind allowed in the cells. All plastic bags that canteen is delivered in, as well as plastic bags utilized for moving will be turned into the officer for disposal.
16. No more than one (1) empty beverage container is permitted to be retained in a cell. This container shall not exceed 20oz in size.

### Dress Code

1. Scrub bottoms or sweatpants and t-shirts must be worn on the flats at all times.
2. Shorts or sweatpants and sweatshirts may be worn on the rec deck, and after entering the yard and weight room and gym.
3. Scrub tops, bottoms, and footwear must be worn when outside the block and in the interview rooms inside the block
4. Bathrobe, scrub bottoms or sweatpants and t-shirts must be worn to and from the shower.
5. Clothing is to be properly fitted, climatically suitable, durable, and presentable.
6. When leaving your assigned housing unit, scrubs and appropriate footwear are to be worn.
7. Undergarments (T-shirts and Underwear) are not to be exposed.
8. Headgear will not be worn inside of the institution, unless you are authorized to possess a Muslim Kufi or a Skull Cap from the Jewish Faith by the Property Department.
9. Any alteration or compromising of the original intent of an item, appliance, or medical prosthesis will be subject to a disciplinary offense.

#### **E. Access to Showers**

Showers shall be permitted during tier time and for inmates returning from work/recreation as determined by the Unit Team Sgt.

Transgender and Inter-sex inmates shall have the opportunity to shower separately from other inmates between 6:00 – 6:30 p.m. daily.

#### **F. Searches**

At any given time or place, you are subject to a search of your person, living quarters, or place of work. Many searches are routine in nature in an attempt to control contraband (i.e. materials or articles not authorized).

The fact that you are asked to submit to a search does not mean you are under suspicion. Searches may include both pat searches and strip searches.

Refusal to submit to a search will result in disciplinary action.

#### **G. Urines**

At any given time or place, you may be requested to provide a urine sample for drug or alcohol testing. Failure to provide a urine sample within a given time as directed by a staff member will result in disciplinary action.

#### **H. Inmate Identification Cards**

When leaving your unit, *your inmate identification card must be in your possession at all times.*

You must not use your identification card fraudulently, such as attempting to obtain goods or services to which you are not entitled.

You must not lose, misplace, destroy or damage your identification card in any way. Loss, mutilation and/or destruction of an issued I.D. card by an inmate shall be subject to disciplinary action and shall be required to reimburse the Institution for the cost of replacing the I.D. card which is (\$3.00).

Your identification card is good at all Massachusetts Department of Correction facilities. You are to take the card with you except when you are paroled, discharged, or transferred to a county or out of state facility.

## **I. Escapes**

An inmate will be considered attempting to escape at the point when he enters the "no Man's zone" without proper notification and authorization by the Superintendent or his designee. The no man's zone is the area between two (2) security barriers which separates the inner perimeter from the outer perimeter at medium and maximum security correctional facilities. The two (2) security barriers may be a combination of fences, walls, and/or other permanent structures intended as security barriers. Upon entering the no man's zone, the inmate shall be considered a threat to public safety and will invoke the shoot to stop procedures.

## **J. Inner Perimeter Security**

The purpose of the Inner Perimeter Security (IPS) Team is to ensure a safer environment for staff and inmates at SBCC. IPS attempts to accomplish this goal through the elimination of contraband and other illicit activities. They are frequently involved in shakedowns and investigations into activities, which threaten the security of the institution.

All information received by IPS is held in the strictest confidence and the names of people providing information are withheld from reports.

*IPS information line 978-514-6532*

## **K. Security Threat Groups**

A Security Threat Group (STG) is defined as groups, gangs, or inmate organizations that have been determined to be acting in concert so as to pose a threat or potential threat to the safety of the public, staff, secure and orderly running of an institution, or are predatory upon other inmates.

Upon arrival, all inmates will be monitored for evidence of Security Threat Group activity. Any inmate who has been identified as a member of a Security Threat Group will be notified in writing by the department, and is subject to transfer and/or placement in the D.D. U (Disciplinary Detention Unit) if deemed a "Leader" or are involved in disruptive behavior.

It is incumbent upon you as an inmate to stay clear of all Security Threat Group activities during your incarceration. Should you be approached or pressured by any Security Threat Group member in joining or participating in an activity, you should report such to your Housing Unit Officer, Unit Sergeant, Correction Program Officer, or any member of the Inner Perimeter Security Team (IPS.)



#### L. Medication Misuse and Homebrew

Any inmate(s) who use(s) medication illicitly, are found in possession of homebrew or items to manufacture homebrew will only be authorized *Non-Contact Visits* by the Administration.

#### M. Identity Documents

Proper documentation of one's identity at the point of discharge from the Massachusetts Department of Correction (DOC) and/or classification to a Pre-Release facility is necessary for successful reentry to your community. Documents such as a State-issued ID, Social Security card, Birth and Marriage Certificates, Military release documents (DD214) and educational credentials are necessary to access or activate services/benefits upon release. These documents are often necessary to secure housing, open a bank account, secure employment and access health benefits. You have likely entered the DOC without this documentation. **Securing these documents prior to release or classification to a Pre-Release facility should be a priority as these documents may be difficult or time consuming to obtain.** Please begin planning for this now. These documents can be secured in your property to be made available to you at Pre-Release or at discharge.

#### N. Emergency Evacuation

Emergency evacuation plans are posted in all living areas and throughout the facility. In the event of an emergency evacuation, follow direction from staff, proceed in an orderly manner, evacuate the area to a designated location where you shall remain until further directed by staff.

### V. COUNTS

Counts are extremely important in the proper running of a correctional institution. Subsequently, infractions of the count procedures will be considered very serious and dealt with accordingly.

Counts are held seven times per day. It shall be the responsibility of each inmate to stand by the end of his bed in plain view face to face with the counting officer, clearly visible to the officers standing at the cell door for the following **standing counts**: **7:10am, 11:10am, 4:20pm and 10:00pm**. Making unnecessary movements, attempting to distract the counting officer by conversation or refusing to stand for count shall result in disciplinary action.

When an emergency count is necessary, you will report to your cell and remain there



until the count is verified. During all p.m. counts, your cell lights must be turned on.

## VI. INMATE MOVEMENT

### A. Movement Schedule

Approximate Times	DAILY MOVEMENT SCHEDULE
11:55pm	Five (5) minutes to count
12:00am	<b>Major Count Commences</b>
12:10am	Major Count clears
2:55am	Five (5) minutes to count
3:00 am	<b>Major Count Commences</b>
3:10am	Major Count clears
5:15am	Movement - Kitchen worker to kitchen
5:30am	Movement – Trips to Booking
7:05am	Five (5) minutes to count
7:10am	<b>Major Count Commences – <i>Standing Count</i></b>
7:25am	Major Count clears
7:30am	Insulin/Medication Line
7:30am	Movement – Kitchen Workers & Industry Workers
7:35am	Morning meal period for population – called by sides (North/South)
8:25am	Morning meal period concludes
8:30am	Prepare for movement (announcement)
8:35am	Movement – Special Housing Unit (SHU)
8:45-8:50am	Movement – South side work call, HSU, school, programs, library
8:50-8:55am	Movement - South side gym
8:55-9:00am	Movement - South side yard
9:05-9:10am	Movement – North side work call, HSU, school, programs, library
9:05-9:10am	Movement - North side gym
9:10-9:15am	Movement - North side yard
9:15-11:10am	Sick Call
10:00am	Prepare for movement (announcement)
10:10am	Movement – RTU
10:15am	Movement – SHU back to unit
10:20am	Movement – South side gym back to units
10:25am	Movement – South side yard back to units
10:30am	Movement – South side remaining inmates back to units, Kitchen worker movement back to units
10:35am	Movement – North side gym back to units
10:40am	Movement – North side yard back to units
10:45am	Movement –North side remaining inmates back to units, Kitchen worker movement back to units

10:50am	Movement – RTU back to units
11:05am	Five (5) minutes to count
11:10am	<b>Major Count Commences – Standing Count</b>
11:20am	Major Count clears
11:25am	Medication Begins
11:35am	Afternoon meal period for population – called by sides (North/South)
12:30pm	Afternoon meal period concludes
12:35pm	Prepare for Movement (announcement)
12:40pm	Movement Special Housing Unit (SHU)
12:45-12:50pm	Movement – South side work call, HSU, school, programs, library
12:50-12:55pm	Movement – South side gym
12:55-1:00pm	Movement – South side yard
1:00-1:05pm	Movement – North side work call, HSU, school, programs, library
1:05-1:10pm	Movement – North side gym
1:10-1:15pm	Movement – North side yard
1:15-1:20pm	Movement – RTU
1:15—2:50pm	Sick call
1:45pm	Trash call
2:30pm	Movement – Industry workers return to units
3:20pm	Movement – South side yard back to units
3:25pm	Movement – South side gym back to units
3:30pm	Movement – South side level three (3) returns to units
3:35pm	Movement - North side yard back to units
3:40pm	Movement – North side gym back to units
3:45pm	Movement – North side level three (3) returns to units
3:50pm	Movement - Return kitchen workers to units
3:55pm	Movement – RTU returns to unit
4:15pm	Five (5) minutes to count
4:20pm	<b>Major Count Commences – Standing Count</b>
4:40pm	Major Count clears
4:40pm	Prepare for kitchen worker movement to kitchen (announcement)
4:45pm	Movement – Kitchen workers to work
5:15pm	Evening meal period for population – called by sides (North/South)
6:20pm	Evening meal period concludes
6:25pm	Prepare for movement (announcement)
6:25pm	Movement – Return kitchen worker to units
6:30pm	Movement Special Housing Unit (SHU)
6:35pm	Movement - South side gym/yard
6:40pm	Movement – South side level three (3)
6:45pm	Movement - North side gym/yard
6:50pm	Movement – North side level three (3)
7:00pm	Trash Call
8:30pm	Movement – South side gym/yard returns to units
8:35pm	Movement – South side level three (3) returns to units

<b>8:40pm</b>	Movement – North side gym/yard returns to units
<b>8:45pm</b>	Movement – North side level three (3) returns to units
<b>9:15pm</b>	Prepare for movement (announcement)
<b>9:20pm</b>	Movement – Special Housing Unit (SHU) returns to unit
<b>9:25pm</b>	Movement - South side gym returns to units
<b>9:30pm</b>	Movement – North side gym returns to units
<b>9:30pm</b>	Medication Begins
<b>9:50pm</b>	<b>Institutional Lock-In (announcement)</b>
<b>9:55pm</b>	Five (5) minutes to count
<b>10:00pm</b>	<b>Major Count Commences – <i>Standing Count</i></b>
<b>10:20pm</b>	Major Count clears

### **B. Dining Hall Movement/Rules/Regulations**

Once the unit is called to eat, sufficient time will be granted to allow you to leave the unit for the dining room (approximately two minutes.)

After the two (2) minutes have elapsed, the Unit Officer will call last call. You will have one more minute in which to leave the unit for your meal. Once this time has elapsed, no one will be allowed out of the unit until the next movement is called.

#### **The following rules are in effect and should be adhered to by all inmates:**

All inmates must wear sneakers to the dining hall.

All inmates coming to the dining hall will go through the food line and receive their food items.

No one is permitted to come back through the serving line.

Those inmates who go through the designated diet line for medical or religious diets must show their inmate I.D. to the officer assigned to monitor the process and sign for the meal prior to receiving their meal. Inmates who do not access their religious meal or are witnessed taking a mainline meal shall after three reported occurrences within a thirty (30) day period be removed from the religious meal list. Inmates may request for reconsideration after a sixty (60) day period, however, if a second infraction occurs within a twelve (12) month period the inmate shall be barred from the approved religious meal list. Inmates shall receive notification from the Superintendent regarding removal from the approved Religious Diets.

All inmates are required to clean their tables and return their tray and cup.

All inmates are subject to search upon entering or leaving the dining hall.

No pajamas or pajama tops are allowed. No hats, gloves, or coats are allowed to be worn to the dining hall. ID's must be on person.

There is no loitering. Inmates must leave as soon as their meal is consumed.

Nothing is permitted to be carried in or out of the dining hall with the exception of a Staff Access Pass. In addition inmates whom have medically approved food items may leave the dining hall with the approved items.

No moving from table to table is allowed.

All inmates will be given (25) minutes from the time that they leave their unit until they return.

## VII. INMATE DISCIPLINE - SANCTIONS AND PROCEDURES (103 CMR 430)

The entire disciplinary policy, 103 CMR 430, is available in the inmate law library. The following is a code of offenses, which are subject to discipline:

### 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 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 another 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.
- 4-8 Misuse or waste of issues supplies, goods, services, or property.
- 4-9 Failure to maintain acceptable hygiene.
- 4-10 Failure to maintain acceptable hygiene or appearance of a housing area.
- 4-11 Violating any departmental rule or regulation, or any other rule, regulation, or condition of an institution or community based program.
- 4-12 Failure to comply with standing count procedures.
- 4-13 Being out of place or an unauthorized area.
- 4-14 Possession of an altered appliance.
- 4-15 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.

## **VIII. GRIEVANCE PROCEDURE**

### Inmate Grievances

You are strongly encouraged to utilize the institutional informal resolution/ communication process 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 institution libraries, the Institution Grievance Coordinator (IGC) and through Unit Team. 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 Unit Team CPO for assistance.

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 the locked mailbox utilized for outgoing mail. 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. Failure to do so will result in the termination of your grievance.

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 your submitted grievance by generating a receipt from the Inmate Management System (IMS). 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.

An "Emergency" grievance may be filed by you 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. 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. Emergency grievance appeals will be responded to by the Superintendent within 5 business days from receipt.

#### Employee Misconduct Investigations

IAU has established guidelines to identify employee misconduct that shall be investigated by the IAU, and those that shall be investigated by the Superintendent/Department Head/Division Head. The Chief of IAU shall have ultimate discretion to determine which office shall conduct the necessary investigation.

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.

## **IX. MAIL**

### **A. Privileged Mail (103 CMR 481)**

Inmates shall be permitted to mail to and receive letters from the following persons in accordance with the procedures set forth in Section 481.11:

1. Any officer of a court of the United States or of the Commonwealth of Massachusetts (judge, attorney, or clerk, parole board members, probation or parole officers.).

2. The President or Vice President of the United States or the Governor of the Commonwealth of Massachusetts.
3. Any member of the Congress of the United States or any member of the General Court of the Commonwealth of Massachusetts.
4. The Attorney General of the United States or the Attorney General of the Commonwealth of Massachusetts.
5. The Director or any agent of the Federal Bureau of Investigation or the Commissioner of the Massachusetts Department of Public Safety.
6. The Superintendent of the state correctional institution in which an inmate is confined, an Associate or Deputy Commissioner of Correction or the Commissioner of the Massachusetts Department of Correction.

Inmates and persons with whom inmates may correspond as provided in 103 CMR 481.11 (1) shall not use or permit others to use authorized privileged mail for personal non-legal or non- official correspondence, the transmission of contraband, or the transmittal of communications to be given or forwarded to persons not specified in 103 CMR 481.11 (1). Persons receiving unauthorized privileged mail, correspondence intended for a party other than the addressee, or letters or packages for forwarding should submit such communications or materials to the Superintendent of the institution in which the inmate is confined. Inmates who fail to submit such communications or materials to the Superintendent shall be subjected to disciplinary action.

**B. Inmate Mail**

Incoming Mail - All incoming, non-privileged mail and packages will be opened and inspected for contraband prior to being delivered to inmates. Mail will be delivered six (6) days per week, excluding Sundays and Holidays.

1. Mail will be distributed by your Unit Officer during the 3x11 shift and will be hand delivered to each inmate.
2. Privileged mail will be delivered during the 3x11 shift and will be opened and inspected for contraband in the presence of the inmate.
3. All publications received through the mail must be from a publisher or an approved vendor.
4. No C.O.D. letters or packages of any kind shall be sent or accepted for an inmate.

5. Mail may normally be delivered within twenty-four (24) hours of receipt from the post office.
6. The use of your I.D. number on the envelope will facilitate its delivery.

#### Outgoing Mail

1. **Letters without an inmate's name and return address will not be forwarded to the Post Office. The return address is:  
Souza-Baranowski Correctional Center  
P.O. Box 8000  
Shirley, MA 01464**
2. All outgoing mail should be placed in the appropriate marked mailbox located in front of the Dining Hall during movement to the Dining Hall.
3. Mail will be collected daily (Monday – Saturday except holidays) from these boxes at approximately 7:00am by Mailroom Staff.
4. Inmates housed in the following blocks will deposit their outgoing mail into a locked box: G-1, H-1, J-1, K-1, G-2, L-1, M-1, N-1, P-1, SMU, STP and HSU. The locked boxes shall be brought to the Mailroom by the 11x7 shift Monday through Saturday mornings.
5. All mail must have postage stamps, unless the inmate is indigent.
6. All outgoing mail shall be stamped on the reverse side of the envelope with language indicating that the correspondence is sent from a correctional institution. Mail shall be stamped in blue ink only; the stamp shall read as follows:

*This correspondence is forwarded from a Massachusetts Correctional Institution. The contents may not have been evaluated and the Department of Correction is not responsible for the substance or content of the enclosed material.*

#### In-House Mail

All in-house mail to be forwarded to staff must have inmates name and identification number on it or your mail **will not** be forwarded. Institutional mail leaving the facility must be sent via United States Parcel Service (USPS).

#### Free Postage for Indigent Inmates



1. Indigent inmates may be permitted to mail three (3) letters, not to exceed standard postage, each week at the institution's expense. In addition, an indigent inmate may be permitted, where necessary, to send an unlimited number of letters of any weight to any court official at the institution's expense.
2. Staff will make a determination regarding indigence according to 103 CMR 481, Inmate Mail Policy.
3. Inmates who are not considered indigent according to policy and who have not placed stamps on their mail will have their mail returned to them.

#### Prohibited Correspondence

An inmate may be prohibited by the Superintendent from corresponding with a particular person if that person or the persons parent(s) (or legal guardian in the case of a minor), has requested in writing that such correspondence from the inmate be terminated. Whenever such correspondence is not mailed, the inmate shall be notified. Such notice shall satisfy the requirements of 103 CMR 481.

When the inmate bears the mailing cost, there is no limit on the volume of letters the inmate can send or receive or on the length, language, or source of mail or publications except when there is reasonable belief that limitation is necessary to protect public safety or institutional order and security.

**Inmates may receive a maximum of five pages per day**, except Sundays and Postal holidays, of a portion extracted, photocopied, or clipped from such items as an attachment to personal correspondence as long as the material is not otherwise prohibited by the 103 CMR 481, Inmate Mail. (i.e. if an inmate receives a piece of mail with fifteen(15) pages of internet printing along with a personal letter, 10 of the internet pages shall be handled according to contraband mail guidelines. However, there is no limit on the amount of incoming mail an inmate receives. This shall not apply to Privileged mail. (SBCC 481 Procedure)

#### **C. Inmate to Inmate Correspondence**

When an inmate requests an inmate to inmate correspondence form for either family correspondence, or pre-existing legal issues, it is approved by both Superintendents, a copy of this document shall be placed in Section III of each Inmate's six-part folder and a copy shall be maintained in the mailroom of each inmate's institution.

The prohibition in inmate to inmate correspondence applies only to DOC inmates incarcerated in a DOC or county facility in Massachusetts.

## X. TELEPHONE

### A. Telephone Access (103 CMR 482)

In order for you to make telephone calls, you must fill out a Telephone System Number Request Form and return it to your Correction Program Officer. Information about the operation of the telephone system is on the back of the pink copy which will be returned to you. **DON' T LOSE IT!**

You will be assigned a PIN (personal identification number) which you must use in order to make calls. Your PIN is your confidential code. You must not share it with anyone else.

You are limited to 10 approved telephone numbers, plus up to 5 attorney telephone numbers. You should choose those 10 personal telephone numbers, which are the most important to you. In addition, all inmates will have access to the following numbers without putting them on their lists:

Mass. Correctional Legal Services	(877) 249-1342
Harvard Prisoners Legal Assistance	(617) 495-3127
Northeastern Univ. Legal Assistance	(617) 373-3660
Committee Public Counsel	(800) 882-2095
Mass Disability Law Center	(617) 557-9167
Disabled Persons Protection Comm.	(800) 426-9009
IPS Hot Lines	(978) 514-6532

The attorney telephone numbers must be business numbers only, which will be verified through the Bar Directory. Attorney calls will not be recorded or monitored.

The duration of each call will be limited to twenty (20) minutes, after which you will be automatically disconnected. However, you will be able to make an unlimited number of shorter phone calls within those twenty (20) minutes if you wish.

You will be able to make changes on your list during the first week of January, April, July, and October.

You are entitled to make unmonitored and unrecorded collect telephone calls to your designated and pre-approved ordained clergyman and to your pre-approved and licensed psychologist, social worker, and/or mental health and human service professional. In order to complete the pre-approval process; you must submit the following to the institution telephone Site Administrator:

- a. The designation of the clergyman or professional you wish to call;

- b. A letter from the clergyman or professional attesting to the professional relationship that exists between you. The Superintendent may require additional documentation, as necessary.

No clergyman or professional employed by the Department of Correction or contracting to provide services on behalf of the department may be designated by you, nor will such individuals be pre-approved.

## **B. Inmate International Debit Calling System Process**

### New Enrollments/Update Call List

The following procedures must be followed for inmates interested in making international calls:

1. Inmate completes the Inmate International Request Form available through Unit CPO(s). Only five (5) international phone numbers will be allowed in addition to your personal and attorney phone numbers.
2. Return completed form to Unit CPO(s).
3. Institution staff will then forward completed form to facility on-site T-NETIX Service Administrator for telephone verification.
4. T-NETIX Service Administrator completes telephone number verification and forwards to Treasurer's office for approval.
5. Available personal account funds will be verified and transferred for amount requested by Treasurer's office. Amount allowed \$15.00 to \$100.00.
6. Receipt for approved transfer of funds will be returned to unit for distribution to inmates.
7. To transfer additional personal funds the inmate completes the Inmate International Debit Request Form, to add/delete or change phone numbers repeat process at the quarterly change time periods.
8. Calling instructions and rates will be posted for your review.

## **C. International Language Line Service**

The Language Line will provide over the phone interpretation, (24) hours a day, seven days a week for designated areas. The service can provide translation of (140) different languages to any NON-ENGLISH speaking inmate. For more information please contact your Unit Team CPO.

**D. TDY Phone**

Hearing impaired inmates in need of the TDY phone should send a written request to the Deputy Superintendent of Classification for this service.

**XI. VISITS (103 CMR 483)**

**A. Visiting Hours/Conduct– General Population**

1. Inmates are allowed three (3)-visiting periods per week with only one period allowed per day. A maximum of two (2) adults, with four (4) visitor's total, may visit an inmate at any one time. For example, the following combinations are authorized; (1) adult and up to (3) children or (2) adults and up to (2) children.
2. Any variation to the authorized number of visitors must be approved in writing as a special visit request. Such requests must be submitted to the *Deputy Superintendent of Operations*.
3. The first visiting period will begin at 1:00 p.m. and end at 3:30 p.m.; the second visiting period will begin at 6:00 p.m. and end at 8:30 p.m. Five minutes prior to the ending of a visiting period, the visiting room officer shall announce a 5-minute warning. All visitors and inmates will end their visits during this time period.
4. If the visiting room becomes crowded, the visits that commenced first will be terminated, however, visits will be at least one (1) hour in duration.
5. Visitors will not be allowed to gain entrance between the hours of 2:40 - 3:30 p.m. and after 8:00 p.m. The last visitor processed must be in the Pedestrian Trap by 2:30 p.m. to be allowed entrance for the 1:00 p.m. - 3:30 p.m. visiting session.
6. Inmates will be allowed visits according to their housing assignment as indicated below:

**NORTH HOUSING**

**Sunday**  
**Wednesday (No Evening Visits)**  
**Friday**

**SOUTH HOUSING**

**Tuesday (No Evening Visits)**  
**Thursday**  
**Saturday**

Sunday 9:00am-11:00am and Wednesday 6:00pm-8:30pm will alternate as



an additional visiting period between the North and Southside Housing Units.

There are no visits on Monday unless a holiday falls on that date. Holiday visits will be charged to the inmate's weekly visiting allowance. North Housing and South Housing Holiday visits will alternate from the first visiting period, 1:00pm – 3:30pm, and the second visiting period 6:00pm – 8:30pm, each holiday. Notices are posted in the Lobby and Housing Units prior to the Holiday with the times.

**General Population visits are designated as limited contact.** The inmate and visitor are allowed a very brief welcoming and departing embrace and closed mouth kiss. The inmate and visitor will sit face to face with their feet on the floor and will maintain correct posture. Inmates and visitors shall be allowed to hold hands. The visitor's and inmates' backs should have contact against the seat backrest. Rubbing of arms or legs of the other shall not be permitted. Conversational voice volume is to be used distracting loudness will not be permitted to disturb other visitors.

**B. Visiting Hours for Non-Contact General Population Inmates**

1. Visiting schedule for Non-Contact general population inmates will be the same as general population visits according to housing unit assignment.
2. Superintendent or his/her designee may at his or her discretion, restrict the visiting privilege of an inmate to the non-contact area. The inmate shall be notified of this action by the Superintendent or his/her designee in writing.
3. Non-contact visitation will continue until such time as the Superintendent or his/her designee determines that resuming general population contact visiting privileges is appropriate. Review of non-contact visitation for general population inmates will occur monthly with a written notice sent to the inmate.
4. This specific section is not intended to address non-contact visiting restrictions that are the result of a sanction imposed by the disciplinary hearing officer.

**C. HSU Inmate Visitation**

Inmates housed in the Health Services Unit shall receive visits in the general population visiting room if medically approved.

The visiting periods shall coincide with that of the unit they were assigned to prior to HSU placement. Visitors will be required to schedule an appointment for these visits, on the appropriate day, at least (24) hours in advance by calling the HSU Sergeant between the hours of 10:00 a.m. and 2:00 p.m. Monday through Saturday.

Visiting periods cannot be scheduled more than ten (10) days in advance. Scheduling appointments will facilitate availability of escorting staff due to the inmate residing apart from the general population.

**D. SHU Unit Visitation**

Inmates are allowed three (3)-visiting periods per week with only one period allowed per day. A maximum of two (2) adults, with four (4) visitor's total, may visit an inmate at any one time. For example, the following combinations are authorized; (1) adult and up to (3) children or (2) adults and up to (2) children.

**E. Dress Code**

The following restrictions shall apply to all visitors, **as defined in the 103 DOC 483(04)**, entering Souza-Baranowski Correctional Center.

**The following items are NOT ALLOWED to be worn.**

1. Boots worn above the knee (exception – boots below the knee will be permitted October 15 – April 15)
2. Work boots will never be permitted.
3. Bare feet
4. Bathing suits, shorts, any clothing with excessive pockets, metal, drawstrings, excessively baggy or tight clothing, hooded clothing, sheer, excessively revealing or transparent clothing, bodysuits of any type or wrap around shirts. (Children age 8 and younger may wear shorts).
5. With the exception of undergarments, spandex or spandex type clothing is not allowed.
6. Any clothing that displays a gang affiliation or is in any way attributable to gang culture; additionally, clothing that is obscene, racist or displays sexual content is not allowed.
7. Any clothing similar to that issued to an inmate or uniformed personnel to include nursing scrubs, police, postal and utility (Class A active military uniforms are allowed).
8. Fatigue or camouflage clothing.
9. Double layered clothing on the bottom half of their person (e.g. two (2) pairs of pants, or skirt and slacks, etc.)
10. Bibbed clothing of any type: shorts, dress, pants, overalls, jumper etc. (allowable for age 8 and younger).

11. Hair accessories that cannot be easily removed to be searched.
12. Bobby pins, barrettes and ribbons. .
13. Umbrellas, jackets, coats, vests or outerwear of any type.
14. Male visitors cannot wear any type of blue or black jeans into a facility that houses males. Female visitors cannot wear any type of blue or black jeans into a facility that houses females.
15. Earrings, facial/body jewelry, necklaces, bracelets and watches are not allowed. The only exception regarding jewelry is a traditional engagement ring/wedding band, religious medallion and medical alert jewelry.
16. Dresses, skirts and skirt slits will not exceed 2" above the knee when sitting. No wrap-around style skirts are allowed unless worn for religious reasons.
17. Tank tops, halter tops, muscle shirts, or clothing that reveals the midriff or excessively exposes the back. Tube tops of any type are not allowed. Sleeveless clothing is not allowed unless covered by an article of clothing, such as a sweater, that shall not be removed.
18. Sweatshirts, sweatpants, wind pants and exercise clothing (allowable for age 8 and younger).
19. Clothing with zippers that go the full length of the garment with the exception of outerwear. (Allowable for age 8 and younger).
20. Colored T-shirts are allowed in. T-shirts with offensive logos are not allowed.
21. Leg warmers.
22. Hats and head coverings of any type, unless worn for religious or medical reasons; however they must be searched prior to entering the institution.
23. No electronic communication devices or those capable of storing information are allowed.

Requirements for all Visitors:

1. Undergarments must be worn
2. Clothing shall not be ripped, torn, have holes or missing buttons.

Exception to Dress Code:

1. Sweaters may be worn
2. Hair pieces (i.e., toupees, wigs, extensions, weaves) may be worn but must be searched. It shall be the responsibility of the visitor to inform the officer that they are wearing a hairpiece during the search process.
3. Garments with elastic waists may be worn.

Misc. Restrictions and Limitations:

1. Any visitor who does not conform to appropriate visiting regulations will be barred for the day. *Visitors will not* have the opportunity to change into appropriate clothing that they may have in the vehicle, etc.

2. Inmates are permitted to bring into the visiting room: I.D. Card, wedding band, medical alert necklace/bracelet, one religious medal, and headwear that is religious in nature.
3. Visitors are only allowed to visit one (1) inmate housed at SBCC. Exception will be if the visitor is related by blood, i.e., brother, father. Visitors will be required to *request permission from the Superintendent in writing* if they choose to visit another inmate.
4. Visitors are allowed to enter the visiting room once a day. Once a visitor leaves the visiting room and/or institution, they will not be permitted re-entry.
5. Visitor Medication or Medical Devices:

Visitors who maintain life-saving medication or who utilize medical devices to include: nitroglycerine, inhalers, and glucose tablets, automatic implantable cardioverter/defibrillator and/or pacemaker, wheelchairs, prosthetic devices, insulin pumps, casts, braces, medically necessary shoes, canes, walkers, guide dogs etc., or requiring the use of oxygen tanks shall obtain prior approval from the Superintendent to visit with such medication/device(s).

- a. The visitor shall submit written evidence signed by a medical doctor documenting the need for such device(s) to the Superintendent for review. Written evidence shall include an anticipated end date for the use of all devices that are necessary for a limited time period (e.g. cane, cast) due to temporary medical conditions.
- b. Once substantiated, the Superintendent shall provide written approval to allow the visitor to enter the institution with the device(s); the Superintendent shall authorize an alternate search if deemed appropriate due to the visitor being unable to submit to a metal detection search due to physical limitations or the presence of the device(s).
- c. The visitor shall be required to declare the device(s) and produce the written approval by the Superintendent every time they visit. If an alternative search is approved, the visitor shall be subject to a personal search every time they visit the institution.
- d. If this is a first time visit to a correctional facility by the visitor, the Shift Commander shall be notified for authorization to enter with the necessary device(s) provided the visitor has agreed to a personal search prior to entering. This one time approval shall be documented via an incident report and made available to processing staff. The visitor shall



be advised that they must obtain the required approval prior to their next visit.

- e. Visitors who have life-saving medication shall keep it on their person at all times.
- f. The officer shall note all medication or medical device(s) upon entry on the visiting form and verify upon exit of the visiting room.

6. Infant Allowable Items

Visitors entering with infants will be allowed to enter with the following items:

- a. Two (2) clear plastic bottles with formula, milk, water or juice.
- b. One (1) empty sippy cup.
- c. Two (2) infant diaper diapers and infant wipes in a clear plastic bag.
- d. One (1) receiving blanket.
- e. One (1) pacifier.
- f. Two (2) plastic, sealed jars of baby food.
- g. One (1) plastic spoon.

**F. Children Visitation**

- 1. All children (17 years or younger) wishing to visit must be accompanied by a parent/legal guardian in possession of an original Birth Certificate. The birth certificate must be an original (long form) official document with a raised town seal on it.
- 2. Children accompanying an adult other than their parent/legal guardian must have written permission from the parent/legal guardian. A Minor Consent Form must be filled out and notarized in advance of the visit and sent to the institution for the Superintendent's signature. The visitor must bring the signed/notarized Minor Consent Form and original (long form) birth certificate with them to the visit.
- 3. Children in the visiting area shall be the responsibility of the adult visitor and shall not be allowed to engage in disruptive behavior or the visit will be terminated.

**\*\* NO MINOR SHALL BE LEFT UNATTENDED  
IN ANY AREAS ON STATE PROPERTY  
I.E. VEHICLES, LOBBY, ETC.**

**G. Restroom Facilities for Visitors/Inmates**

**1. Visitors**

- A. Visitors shall notify the Visiting Room officer prior to using the restroom facilities. Infants and Children under the age of ten (10) must be accompanied by the parent/legal guardian other than the inmate.
- B. The officer will unlock the bathroom door and allow the visitor to enter. The officer will remain outside the bathroom door. In the event that a visitor needs to change an infants diaper a staff member shall monitor the procedure.
- C. All visitors have a personal search inside the restroom before being allowed back into the visiting room. Visitors are expected to keep the restroom areas clean.
- D. The restroom facilities are available for use at the discretion of the Officer in Charge. If in the event the visitor is unable to wait until such time that restroom facilities are available, the visitor has the option to end the visit and leave the institution. The visitor will not be allowed to re-enter the institution for the remainder of the day.
- E. Visitors will not be allowed to use the restrooms from ½ hour prior to the end of visits until the visiting period is over.
- F. Inmates are not authorized to use restrooms within the visiting room. Inmates may leave the visiting room to use the facilities in his housing unit. He will not be permitted to return to the visiting room.

**H. Funds/Mail**

During visiting hours visitors may drop off checks or money orders **NO CASH** will be accepted.

All checks or money orders should have the inmates name and ID number as well as the name and address of the individual whom the check or money order is from. These may then be placed in the designated secure box which is located in the main lobby. **No** mail or personal correspondence will be accepted in this drop box, all inmate correspondence must come via the United States Post Office.

**I. Violation of Visiting Room Rules**

1. Any violation of visiting rules by inmates may result in disciplinary action and/or loss of visiting privilege.
2. Any violation of visiting rules may result in termination of the visit and loss of visiting privilege.
3. Any violation of visiting rules may result in loss/suspension of contact visiting privileges.

**J. Visitors Access to Rules and Regulations**

A copy of the institutional visiting rules and procedures shall be made available to any visitor who requests one. A copy of the visiting rules and regulations is located in the main lobby for review.

**K. Public Transportation**

Visits can utilize Public Transportation to the facility via the Fitchburg/South Acton Commuter Rail (7) days per week including holidays (1-800-392-6100) and/or local taxi services at (978) 537-6331 or (978) 534-9655.

**L. Special Visits**

Exceptions to the visiting schedule, duration of visits, number of people allowed visiting at one time, and/or other requests can be approved under special circumstances.

Such requests must be submitted in writing to the Deputy Superintendent of Operations.

Special visit approval will be documented in writing and a copy will be sent to the requesting visitor, the inmate, and Outer Control.

**M. Directions to Facility:**

Souza-Baranowski Correctional Center  
Harvard Road  
P.O. Box 8000  
Shirley, MA 01464  
(978) 514-6500

**From Boston** - Take Storrow Drive West to Alewife Brook Parkway and Rte. 2 West.

Take Rte. 2 West to Exit 36 (Shirley.) Bear right off exit ramp. Turn left at the stop sign. Take your next right at sign saying MCI-Shirley. Souza-Baranowski is the first large facility on your right.

**From the North** - Take Rte. 495 South to Exit 29B (Rte. 2 West.) Follow Rte. 2 to Exit 36 (Shirley.) Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying MCI Shirley. Souza-Baranowski is the first large facility on your right.

**From the South** - Take Rte. 495 North to Exit 29B (Rte. 2 West.) Follow Rte. 2 to Exit 36 (Shirley.) Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying MCI Shirley. Souza-Baranowski is the first large facility on your right.

**From the East** - Take Rte. 2 West to Exit 36 (Shirley.) Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying MCI Shirley. Souza-Baranowski is the first large facility on your right.

**From the West** - Take Rte. 2 East to Exit 36 (Shirley.) Bear right off exit ramp going over Rte. 2. Take first right - sign saying MCI Shirley. Souza-Baranowski is the first large facility on your right.

**XII. Canteen Procedures (103 DOC 476)**

Unit Name	Unit	Weekly Canteen Amount	Misc
Assessment Orientation	M2 H2	\$30-.00	No Appliance except walkman
Transition Unit	L2	\$30.00	
Special Management Unit	L3 J3 K3	\$20.00	No Food, Cosmetics and Stamps
General Population	Remaining Units	\$85.00	

**A. Distribution**

All canteens orders will be distributed on Tuesdays'. On a week when there is a Monday holiday all orders will be distributed on the following Wednesday.

**B. Ordering**

1. A Master List posted in each unit. (This list is for you to order from).



2. Inmates in the following areas will be restricted to what they can order:

SMU & Temporary HSU Resident: No food or drink

3. All orders are to be completed on a Commissary Order Form. A new order form will be available in the unit when you pick up your order for the week. There will also be order forms available through the unit officers. All order forms must be submitted on Tuesday by 9:00 p.m. No late orders will be accepted. All inmate funds have to be in your personal account by Wednesday of the week before you receive your order. All account balance checks will be done on Wednesday of the week you receive canteen.
4. Follow the instructions on the Commissary Order Form when ordering. All order forms will be scanned through a scanner. It is very important that you follow the instructions. If the form is not filled in completely or is filled out incorrectly and cannot be scanned, you will not receive a canteen order. Make sure your ID number is on the form and is correct, if no ID number or if it is incorrect, you will not receive a canteen order.
5. It is very important that you do not fold, bend, tear, staple, tape, get wet or do anything to the order form that may hinder it from being scanned.
6. Ordering of all appliances and clothing will be done on an appropriate order form. No other orders will be accepted if not on the correct form.
7. Remember to take care in ordering, if you bubble in the wrong code it is yours. The computer will only read what you have bubbled.
8. Canteen slip boxes will be located in HSU and inside the Housing Units – canteen slips must be in the boxes by 9:00 PM on Tuesday and canteen slips will be picked up on Wednesdays. Canteen slips for SMU will be picked up by OIC on Wednesdays at 8:00 AM.
9. Your order will come in a clear plastic bag that has been heat-sealed. You must leave your I.D. when receiving your bag. Your I.D. will be kept until the bag is returned to the housing unit officer.
10. Canteen bags will have an itemized invoice attached to the bag. Upon receipt of your bag, sign the receipt; check the bag in your cell without opening it. If the bag has been opened there will be no credit given.

### **C. Canteen Restriction**

The following procedure is to be followed for inmates who are on canteen restriction. This does not concern those inmates who have frozen accounts. Inmates on canteen restriction may purchase cosmetics/stationary only, on a monthly basis.

1. The inmate will fill out the Keefe Commissary Restricted Commissary Form/Request for cosmetics/stationary only. The Restricted Commissary Form contains the items and quantity allowed for purchase while on restriction.
2. A list of those inmates who need a canteen restriction lifted must be submitted by the Unit Team and submitted to the Treasurer's Office when Keefe Commissary Order Form is dropped off.
3. This process will be done one time per month on the last Thursday of each month. All slips and the attached list must be turned into the Treasurer's office the preceding Tuesday.
4. The Treasurer's Office will be responsible for lifting the canteen restriction prior to the canteen process and for replacing the restriction on the inmates account once the canteen deduction has been processed.

### **XIII. Inmate Finances (103 CMR 405)**

#### **A. Treasurer**

##### Money Credited to Accounts

The Treasurer's office will maintain two accounts for each inmate via the Department computer system. The personal account is used for such items as canteen supplies, or authorized purchases from outside sources. The savings account is maintained in order that an inmate will have an accumulated amount of money to assist him upon release to the community. Money in this account cannot be withdrawn without permission from the Superintendent and for the purpose of a compelling need. Except for inmates serving Life sentences, the Superintendent cannot approve a withdrawal from savings which would result in a balance of less than \$100.00 in the savings account.

##### Canteen and the Treasurer's Office

Since the canteen has been privatized, Keefe Corp takes the money from your account for your weekly canteen, not the Treasurer's Office. If you are due a refund, they (Keefe Corp) send us a list of inmates to give refunds to. If you are not on the list that they send us, you will not get a refund. If you believe that they owe you a refund that you did not get, you must write to the "Treasurer's Office." Please be patient, it may take up to two weeks for a refund.

The Treasurer's Office handles the clothing and appliance orders only. First, you must give your completed clothing/appliance order to your housing unit

CPO. The Unit CPO will forward the paperwork to the Property Department who determines if you can have the items. Once approved the Treasurer's Office then takes the money from your account and each Friday sends the information to Keefe Corp. When Keefe Corp fills the order they send it to Property, who is in charge of getting it to you. If you should get transferred before your clothing or appliance order is delivered to you here, it will be forwarded to the Property Department at your new institution to be delivered to you there.

An example of how money is taken from your account for a canteen order: if you spend \$60.00 per week on your regular canteen order. Keefe Corp can run a list showing how much each inmate is allowed to spend each week. They don't take the \$60.00 and then put back the change; they take only what your order adds up to. For instance, if you can spend \$60.00, but only spend \$40.00, your slip shows previous Balance \$60.00, new Balance \$20.00. All they actually take from your account is the \$40.00. The \$20.00 in New Balance is showing the change from that order only. It means that you could have spent \$60.00, but instead spent \$40.00.

If you had \$100.00 in your personal account before you had a \$40.00 canteen, you will have \$60.00 left in your personal account after canteen. Remember the New Balance shown is from that week's order. You do not have a separate canteen account; you have a personal account only.

If you want to know what your balance is in your personal account, write to the Treasurer's Office or ask for a printout from your housing unit CPO.

Money may be credited to these accounts by the following procedures:

- i. Inmates having an institutional work assignment will have half of their wages placed in their personal account and half placed in their savings account.
- ii. Money orders and personal checks will be accepted via the U.S. Mail or from the secure drop box located in the mail lobby and credited to the inmate's personal account. All personal checks will have a (10) day hold placed on them as well as all money orders over \$200.00. Cash is not accepted for deposit.
- iii. Any freeze placed on previous accounts or loans taken at other institutions follow inmates throughout the system until they are paid.
- iv. Inmates transferring from other institutions should expect from three to five (3-5) days for their money to transfer.

### Statements

Statements are issued weekly to inmates for wages earned. Statements will be issued monthly to inmates for interest on personal or savings accounts.

Inmates who wish to request an account printout may this from their housing unit CPO. You must include your name, housing unit, inmate identification number and the date you would like the print out to run from. There is a form for this procedure, which you can obtain from the Unit CPO.

### Reimbursement for Damages or Costs

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. 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. The institution Treasurer will then debit the account(s) as indicated.
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 one-half of the money earned by an inmate while incarcerated. Any or all of the money may be debited if the inmate is serving a life sentence. The order shall be in writing and shall specify the offense for which the forfeiture is being imposed. Upon receipt of the order, the institution Treasurer shall debit the account(s) as indicated.
4. If the amount debited from an inmate's account is insufficient to satisfy the restitution order, the Superintendent may order a freeze on the inmate's accounts for the remaining amount of restitution owed. The order shall be in writing and shall specify the offense for which the forfeiture is being imposed. During the period of the freeze, no account funds may be spent by the inmate. The Superintendent may continue to withdraw one-half of the money earned by an inmate while incarcerated or any unearned funds as they accumulate until full restitution is made.

### Transfers from Savings to Personal Account



1. An inmate who wishes to transfer money from his savings to personal account should obtain the appropriate form from the Unit Team
2. Consideration will be given to those requests that demonstrate a legitimate need.
3. Canteen orders will be limited to appliances or legal related items such as paper, stamps, and pens.
4. A minimum balance of one hundred (\$100.00) dollars must be maintained in your savings account at all times.
5. All transfers from savings to personal account forms will be processed by the Unit Team and forwarded to the Superintendent for his final approval. They are due to your CPO by Wednesday of each week.

#### **B. Charge Slips**

In order for a charge slip to be processed through the Treasurer's office you must present the completed charge slip to your Unit CPO along with your Inmate Identification card.

If an inmate wishes to send money home or purchase items (via mail) outside of the institution, he must fill out a charge slip. The charge slip must be dated, with amount indicated, the amount paid to, and signed by the Unit Supervisor (CPO III) prior to it reaching the Treasurer's Office. If the form is not filled out properly and signed by the appropriate Unit Team staff member, it will not be processed.

An IPS officer must countersign slips that are \$200.00 or more. If the IPS officer feels the charge slip is any way questionable, it is his privilege to deny such request. NOTE: All charge slips leaving the institution must be accompanied by an addressed stamped envelope.

#### **C. Victim Witness Fees**

Inmates may be required to pay a victim witness fee or various other court imposed fees to the court. If an inmate does not have available funds, a freeze will be placed on his account. The Treasurer's Office will notify the inmate when the assessment has been paid.

#### **XIV. Inmate Property (103 CMR 403)**

Maximum Property Authorized for Retention at Souza-Baranowski Correctional Center

Appliances/Accessories:

- (1) Television (13"max)
- (2) Set Headphones
- (1) Walkman
- (1) Coax cable (3' max)
- (1) Typewriter (no memory capabilities)
- (1) Fan-(12" max) Table

Clothing:

- (10) Underwear (white only)
- (10) T-Shirts (white only)
- (10) pr Socks (white only)
- (1) Bathrobe (navy blue)
- (3) Footwear: 2 pr. Sneakers, 1-shower shoe

- (5) Handkerchiefs (white only)
- (2) Pr. Gym Shorts
- (2) Pr. Thermals (white only)
- (1) Sweat shirt (gray only)
- (1) Sweat Pant (gray only)
- \*\*Court clothes may be requested for Criminal Trial or Offsite Parole Hearing

Jewelry/Total Value Not to Exceed \$50.00:

- (1) Wedding Ring
- (1) Watch/Time & Date Only
- (1) Religious Medal with chain, medic alert or bracelet

State Issue:

- (1) Mattress and (1) Pillow
- (2) Sheets
- (2) Towels
- (1) Face Cloth
- (1) Pillow Case
- (1) Blanket
- (1) Laundry Bag (Issued by Housing Unit)
- (3) Pr. Scrubs
- (1) Coat
- (1) Hat

Miscellaneous Articles

- (10) Books/Magazines/Newspapers
- (1) Wallet
- (1) Eyeglasses (prescribed only)
- (1) Each cup/bowl
- (200) Sheet of Paper
- (50) Stamps
- (10) Pens and Pencils
- (15) Toiletries Items
- (1) Emery Board
- (3) Games

- \*\*Inmates being transferred, released, i.e. C.O.D. or Parole will be issued
- (1) pair State pants and (1) State shirt.
- (1) Cubic Ft. Personal Letters/Photos
- (1) Cubic Ft. Legal Documents

Please note all clothing and appliances must be purchased through D.O.C. Canteen.

## **XV. CLOTHING**

### **I. APPROVED CLOTHING ITEMS**

All clothing items, which are approved for retention, will be available for inmates to purchase through the Canteen.

Inmates will be allowed to purchase canteen clothing every (90) days.

### **II. OBTAINING CLOTHING**

- A. In order to purchase clothing from the canteen, inmates must obtain two (2) forms; a Canteen Order Form and a Money Charge Slip.
- B. The inmate can obtain these forms/slips through the housing unit CPO.
- C. The inmate is to completely fill out both forms and forward them to the Unit Team CPO for approval. Upon approval from the Unit Team Staff, the inmate will place the completed Canteen Order Form with the approved Money Slip in the property mailbox located outside of the inmate dining hall. The Property Officer will review each form to ensure that they are completed correctly. (The exception to this process is the following blocks: G-1, H-1, J-1, K-1, G-2, L-1, M-1, N-1, and P-1).
- D. If the Money Transfer Slip or Canteen Order Form is not signed or the inmate's commitment number is not placed on the slips, both forms will be returned to the inmate via institutional mail stating the reason why the transaction was not approved.
- E. If, when requisitioning an item(s) for purchase, the inmate is already at his limit, the inmate will be notified of such. Property Staff will make notations indicating what amount of that particular item(s) must be returned in order for the inmate to receive the new item(s). The notation will be made on the approved slip with directions for the inmate to turn in the old item(s) upon receipt of the new.
- F. All Approved religious on-person or in cell property must be purchased via Faith Group Catalog. The Catalog is available in the Inmate Library, through the Director of Treatment, and Chaplains.

### **III. STATE ISSUE REQUEST**

A. New Arrivals

Upon a new inmate's arrival at SBCC, he is to be given standard issue clothing consisting of three complete sets of outer and undergarments, and footwear only if inmate does not have (3) complete sets of undergarments in ditty bag.

B. Indigent Inmates

1. Once the indigent inmate's property arrives at SBCC from the sending institution, the inmate may then fill out a State Issue Request Form if necessary to obtain additional clothing.
2. An Indigent inmate may fill out a State Issue Request Form in order to obtain the following articles of State clothing:
  - (4) underwear
  - (1) scrub shirts (min. 1 for 1)
  - (4) t-shirts
  - (1) hat
  - (4) pr socks
  - (1) coat
  - (1) Scrub pants (min. 1 for 1)
  - (2) footwear

3. Unit Team Responsibilities:

The Indigent inmate may request a State Issue Request Form from the Unit Team CPO.

The Unit Sergeant will be responsible for determining if an inmate is Indigent before approving such a request and forwarding it to the Property Department.

1. Property Department Responsibilities:  
Prior to approving State Issue Requests, the Property staff will review the inmate's property status, and the amount of property legitimately owned by the inmate.

**IV DELIVERY OF PROPERTY/STATE ISSUE CLOTHING**

- A. Delivery - Property is delivered to the housing at approximately 6:45pm, utilizing the following schedule, *which is subject to change due to institutional needs*:



<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Friday</b>
<b>G-1</b>	<b>L-2</b>	<b>G-2</b>	<b>L-1</b>
<b>H-1</b>	<b>M-2</b>	<b>H-2</b>	<b>M-1</b>
<b>J-1</b>	<b>N-2</b>	<b>J-2</b>	<b>N-1</b>
<b>K-1</b>	<b>P-2</b>	<b>K-2</b>	<b>P-1</b>
<b>SMU</b>			<b>SMU</b>

## **XVI. LAUNDRY**

When an inmate arrives at S.B.C.C. through the Booking Area, the inmate will receive an initial linen package.

Upon an inmate's release from S.B.C.C. (Parole, Transfer, Release, etc.) he will be required to turn in his state issue linen to the Property Department. This will include one pillowcase, one face cloth, two towels, one blanket, and two sheets. For each item not turned in, the inmate will be responsible for restitution to S.B.C.C.

The following Laundry Schedule is to be strictly adhered to:

Monday	<b>2<sup>nd</sup> Floor;</b> NORTH, SOUTH, HSU, N SMU, and STP (Whites Only)
Tuesday	<b>1<sup>ST</sup> Floor;</b> NORTH, SOUTH, S SMU, HSU, and INDUSTRIES (Whites Only)
Wednesday	<b>2<sup>nd</sup> Floor;</b> NORTH and SOUTH (Colors Only)
Thursday	<b>1st Floor;</b> NORTH, SOUTH, and HSU (Colors Only)
Friday	<b>PROPERTY, HSU, INDUSTRIES, and L2 (Whites Only);</b> Blankets, Mop Heads

A laundry schedule will be posted in each Housing Unit pertaining to the hours for drop

off and pick up of laundry bags. An inmate may only drop off one laundry bag to be cleaned, and may only pick up his own laundry bag. If the inmate damages the laundry bag, tie or tag, the inmate will be responsible for restitution to S.B.C.C.

Inmates can have their State Issue Blankets laundered on their laundry day.

The laundering of Kitchen and Culinary Arts white uniforms will be done on Friday or as needed upon request of the Food Service Director and Culinary Arts Instructor. These uniforms will be picked up in the units between 8:15 a.m. and 8:30 a.m. They will be delivered back to the units upon completion of washing and drying.

When a holiday occurs during the week, laundry will be behind one day.

Any laundry bags wired with paper clips **will not** be washed. Inmates are responsible for having their laundry in the laundry cart in the block after the breakfast meal on the designated day for the unit.

All laundry will be kept in bags. It will be picked up by the laundry workers under the supervision of the laundry officer no later than 9:00am. Once complete the laundry shall be returned to the housing unit by the laundry workers under the supervision of the Laundry Officer.

## **XVII. WORK ASSIGNMENT (103 DOC 450)**

Opportunities for work assignments shall be distributed equally among all inmates. Work assignments are generally given to an inmate on a seniority basis (i.e. date which is signed off by IPS on the job application.) In an effort to promote positive behavior, inmates must demonstrate an ability to abide by the rules and regulations of the facility to be eligible for employment to abide by. Therefore, in order to be eligible to apply for a job at SBCC, you must meet the following criteria:

1. Inmates who are found guilty of a Category 1 D-report shall be ineligible to apply for a job for nine months.
  2. Inmates who are found guilty of a Category 2 D-report shall be ineligible to apply for a job for six-months.
  3. Inmates who are found guilty of a Category 3 or 4 D-report shall be ineligible to apply for a job for 3 months.
- A. The assigned CPO shall conduct the initial screening for employment. The application shall then be forwarded to the Assignment Office. IPS will conduct the final clearance for all areas, including housing units. Inmates wishing to work in Voc-Ed must also be screened by IPS 450 Attachment A) as well as by the Director

- B. of Treatment prior to placement. The Deputy Superintendent of Classification must approve any waivers to these housing criteria.
- C. If a job requires medical clearance, the medical clearance form must be submitted to the Assignment Officer prior to the hire. If an inmate is denied medical clearance, his name will remain on the job seniority list and he will be allowed to apply for work in another area.

The Assignment Sergeant or designee is the designated staff person to supervise the work program, and will address inmates at Orientation. At this time applications (refer to following page) can be made for initial job assignments and questions regarding the work force may be addressed.

Once placed in a specific job, the inmate must remain there for minimum of (6) months prior to job change. The Assignment Sergeant will then only give favorable consideration for a job change, if the inmate in question has been performing his assigned duties to the satisfaction of his supervisor. This does not mean that the inmate will automatically be assigned at his request.

Inmates are not allowed to quit a job assignment. Doing so may be subject to disciplinary action. Any inmate who receives a Disciplinary Report and is found guilty or pleads guilty is not eligible for work for (6) months. Inmates who are taken to the Special Management Unit will automatically be terminated from his job and will be removed from the workforce list for (6) months.

**INMATE WORK ASSIGNMENT REQUEST/APPLICATION**

**\*\* Application must be submitted to your assigned CPO for processing.**

**NAME:** \_\_\_\_\_ **ID #** \_\_\_\_\_

**HOUSING UNIT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Work Position(s) applying for:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

Vocational Program applying for:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**SKILLS** (i.e. kitchen, barber, carpentry, plumbing, electrical, landscaping, maintenance etc.): \_\_\_\_\_

**When applying for a work assignment, please be advised of the following:**

- Inmates who are found guilty of a Category 1 D-report shall be ineligible to apply for a job for nine months.
- Inmates who are found guilty of a Category 2 D-report shall be ineligible to apply for a job for six-months.
- Inmates who are found guilty of a Category 3 or 4 D-report shall be ineligible to apply for a job for 3 months.
- If you are terminated from a job, you must re-apply for employment
- There is no "switching" jobs without prior approval from the Work Assignment Officer
- Inmates who work in the kitchen, culinary arts, industries, barber program shall require a medical clearance.
- The Assignment Officer is the **ONLY** authorized hiring authority at SBCC.

**\*\*\*\*\*DO NOT WRITE BELOW THIS LINE – For Unit CPO Only\*\*\*\*\***

**Current Offense:** \_\_\_\_\_ **Sentence:** \_\_\_\_\_

**Check all that apply:**

- \_\_\_ Security/Escape Risk
- \_\_\_ STG Affiliations
- \_\_\_ Active enemies at SBCC
- \_\_\_ Prior D-report for Work Stoppage
- \_\_\_ Prior history of D-reports for Substance abuse, possession or distribution
- \_\_\_ Prior history of Weapons D-reports
- \_\_\_ Category 1 D-report within the past nine months
- \_\_\_ Category 2 D-report within the past six months
- \_\_\_ Category 3 or 4 D-report within the past 3 months
- \_\_\_ Any history of Sex Offenses
- \_\_\_ OTHER(comments/concerns): \_\_\_\_\_

**CPO Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Rec'd by Assignment Office:** \_\_\_\_\_

**I.P.S. Clearance:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **XVIII. PAROLE FUNCTIONS**

The Parole Board meets at Souza-Baranowski Correctional Center once a month. Parole staff prior to their hearings will interview all inmates who are scheduled to appear before the Board. Questions to the Parole Office may be directed in writing, at anytime through the institutional Parole Officer or Records Manager.

## **XIX. SENTENCING INFORMATION**

Anyone needing information on the following topics should see their Unit Team CPO for more information:

- Parole - 1/3 and 2/3 offenses
- Early Parole Consideration
- Walpole Sentences
- Truth-In-Sentencing (eff. 7-1-94 offenses)
- Consecutive Sentences
- From and After Sentences
- Forthwith Sentences
- Deductions from Sentences
- Jail Credits
- Statutory Good Time
- Forestry Time
- Appellate Court
- Speedy Trial Application
- Out of State Warrants
- New England Interstate Compact

## **XX. HEALTH SERVICES UNIT**

The S.B.C.C. Health Services Unit is located in B-Building - Level 3 provides Infirmary Care as well as Out Patient Services. The Health Services Unit is open (24) hours a day and is equipped with staff to handle medical screening, physical examinations, lab work, daily sick calls, and emergencies.

### **A. Sick Call Procedures**

At S.B.C.C. sick call shall be conducted at least five (5) days per week in accordance with the following procedures:

1. In order for an inmate to be seen at sick call or request services such as Dental, Optometry, Mental health etc..., the inmate shall write his name, housing unit, cell number, and medical problem on a sick slip or other piece of paper.

2. The inmate shall place the completed sick slip in the locked box located in the unit, give directly to the med line nurse or in the mailbox on the second floor in main corridor (across from the dining hall).
3. Health Services staff shall pick up slips at approximately 9:30 a.m. each morning. The slips are triaged for emergency situations by the day shift nurse. All other sick call requests are triaged within 24 hours to the appropriate discipline/provider according to UMCH Policy. Mental Health slips are triaged and will be seen within a reasonable time period per MHM Policy.
4. Inmates shall be screened at the Nurse Protocol Room in each unit normally from 9:30 a.m. - 11:00 a.m. and 1:30PM – 2:30PM
5. Inmates may be seen on the morning after the sick slip is placed in the sick call box or placed on waiting schedule for next available appointment.
6. Follow-up visits may be scheduled by the physician, as needed.
7. Inmates placed on the sick call list shall remain in their blocks until called by the nurse. Any inmate, who wishes to leave the block prior to being called, will be required to sign a medical refusal form with medical staff.

#### **B. Medications**

Medications will be distributed from the Nurse Protocol Room in the Housing Units.

1. When receiving medication, you shall present your ID to the officer and the nurse. You will be required to take your medication immediately and submit to a proper mouth check.
2. K.O.P. medications will be issued in bubble packs -misuse of these medications will result in being placed on unit dose status. Instructions for renewal are on the peel off sticker on the upper right hand corner of the card. You will be required to sign a K.O.P. agreement before being given K.O.P. the privileges.

KOP medications for North/South Side inmates will also be distributed in the units. KOP medications should be kept in the footlocker/underbed locker at all times.

3. Inmates in HSU/SMU/STP, as well as General Population will be required to be dressed appropriately, T-shirt and scrub bottom when medication rounds are being conducted in the unit. Scrub top and bottom when going to medication line.

**C. Special Treatments**

Inmates who require specialized treatment such as eye drops, eardrops, bandage-dressing changes, will be called to the protocol rooms as scheduled.

**D. EMERGENCIES**

If you have an emergency situation, notify an officer/staff member immediately. The Correction Officer/staff member will notify the Health Service Staff and the HSU staff will evaluate the nature of the emergency and prioritize seeing you.

**E. HIV Education/Testing**

HIV information, education, and testing are available to you from the Health Service Unit. For more information or testing, please complete a sick call slip, requesting to meet with the HIV counselor.

If you have already tested positive for the HIV virus, treatment and case management services are available, by completing a sick slip.

**F. Mental Health**

Mental Health Services are available for all inmates requiring emergency or crisis intervention. Inmates shall be escorted to the out-patient area of the Health Service Unit, secured in the restart chair to meet with Mental Health Staff.

Upon the recommendation of mental health staff, individual counseling will also be made available for all inmates.

**G. Health Care Proxy**

A Health Care Proxy allows an inmate to name an agent who will be a substitute decision-maker regarding health care issues and treatment if for any reason an inmate is unable to make those decisions.

Health Care Proxy forms is available in the HSU. Should an inmate wish more information concerning this, please complete a sick slip and write a Health Care Proxy Request.

**H. Disabilities**

If you are disabled person and are in need of services; address your concerns to the Deputy Superintendent of Programs and Treatment at this facility. A formal request for reasonable accommodations of special need(s) can be made by accessing Attachment A of 103 DOC 207 in the general library.

## **I. Medical Co-payment**

Per 103 DOC 763, a co-payment fee of \$3.00 shall be assessed for self initiated sick call visits. Specific examples of services, which are exempted from co-payment fees, are listed in the 763 policy available in the library.

Any medical co-payment fees so charged may be collected by voluntary debiting, involuntary debiting, and/or impoundment of an inmate's available earned funds, as provided for in 103 CMR 405 Inmate Funds. If an inmate has no available earned funds, the inmate will not be charged a co-payment fee for medical services unless he or she voluntarily agrees to pay such sum from unearned funds by use of a charge slip. This co-payment fee is considered reimbursement of incurred costs associated with these services and as such, returned to the commonwealth as revenue.

## **J. Medical Grievances and Appeals General Guidelines**

A complaint must be addressed within 10 working days of the incident or situation, within 10 working days of the inmate becoming aware of the incident or situation, or within 10 working days of the date on which the inmate receives a verbal response at Management Access Hour

No grievance shall be accepted which is filed by a group, on behalf of a group or on the behalf of another inmate.

The inmate is responsible for copying and maintaining their own grievance files.

### **1. Medical Staff Access:**

All medical complaints must be addressed during Staff Access prior to submitting a grievance. An inmate may be requested to return to the next scheduled Staff Access to receive response.

If Staff Access is not available to you because of disability, housing restriction or no medical management in regular attendance, you must attempt to resolve your complaint informally by filing a letter to Health Services Administration prior to submitting a formal grievance.

### **2. Filing a Grievance: managed by UMass Correctional Health**

Grievance issues are; legitimate complaints pertaining to medical services including but not limited to the actions or conduct of staff members, operational procedures or practices, denial of medically recommended care or treatment



Non-grievance issues include but are not limited to requests for alternate treatment plans as matters of medical and dental judgment are the sole province of the responsible clinical provider in accordance with 103 DOC 610.01(2).

The Inmate Medical Grievance and Appeal Form, found in the HSU and housing units, must be used and filled out in its entirety.

Grievances will be triaged within 72 hours of receipt and properly executed grievances will be forwarded to UMCH's Central Office for investigation and response. The inmate will be notified of this in writing.

Once the grievance has been received by UMCH Central Office, a response will be sent to the inmate within 30 working days.

### 3. Filing an Appeal: managed by DOC Health Services Division

An inmate may choose to file a formal appeal about healthcare related concerns only after dissatisfaction with the UMCH response to a formal grievance.

An inmate may request an appeal by checking off the appeal box at the bottom of the Inmate Medical Grievance and Appeal Form. New or additional issues not originally addressed in the grievance should not be addressed on appeal.

An inmate may appeal the grievance decision directly to: Massachusetts Department of Correction, Health Services Division, 12 Administration Road, P.O. Box 426, Bridgewater, MA 02324.

### 4. Misuse of the Grievance Process:

The following will be considered abuse or misuse of the grievance process and will result in suspension of grievance privileges:

- Providing false or inaccurate information

- Using the grievance process to harass staff

- Using the grievance process to disrupt operations

- Filing a frivolous grievance (one without merit (or a basis in fact))

- Repeated submissions of the same complaint after a final response has been received

- Using abusive, obscene or degrading words in the grievance

- Filing additional grievances for the same complaint while an investigation is ongoing

Upon determination of abuse, limitations may be made on the inmate's ability to file a grievance.

## **XXI. PROGRAMS/TREATMENT/EDUCATION**

### **A. ACADEMIC PROGRAMMING**

G.E.D. (General Education Development) is designed to prepare students with the skill level required to take and pass the High School Equivalency Diploma Exam. At each level classes are run on an individualized small group basis with higher enrollments in the higher skills classes. The classes focus on math, writing, social studies, reading, and science, as well as reading comprehension and study skills.

School Counseling - The counselor advises individuals about their enrollment options and may provide additional evaluation so that proper program placement can be made. The counselor maintains class enrollments at appropriate levels and will provide students with any additional assistance needed to get them enrolled in school.

Adult Basic Education - Adult Basic Education (Literacy Development) is a program servicing those who are learning to read and write, or who are functioning at or below the fifth grade level.

English as a Second Language (ESL) - English as a Second Language is a language development program geared to the adult with limited English proficiency. The main emphasis of this program is to provide limited or non-English speakers with the fundamentals of speaking, reading, and writing English, so they may be mainstreamed into existing academic classes. The three-level program is taught exclusively in English and is available to those students whose native language is other than English.

Pre-GED - The Pre-GED programs are designed to prepare intermediate level students for entrance into the G.E.D. program. The focus of instruction is on math, English, grammar and usage, writing skills, and reading comprehension.

Title I Program - The Title I program uses federal grant funds to provide supplemental instructional services to inmates who are twenty-one years of age or less. This instruction is primarily in reading, mathematics, and language arts. The program offers self-paced, individualized instruction in small group setting to these younger inmates in an attempt to supplement the instruction they receive in other classes and to renew their interest in the possibilities and opportunities of education.

### **B. VOCATIONAL EDUCATION PROGRAMMING**

Barber School - This one-year program prepares students to take and pass the written and hands-on test administered by the State Barber Board. Successful students will be awarded their State Barber Apprenticeship License. Students must commit to staying in the facility until program completion.

Computer Skills - This twenty eight-- (28) week program provides students with the skills to effectively use word processing, spreadsheets, database, and presentation software, and as a consequence make them more employable.

Culinary Arts - This forty (40) week program is broken into two, five-month sections that provides practical hands-on experience, classroom theory and practice in the culinary field. The two segments use the National Restaurant Association Educational Foundation curriculums in the area of hygiene and professional cooking. At the end of five months, an Association exam will be administered and successful completes will receive certificates recognized nationwide in the food service industry.

### **C. RECREATION**

Inmates can avail themselves of recreation activities via the block recreation deck, tier time, yard, gym, and the weight room. These activities will occur at pre-determined movement periods. Please refer to the posted schedules in your housing unit.

In addition, periodic basketball, handball, wiffle ball, and board game tournaments are conducted throughout the year, please refer to posted sign-up sheets in your block.

### **D. LIBRARY**

Inmates can avail themselves of both a General and Law Library at S.B.C.C. Civilian Librarian and inmate clerks will be available to assist you in your reading/research needs. Please refer to the posted schedules in your block.

An additional Library call is available Tuesday evening for South Side and Wednesday evening for North Side inmates. This is limited to those inmates with a documented need. Please see the librarian for sign-up forms.

Lexis Nexis Terminals are is available in each housing unit, for inmate's access to Law Library. Inmates who want to utilize this shall request time from the housing unit officer via the signup sheet.

### **E. CHAPLAIN**

Chaplaincy services will be available for diverse ecumenical denominations. The following services are held weekly Catholic, Protestant, Native American, Muslim and bi-weekly Buddhist.

In addition, Bible Study, Father's Group, Christian's in 12-Step Recovery, Arabic and Islamic lessons are also offered by the Chaplain staff. Please refer to posted schedules in your housing unit.

## F. SPECTRUM

The Core Treatment Programs offered by Spectrum Health Systems are designed to give inmates some exposure to treatment while they are incarcerated at S.B.C.C.

Core Treatment Programs currently offered at S.B.C.C. are listed below with a brief description:

**Motivational Enhancement Program** - Most offenders entering treatment are unmotivated and resistant to treatment, and, moreover, most offenders have multiple treatment needs. To further compound the situation, offenders often do not acknowledge that they have problems. Generally they enter treatment because of pressure from external sources, such as family, or to secure an earlier release. Offenders who are resistant to treatment may well require pre-treatment priming (motivational enhancement) in order for the formal treatment program to be effective.

The Motivational Enhancement Program is geared to working toward treatment motivation and commitment by helping the offender to understand behavioral habits and choices, learned behavior, creating a plan for change, setting treatment goals, and learning the basic skills of problem-solving, slow down skills, and forecasting.

**Criminal Thinking Program** - Many offenders are relatively unconcerned about their actions, except in terms of legal consequences. Accordingly, offenders often feel coerced into treatment, consenting only because the contingencies for refusing to participate are sufficiently negative. Minimization of the effects of their behavior on others, denial of responsibility, and rationalization of their law violations are common among offenders.

The Criminal Thinking Program is designed to focus on altering the pro-criminal thinking patterns that have been identified as separating those who are serious repeat offenders from those who are not. The focuses specifically on criminal sentiments and how to develop pro-social alternatives for them, activities and associates and developing pro-social alternatives to past activities and associate, and on developing an understanding of how other people feel and how there can be more than one way to view a problem or a situation. Skills are taught, reviewed and applied, pushing the participants to generalize the application of what they are learning. The final sections of the program take what the offenders have learned and apply it to issues/situations they face daily.

**Violence Reduction Program** - This program addresses the offender's violent behavior using a cognitive behavioral approach, and a relapse prevention model, at the same time matching the type of programming to the offenders risk/needs. The goal is to reduce or terminate the behavior engaged in which causes harm to self and/or others (i.e. aggression/violence) thereby also reducing the participants' likelihood to re-offend.

The program assists participants to understand the direct link between the ways that they think and the way that they behave; that the harmful/criminal behavior they engage in is solely a direct result of their thinking. Offenders learn and develop the skills necessary



manage and/or eliminate harmful behavior in a manner which reduces or eliminates harm to self and/or others.

**Integrated Co-Occurring Disorders Group** - Up to 56 percent of people with the most serious mental illnesses have a co-occurring substance use disorder within their lifetime (Regier et al., 1990). Therefore, within mental health and substance use correctional settings, it is the norm rather than the exception to see offenders with co-occurring disorders.

On average, services for offenders with co-occurring disorders cost nearly twice as much as for offenders with single disorders. Compared to offenders without co-occurring disorders, offenders with co-occurring disorders are at risk for negative outcomes such as the following:

- Hospitalization;
- Violence;
- Incarceration;
- Homelessness; and
- Infectious disease (Drake et al., 2001).

Consequently, correctional systems spend most of their treatment resources on high-risk populations such as offenders with co-occurring disorders (Dickey & Azeni, 1996). Integrated Treatment for Co-Occurring Disorders, an evidence-based practice, is one of the most effective service strategies available, demonstrating consistent, positive outcomes for this population.

**Substance Abuse Education Service** - Addiction is a complex disorder characterized by compulsive drug use. People who are addicted feel an overwhelming, uncontrollable need for drugs or alcohol, even in the face of negative consequences. Offenders who continue to use while incarcerated are in particular need of treatment. However, before meaningful treatment and recovery can occur, the offender must be ready to take steps toward change. This program targets those offenders who have received disciplinary reports for substance abuse issues.

The Substance Abuse Education Service will provide the offender with education regarding basic guidelines for remaining sober and clean, health and wellness, the biological, psychological, and social consequences of continuing to use substances during incarceration while working on recovery issues.

**Moving Forward** – This program is for inmates housed in the Long-Term Unit. It is based on the Five Stages of Grief developed by Dr. Elizabeth Kubler-Ross. The group will focus on each stage of the life changing event to assist the inmate to get to acceptance of their sentence. The group will utilize a combination of curriculum driven classes and process groups so that the inmates may discuss and process the changes necessary to move to the next stage of grief.

**Thinking for a Change** - Thinking for a Change is an NIC curriculum designed to increase the social skills of the inmate through changing perceptions and cognitions and

acquiring the skills to support the change in thinking. The program focuses on individual accountability for thinking and behaviors and teaches the inmate pro-social skills that can be practiced to reduce the frequency and intensity of acting-out behaviors.

**Violence Reduction** – This Armstrong Associates curriculum focuses on developing behavioral skills to assist in supporting the cognitive changes achieved in Thinking for a Change. These behavioral skills assist the inmate to problem solve issues and reduce the frequency and intensity of aggressive behaviors. There is a large amount of time devoted to practice of self-management skills through the use of role plays.

In addition, inmates who are within one year of their release, parole eligibility, or have an approved parole date are eligible for the Reentry Workshop. This is a ten day program, which assists inmates in successfully reintegrating back into the community. Inmates earn 2.5 days-good time for *successful completion* of this workshop.

For further information see the Spectrum Reentry Planner at Staff Access or write via institutional mail.

## **G. ABLE MINDS**

This program is offered by DOC Library Services. The class, which is taught by the institutional librarians, lasts approximately eight (8) weeks. The purpose of the program is to alter behavior through literary exploration and moderated inquiry based discussion sessions. The program will offer 2.5 days earned good time for successful completion.

**Family Literacy Program** – The purpose of this program is to allow SBCC inmates to read books to their children ages Pre-K to 6<sup>th</sup> grade in the inmate Visiting Room. Inmates can see the Librarian during scheduled library call to obtain the book. The inmates will then request a book to read to the child which will be dropped off by the Librarian to the Visiting Room the day of the schedule visit. Once the inmate completes reading the book to the child it will be held by the Visiting Room staff for the Librarian to return to the Library. This program does not award good time. If you have any further questions regarding this program see the Librarian.

## **H. UMCH**

### **HIV/AIDS Awareness Education Program**

The purpose of this program is to educate the inmate population and give a basic overview of definitions, history, transmission, risk reduction, and universal precautions of HIV/AIDS. The class will be supervised by UMCH staff; however a trained inmate peer education will conduct the training. The program lasts approximately six (6) weeks; however, no good time is awarded. Please refer to the sign-up sheet in your block.

## **I. CONCORD PRISON OUTREACH**

### The Alternatives to Violence Project

This is a volunteer run program, which will be taught periodically throughout the year. The program is run on Fridays 6:30 - 8:30 PM, Saturday 9:00 AM - 3:30 P M, and Sunday 9:00 AM - 3:30 PM. The purpose of the program is to reduce violence by introducing ways of resolving conflict and therefore reducing the need to resort to violence. The workshop focuses on primary conflict resolution skills. Inmates who successfully complete the weekend program will receive a certificate; however, no good time is awarded. Please refer to the sign-up sheets in your block for the scheduling of the program.

### Emotional Awareness/Emotional Healing Program

This is a volunteer run program, which will be taught periodically during the year. The program will be (8-12) weeks in duration, and covers self-identity, physical and mental scars of childhood, recognition on anger and grief issues, facing of wrong-doing of self and others, and forgiveness of self and others. A certificate is awarded to those inmates who successfully complete the program. However, no good time is awarded. Please refer to the sign-up sheets in your block for the schedule of the program.

## **J. SUBSTANCE ABUSE**

### AA 12 Step Program

This program occurs on Monday's fours time per month. The program will be run in the Inmate Chapel between 6:30 PM - 8:30 PM. The focus and format is to discuss the 12 steps of recovery from addiction. The schedule is as follows: first and third Mondays of the month North Side, second and fourth Mondays of the month South Side Please refer to the sign-up sheets in your block for the scheduling of the program. This program as it is volunteer in nature, does not award earned good time.

## **K. TOASTMASTER PROGRAM**

This is a volunteer run program, which will be taught periodically during the year. The Speech Craft Program initially will be six (6) weeks in duration. This program will train you in making oral presentations, as well as set and accomplish goals. The program will also assist in developing and improving both communication and listening skills. A certificate is awarded to those inmates who successfully complete the program. However, no good-time is awarded. Please refer to the sign-up sheets in your block for the schedule of the program.



## **L. MENS WORK**

This program which runs approximately 8-10 weeks deals with communication, healing emotional wounds and dealing with past issues of violence. The goals of the course are to assist in creating a healthy new identity deep in the individual awareness in the areas of emotional response including anger, resentment, grief, and guilt; Establish improved communication skills and promote a sense of self responsibility and accountability.

A certificate is awarded to inmates that successfully complete the program; however no good time is awarded. Please refer to the sign-up sheets in your block for the schedule of the program.

## **M. ART PROGRAM**

This is a volunteer run program which shall run approximately 8 weeks. The purpose of this program is to teach basic drawing skills. This program will help you in exploring the basics of drawing with pencil, charcoal and crayons. The program will assist you in providing a positive outlet for your creativity and drawing skills while allowing you to further enhance your talent. No good time is awarded for this volunteer program.

## **XXII. Chapter 127: Section 38B. Assaults upon guards; bodily substances; penalty**

Section 38B. (a) For the purposes of this section, "bodily substance" shall mean any human secretion, discharge or emission including, but not limited to, blood, saliva, mucous, semen, urine or feces.

(b) Any person in the custody of a correctional facility, including any jail, house of correction or state prison, who commits an assault or an assault and battery upon an officer or other employee, any volunteer or employee of a contractor in any such facility or any duly authorized officer or other employee of any such facility engaged in the transportation of a prisoner for any lawful purpose shall be punished by imprisonment for not more than 2 and one-half years in a jail or house of correction or for not more than 10 years in a state prison. Such sentence shall begin from and after all sentences currently outstanding and un-served at the time of said assault or assault and battery.

(c) Any person in the custody of a correctional facility, including any jail, house of correction or state prison, who commits an assault or an assault and battery by means of a bodily substance upon an officer or other employee, any volunteer or employee of a contractor in any such facility or any duly authorized officer or other employee of any such facility engaged in the transportation of a prisoner for any lawful purpose shall be punished by imprisonment for not more than 2 and one-half years in a jail or house of correction or for not more than 10 years in a state prison. Such sentence shall begin from and after all sentences currently outstanding and un-served at the time of said assault or assault and battery.



**XXIII. STAFF ACCESS**

The following table reflects staff that attends Staff Access.

<u>STAFF MEMBER</u>	<u>TUESDAY</u> <u>11:45am</u> <u>South Side</u> <u>Feed- In</u> <u>(G2, G1, H1, J1, K1)</u>	<u>WEDNESDAY</u> <u>11:45am</u> <u>North Side</u> <u>Feed-In</u> <u>(P1, N1, M1, L1)</u>	<u>THURSDAY</u> <u>11:45am</u> <u>General</u> <u>Population</u> <u>1<sup>st</sup> call</u>	<u>FRIDAY</u> <u>11:45am</u> <u>General</u> <u>Population</u> <u>1<sup>st</sup> call</u>
<u>Superintendent</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Deputy of Operations</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Deputy of Classification</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Director of Security</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Director of Treatment</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Director of Classification</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Treasurer</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Grievance Coordinator</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Unit CPO D's</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Medical/Mental Health</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Property</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>D-Office</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Mail Room</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Assignment Sergeant</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Spectrum</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>School/Education</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Parole</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>
<u>Records Manager</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>

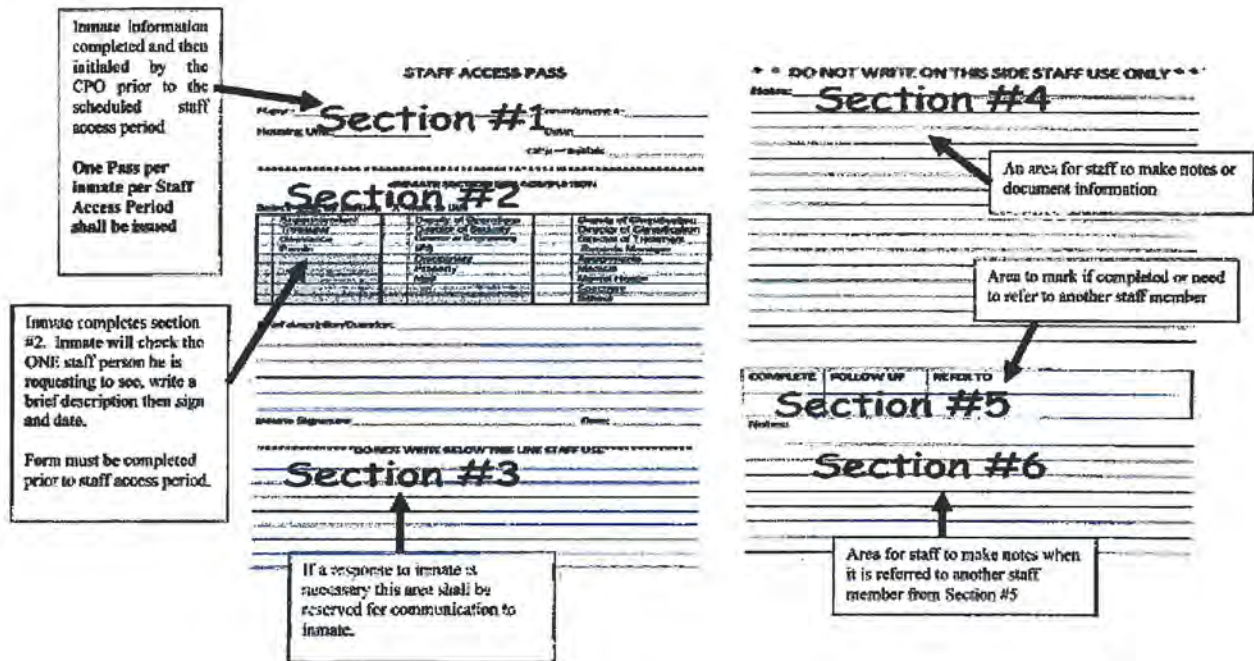
Inmates who are requesting to see staff at their scheduled Staff Access time shall obtain a "Staff Access Pass from their housing unit CPO.

The example of the Staff Access Pass shown below indicates what the six (6) areas on the pass are designated for.

Section 2 shall be completely filled out by the inmate. The housing unit CPO shall complete Section 1 prior to the inmate receiving the pass.

When attending Staff Access the inmate shall submit the pass to the staff member he has requested to see.

If there is a question/problem that needs further research and requires information that needs to be communicated back to the inmate, the information shall be documented in Section 3 of the pass. Then the yellow copy of the pass containing Section 3 shall be returned via institutional mail.



#### XXIV. CELL PHONE/CELL PHONE PARAPHERNALIA

Inmate use and or possession of any type of cell phone or cell phone paraphernalia (to include cell phone chargers, SIM cards and any other related products) is strictly prohibited and considered a serious security issue. Inmates found in possession of said items will be subject to formal disciplinary action. Use and/or possession of cell phones or cell phone paraphernalia will be considered a category 2 disciplinary infraction.

**Disclaimer: Information contained in this Orientation Handbook is subject to change with Policy and Procedure changes. Please refer to DOC Policy and SBCC Procedures.**

**XXV. PRISON RAPE ELIMINATION ACT (PREA)  
SEXUAL MISCONDUCT/STAFF SEXUAL MISCONDUCT**

- A) The Prison Rape Elimination Act (PREA) of 2003 is observed in all Department of Correction facilities. There will be zero tolerance for Sexually Abusive Behavior (which includes acts of intimacy, sexual contact, sexual abuse and staff sexual misconduct). 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.
- B.) The institution PREA coordinator is the Deputy Superintendent of Classification and Programs.
- C.) The Department of Correction and Souza-Baranowski Correctional Center 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 members of the opposite sex may be present and conducting rounds in their respective housing units at any and all times. For those staff persons regularly assigned to a housing unit, an announcement shall be made at the commencement of the shift. Staff persons not assigned to the unit shall make an announcement prior to conducting a round.
- D) Inmates are responsible for familiarizing themselves with Department of Correction's orientation material on sexual abuse prevention and intervention. The Department of Correction has zero tolerance for any Sexually Abusive Behavior. All incidents must be reported to your Correctional Program Officer, Nurse, Correction Officer, cellmate or any staff person. You may also utilize the confidential hotline telephone number to report complaints of Sexually Abusive Behavior. The DOC Hotline is 508-668-5498. The facility hotline telephone number is 508-422-3425.
- E) 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.
- F) 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.
- G) 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.
- H) 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.

I) 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.