

DEPARTMENT OF CORRECTION
MCI-FRAMINGHAM



Welcome to MCI-Framingham's
Information Portal

INMATE HAND BOOK

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TABLE OF CONTENTS

ADMISSIONS
IDENTIFICATION DOCUMENTS
CLASSIFICATION
ORIENTATION
UNIT TEAMS
INTAKE / PROGRAM REFERRALS
INSTITUTIONAL RULES & REGULATIONS
DISCIPLINARY PROCEDURES / DISCIPLINARY SANCTIONS
TELEPHONES
TRANSLATION SERVICES
LAUNDRY
MAIL
MEALS
APPROPRIATE DRESS
PERSONAL EXPRESSION
SECURITY THREAT GROUPS
INMATE FINANCES
INMATE CANTEEN
STANDING COUNT
PERSONAL PROPERTY
TREATMENT DIVISION – PROGRAMS AND SERVICES
MEDICAL SERVICES / SICK CALL /
SEXUALLY TRANSMITTED DISEASES (STD) / CHRONIC CARE CLINIC
MEDICAL EMERGENCIES
MEDICATION LINES
KEEP ON PERSON MEDICATION (KOP)
MATERNITY SERVICES
AMERICAN WITH DISABILITIES ACT
MENTAL HEALTH
EVACUATION PLANS
IDENTITY DOCUMENT STORAGE
ACCESS TO MANAGEMENT
LEGAL ISSUES
GRIEVANCE PROCEDURES
EMERGENCY ESCORTED TRIPS
PAROLE
INMATE WORK ASSIGNMENTS
INDUSTRIES
EARNED GOOD TIME
RELEASE
ESCAPE
MOVEMENT
SMOKING
CELL PHONES AND CELL PHONE PARAPHERNALIA
INNER PERIMETER SECURITY
PRISON RAPE ELIMINATION ACT (PREA)
VISITING
SPECIAL VISITS
VISITING PROCEDURES FOR MINORS
MINOR CONSENT FORMS
VENDING MACHINES
PARENTING ROOM
VISITOR DRESS CODE
INSTITUTIONAL VISITING RULES & REGULATIONS
TRANSPORTATION FROM MCI- FRAMINGHAM
FACILITY DIRECTIONS
GENERAL
PROPERTY
ALL HOUSING UNITS
BREWSTER BUILDING
MODULAR UNIT
SMITH BUILDING UNITS
HEALTH SERVICE UNIT
REENTRY
FAMILY PRESERVATION
WRA PROGRAM

INTRODUCTION

This document will provide you with important information regarding the institutional rules and regulations as well as the numerous programs and services available at MCI-Framingham. You are encouraged to take full advantage of the opportunities available to you at this facility. All institutional rules and regulations are available in your housing unit. Take the time to read them, as knowledge of the rules will help you to avoid future difficulties. If you have any trouble understanding this information consult with a member of the Unit Team for clarification. All policies and procedures to which inmates have access are located in the main library for your review.

ADMISSION

Inmates requiring medical detoxification will be housed in the designated rooms in the Health Services Unit until cleared to move to the First Step Program. Participation in this relapse prevention program is **mandatory**.

Upon admission of a sentenced inmate, an inventory will be taken of money and valuables. These items will be stored in the safe. Any other items, including clothing, that are considered contraband will be stored in the property room. Arrangements must be made with the Property Officer to have all contraband removed from the institution within 90 days. We do not accept ANY items for ATU detainees or civil commitments. If brought in, they are returned to transportation officers immediately.

In-take procedures include a medical screening, photograph and one collect phone call. Fingerprinting will be conducted in sentenced inmates only. The Correction Officer will collect information regarding immediate family members and emergency numbers. It is important to provide information on family members including children. There are programs available for parents including DCF Visiting Coordination. If you have not provided this information see the CPO in your unit to have all data entered into your IMS record. Eyeglasses will be taken, checked and returned, if they meet policy guidelines. Contact lenses will be taken and placed in property to be picked-up or return upon release, per property policy.

For further information consult 103 FRA 401: Booking and Admissions and 103 FRA 403: Inmate Property procedures.

IDENTIFICATION 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. Documentation such as a state issued ID, social security card, birth and marriage certificates, military release documentation (DD214) and education credentials are necessary to access or activate services and benefits upon release. These documents are often necessary to secure housing, open a bank account, secure employment and access health benefits. You have likely entered the Massachusetts Department of Correction without this documentation. Securing these documents prior to release or classification to a Pre-release facility should be a priority. As once released or classified to a Pre-release facility it may be difficult and time consuming. Please begin planning for this now by securing items so you can access them at pre-release or upon your release. These documents can be secured in your property to be made available to you at Pre-release or at discharge.

CLASSIFICATION

The purpose of the 103 CMR 420 Classification Policy is to establish rules and procedures, which govern the Department of Correction inmate classification system.

The primary goal of the Massachusetts Department of Correction classification process is to provide a systematic means by which the security requirements and programmatic needs of inmates are assessed.

Only those inmates serving over 90 days will be seen by the Classification Board. Inmates who are awaiting trial do not see a classification board.

Inmates are scheduled to see the Initial Classification Board up to 90 days of their commitment to MCI-Framingham. Inmates are seen yearly thereafter.

As of January 7, 2008 a new Objective Classification System has been implemented at MCI Framingham. The objective classification system is a standardized evaluation and custody assignment of an inmate based on objectively defined criteria. The criteria are weighed, scored and organized into a valid and reliable classification instrument accompanied by an operation manual for applying the instrument in a systematic manner.

A copy of the Classification policy and the objective classification manual and instrument are available in the Library.

If you are sentenced, and you have citizenship in a foreign country you may request to transfer to the country that you have citizenship in.

ORIENTATION

Orientation for newly committed inmates is held on a weekly basis in the Smith Building and is mandatory. All newly sentenced inmates as well as those inmates returning from lower security, parole, probation violators and returns from escape must attend orientation; failure to attend will result in disciplinary action.

Topics covered during orientation include but are not limited to: disciplinary procedures, programming, sentencing & date computation, parole, work assignments, canteen, property, medical access, HIV/STD, PREA, visitation, inmate to inmate correspondence, recreation, housing regulations, Institutional rules & regulations, mail, inmate counts and mass movements, fiscal overview, prohibition of smoking, security threat groups, religious services, classification overview and a question & answer period.

UNIT TEAMS

This Institution is divided into three Unit Teams. Each Unit Team consists of a Unit Sergeant, a Correction Program Officer, and the Correction Officers assigned to your unit. The Unit Officers and the Unit CPO can address the vast majority of your daily living issues. If these staff cannot resolve the issue the Unit Team Sergeant will be able to address it.

INTAKE/PROGRAM REFERRALS

A CPO will interview all newly committed inmates within one business day of their arrival. At this time the CPO will ask questions regarding your immediate needs. Program referrals will be made based on your responses. If at any time during your incarceration you would like to get involved in available programming your CPO will make a subsequent program referral.

It is during this intake that inmates are identified as parents and referred to Family Preservation as necessary.

INSTITUTION RULES AND REGULATIONS

All inmates are expected to adhere to the rules and regulations of the institution and to obey the specific rules of their housing unit. A copy of the rules and regulations are attached to this Orientation Booklet. They are also posted in each housing Unit. All inmates will be held accountable for obeying these rules; failure to do so will result in disciplinary action being taken. Any questions about a specific rule should be addressed to a member of the unit team.

DISCIPLINARY PROCEDURES

DISCIPLINARY RULES AND REGULATIONS

It is in your best interest to become familiar with the rules and regulations of the institution. On the following pages are the code of offenses which apply throughout the Department of Correction and a list of rules and regulations which apply specifically to this institution. A copy of the Disciplinary Policy (103 CMR 430) is available in the Inmate Library.

Disciplinary reports may be written by any staff member for any violation of institutional or departmental rules. The disciplinary report is then given to the supervisor and then to the Shift Commander who reviews the report and may handle the matter informally in consultation with the reporting staff person, recommend dismissal to the Disciplinary Officer, or send the disciplinary report to the Disciplinary Officer for formal disciplinary action. The Disciplinary Officer then makes the determination of the offenses and serves the inmate with the report. The Disciplinary Officer has up to four (4) business days (weekends and holidays excluded) to serve a disciplinary report. Informal reports are handled by the issuing employee, and formal matters are handled by a disciplinary hearing officer with a formal hearing, where the inmate may have the opportunity to obtain representation and call witnesses. The inmate has the option of accepting the finding and sanction, or appealing to the Superintendent (formal matters).

At the time an inmate is served a disciplinary report, she may waive her 24 hour notice of hearing and plead guilty to the charge(s). The officer serving the report will give her her sanctions at this time and close the matter.

430.24 Code of Offenses

Category 1

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

Category 2

- 2-1 Unauthorized possession of items or material likely to be used in an escape.
- 2-2 Causing a valid threat of transmission of a contagious disease to any person due to intentional or reckless action.
- 2-3 Assault on a staff member, contract employee, or volunteer.
- 2-4 Assault on another inmate.
- 2-5 Assault on a visitor.

- 2-6 Making a bomb threat.
- 2-7 Fighting with any person.
- 2-8 Refusing to submit to a urinalysis, breathalyzer, or other standard sobriety test or failure to provide a urine sample when ordered to do so by a staff member without medical or mental health justification.
- 2-9 Refusing or failing to submit to testing required by statute, or order, such as DNA blood tests, when ordered to do so by a staff member.
- 2-10 Engaging in or inciting a group demonstration or hunger strike.
- 2-11 Unauthorized use or possession of drugs, narcotics, illegal drugs, unauthorized drugs or drug paraphernalia.
- 2-12 Possession, manufacture or introduction of unauthorized keys.
- 2-13 Indecent exposure.
- 2-14 Receiving a positive test for use of unauthorized drugs, alcohol, or other intoxicants.
- 2-15 Interfering with staff members, medical personnel, firefighters, or law enforcement personnel in the performance of their duties during an emergency.
- 2-16 Tampering with, damaging, blocking or interfering with any locking or security device or window.
- 2-17 Impersonating any staff member, contract employee, volunteer or visitor.
- 2-18 Causing an inaccurate count by means of unauthorized absence, hiding, concealing oneself or other form of deception or distraction.
- 2-19 Making, introducing or transferring intoxicants and alcohol, or possession of ingredients, equipment, formula, or instructions that are used in making intoxicants and alcohol.
- 2-20 Possession of the clothing of a staff member or contract employee, or visitor.
- 2-21 Causing injury to another person by resisting orders, resisting forced movement or physical efforts to restraint
- 2-22 Making a false fire alarm or tampering with, damaging, blocking or interfering with fire alarms, fire extinguishers, fire hoses, fire exits, or other fire fighting equipment or devices.
- 2-23 Counterfeiting, committing forgery, altering or unauthorized reproduction of any document, article of identification, money, security, or official paper.
- 2-24 Conduct which interferes with the security or orderly running of the institution.
- 2-25 Wearing or displaying colors or any type of emblem, insignia or logo suggesting possible membership or affiliation with a gang, group party or other association whenever such wearing or display may, when the Superintendent has reasonable cause to believe, pose a threat to the security, good order or safety of the institution.
- 2-26 Possessing, wearing or using security threat group paraphernalia or photographs.
- 2-27 Failure to timely report to a location or program assignment resulting in a declaration of escape status.
- 2-28 Distribution or sale of tobacco.
- 2-29 Attempting to commit any of the above offenses, making plans to commit any of the above offenses or aiding another person to commit any of the above offenses shall be considered the same as the commission of the offense itself.

Category 3

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

Category 4

- 4-1 Receipt or possession of contraband.
- 4-2 Mutilating, defacing or destroying state property or the property of another person.

- 4-3 Unauthorized possession of money or other negotiable items.
- 4-4 Use of mail or telephone in violation of established rules or regulations.
- 4-5 Telephoning or sending written communications to any person contrary to previous written warnings and/or documented disciplinary action.
- 4-6 Possession of any photographic, or hand drawn material and/or unauthorized publication that depicts sexually explicit acts, and/or nudity.
- 4-7 Self mutilation.
- 4-8 Misuse or waste of issued 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.

DISCIPLINARY SANCTIONS

(1) Sanctions for each Category 1 offense are as follows:

- (a) Loss of statutory good time, not to exceed 360 days loss for all charges arising out of any one incident or substantially related incidents;
- (b) Disciplinary Detention for up to 15 days;
- (c) 60-120 days loss of a privilege, including but not limited to one of the following: television, radio, canteen, either visits or phone privileges, hot pots, and leisure programs;
- (d) Cell or housing restriction for up to 20 days;
- (e) Restitution, including, if applicable, any medical treatment assessment under M.G.L. c. 124, § 1(s);
- (f) Referral to Department Disciplinary Unit for a period not to exceed ten years for all violations arising out of one incident or substantially related incidents;

No more than one sanction shall be imposed per offense and no more than five sanctions (in addition to restitution) may be imposed for all offenses arising out of anyone or substantially related incidents in which the highest offense(s) alleged is from Category 1.

(2) Sanctions for each Category 2 offenses are as follows:

- (a) Loss of statutory good time, not to exceed 180 days loss for all charges arising out of any one incident or substantially related incidents;
- (b) Disciplinary Detention for up to 15 days;
- (c) 30-90 days loss of a privilege, including but not limited to one of the following: television, radio, canteen, either visits or phone privileges, hot pots, and leisure programs;
- (d) Cell or housing restriction for up to 15 days;
- (e) Restitution, including, if applicable, any medical treatment assessment under M.G.L. c.124, § 1(s);
- (f) Referral to Department Disciplinary Unit for a period not to exceed five years for all violations arising out of one incident or substantially related incidents;

No more than one sanction shall be imposed per offense and no more than four sanctions (in addition to restitution) may be imposed for all offenses arising out of anyone or substantially related incidents in which the highest offense(s) alleged is from Category 2.

(3) Sanctions for each Category 3 offense are as follows:

- (a) Disciplinary Detention for up to ten days;
- (b) Up to 60 days loss of a privilege, including but not limited to one of the following: television, radio, canteen, either visits or phone privileges, hot pots, and leisure programs;
- (c) Cell or housing restriction for up to ten days;
- (d) Restitution, including, if applicable, any medical treatment assessment under M.G.L. c.124, § 1 (s);
- (e) Prohibition from replacing any altered appliance for up to four months;
- (f) Up to 15 hours of extra duty.

No more than one sanction shall be imposed per offense and no more than three sanctions (in addition to restitution) may be imposed for all offenses arising out of anyone or substantially related incidents in which the highest offense(s) alleged is from Category 3.

(4) Sanctions for each Category 4 offense are as follows:

- (a) Up to 30 days loss of a privilege, including but not limited to one of the following: television, radio, canteen, either visits or phone privileges, hot pots, and leisure programs;
- (b) Restitution, including, if applicable, any medical treatment assessment under M.G.L. c. 124, § 1(s);
- (c) Room/Unit restriction up to five days;

- (d) Prohibition from replacing any altered appliance for up to four months;
- (e) Up to ten hours of extra duty;
- (f) Written reprimand.

No more than one sanction shall be imposed per offense and no more than two sanctions (in addition to restitution) may be imposed for all offenses arising out of anyone or substantially related incidents in which the highest offense(s) alleged is from Category 4.

- (5) No more than a total of 30 days disciplinary detention or 40 days call, housing, or unit restriction may be imposed for all violations arising out of one incident or substantially related incidents.
- (6) Findings requiring the payment of an amount of restitution by an inmate shall be supported by a preponderance of evidence.

****All disciplinary detention sanctions are served in Closed Custody Unit (C.C.U.)****

****Room Restriction**
Inmate is locked in room**

Can Do

Go to Meals
Obtain TV/Walkman
Attorney phone calls only
Psych and Medical Appointments
Law Library (by appointment only)
ONE Church service a week
School (if already enrolled only)
Residential Treatment Groups (WRA, 1st Step, Barton)

Cannot Do

Work
Visits
Canteen
Programs
Library

Please note: Any DCF visits that are scheduled during this sanction will be approved on a case-by-case basis via Family Preservation and the Disciplinary Office.

****House (Unit) Restriction**
Inmate is restricted to unit – not locked in room**

Can Do

Visits
School
Work (inmate job only)
Go to meals
Obtain TV/Walkman
Use telephone
Psych and Medical appointments
ONE Church service a week
School (if already enrolled only)
Residential Treatment Groups (WRA, 1st Step, Barton)

Cannot Do

Canteen
Extra work sanctions outside unit
Library

Please note: Any DCF visits that are scheduled during this sanction will be approved on a case-by-case basis via Family Preservation and the Disciplinary Office

****Awaiting Action**
Inmate is locked in her room except for meals, medical/mental health appointments and visits.**

Can obtain canteen orders if eligible; pick up of the canteen order will be at the discretion of the Unit Officer/Unit Sergeant only. Attorney phone calls can be made with the approval of the Unit Sergeant/Shift Commander.

**Loss of Leisure Program
(No recreation activities; pool room, gym, weight room, etc. or unless otherwise specified)**

Can Do

One Church service weekly
Law Library (by appointment only)

Cannot Do

Library
Bible Study/Christian 12-Step
Recreation Activities**
(Gym, Pool Room, Weight Room etc.)

** Unless otherwise specified

TELEPHONES

The Massachusetts Department of Corrections has implemented a telephone calling system that includes the monitoring and recording of phone calls. It is strongly recommended that this sheet be read prior to submitting the IPIN request form. Failure to correctly fill-in the required information will result in the form being returned unprocessed.

The following numbers can be dialed without being placed on your IPIN sheet: Dial 1 for English
Ma Correctional Legal Services speed dial code *9004#
Harvard Prisoners Legal Assistance 617-495-3127

| | |
|-------------------------------------|------------------------|
| NEU Legal Assistance | 617-373-3660 |
| Disabled Person Commission hot line | speed dial code *9001# |
| Disabled Law Center | speed dial code *9008# |
| IPS Hotline #1 | 0-508-532-5109 |
| IPS Hotline #2 | speed dial *9002# |
| Sexual Misconduct Line | 0-508-668-5498 |
| Employee Misconduct Line | 0-508-422-3425 |

Attorney phone numbers that are listed as privileged numbers must be office numbers only. Attorney home numbers must be placed in the personal section and such calls are subject to being recorded. Requests to place the phone numbers of pastors, physician's etc must be submitted to the IPS office.

Telephone for the deaf (TDDY) is available for hearing impaired inmates.

TRANSLATION SERVICES

The staff at this institution can utilize the Rapport International foreign language translation service to be able to communicate with inmate's who do not speak English. Inmates who need this service may request it through the unit CPO. This service must be utilized for classification boards, medical appointments and disciplinary hearings. Inmates are not allowed to translate for each other during these procedures.

LAUNDRY

All inmates clothing is washed in the central institutional laundry. The schedule for each unit's laundry is posted on the bulletin board in your unit. Sneakers are not to be sent to the laundry for cleaning. All laundry is sent to the Laundry Room at the inmate's own risk.

MAIL

Mail is received at the institution every day except for Sundays and legal holidays. All in-coming mail is searched for contraband prior to distribution. All mail is distributed on the day of its arrival at this institution.

Legal mail is to be opened by the delivering C.O. in the presence of the inmate and it will be checked for contraband. Upon receiving such mail the inmate is to sign the "receipt of legal mail" ledger.

Any money orders or checks received through the mail will be receipted and placed in the safe. The treasurer will ensure that the money is credited to the inmates account. Cash will not be accepted nor will it be deposited into the inmate's personal account.

All out-going mail must include an inmate's full name and return address. All mail will be stamped with the following: "This correspondence is being 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."

Letters to inmates must be addressed in the following manner:

Inmate Full Name
P.O. Box 9007
Framingham, MA 01704-9007

Indigent inmates shall be permitted to mail first class three letters weighing one ounce or less each week at institution expense. In addition, an indigent inmate shall be permitted to send an unlimited number of letters of any weight to any court official at institution expense. A charge shall not be placed against future deposits to an inmate's account for the cost of postage and materials supplied in accordance with this section.

In order to be considered Indigent you must meet the criteria:

- (a) At the time of the request, the inmate has, in all accounts to which he or she has access, a total amount less than or equal to ten dollars (\$10.00) plus the cost or fees sought to be waived; and
- (b) At no time for the sixty days immediately preceding said request, have the inmate's accounts contained more than ten dollars (\$10.00) plus the cost or fees sought to be waived. (e.g. request to waiver \$5.00 on 4/1/13; indigent if, at no time since 2/1/13, total in accounts has been more than \$15.00).

All correspondence between detainees/inmates in any penal facility within the confines of the Commonwealth must be approved by the Superintendents of both the sending and receiving institutions. Upon written request to the Superintendent via the "Inmate to Inmate Correspondence" form an inmate may receive permission to write to a detainee/inmate providing that the correspondent is either an immediate family member, lawfully wedded spouse or is a party in a legal action in which both parties are representing themselves. The Superintendent may approve such correspondence in other exceptional circumstances with particular regard to the nature of the relationship between the two individuals and the security level of the institution.

The following limitations apply:

The Superintendents of both sending and receiving institutions must approve the correspondence.

Such incoming or out going correspondence at the institutions of all security levels may for reasons of safety or security be inspected and read by staff at either the sending or receiving institution pursuant to the authorization of the Commissioner or the institution Superintendent in accordance with the applicable guidelines and requirements set forth.

Inmate-to-inmate correspondence forms may be obtained from the Unit CPO. Once the form has been filled out completely it should be given to the CPO for processing. When both Superintendents have approved the request the inmate will receive a copy of the form notifying them that they can correspond.

Failure to adhere to these guidelines may result in disciplinary action.

Institutional correspondence is to be placed in the respective areas either in the Old Admin Building or Smith Corridor mailbox. The Mail Room Officer will pick-up mail daily (Mon thru Fri).

For more detailed information review 103 CMR 481: Inmate Mail Policy.

MEALS

Meals are served cafeteria style in the Dining Halls during the approximate hours of:

| | |
|-----------|-------------------|
| Breakfast | 7:15 am-8:15 am |
| Lunch | 11:30 am-12:30 am |
| Supper | 5:00 pm-6:00 p.m. |

Units are released for meals according to schedule posted in housing units. Inmates are expected to go to meals with their unit and inmates are to sit in the dining area where assigned by the C.O. Inmates have 20 minutes to eat their meals. Once a meal is eaten an inmate must leave the dining area. All silverware is to be put in the assigned container within the view of a C.O.

Inmates having issues with medically ordered special diets may obtain a special complaint form from the Food Service Supervisor in the serving line in either the Smith Dining Room or the Main Serving Room.

APPROPRIATE DRESS

All inmates are required to be appropriately dressed at all times. Inmates are not to wear pajamas or nightwear in the Day Rooms or other common areas. Bare feet are not allowed in any area other than the cells. Shower shoes are to be worn in the showers only and are not to be used as sandals.

PERSONAL EXPRESSION

1. Inmates may be permitted certain choices in personal grooming, as long as their appearance does not conflict with the institution's requirements for safety, security, identification and hygiene.
2. Each superintendent shall develop room/cell decorum standards that include the following provisions:
 - (a) Inmates may be permitted to decorate their cells and/or sleeping quarters as long as their decorations do not conflict with the institution's requirements for safety, security, identification and hygiene. Decorations shall be displayed in a manner that does not prohibit or delay the effective search of the room or living quarters. The Superintendent may limit the size and number of items, as well as the location to display them.
 - (b) Providing they comply with 103 DOC 400.03 2.c the items that shall be permitted include, but are not limited to:
 1. Photographs
 2. Cards
 3. Drawings
 4. Calendars
 - (c) The following items are not permitted to be displayed:
 1. Anything that is prohibited by 103 CMR 481 Inmate Mail
 2. Semi-nude, scantily clad, and/or sexually suggestive material
 3. Material that can be considered offensive or otherwise discriminatory in the workplace.
 4. Material that is deemed to be divisive between groups or individuals
 5. Material that supports or promotes any violation of the 103 CMR 430 Disciplinary Proceedings.

SECURITY THREAT GROUPS

Although you have the right to represent who you choose while incarcerated, in the DOC you are not authorized to display this in any way. You may be housed in the same unit as a fellow member or a rival, but STG activity is not authorized and will not be tolerated. Disciplinary action will be taken.

Upon admission, any STG tattoos and/or information is documented.

STG members or suspected members are prohibited from:

- Engaging in any and all STG activity
- Obtaining or having STG paraphernalia
- Writing STG graffiti
- Recruitment of others
- Displaying STG hand signs or sayings

Violations are subject to disciplinary procedures and/or CCU placement.

INMATE FINANCES

All records regarding inmate fiscal transactions are maintained by the Treasurer's Office. Inmates may have checks or money orders sent to them or dropped off in the boxes in the Visitor's Lobby. CASH IS NOT ALLOWED and it will be treated as contraband. Funds left for an inmate will be credited to an inmates account on the next business day. Money from personal checks will not be available for 8 days. Money orders in the amount of \$200 or more will not be available for 8 days.

Inmates are not to have currency in their possession at any time. The transferring of funds between inmates is not allowed, neither is a person to send funds to more than one inmate. Inmates with outstanding debts to the institution, or court ordered fees will have their accounts frozen until the debts have been paid.

Inmates may only spend money available in their personal accounts. Money in savings accounts may be accessed for a compelling need only with the approval of the Superintendent via the "Withdrawal from Savings Account" form. An inmate must have a minimum of \$100 over the amount requested before a savings withdrawal will be considered.

Payroll statements are published once a week by the treasurer's office and are distributed by the unit Officer. Account histories are available from the Unit CPO.

Inmates will receive a receipt from the Treasurer's Office for any transactions made (deposits/withdrawals). Inmates are responsible to have their monies sent from other jails to MCI-Framingham.

Upon release an inmate will receive all monies in both accounts. Inmates will receive \$75.00 in cash with the balance of their funds being given in a check. Inmates with less than \$50.00 in their accounts will be issued a Gate Fee for the difference of up to \$50.00.

Inmates who have been ordered by the Courts to pay child support will receive information regarding the Department's Child Support Enforcement Monitoring Program.

For more specific information you can review 103 CMR 405: Inmate Funds Policy.

INMATE CANTEEN

All commissaries and clothing items may be purchased through Keefe Commissary Network. Keefe Commissary Network will also supply appliances and electronics. Order forms and price lists are available in each unit. It is imperative that inmates fill out the form correctly and completely, otherwise the computer will not be able to scan the order form. All orders must be in the canteen box no later than Noon on Mondays.

The following rules must be followed to obtain an order:

The order sheet must be filled out completely and carefully. Do NOT fold the order sheet.

Do NOT submit more than one order sheet per week. The system will only scan and fill one order.

All orders are distributed on Fridays. Inmates are to pick up their orders when their unit is called and inmates are to return to their housing unit immediately with their SEALED bag. Only inmates who were out of the facility on Friday will be able to pick up their orders on Saturday morning. In order to pick up your canteen you must have your inmate ID.

Do NOT open your bag until you are sure that your order is complete and that you have received all the items that you purchased. Once the seal has been breached you own that order as is. Canteen refunds may take up to three weeks to fully process.

STANDING COUNTS

Standing counts occur four times a day at 6:00 A.M., 11:15 A.M., 4:30 P.M. and 9:30 P.M. When the C.O. announces 5 minutes to count all inmates are to report to their cells. When the C.O. announces "freeze count" all inmates are to be standing by their beds facing the door with the TVs and radios off.

Counts are a very important part of the institution security. Infractions of the regulations pertaining to counts are serious and repeat infractions will be dealt with severely. It is your responsibility to be clearly visible and in place during all counts. When an emergency count is called all inmates are to report directly to their cells.

PERSONAL PROPERTY

Inmates will be allowed to have access to specific items of property depending on what security level they have been classified to. MCI-Framingham's population is designated as level 4. For a complete list of all authorized property allowed for retention at that security designation please review 103 CMR 403 Inmate Property.

Inmates may purchase a variety of property items through the inmate canteen. The Property Officer, prior to purchase, must approve all items. Inmates are allowed to retain one plain wedding band if legally married, one watch valued at less than \$50 and one chain with a religious medal. Rosary beads are NOT to be worn as jewelry or as a necklace. Rosaries that have been altered in any way will be confiscated as contraband. No other jewelry is allowed.

Inmates will be allowed to purchase property according to specific schedules posted in each unit. All contraband and excess clothing must be disposed of prior to approval.

Inmates are not allowed to share or trade clothing or other personal property.

TREATMENT DIVISION-PROGRAMS AND SERVICES

Information regarding the programs and services available at this institution is posted on the inmate bulletin boards in the Administration building and in the housing units. Some programs can only be accessed by a referral from the CPO. The CPO makes referrals during intake, classification boards or by the Unit CPO. For more information regarding basic programs including substance abuse, life skills, domestic violence, parenting, etc you can see your Unit CPO. More specific information will be made available during the inmate orientation video.

MEDICAL SERVICES

Medical services are available at this institution. Health services: medical staff are able to handle examinations, lab work, daily sick call, and medical emergencies. Physicians, nurses and physicians assistants are available to provide needed services. The medical staff will determine which type of clinician an inmate will be referred to based on the nature of the medical concern.

Various medical specialists are available and inmates have unimpeded access to any of these services via an internal medical consult or an inmate can request to be seen by completing a medical request form / sick call slip and placing it in the box marked medical in the Smith corridor or in the main administration building corridor. Do NOT give these forms to anyone. It is your responsibility to place the sick slip in the sick call box to ensure confidentiality.

SICK CALL

Any inmate requesting medical services may do so by completing a "Sick Call" slip. In order to make an appointment with the correct provider it is important that an inmate fill out the form completely with a specific list of concerns or symptoms. A \$3.00 co-payment fee will be assessed for all self initiated sick call visits as defined by the inmate co-payment plan approved by the Commissioner. Lack of ability to pay will not impede your access to medical care. The sick slip can then be placed in the medical box for the nurse to pick up.

A medical staff person picks up Sick Call slips up daily. Nurse Sick call is held daily.

The Unit C.O. will post all medical and mental health appointments daily. Inmates must check the medical list posted in the unit. Inmates with a scheduled medical or psychological appointment are to remain in the unit until their appointment time.

SEXUALLY TRANSMITTED DISEASES (STD)

Inmates who need a medical examination or testing for a possible diagnosis of a STD may access this service by filling out a medical request slip. Medical Staff provides confidential counseling and treatment for various venereal diseases as well as referrals to community clinics for follow-up when an inmate is being released.

CHRONIC CARE CLINIC

This clinic provides continuity of care for inmates suffering from long term illness that require continuous monitoring this includes HIV related disorders, diabetes etc. Inmates will be referred to this clinic through health services.

MEDICAL EMERGENCIES

Any inmate who experiences a medical emergency should notify the nearest staff person immediately.

MEDICATION LINES

Medication is distributed from the pharmacy station inside the HSU building at set times. These times are approximately 7:15 AM, 11:30 AM, 4:00 PM and 8:00 PM. Each unit will be called individually. Inmates are responsible for being at medication lines on time. Inmates are expected to get their medication with their unit.

KEEP ON PERSON MEDICATIONS (KOP)

Inmates may be approved by the Doctor to keep some medications in their unit. These medications must be kept in a locked footlocker at all times when they are not being used. The nurse who initially distributes the medications will explain the entire procedure for the retention of medications. Failure to abide by the rules will result in the loss of this privilege. Three medications should always be on your person: nitroglycerin tablets, glucose tablets and asthma inhalers. These medications are not to be locked in your locker.

MATERNITY SERVICES

Inmates who are pregnant will find a full range of medical and support resources available, including peri-natal clinics, child-birthing classes, and nutritional counseling. "Catch the Hope" will assist inmates through their pregnancy and for several months after delivery. "Catch the Hope" staff may also assist inmates in obtaining placement in programs that will allow the infant to be with the mother. "Catch the Hope" provides discharge-planning services for pregnant inmates.

Expectant mothers are encouraged and are responsible for making appropriate arrangements for the placement of their infants.

AMERICANS WITH DISABILITIES ACT

Any inmate requesting a special accommodation under the ADA needs to submit a medical slip outlining the request and place it in the medical box. This request will be evaluated by the institutional medical staff and their recommendations will be forwarded to the Deputy Superintendent of Treatment who will review the recommended accommodation. Any questions regarding an accommodation are to be directed to the Deputy Superintendent of Treatment.

MENTAL HEALTH

The mental health staff at MCI-Framingham consists of social workers, psychiatrists and psychologists who are available for crisis intervention, evaluations, and counseling. Both individual and group counseling opportunities are available.

Mental health staff can be accessed through the use of the "Medical Sick Call" slip which inmates are responsible for placing the medical box in the corridor. A Mental Health Clinician will respond to all Sick Slips within 5 business days following the receipt of the request. All inmates and detainees are evaluated by a Mental Health professional in the first 14 days of admission. Staff members can also contact the mental health worker on call should a crisis arise.

MEDICAL AND MENTAL HEALTH GRIEVANCE PROCESS

Inmates may initiate a Mental Health or Medical grievance by contacting the appropriate liaison during the Access to Management hour.

EVACUATION PLANS

MCI-Framingham has evacuation plans prepared for the event of a fire or a major emergency. All areas of the institution conduct evacuation drills at least four times a year. These drills are done to protect all the lives of individuals in this institution in the case of an emergency or disaster. The following instructions must be followed:

- Be familiar with all the posted evacuation routes
- Know where all the exit doors are located
- In the event of an evacuation, leave the building in a safe and orderly fashion
- Listen for the evacuation route instructions given by the staff.
- Once outside the building remain away from the exterior walls of the building
- Do not wander away from the area
- Listen for instructions from staff.
- Treat all drills as if they were real emergencies
- THESE INSTRUCTIONS CAN SAVE LIVES

IDENTITY DOCUMENT STORAGE

Where an inmate makes a request in writing and satisfactorily provides a compelling need for long term storage of identity documents, the Property officer may provide approval for the long term storage of the items listed below within the records area in a designated filing cabinet.

Social Security Card
Immigration Documentation (Resident Alien Card, Certificate of Naturalization, Certificate of Citizenship)
State Issued ID
Drivers License
Passport
Military ID
Mass Health Card
Birth Certificate
Marriage Certificate
DD 214

ACCESS TO MANAGEMENT

Inmates have direct access to Department Heads and Administrators on Wednesdays and Thursdays during the lunch movement. This is the time allotted for inmates to discuss relevant issues with the appropriate staff person. In attendance are the Superintendent, the Deputy Superintendents, the Director of Classification, Director of Treatment, the Treasurer, Health Services Administrator, Records Staff, the Director of Security, Parole, IPS, Notary Public, Mental Health Representative, the Work Officer and the Unit Team Captain

LEGAL ISSUES

Questions regarding sentence structure release dates and/or jail credits should first be addressed to the unit CPO. Speedy Trial requests are done shortly after admission on any outstanding cases by the CPRU.

GRIEVANCE PROCEDURE

Inmate Grievances

1. The informal complaint resolution process is the preferred mechanism for the resolution of inmate concerns. Effective communication between institution staff and inmates is essential. Most requests and complaints can be addressed easily and quickly through direct communication with the staff person responsible in the particular area of the problem. It is important that inmates attempt to address their issues at the lowest institutional level possible. Inmates are expected to express their concerns in a respectful, constructive manner. Staff awareness as to the need for prompt attention and response to these issues is also essential and will minimize the use of formal grievance procedures.
2. Communicating requests and complaints verbally should be the first step taken to address informal requests and concerns. Other avenues of informal communication include but are not limited to staff access, and correspondence submitted to the staff person responsible for the area of concern. Staff shall respond to written or verbal concerns submitted by inmates in an expedient manner.
3. The inmate orientation program and manual shall include a component addressing the staff communication and informal complaint resolution process.
4. The informal complaint resolution process shall include, but not be limited to, the utilization of the informal complaint form. (attachment I)

5. While inmates are encouraged to utilize other available avenues as defined in the Informal Complaint Resolution Standard Operating Procedures (2), for addressing complaints prior to submitting an informal complaint form, they shall not be penalized for failing to do so.
6. The informal complaint resolution process is not a substitute for existing appeal processes, including but not limited to classification and disciplinary appeals.
7. Informal complaint Forms:
 - a) The informal complaint resolution process shall be coordinated by a supervisory level staff person.
 - b) The superintendent shall designate areas where inmates may obtain the informal complaint forms, including the inmate libraries and special housing units.
 - c) Inmates shall file an informal complaint form within five (5) working days of the actual incident or within five (5) working days of the inmate's becoming aware of the incident or situation, whichever is later.
 - d) Informal complaint forms should contain a brief description of the issue. If more than one (1) issue exists, inmates shall use separate forms for each issue to ensure it is referred to the appropriate staff person for response.
 - e) Inmates shall address forms to the responsible supervisory staff person and submit via institution mail or deposit them directly into the locked drop box designated for grievances.
 - f) The institution grievance coordinator shall forward informal complaint forms to the responsible supervisory staff person each business day.
 - g) The responsible supervisory staff person shall immediately screen the incoming informal complaint forms and shall ensure they are recorded into the informal complaint resolution log within one (1) working day of receipt.
 - h) Within one (1) working day of logging the informal complaint form, the responsible supervisory staff person shall forward a copy of the informal complaint form to the appropriate department or the responsible area staff person for possible resolution.
 - i) The department head or responsible area staff person shall evaluate the request or concern, including interviewing the inmate if deemed appropriate.
 - j) Once the department head or responsible area staff person makes his/her decision, he/she shall take appropriate action to resolve the matter or advise the inmate of the reason for denial of the inmate's complaint.
 - k) The department head or responsible area staff person shall issue a response to the inmate within ten (10) working days of receipt from the responsible supervisory staff.
 - l) The department head or responsible area staff shall return a copy of the informal complaint form with the documented outcome to the responsible supervisory staff.
 - m) The responsible supervisory staff shall document the outcome of the informal complaint resolution process into the informal complaint resolution log. The responsible supervisory staff shall also maintain the completed informal complaint form which shall be attached to the original on file.
 - n) The superintendent or designee shall review the log periodically to identify and address potential problem areas.

Once the informal complaint resolution process has concluded and if the inmate is not satisfied with the informal decision rendered, the inmate shall have ten (10) working days from receipt of the informal complaint decision to file a formal grievance without being penalized.

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 IGC for assistance or Unit CPO.

Completed grievance forms must be submitted within 10 business days from the date of incident/situation or within 10 business days from becoming aware of the incident or situation. All completed forms shall be submitted directly in hand to the IGC, Superintendent, Deputy Superintendent, or by depositing the form in a locked mailbox or drop boxes located in the Old Administration Building. 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:

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

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

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

The IGC shall acknowledge receipt of your grievance by generating a receipt from the Inmate Management System (IMS), which will include a printout of your grievance. The IGC will then have 10 business days from receipt to render a decision on your grievance. The IGC may issue

you a written extension if more time is required to adequately investigate/review your grievance. Once a decision has been rendered by the IGC, you will have 10 business days from receipt of the grievance decision to file a grievance appeal with the Superintendent. The Superintendent will have 30 business days to render a decision on your appeal. Furthermore, the Superintendent may issue you written extensions if more time is needed to appropriately review/investigate the issue.

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. Additionally, an urgent staff notification will not prevent an inmate from also filing an emergency grievance about the issue. The submission and processing of an "Emergency" grievance shall occur in the same manner as other grievances except for processing time frames. If the grievance is determined to be an emergency it will be responded to within 3 business days from receipt. Emergency grievance appeals will be responded to by the Superintendent within 5 business days from receipt.

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

EMERGENCY ESCORTED TRIP (EET)

An Emergency escorted trip may be granted to sentenced inmates to visit an immediate family member who is in critical condition in a hospital, where death is imminent or to attend a private viewing at a funeral home. Immediate family member is defined as a parent, or legal guardian, sibling, child and/or a lawfully wedded spouse of an inmate. Emergency Escorted trips must be approved by both the Superintendent and Commissioner. There are restrictions on the conditions of a EET. These conditions will be determined by the approving authorities.

PAROLE

Most inmates are eligible for release on parole prior to the expiration of the term of their sentence. Eligibility is based on an inmate's sentence structure. The Massachusetts Parole Board determines suitability. Inmates serving a House of Correction sentence will be seen by one member of the Parole Board and inmates serving a State Prison sentence will be seen by at least two members of the Parole Board. In most cases, inmates will be informed by the Parole Board of their decision at the end of the hearing. Prior to being seen by the Parole Board, inmates will meet with an institutional parole officer who will explain the process and gather the materials that the Parole Board members will need to make a decision. Inmates can bring specific questions to the Institutional Parole Officer at Compound Access to Management each week. Inmates housed in New Line should check the posted schedule in their unit for the Parole Office Access to Management date and times.

INMATE WORK ASSIGNMENTS

The institution Assignment Officer issues all job placements based on availability of positions, an inmate's skill level, the amount of time in the institution, the inmates disciplinary history, and the requisite medical and security clearances. Those inmates who refuse to participate in mandatory programs will lose their jobs and will not be allowed to work until they have enrolled in the program.

Inmates may not quit their jobs without the explicit permission of the Assignment Officer, doing so will result in disciplinary action. The immediate supervisor of the job site evaluates an inmate's work performance. Failure to meet the job standards will result in Good Time not being credited for the month and possible termination. If an inmate goes to CCU, earned good time may be taken away.

For specific information review 103CMR450: Inmate Work Assignments

INDUSTRIES

MCI-Framingham offers an Industries Program that allows inmates the opportunity to work in a business environment. The Industries Program teaches inmates practical sewing skills while learning to manufacture a variety of items including flags, eyeglass cases, and laundry bags. It also offers the highest paid inmate positions in the Institution. Inmates interested in working in Industries should make this request to their CPO during their classification interview. In addition to being screened by classification staff, all inmates must be cleared through IPS for all industries positions.

EARNED GOOD TIME

Inmates can earn deductions from their sentences through participation in work, education, and specific approved programs. Inmates can accrue up to 10 days a month total. An inmate cannot earn more than 2 ¼ days per month in any given category. Good Time is deducted from the maximum date of the sentence. Good Time deductions will only reduce the parole date on a state prison sentence. Please note: Sentences cannot be reduced lower than any applicable mandatory restriction as outlined by the respective statues of the Massachusetts General Laws.

RELEASE

All property must be brought to admissions prior to release. The Property Officer will compare the inmate's property items present with the property inventory sheet. If an inmate does not have all of the items the release will be held until all items have been accounted for. **DO NOT GIVE AWAY PROPERTY!**

ESCAPE

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

MOVEMENT

Inmates must wear their inmate ID and movement pass located on the upper left quadrant of the outer most garment they are wearing with the provided clip. Inmates are to move their assigned white card to their destination on the Unit Accountability Board when "prepare for movement" is announced.

Inmates are to remain in their housing units until movement is announced. Movements occur for a 5-minute period every hour according to the schedule posted in the unit. Inmates are required to follow movement procedures that are posted in the housing units. There is no movement during freeze counts, emergencies, and shift change. Inmates who are in areas other than where they are signed out to be are considered out of place and will receive a disciplinary report.

Inmates are to report missing or lost ID cards and movement passes to security staff for replacement.

SMOKING

Smoking is NOT allowed in any state correctional facility. All tobacco products and tobacco related products and/or paraphernalia are considered contraband and any inmate found in possession of any such item will receive a disciplinary report.

CELL PHONES AND 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.

INNER PERIMETER SECURITY

IPS is responsible for maintaining safety and security for both inmates and staff. If an inmate feels that they are in danger from another inmate or that a staff person is coercing them they can call on the IPS hot line and report the details of the issue. The "Hot Line" phone number is posted in the housing units. It is 508-532-5109.

It is important that inmates understand that they are responsible for their own behavior and that they should avoid behaviors that allow them to be victimized. This includes borrowing and lending, being involved in others personal business and discussing their own personal issues with other inmates.

PRISON RAPE ELIMINATION ACT (PREA)

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

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

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

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

- B) The institution PREA coordinator is the Deputy Superintendent of Treatment.
- C) The Department of Correction and MCI Framingham strive to create and maintain a safe institutional environment for both you and staff through the prevention, detection, and appropriate response to Sexually Abusive Behavior. You are forewarned that our workforce is highly integrated in terms of the gender of our staff. As such, staff members of the opposite sex may be present and conducting rounds in housing units at any and all times. An announcement shall be made to signify that an opposite gender staff person is present in your housing unit. These announcements will be made only whenever there is a status change to alert you to.
- D) You are responsible for familiarizing yourself with Department of Correction's orientation material on sexual abuse prevention and intervention and 103DOC519; SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION POLICY.
- E) The Department has established multiple internal ways for you to privately report sexual abuse and sexual harassment or retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents. A Department hotline has been designated within the inmate telephone system. The number is 508-668-5498 and shall allow for universal and unimpeded access by all inmates within the Department and shall be listed in all institutional inmate orientation manuals. Additionally, this facility has a site specific IPS hotline **508-532-5109 or *9002#**, which may be utilized. Other methods to report include the Inmate Grievance System, Access to Management periods, the facility PREA manager, and Inner Perimeter Security staff members.

You may also report sexual abuse or harassment to external public or private agencies via correspondence or use of the inmate telephone system. Calls to "privileged" numbers including universally approved legal assistance phone numbers, pre-authorized personal attorney telephone numbers, a foreign national's pre-authorized telephone number to his/her consular officer or diplomat, pre-authorized clergy telephone numbers and pre-authorized licensed psychologist, social worker and/or mental health professional telephone numbers are not subject to telephone monitoring and are not recorded.

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

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

- F) All acts of Sexually Abusive Behavior between an inmate and a Department employee, contractor, or volunteer or an inmate and an inmate, regardless of consensual status, are prohibited; and the perpetrator shall be subject to administrative, criminal, and/or disciplinary sanctions. The Department of Correction is committed to investigating, disciplining and referring for prosecution, Department employees, contractors, volunteers, and inmates who engage in Sexually Abusive Behavior. The Department is equally committed to providing crisis intervention and ongoing treatment or referrals to the victims of these acts.
- G) If the investigation reveals that you have knowingly made false allegations or made a material statement which you, in good faith could not have believed to be true, the Department may take appropriate disciplinary action.
- H) All Department employees, contractors, and volunteers are responsible for contributing to the prevention of Sexually Abusive Behavior perpetrated by staff on inmates or by inmates on inmates as outlined in 103 DOC 519, Sexually Abusive Behavior Prevention and Intervention.
- I) All allegations and incidents of inmate-on-inmate or staff-on-inmate Sexually Abusive Behavior shall immediately be reported by Department employees, contractors and volunteers in accordance with 103 DOC 519 Sexually Abusive Behavior Prevention and Intervention. The Shift Commander shall ensure that the Superintendent is immediately notified. Failure of any Department employee, contractor or volunteer to report these allegations may result in disciplinary action, up to and including termination.
- J) Ways to avoid becoming the victim of sexual abuse:
 - 1. Be aware of situations that make you feel uncomfortable. Trust your instincts.
 - 2. If something feels wrong about the environment or situation you find yourself in, leave the area.
 - 3. Don't let your manners get in the way of keeping you safe. Don't be afraid to say 'NO', "Stop It Now", or "Get Lost".
 - 4. Walk and stand with confidence. Many rapists choose victims who look like they won't fight back or are emotionally weak. Keep your head up and don't avoid eye contact.
 - 5. Avoid talking about sex and casual nudity. These things may be viewed as a come-on or make another inmate believe you have an interest in a sexual relationship.
 - 6. Do not accept any food, clothing, or other gifts from other inmates. Being in debt to another inmate may lead to the expectation that you will repay the debt with sex.
 - 7. Avoid secluded areas like closets, storage areas, stairwells, isolated showers or unoccupied bathrooms. Position yourself in plain view of staff members.
 - 8. If you are being pressured for sex, talk to a staff member immediately.
 - 9. If you become aware that another inmate is being sexually abused, report it to a staff member. Next time it could be you.
 - 10. Beware of inmates who offer to protect you. Protection frequently has a cost.
 - 11. Do not give out information about your family, friends, or financial support.
 - 12. Do not buy large quantities of canteen items.

(Consult 103 DOC 519 - Sexually Abusive Behavior Prevention and Intervention Policy, for further information)

VISITING

Visiting hours on Tuesdays, Thursdays, Saturdays and Sundays will be 1:00 PM to 8:45 PM.

Visitor Processing will be closed between 2:50 PM and 3:10 PM.

No Visits will be processed after 8:15 PM

No visits will be allowed entrance between 4:00 p.m. – 5:00 p.m.

An inmate who is on a visit for any portion of either visiting period shall be charged with a visit. For example, if a visit occurs from 2:00 PM – 6:00 PM, it will be counted as two (2) visiting periods.

At 4:00 PM the Visiting Room Officer in Charge will announce that those visitors and inmates wanted to leave prior to the major count must do at this time. Those who choose to remain may not leave until 5:00 PM.

• Holiday schedules shall follow the visiting schedule for the assigned day, unless otherwise authorized by the Superintendent.

Inmates are allowed a maximum number of five (5) visits per week during scheduled visiting hours. **Maximum number of visitors allowed per visit will be two (2) adults and three (3) children.**

Visitors may visit for the entire scheduled visiting period. In emergency situations and overcrowding, at the discretion of the Shift Commander, visits may be limited to no less than one (1) hour in duration to accommodate all visitors. Visits that started earliest will be terminated first (excluding visitors who traveled over 100 miles) to provide room when visitors are waiting to enter the visiting room due to overcrowding.

Visitors who have been convicted of a felony or have been sentenced to a penal institution must complete a Felony / Background Form and receive permission from the Superintendent, prior to visiting.

Visitors must present photo identification, which, in the opinion of the admitting officer(s) is adequate. A current MA. Driver's license, passport or an identification card issued by the Department of Transitional Assistance shall be sufficient. Visitors may be requested to produce their vehicle registration.

Attorney, law student, and paralegal visits will be conducted in one of the three designated attorney-visiting rooms. This will allow offenders confidential contact with their attorneys and/or representatives.

SPECIAL VISITS

Superintendent shall approve special visits (I.E. Extended hours/visitors).

Request for Special Visits must be made in writing one week in advance to the Superintendent. Request made outside this time frame due to a family crisis or emergency shall be handled on and individual basis.

VISITING PROCEDURE FOR MINORS

The following procedure applies for children visiting inmates housed at this facility:

- If you (inmate/detainee) are the parent of a minor child and want the child to visit, you will need to fill out a Minor Request Form, noting the name and address of who will bring the child in to visit. This form must be submitted to your Unit CPO who will verify the information and witness your signature on the form. You will also need to have a copy of the minor's birth certificate sent to the Superintendent's Office. Upon approval, a copy of the Minor Consent Form will be sent to you via institutional mail and the original Minor Consent Form, along with the copy of the birth certificate will be sent to the person designated to bring in the child. That person will need to bring their approval letter, along with the copy of the minor's birth certificate, and their own identification each time they visit with the minor.
- If an individual that is not the parent or legal guardian wants to bring a minor in to visit, a Minor Consent Form must be sent to the parent or legal guardian on the outside. The parent or legal guardian must get the Minor Consent Form notarized with the name and address of the individual that will bring the child for the visit. Once the form is completed, the parent or legal guardian must mail the form, along with a copy of the minor's birth certificate and any guardianship paperwork if necessary to the Superintendent's Office. Upon approval, a copy of the Minor Consent Form will be sent to you via institutional mail. The original Minor Consent Form, along with the birth certificate and any guardianship paperwork (if needed), will be sent to the parent/legal guardian. The parent/legal guardian must forward this paperwork to the adult that was approved to bring the child to visit. The person designated to bring in the minor must bring a copy of the approval letter, along with a copy of the minor's birth certificate, any guardianship papers if needed and their own identification each time they come to visit.
- A parent visiting with their minor child must have appropriate identification and a copy of the minor's birth certificate with them each time they visit.
- If the adult entering with the minor is the minor's legal guardian, they must bring with them court documentation indicating they are the appointed legal guardian, along with a copy of the minor's birth certificate and their own identification, each time they visit.
- Any child that is brought without a copy of a birth certificate, or without their parent or legal guardian and no approved Minor Consent Form, will not be allowed to complete a visit.
- No child who was a victim of the inmate/detainee's offense shall be authorized to visit without authorization of the Commissioner or designee.

MINOR CONSENT FORMS

1. No child who was a victim of the inmate's offense shall be authorized to visit without the authorization of the Commissioner or designee.
2. A parent entering with their minor child must have a copy of the minor's birth certificate and appropriate identification with them each time they visit.
3. If the adult entering with a minor is the minor's Legal Guardian and has a court document indicating they are the appointed legal guardian, they must present that court document, along with a copy of the minor's birth certificate and appropriate identification, each time they visit.

4. An individual that is not the parent or legal guardian of a minor must submit a completed Minor Request Form to the Superintendent, and obtain the Superintendent's approval to bring the minor in to visit prior to visiting. Staff must verify that there is an approved Minor Consent Form on file for the minor, and that the individual accompanying the minor has a copy of the approved minor form, along with the minor's birth certificate and appropriate identification.
5. Staff at Visitor Processing shall ensure that the parent entering the facility with a minor presents a copy of the child's birth certificate and verify that they are the parent noted on said birth certificate.
6. Staff shall ensure that the legal guardian entering the facility with a minor presents a copy of the court document proving they are the minor's legal guardian if they have been court appointed as Legal Guardian, along with a copy of the child's birth certificate and appropriate identification.
7. If there is no approved Minor Consent Form on file, the officer will give the individual a blank form and advise them that the minor's parent or legal guardian must complete the form, then submitted to the Superintendent with necessary documentation for approval.
8. If the MCI-Framingham inmate is the parent of the minor and wishes the minor to visit, the inmate may fill out a Minor Consent Form, which may be obtained from a Unit Team member. The inmate must:
 - a. Fill out the form completely, noting the name and address of the adult that will bring the minor to MCI-Framingham.
 - b. Attach a copy of the birth certificate to the Minor Consent Form.
9. Once a and b have been completed, the inmate must submit the Minor Consent Form, along with a copy of the birth certificate, to the Superintendent for approval. Upon the Superintendent's approval, the form and birth certificate will be returned to the inmate; a copy of same will be sent to the adult approved to bring the minor to visit; and a copy will be placed on file at Outer Control.
10. If the Minor Consent Form is on file and the individual accompanying the minor is listed as being authorized to bring the child to visit, the minor will be allowed to enter with the accompanying adult.
11. If the minor consent form on file does **not** list the individual accompanying the minor as being authorized to bring the child in, the minor will not be allowed to enter the facility.

VENDING MACHINES

1. The machines and their contents are made available for inmates and their visitors for their personal consumption in the visiting room.
2. There will be no food or drink removed from the visiting area by any visitor or inmate.
3. It is the responsibility of the inmate to ensure that all trash is deposited into the appropriate receptacles.
4. Abuse of the machines may result in the suspension of visiting privileges or use of vending machines.
5. Sharing of food products and or/drinks will not be allowed. Food or drinks will not be allowed in the children's area.
6. No inmates are allowed at the vending machines

PARENTING ROOM

1. Inmates who receive visits, which include small children (i.e. children under 10) are encouraged to utilize the parenting room in the visiting area.
2. All children must be supervised by the guardian or parent at all times.
3. All toys are to remain in the parenting room and be put away at the end of the visit.
4. Inmates and visitors who abuse the privileges of the parenting room may be subject to loss of visiting privileges.
5. Food or beverages are not allowed in the parenting room.

VISITOR DRESS CODE

The following items are **NOT ALLOWED** to be worn by any visitor adult or child:

- Boots worn above the knee (exception – boots below the knee will be permitted October 15 – April 15)
- Work boots will never be permitted.
- Bare feet
- 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).
- With the exception of undergarments, spandex or spandex type clothing is not allowed.
- 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.
- 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).
- Fatigue or camouflage clothing.
- Double layered clothing on the bottom half of their person (e.g. two (2) pairs of pants, or skirt and slacks, etc.)
- Bibbed clothing of any type: shorts, dress, pants, overalls, jumper etc. (allowable for age 8 and younger).
- Hair accessories that cannot be easily removed to be searched.
- Bobby pins, barrettes and ribbons.
- Umbrellas, jackets, coats, vests or outerwear of any type. Exceptions can be made for those facilities where visitors have to travel outside to get to the visiting area. An area will be designated to store/hang these items not accessible to the visitor and inmate during the visit.
- 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.
- 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.
- 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.
- 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.
- Sweatshirts, sweatpants, wind pants and exercise clothing (allowable for age 8 and younger).
- Clothing with zippers that go the full length of the garment with the exception of outerwear. (Allowable for age 8 and younger).
- Colored T-shirts are allowed in. T-shirts with offensive logos are not allowed.
- Leg warmers.

- Hats and head coverings of any type, unless worn for religious or medical reasons; however they must be searched prior to entering the institution.
- No electronic communication devices or those capable of storing information are allowed.

Dress Requirements for all Visitors:

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

Exceptions to Dress Code

- Sweaters may be worn.
- Hairpieces (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 processing.
- Garments with elastic waists may be worn.

INSTITUTION RULES AND REGULATIONS

1. Inmates are not allowed to take or give any item to or from visitors.
2. No jewelry other than a wedding ring and medical bracelet may be worn into the visiting room.
3. No gum, cigarettes, candy, medication, money, or other items not authorized for retention by a visitor will be allowed into the visiting room. These items are to be secured in the lockers located in the visitors lobby.
4. The introduction of guns, controlled substances, alcohol or other weapons is cause for loss of visiting privileges as well as criminal prosecution.
5. If a visitor appears to be under the influence of alcohol or any unknown substance or the odor of alcohol is detected they will be denied entrance.
6. Visitors may purchase a debit card in the lobby for vending machine purchases. Money is not allowed in the visiting room.
7. When the visitors have an infant or small child, they will be allowed to bring two (2) clear plastic bottles with either formula, milk, water or juice. A cloth diaper/and or receiving blanket will be allowed.
8. Visitors may only visit with one inmate at a time during their incarceration at MCI-Framingham unless the Superintendent or her designee has provided special approval. (Visitors cannot visit one inmate on one day and another inmate on another day).
9. Physical contact between visitors and inmates shall be limited to a brief greeting at the start and at the completion of a visit. Excessive or inappropriate physical contact may be cause for termination of the visit and loss of privileges.
10. Visitors who choose to deposit funds into inmate accounts must do so by making the check or money order payable to inmate and depositing it in the INMATE ACCOUNT BOX located in the main lobby. The funds will be deposited into the inmate account in accordance with 103 DOC 405: Inmate Funds Policy. MCI-Framingham does not accept cash deposits for inmates. Visitors must only deposit money into the account of the person they are visiting.
11. Visitors to MCI Framingham, their vehicles and their possessions are subject to search while on state property.
12. All visitors must park their vehicles in the area assigned for Visitors Parking. All vehicles must be locked while on state property. Visitors will be required to list the registration number of the vehicle they arrived in on the Request to Visit Form. If requested by staff, a copy of the registration must be produced. Visitors are not allowed to loiter in the parking lot.

TRANSPORTATION FROM MCI-FRAMINGHAM

Transportation from MCI-Framingham is limited to taxis. The following are companies in Framingham:

- Tommy's Taxi 508-872-3500
- Town Taxi 508-875-4241

The appropriate fare to the train station in downtown Framingham is \$2.50. the Station is approximately 1 mile from the prison; therefore it is an easy walk.

Amtrak (train) leaves from downtown Framingham to points east. The last stop on the route is South Station in Boston. Across from the station is the Peter Pan bus terminal where there are bus routes throughout the state. The fare from Framingham to South Station is \$4.00. The Weekday schedule is 10 a.m./12 p.m. /2 p.m. the Saturday schedule is 9 a.m. / 11 a.m. / 1 p.m.

Bus services are also available in Framingham. The bus terminal is located at Shopper's World in Framingham. The fare from the prison to the terminal by taxi is approximately \$7.00. Buses are available to Boston. The fare is approximately \$8.00. Connecting bus lines are available in Boston and Worcester to all other points.

FACILITY DIRECTIONS

MCI-Framingham
 Western Avenue
 P.O. Box 9007
 Framingham, MA 01704-9007
 (508) 532-5100

From Boston: Take the Massachusetts Turnpike West to exit 13 (Route 30/framingham/Natick). Bear right off the exit ramp onto Route 30 West. After approximately 1 mile, turn left onto Route 126 South. Go through downtown Framingham, crossing a set of railroad tracks and Route 135. Turn left onto Irving Street (Tedeschi's on right). Go through 2 sets of traffic lights and at the third set go straight past Fire Station on left. MCI-Framingham is approximately 1/4 of a mile down on the left.

From the North: Take Route 495 South to the Massachusetts Turnpike East. Take exit 12 (Route 9 East). Take a right onto Route 126 South. Go through downtown Framingham, crossing a set of railroad tracks and Route 135. Turn left onto Irving Street (Tedeschi's on right). Go through 2 sets of traffic lights and at the third set go straight past Fire Station on left. MCI-Framingham is approximately 1/4 of a mile down on the left.

From -the South: Take Route 495 North to the Massachusetts Turnpike East. Take exit 12 (Route 9 East). Take a right onto Route 126 South. Go through downtown Framingham, crossing a set of railroad tracks and Route 135. Turn left onto Irving Street (Tedeschi's on right). Go through 2 sets

of traffic lights and at the third set go straight past Fire Station on left. MCI-Framingham is approximately 1/4 of a mile down on the left.

From the East: Take the Massachusetts Turnpike West to exit 13 (Route 30/Framingham/Natick). Bear right off the exit ramp onto Route 30 West. After approximately 1 mile, turn left onto Route 126 South. Go through downtown Framingham, crossing a set of railroad tracks and Route 135. Turn left onto Irving Street (Tedeschi's on right). Go through 2 sets of traffic lights and at the third set go straight past Fire Station on left. MCI-Framingham is approximately 1/4 of a mile down on the left.

From the West: Take the Massachusetts Turnpike East to exit 12 (Route 9 East). Take a right onto Route 126 South. Go through downtown Framingham, crossing a set of railroad tracks and Route 135. Bear left onto Irving Street (Tedeschi's on right). Go through 2 sets of traffic lights and at the third set go straight past Fire Station on left. MCI-Framingham is approximately 1/4 of a mile down on the left.

The term "inmate" includes entire committed population unless specified otherwise.

GENERAL

- 1) Inmates are required to be in their designated rooms, appropriately dressed, with doors closed, five (5) minutes prior to each count. During count, inmates are required to stand by their bunks facing the door. Inmates may not participate in any activity such as reading or the playing of radios or televisions while count is in progress. Inmates must remain in their rooms until released by the Correction Officer.
- 2) Inmates must have their identification cards in their possession at all times. No inmate is to be in possession of another inmates' ID at any time, or have more than one ID. Inmates must not deface or mutilate their ID cards. Inmates are responsible to report lost or damaged cards to staff immediately. Lack of an ID will result in being restricted to the unit.
- 3) Inmates must utilize the Pass system upon exiting/entering the housing unit. Inmates are responsible to ensure they are at the location designated in the housing unit.
- 4) When leaving the institution (e.g. on a trip), inmates may only bring legal documents and their Medical Test ID number. Inmates returning from a trip who are in possession of any additional items such items shall be considered contraband and will be confiscated.
- 5) **SMOKING IS NOT ALLOWED!!!** Introduction or possession of cigarettes, matches, lighters or any other smoking related paraphernalia will result in a disciplinary report.
- 6) Inmates are not allowed to have weapons in their possession. Weapons include, but are not limited to: (a) ordinary items which have been sharpened (e.g. plastic or metal utensils, tweezers), (b) broken glass, (c) razor blades, including safety razors which have been taken apart.
- 7) Inmates are not allowed to be in possession of any type of gang related material or paraphernalia.
- 8) Inmates are to be appropriately dressed at all times. All inmates/detainees wearing state issued clothing outside the housing unit must wear the complete uniform, pants and shirt, at all times.
- 9) Inmates may only use items in their possession in the manner that is intended.
- 10) Inmates are not allowed to be in possession of state food in their room or on their person, unless medically authorized to do so.
- 11) Physical contact between inmates is prohibited this includes handholding, kissing, hugging, walking arm in arm, lying or sitting on top of each other or stroking each other.
- 12) Inmates outside of the Smith Building yards may not speak to inmates in the Smith Building yards.
- 13) Inmates will be required to attend orientation.
- 14) Inmates will be notified of their classification hearing date. Inmates are required to attend classification hearings. Failure to attend classification hearing will result in a disciplinary report.
- 15) Inmates who are released from their units for outside trips are to report immediately to admissions. The only exception is for those inmates requiring medication prior to leaving the institution.
- 16) IMS schedules will be posted twice a day in each housing unit at 7:15 am and 11:30 am. Inmates are responsible to check the IMS schedules twice a day upon release from the major count. Medical and mental health appointments take precedence and are mandatory. Failure to attend scheduled appointments may result in disciplinary action.

PROPERTY

- 1) Inmates are allowed to have in their possession one (1) watch, one (1) chain with a religious medallion and a wedding band (proof of marriage required). Any other additional jewelry items are not allowed and will be confiscated.
- 2) Inmates may not possess any item(s) belonging to another. Borrowing, lending, giving or taking of items between inmates is not allowed. All items will be confiscated and will result in a disciplinary report.
- 3) All property/clothing will be stored in the locking storage areas provided. Dirty laundry will be placed in laundry bags. Clothes are not to be hung anywhere in any room. Property will not be allowed to be stored on inmate beds.

- 4) Laundry service for personal and state clothing shall be provided by the institution according to MCI-Framingham laundry schedule. Items to be laundered must be placed in personal laundry bags. State linens and bedding are to be turned in separately to be laundered with the unit wash. All articles are sent to the Laundry at an inmate's own risk. Inmates are not to send sneakers/shoes to the Institution laundry. **HAND WASHING CLOTHES IN THE UNIT IS PROHIBITED.** Clotheslines are prohibited in inmate cells.
- 5) Baseball style hats or any hat with a bill shall be worn with the bill in the front, not on the side or backwards. Hats shall not be worn indoors.

COMPOUND YARD

- 1) Inmates housed on the compound will access outdoor recreation in the compound yard only. Inmates from Smith Building units are not permitted to access the compound yard.
- 2) When an emergency exists in the yard only, the yard shall be cleared of all inmates not directly involved in the incident.
- 3) **TOP COMPOUND YARD:** The top of the compound yard is closed. Inmates are restricted to walking the lower end of the compound yard only. Only those inmates going to the Administration Building during movements, for programs, meals, work and/or psych appointments shall be allowed up to the upper compound.
- 4) **SIDEWALKS:** Inmates are not allowed to congregate on the sidewalks. Sidewalks should remain clear for staff to respond in the event of an emergency.
- 5) **PICNIC TABLES:** Inmates are to sit at the tables, facing in, with their feet flush on the ground. Straddling, sitting backwards or on the top of the table is not allowed. No sitting, squatting or lying on the ground in the yard.
- 6) No food, drinks, cups, containers or water bottles are allowed in the yard unless medically required (pregnant inmates).
- 7) No hair products, brushes, combs and/or other styling items are allowed outside the unit. Inmates are not allowed to braid or style each other's hair in the yard.
- 8) Cards, writing materials, blankets, excess clothing will NOT be allowed in the yard. The only games allowed are issued from recreation, located in front of the Officers Yard Station. Inmates must sit at the picnic tables or stand.
- 9) Five (5) minute movements to and from the unit shall be orderly and quiet.
- 10) Inmates are not allowed to congregate near any housing unit, including their own. This includes the steps and front walkway outside each unit and the sally ports in the Smith Building. Inmates are not allowed to approach, or enter any housing unit other than their own, unless authorized to do so by staff. The areas between units, where the exit doors are located, are "OUT OF BOUNDS" to inmates.
- 11) Walkman radios are permitted for use in the yard. They are not permitted in unit dayrooms or in the Main Institution. Inmate televisions are not allowed in the dayroom. All televisions/walkmans radios in inmate rooms must be used with earphones/headphones and must be turned off when an inmate is out of her room. All other appliances must be turned off when out of the room.
- 12) "Horseplay" is not allowed anywhere at anytime.

SMITH BUILDING YARDS

- 1) Inmates in ATU-West, ATU-East and Newline will access outdoor recreation in their respective unit's yard and are restricted to their respective yards. Inmates from another unit are not permitted to access another unit's yard.
- 2) When an emergency exists in the yard only, the yard shall be cleared of all inmates not directly involved in the incident.
- 3) Prior to entering any Smith Building yard, inmates will affix the Yellow Movement Card and their identification card with the photo side of the identification card facing forward to the upper left quadrant of the outermost garment at all times while in the Smith Yard.
- 4) **PICNIC TABLES:** Inmates are to sit at the tables, facing in, with their feet flush on the ground. Straddling, sitting backwards or on the top of the table is not allowed. No sitting, squatting or lying on the ground in the yard.
- 5) No food, drinks, cups, containers or water bottles are allowed in the yard unless medically required (pregnant inmates).
- 6) No hair products, brushes, combs and/or other styling items are allowed outside the unit. Inmates are not allowed to braid or style each other's hair in the yard.
- 7) No games, cards, writing materials, blankets, excess clothing, will be allowed in the yard. Inmates must sit at the picnic tables or stand.
- 8) Inmates are not allowed to congregate near any housing unit, including their own. This includes the sally ports in the Smith Building. Inmates are not allowed to approach, or enter any housing unit other than their own, unless authorized to do so by staff. The areas between units, where the exit gates are located, are "OUT OF BOUNDS" to inmates.

- 9) Walkman radios are permitted for use in the yard. They are not permitted in unit dayrooms. Inmate televisions are not allowed in the dayroom. All televisions/walkmans radios in inmate rooms must be used with earphones/headphones and must be turned off when an inmate is out of her room. All other appliances must be turned off when out of the room.
- 10) "Horseplay" is not allowed anywhere at anytime

ALL HOUSING UNITS

- 1) Inmates are not allowed to change their cell or bed assignment. The Unit Sergeant shall be responsible for making necessary cell assignments.
- 2) Only one inmate at a time is allowed to enter the Officer's station with the Officer's permission. Inmates are not allowed in the Officer's bathroom or behind the Officer's desk except when cleaning.
- 3) Inmates are not allowed in any other room or corridor but their own. All visiting will take place in the dayroom.
- 4) All inmates in housing units are to be sent to their cells during ALL emergencies except Code 99's. Inmates are to follow the instruction of the Unit Officer. Inmates are to remain in their cells until Inner Control clears the emergency.
- 5) Banging/knocking on doors/windows, running, yelling, or throwing items is not allowed in the unit.
- 6) All cells, common areas, property and inmates are subject to search at any time. Inmates are responsible for anything and everything (contraband) found in their cells.
- 7) Turn off fans, lights, radios, television sets and hot pots, when leaving room. All appliances will be placed flat on inmate desks or bureaus. Appliances will not be propped up on anything.
- 8) Inmates are not to be near the door, speak, or pass any item to an inmate on Room Restriction or Awaiting Action.
- 9) Inmates must maintain good personal hygiene by showering daily and washing all dirty laundry in accordance with the laundry schedule.
- 10) Inmates in their cells may not retain cleaning supplies. All supplies must be turned in to the Unit Officer upon completion of use.
- 11) One cubic foot of reading and writing materials will be stored neatly on the desk, a designated shelf or in the wardrobe closet or footlocker
- 12) Plastic or paper bags are not allowed to be used as trash receptacles. Trash is to be stored in proper receptacles supplied by the Unit Team.
- 13) When dressing in rooms, doors are to be closed. Inmates are to be appropriately dressed at all times when out of their rooms. Sleepwear and slippers are not considered appropriate dress. Button down shirts must be buttoned, no rolling pant legs, shirtsleeves, or shirts, no bare midriffs.
- 14) Flip flops/shower shoes are to be worn to and from the shower only. They are not to be worn in common areas or outside of the unit.
- 15) Canteen items and cosmetics will be stored neatly in the assigned footlocker. Do not store canteen items on the windowsill or under the bed on the floor. Cups, bowls and utensils will be cleaned and stored neatly in the footlocker. Excessive canteen will not be allowed. There will be no stockpiling of canteen. Cosmetics are limited to fifteen (15) per the 103 DOC 403, Property Policy.
- 16) Toiletries, personal belongings and/or trash are not to be left in any common area of the unit. If found, these items will be confiscated and disposed of.
- 17) Inmates may not sit, lie or sleep on any floor of the housing unit. Mattresses, blankets and pillows are not allowed on any floor of a housing unit.
- 18) Only one inmate may use the phone at a time. The use or possession of another inmate's PIN number/sheet is prohibited and will result in a disciplinary report.
- 19) The day room television will not be available for use prior to 8:00 am or after 9:00 p.m. daily. During cleaning hours and count times, the television will be turned off.
- 20) All unit games are to be returned to the day room bookshelf prior to counts and curfew.
- 21) Inmates are not allowed to put their feet on tables, chairs, sit on the arms or backs of furniture, sit on tables or counters, or lay on the couch. Inmates may not move any furniture in the day room without the permission of the Unit Sergeant or Unit Officer.
- 22) All inmates are responsible to keep all common areas (shower, kitchen, utility, and day room) clean at all times.
- 23) Only one inmate may occupy a shower stall or bathtub at a time.
- 24) The refrigerator/freezer is to be kept clean at all times. All bags are to be clearly marked with the inmate's full name. Only one name may be marked on a bag, and only that inmate will have access to the bag upon showing the officer their I.D.

- 25) The kitchen and shower room will be locked for the evening at 9:00 p.m.
- 26) Eating and drinking is restricted to inmate cells only.
- 27) Inmates are to use only the footlocker assigned to them. Footlockers shall be closed when not in use. Nothing shall be placed on top of footlockers.
- 28) Nothing is to be kept on the windowsills or between the windows and grills.
- 29) Rooms are to be clean and inspection ready at all times. Cleaning supplies will be available on a daily basis. Beds must be made, and inmates must be dressed appropriately by 8:00 a.m. Inmates will not be allowed to lie or rest under sheets or blankets after 7 a.m. Rooms must be neat, clean and in compliance at all times. Each inmate is responsible for the condition in which the room is found.
- 30) Curtains or coverings are not allowed on the doors, windows or any other common areas.
- 31) Sheets, blankets and towels shall not be used for any other purpose than their intended use.
- 32) In general population, pictures and cards are restricted to an outline gray area in a three block by four block wall space. No items may be suspended from the ceiling, attached to other wall areas, ceiling or furniture. Pictures displayed in inmate rooms must be in good taste. Items displaying sexually explicit nudity, alcohol, drugs, weapons, anything derogatory toward race, creed, color, national origin or obscene language and/or gestures are not allowed. Collages are not allowed.
- 33) Rugs, craft items/projects, and decorative materials are not allowed for retention. Floor coverings are not allowed in the unit.
- 34) Plastic buckets, wood items, plants, animals, cardboard boxes and plastic bags are not allowed in inmate cells. The accumulation of containers and paper bags is also prohibited. These items will be confiscated and disposed of.
- 35) Hair brushing, braiding and styling is allowed in inmate's cells only. Exceptions require approval of the Unit Officer. Haircutting and perming are allowed in the Hair Salon by appointment only.
- 36) Obstructing or securing of any unit doors from the inside is strictly prohibited. Doors must be closed or flush against the wall.
- 37) All inmates shall go to the serving room for meals. No meals shall be delivered to the unit unless authorized.
- 38) Inmates are not to bang on adjoining cell walls or talk to other inmates through adjoining walls or vents.
- 39) Inmates in compound housing units (Laurel, Algon, Towaline and Pioneer) must shower in the shower of the side they live on.

Ex. Rm. 1-17 shower on A/B side
Rm. 19-34 shower on B/C side

BREWSTER BUILDING

All inmates/detainees are held responsible for general housing unit and institutional/yard rules. In addition, all inmates in the Brewster Units shall adhere to the following rules:

- 1) During major count, inmates may not use the unit bathroom. Once the unit count has cleared, inmates may use the bathroom with the permission of the Unit Officer. During these times inmates are not allowed to wash up and/or brush teeth or apply makeup, etc.
- 2) Windows in inmate cells must remain closed at all times.
- 3) Inmates may not loiter in the foyer, stairwell or walkway area.
- 4) Chairs are to be stacked in the Day Room, up against the wall when not in use, and during count times, cleaning hours and curfew.
- 5) Bright lights will be turned off at 10:30 p.m.

MODULAR UNIT

All inmates/detainees are held responsible for general housing unit and institutional/yard rules. In addition, all inmates in the Modular Unit shall be held responsible for the following rules:

- 1) Inmates are to stand at the end of bunks for count. Immediately after the officer has counted an inmate, they are to return to and remain on their bunks until the count has cleared.
- 2) Inmates will get dressed and undressed behind the partition located near the shower/bathroom area.
- 3) Due to the lack of availability of personal electrical sources, personal televisions will not be allowed in the unit.
- 4) All inmate property and canteen must be stored inside the footlocker. Nothing will be stored on top of the footlocker.
- 5) Noise is to be kept at a minimum
- 6) Day room closes at 9:00 p.m.

- 7) Showers, kitchen, microwave and hot pot usage stops at 9:15 p.m.
- 8) Bright lights and walkmans are turned off and unit lights are turned off at 10:30 p.m.
- 9) Between the hours of 9:30 p.m. and 7:00 am only two inmates at a time may enter the bathroom area

SMITH BUILDING UNITS

All inmates/detainees are held responsible for general housing unit and institutional/yard rules. In addition all inmates in the Smith Building Units shall be responsible to adhere to the following rules:

- 1) All inmates must sleep with their head at the end of the bed closest to door to ensure visibility of living, breathing flesh to 11-7 officers conducting rounds.
- 2) Inmates are restricted to the tier in which they are assigned. Inmates are not allowed in any room but their own. There is no congregating in the doorways.
- 3) Items may be attached to the walls in the Smith Building housing units in the designated area.
- 4) All detainees are required to pack their property and strip their beds each time they leave the institution on any type of trip.
- 5) Inmates may not congregate at the entrance of unit as well as near or around the officer's console.
- 6) Inmates must shower on the same tier as their assigned room. Exceptions require approval from Unit Officer.
- 7) Inmates scheduled for any trip out of the institution are not allowed to use the phones before they are called to Admissions.
- 8) Bright lights are turned off at 10:30 pm.
- 9) Inmates housed in ATU-East, ATU-West and Newline shall access recreation in their respective housing unit areas. Smith Yard schedules are posted in each unit.
- 10) Inmates housed in ATU-East, ATU-West and Newline shall access volunteer programs as scheduled in the Smith Building Dining Room and/or the Smith Multi-Purpose room program areas.
- 11) Inmates enrolled in Education/Vocational programs may access the Old Administration Building for classes.
- 12) Access to the Library and Law Library shall be provided to Smith Building inmates in accordance with the FRA 478: Library Services

HEALTH SERVICE UNIT

- 1) All inmates are held responsible for general housing unit and institutional/yard rules.
- 2) Toiletries and supplies shall be issued by the Unit Officer upon admission.
- 3) Inmates may not communicate with others placed in the security rooms.
- 4) Inmates are not allowed in the laundry or storage rooms.
- 5) Inmates will pack their personal property and give it to the Unit Officer when they are going to court or any other outside trip.

REENTRY

As part of the reentry process all inmates are strongly encouraged to get the following documentation: Birth Certificate, Social Security Card, Driver's License or State ID Card. These documents are vital to increase your opportunities in finding job opportunities and appropriate housing.

FAMILY PRESERVATION

Family Preservation offers a four week Parenting Education Program and a weekly Parenting Support Group. Program recommendations can be made through a unit CPO for the Parenting Education Program. Inmates can also reach out to Family Preservation through the appointment slip process and an appointment will be scheduled in IMS.

Family Preservation will provide the population with contact information for AIM (Aid to Incarcerated Mothers) and mentoring services when applicable and requested by the inmate. Family Preservation will also put inmates in contact with South Bay Mental Health through the Place for Mom program, if interested in other community resources.

Family Preservation provides contact with the Department of Revenue when inmates become Department of Revenue involved.

WRA PROGRAM

- 1) All inmates are held responsible for WRA rules as well as general housing unit and institutional/yard rules.
- 2) All inmates must be involved in program related activities Monday - Friday 9:00 a.m. - 11:00 a.m. and 1:00 p.m. - 4:00 p.m. Inmates may go to the yard or other activities only if they are not scheduled to be in class. Movement is permitted during scheduled movement times only.
- 3) The unit telephones are not allowed to be used during program related activities. Exceptions may be allowed for attorney calls. Requests shall be made to the individual assigned WRA Case Manager or Unit Team member.
- 4) The unit kitchen may not be used during program related activities.
- 5) Inmate noise level must be kept low at all times. This includes non-program hours. No yelling in the unit or yard.
- 6) Inmates are required to be at their assigned program on time. Inmates who are late will not be allowed to enter, may face disciplinary action, and will be restricted from attending the next group. Inmates must remain in the unit while restricted.
- 7) Inmates may not leave a group unless excused by the Unit Team/WRA Program Staff.
- 8) In order to be excused from an assigned WRA class, it is the inmate's responsibility to inform class instructor in writing prior to the start of class. No messages are to be left and/or no notes are to be placed under the WRA office door. Unexcused absences will be documented and appropriately disciplined.
- 9) All Inmates will be subject to monthly urinalysis testing. Refusal to give a urine will result in termination. Inability to produce a urine within two hours of the request will result in a disciplinary report and termination. Urine's that test positive for drug or alcohol substances will result in program termination.
- 10) Inmates are prohibited from drinking or eating in any group.
- 11) There are no WRA activities on weekends or holidays. Inmates are encouraged to participate in institutional activities during non-program times.
- 12) Visits will be allowed as long as they do not interfere with WRA program activities.
- 13) Any inmate refusing to attend a scheduled program related activity will be placed on Awaiting Action status and will receive a disciplinary report.
- 14) Inmates will be terminated from the program if found guilty of three disciplinary reports or rule violations. Any attempt or threatening suicide/self mutilation, physical assaults on another person, or threatening harm against another person will result in immediate termination.
- 15) Inmates acquiring three unexcused absences or lateness from groups, or who present management concerns, will be reviewed by the Unit Team and WRA Staff. These issues may result in probation, case review and/or termination.
- 16) Inmates missing three consecutive days of the WRA Program may be terminated. Dependent on the nature of the absence, an inmate may remain in the unit and begin the program with the next WRA Group, or move out of the unit.
- 17) Inmates terminated from the WRA Program will be moved out of the unit immediately and in most circumstances may reapply in thirty (30) days.
- 18) Inmates requesting to leave the WRA Program must put their request in writing to the WRA Program Supervisor. They will be placed back on the waiting list in 30 days.
- 19) Personal and unit TVs are not allowed on from 9:00 a.m. - 11:00 a.m. and 1:00 p.m. - 4:00 p.m.
- 20) Inmates who receive any work detail on any shift will be required to complete a WRA written assignment.