

MASSACHUSETTS DEPARTMENT OF CORRECTION
SOUTH MIDDLESEX CORRECTIONAL CENTER

INMATE ORIENTATION HANDBOOK



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January 2014

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1. INTRODUCTION

All staff at South Middlesex Correctional Center (SMCC) is dedicated to providing you with a clean, safe and wholesome living environment. You will be given opportunities in the areas of programs and services that can assist you in successful reentry back into your community. All program access, work assignments, and administrative decisions are made without regard to inmates' race, religion, national origin, sex, handicap, or political view.

This orientation handbook is designed to provide you with specific information about SMCC's rules, procedures, and program opportunities. It will also tell you what is expected of you as a resident here. You are encouraged to read this orientation manual and to use it as a reference guide. Since it is impossible to cover every question through this handbook, you may see your Unit Team Correction Program Officer (Unit Team CPO) on questions not covered here. A set of policy manuals is available for reference in the Library. Updated information is posted on the bulletin boards in the hallways on your respective floor. You are responsible to be familiar with all posted information.

2. ORIENTATION

Upon your arrival at SMCC, you will be placed on orientation status. This will last until the Superintendent approves your program plan (approximately fourteen (14) days). During this time you are expected to familiarize yourself with the institution's policies, procedures, and this handbook. You will also be required to attend a "new inmate" orientation program.

3. TRANSLATION SERVICES

To assist inmates with language barriers, SMCC has available the Telephonic Interpreter Services which can be accessed through your Unit Team CPO or the Director of Treatment.

4. 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.
- C. The Department of Correction and SMCC strive to create and maintain a safe institutional environment for both inmates and staff through the prevention, detection, and appropriate response to sexually abusive behavior. Inmates are forewarned that our workforce is integrated in terms of the gender of our staff. As such, members of the opposite sex may be present and conducting rounds in housing units at any and all times. An announcement shall be made to signify that an opposite gender staff person is present in your housing unit. These announcements will be made only whenever there is a status change to alert you to.
- D. Inmates are responsible for familiarizing themselves with Department of Correction's orientation material on sexual abuse prevention and intervention and 103 DOC 519 Sexually Abusive Behavior Prevention and Intervention Policy.
- E. The Department has established multiple internal ways for inmates to privately report sexual abuse and sexual harassment or retaliation by other inmates or staff for reporting sexual abuse and sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such incidents. A Department hotline has been designated within the inmate telephone system. The number is **508-668-5498** and shall allow for universal and unimpeded access by all inmates within the Department and shall be listed in all institutional inmate orientation manuals. Additionally, this facility has a site specific IPS hotline, **508-422-3425**, which may be utilized. Other methods to report include the inmate grievance system, staff access periods, the facility PREA manager, and Inner Perimeter Security staff members.

Inmates may also report sexual abuse or harassment to external public or private agencies via correspondence or use of the inmate telephone system. Calls to "privileged" numbers including universally approved legal assistance phone numbers, pre-authorized personal attorney phone 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 seventy two (72) hours after receiving the allegation. The incident site is responsible for the investigation of that matter.

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

9. If you become aware that another inmate is being sexually abused, report it to a staff member. Next time it could be you.
10. Beware of inmates who offer to protect you. Protection frequently has a cost.
11. Do not give out information about your family, friends, or financial support.
12. Do not buy large quantities of canteen items.

Consult 103 DOC 519 Sexually Abusive Behavior Prevention and Intervention Policy for further information.

5. INSTITUTIONAL RULES AND REGULATIONS

A. COUNTS

Counts are important to the orderly running of this institution. Any breach to regulations concerning counts is considered serious. Official Counts are conducted daily at 12:00 AM (midnight), 3:30 AM, 07:05 AM, 11:00 AM, 4:30 PM, and 9:30 PM. The following are Standing Counts: 7:05 AM, 11:00 AM, 4:30 PM, and 9:30 PM. For these counts, you must return to your assigned room and stand by your bed, with your inmate ID, for the count. Failure to stand for the count will result in disciplinary action. You are to remain in your room until official counts are cleared. Making unnecessary movements or distracting the counting officers by engaging them in conversations is not allowed. When an emergency (freeze) count is announced, you must report to your assigned room and remain there until the count is cleared. If you are to depart for work, you must report to the Control Center to sign out.

B. IN-HOUSE MOVEMENT

You are restricted to your room between 9:25 PM and 5:00 AM (curfew). You are authorized access to your assigned housing unit floor only (either floor 2 or floor 3 – for bathroom use only) during curfew hours. Failure to adhere to curfew restrictions will result in disciplinary action.

You also have access to the Fitness Room and Recreation Room in the basement.

The hours of operation of the Fitness Room and Recreation Room are as follows:

6:00AM – 9:25PM (Monday – Sunday)

You must sign out on the floor sign in/out sheet anytime you leave the floor. All lights, televisions, and radios must be off by 12:00 AM (midnight).

Open Lobby - access to the Lobby area to use the vending/ice machines is limited to the following times:

9:15 AM -9:30 AM	5:00 PM - 5:45 PM
12:15 PM-12:30 PM	9:10 PM - 9:25 PM

The Lobby area will be closed at the beginning of each shift and at the discretion of the Shift Commander.

The Administrative Corridor is a restricted area unless you have staff approval. You are not to congregate in or around the Control Center. The Kitchen is off limits except to those performing assigned duties there. Access to the Dining Hall is limited to meal times only or for a scheduled program.

C. INNER UNIT MOVEMENT

You are not allowed on a housing unit floor other than your own. The only exception may be for you to attend your scheduled program. Requests must be approved through the Housing Unit Officer only....**NO EXCEPTIONS**. You are not allowed in rooms other than their own.

D. CHAIN OF COMMAND

Following the chain of command is the fastest, most efficient way to get help with a question or problem. Always start with your assigned Unit Team CPO. Your Unit Team CPO may refer you to the Director of Treatment if the problem still cannot be resolved. If you are not satisfied with the resolution to your issue, you may write to the Deputy Superintendent or Superintendent specifying the issue, the steps you have taken to remedy your issue (whom have you seen and what he/she said), and the remedy you are seeking. Various staff are available during staff access hours which are held Monday, Wednesday, and Friday from 12:15 PM – 12:45 PM. A monthly calendar of staff access presence is noted on the institutional bulletin boards.

Emergencies may be referred directly to your Unit Team CPO or the Shift Commander at any time.

E. CONDUCT

Courtesy and good manners are to be used in all interactions. Excessive noise, swearing, and disruptive behavior are unacceptable. Loitering in the hallway or in the doorways of rooms is not allowed. Due to group living conditions and the various work schedules of inmates involved in the work release program, you must always be considerate towards others by keeping noise to a minimum. Utilize the recreation room and yard for activities that may disturb others in housing units. Any failure to follow direction and/or orders from an officer may result in disciplinary action.

F. SMOKING

Smoking is strictly prohibited anywhere on state property and tobacco products are considered contraband. Inmates found with any tobacco products and/or tobacco product paraphernalia will be subject to disciplinary action.

G. SANITATION AND ROOM DECORUM

Inmates must abide by the posted room decorum standards. SMCC assigns a high priority to maintaining health and sanitation standards and a comfortable living environment for inmates. Inmates are responsible for the daily upkeep of their assigned room and common areas.

1. All clothing and footwear is to be stored in the assigned closet or bureau. No article of clothing is to be hanging from a bed or furniture.
2. Metal wastebaskets are the only trash receptacles allowed and are to be emptied daily. No trash liners are to be utilized.
3. Recycling is a priority. Inmates are encouraged to place recyclable paper materials and plastic canteen bags in the appropriate recycling containers on the floor.
4. Beds are to be properly made to include tucking in the fire retardant bedspread under the mattress daily. Floors are to be swept and bureau tops and window sills are to be dusted and kept free of articles. The floor is to be mopped and your windows cleaned weekly. Screens are to remain secured and free of punctures. Footlockers are to remain locked and stored under the bed when not in use.
5. Family photographs, greeting cards, and calendars are restricted to the bulletin board assigned. No other photographs or items are to be attached to any walls, lockers, or appliances. No nude pictures of any kind are allowed. Also nothing derogatory toward race, creed, color, and national origin is allowed.
6. All food, beverages and eating/drinking utensils are to be stored in your footlocker. It is your responsibility to ensure that all eating utensils, hot pots, and left over food products are cleaned and/or disposed of in an appropriate and efficient manner.
7. All appliances are to be in good working order with no frayed, spliced or exposed wires. You are required to use a headset or ear jack while using your radio or television. Homemade speakers are not permitted. All appliances are to be turned off when you leave your room. Stickers and other items are not allowed on any appliances.
8. There is to be no transfer of furniture from one room to another. Furniture is not to be rearranged without prior approval of the Unit Team CPO.
9. Inmate door nametags must be maintained on the exterior of the room door frames.
10. All keep on person medication (KOP) and valuables are to be padlocked in the assigned footlocker.
11. Light fixtures, heat sensors, and windows are not to be covered. No glass articles, rugs, home made speakers, card board, caustic, toxic or flammable materials are allowed.
12. Empty soda bottles are to be deposited in the recycling boxes provided in the common areas.
13. You must retain a copy of your personal property inventory form secured inside the cover of your footlocker and present such to staff upon request. SMCC

complies fully with 103 CMR 403 Inmate Property regulations. All property in your possession is to be properly marked and inventoried.

14. You are responsible for the proper care and maintenance of all State property issued to or used by you.
15. Beds are to be made by 8:00 AM. You shall be up and dressed by 8:00 AM. You are not to lie in bed and sleep all day.
16. Energy initiative: In an effort to conserve energy, inmates are encouraged to limit the use of running water (shower time, sink, etc.) and ensure all appliances and lights are turned off when you leave your living area and common areas.
- 17. KNOW WHERE TO GO IN THE EVENT OF A FIRE OR FIRE DRILL (SEE EVACUATION PLANS ON EACH FLOOR)**
18. Borrowing/lending of possessions is prohibited. Violations will result in disciplinary action.
19. Only original items may be stored in their original containers (for example, shampoo bottles contain shampoo, lotion bottles contain lotion, not laundry soap, etc.).
20. Pegging your room door open is prohibited (for example, with shoes, towels, etc.).

H. HOUSING ASSIGNMENTS

Housing assignments will be made upon arrival at SMCC. Requests for room changes shall be submitted on the appropriate Request for a Room Change Form and submitted to the Classification Supervisor.

I. PERSONAL APPEARANCE

Personal hygiene is an important part of your program, especially since you are in a group environment. Respect others by properly attending to yourself, your possessions, and your room. You are to be fully clothed in all areas. All clothing worn must be properly fitted in accordance with 103 DOC 755 Clothing, Linen, and Laundry. Shoes are to be worn at all times. Flip flops and/or shower shoes are allowed on your housing unit floor only. Hair rollers, hair wrap scarves, and wave caps are not to be worn on the first floor or Kitchen area. All inmates are to be appropriately attired when leaving the shower area (shirts and shorts or bathrobe). Tops and bottoms (undergarments) are to be worn at all times to include when you're sleeping. Toiletries are available for new arrivals via the Property Officer or Shift Commander.

*** All inmates shall be aware that staff of the opposite sex have offices located within the housing units and, therefore, may be on the floors at any time.**

J. STATE PROPERTY

You are responsible for proper care and maintenance of State property. You will have to pay for loss or damage to state property caused by your neglect or abuse.

K. CELL PHONES

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.

L. INMATE IDENTITY DOCUMENTS

Proper documentation of one's identity at the point of discharge from the Massachusetts Department 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 (DD-214) 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 these 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 discharge.

6. INMATE TRAINING IN THE USE OF TOXIC / CAUSTIC SUBSTANCES

1. DEFINITIONS:

- A. **Toxic Material** – a substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract. The level of toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption.
- B. **Caustic Material** – a substance capable of destroying or eating away by chemical reaction.
- C. **Flammable Liquid** – a substance with a flash point below 100 degree Fahrenheit.
- D. **Combustible Liquid** - a substance with a flash point at or above 100 degree Fahrenheit.
- E. **Flashpoint** – The minimum temperature at which a substance will give off sufficient vapors to form an ignitable mixture with the air near the surface of the mixture (or in the container used).

2. GENERAL GUIDELINES (Issuance, Amounts, and Accountability)

Inmates assigned to work assignments that include the use of toxic and caustic materials will be responsible to ensure the following:

- A. Pick up their cleaning kit from the distribution center in the first floor Warehouse between 7:30 AM and 7:45 AM. Inmates shall return all buckets to the Warehouse at 7:00 PM unless the Shift Commander instructs otherwise.
- B. Between the hours of 7:45 AM and 7:00 PM, when cleaning kits are not being utilized by the inmate, the kits shall be maintained either in Closet 2-D (for the second floor workers), Closet 3-B (for third floor workers), or Closet 1-A (for first floor and Basement workers).
- C. Inmates must return the cleaning kit after finishing their detail. All cleaning kits are to be inventoried by staff when the kit is returned. Empty containers (for example, scouring powder) are to be returned with the cleaning kit, not thrown away.
- D. Inmates may not retain the cleaning kit while not performing their assigned duties.
- E. Each cleaning kit has an assigned number and contains bottles of cleaning materials in accordance with the established kit inventory. The amount issued should be sufficient to complete the daily job assignment.
- F. Eye protection and gloves will be made available for use when handling chemicals.
- G. Labels are required on all bottles and may not be removed. The bottle must only contain the chemical noted on the exterior of the bottle.
- H. Inmates should not mix one toxic/caustic material with another.
- I. Inmates are only to utilize the chemical or substance as intended by the manufacturer.
- J. In the event of an exposure to the toxic/caustic substance, the inmate should wash areas of the skin. In the event of serious exposure, the inmate should report to the Control Center for medical attention.
- K. In the event of a major spill, inmates shall immediately notify staff at the Control Center for proper spill clean up procedures.
- L. Material Safety Data Sheets (MSDS) are available throughout the facility and in the Health Services Unit (HSU) for medical treatment protocols.

Use **Glass and Hard Surface Cleaner** to clean sinks, countertops, mirrors, and toilet stall doors.

Use **Toilet Bowl Cleaner** in/on toilet bowls.

Use **Abrasive/Comet Cleanser** on and around shower stalls.
Use **Disinfectant** to mist over bathroom – **DO NOT** wipe away, let air-dry.

Other authorized cleaners are wax, with or without sealant, floor cleaner, and floor stripper.

DO NOT MIX PRODUCTS TOGETHER. *Doing so may cause a health hazard. Mixing products together will result in DISCIPLINARY ACTION.*

DO NOT USE A PRODUCT FOR ANYTHING OTHER THAN ITS INTENDED USE. *Doing so will result in DISCIPLINARY ACTION.*

HOUSEKEEPERS ARE PROHIBITED FROM LENDING OR DISTRIBUTING CLEANING PRODUCTS TO OTHER INMATES. *Doing so will result in DISCIPLINARY ACTION.*

7. WORK ASSIGNMENTS AND CREWS

All inmates are expected to work while at SMCC.

All new arrivals to SMCC will be required to participate in a 30-day work assignment orientation phase. This structured orientation phase will provide each new arrival with required tasks to be completed daily which ultimately will reduce idleness. Furthermore, this employment opportunity will provide the Assignment Officer and other key staff the ability to evaluate skills, work ethic, and other related criteria for proper future job placement.

All inmates assigned to a Community Work Crew or a Facility Work Crew assignment must have prior approval by the Superintendent via the classification process. Pre-release inmates are automatically eligible for Community Work Crew or Facility Work Crew assignments.

General Rules for Community/Facility Work Crews

Any inmate participating in a Community Work Crew or Facility Work Crew remains in the custody of the Department of Correction and is subject to the rules and regulations of the DOC and SMCC.

Inmates shall not keep money on their person while on a Community Work Crew or Facility Work Crew.

No boisterous or rowdy behavior shall be permitted. Contact with civilians on a work site shall be kept to a minimum. Shouting, gesturing, and inappropriate comments and/or behavior toward staff or civilians will not be tolerated. Correspondence with civilian workers is not allowed.

Inmates are not to make phone calls or have visits while on a Community Work Crew or Facility Work Crew.

Inmates are not allowed to bring anything with them (for example, coffee cups, water bottles, etc.) on Community Work Crews or Facility Work Crews.

8. MEAL TIMES

Meal Hours are as follows:	Breakfast	6:00 AM - 6:45 AM
	Sat, Sun & Holidays	7:20 AM - 8:00 AM
<i>All times are approximate</i>	Lunch	11:30 AM -12:30 PM
	Dinner	5:00 PM- 6:00 PM

Entrance to the Dining Hall is via the west side stairwell. You are not allowed to bring anything with you into the inmate Dining Hall with the exception of condiments. All Dining Hall food is to be consumed in the Dining Hall. You are not allowed to take anything out of the Dining Hall to include kitchen items or utensils. You are subject to search upon entering or exiting the inmate Dining Hall. The Dining Hall ice machine is for Dining Hall use only. You may obtain ice from the ice machine in the Lobby during Open Lobby hours.

You are required to clean your table of debris and return your tray and utensils to the Dish Room.

Additionally, radios, walkmans, personal cups, etc. are not allowed in the Dining Hall. You must be properly dressed in a shirt, shoes, and pants/shorts to enter the Dining Hall.

You may request a bag meal to take to work if you will be at work during lunch. You may also request that an evening meal be reserved for you if you will be at work during supper. You may request a bag lunch or a late supper by making your request to Kitchen staff at the meal prior to the meal you are looking to have saved (for example, requesting a bag lunch at the breakfast meal) or the night before. Reserved meals will be distributed from the Control Center upon request. If you fail to pick up a reserved late meal, you may be subject to disciplinary action. Those inmates assigned to a Facility or Community Work Crew will pick up a bagged lunch from the kitchen loading area located in the back of the facility.

9. SPECIAL DIETS

Medical Staff must approve special diets for medical reasons. Special diets for religious reasons are approved in accordance with the 103 CMR 471 Special Diet Standard Operating Procedure.

10. VISITING RULES AND REGULATIONS

Visiting Hours:

Monday through Friday	6:00 PM - 9:00 PM (all inmates)
Saturday	12:45 PM - 4:00 PM (inmates with last name A-M)
	6:00 PM - 9:00 PM (inmates with last name N-Z)
Sunday	12:45 PM - 4:00 PM (inmates with last name N-Z)
	6:00 PM - 9:00 PM (inmates with last name A-M)
Holidays	12:45 PM - 4:00 PM
	6:00 PM - 9:00 PM

**** Holidays include all postal holidays**

- A. You are not allowed to come to the Control Center to greet your visit until you are paged by staff. All visitors must be processed prior to you being paged. You will be sent back to your room if you greet your visit prior to being paged.
- B. No visits are allowed during assigned work/program hours.
- C. If you did not report to work due to illness, visits shall not be authorized.
- D. All visitors are to remain in the assigned visiting areas only (Visiting Room and Visiting Yard during daylight hours). You are to stay in the company of your visit. **If you need to use the bathroom during your visit, you may only use the bathroom adjacent to the Visiting Room that is designated for inmates. Inmates found using the bathroom designated for visitors may face disciplinary action and the visit shall be terminated.** If you have a young child visiting who needs assistance in the bathroom, the individual who brought the child in will be responsible for taking them to the bathroom.
- E. All visitors must be 18 years of age or be accompanied by parent or legal guardian. If accompanied by an adult other than a parent or legal guardian, such person must have written notarized permission to visit from the parent or legal guardian (Minor Consent Form).
- F. Visitors may only visit one inmate at a time unless the inmates are related (prior authorization by the Superintendent is required).
- G. Playground equipment is available for visiting children. A parent or guardian must supervise children using this equipment at all times.
- H. Personal pets are not allowed on the grounds of SMCC including in vehicles.
- I. All visitors must leave personal effects locked in their vehicles if they arrived in a vehicle. Visitors utilizing public transportation, those who have been dropped off, or those wishing to store their items inside the facility during their visit must use the lockers provided in the Lobby area to store their personal effects (for example, Driver's License, keys, excessive cash, wallets, purses etc.). Personal effects will not be allowed in the Visiting Room. Cell phones are not allowed in the facility. The institution assumes no responsibility for lost or stolen items. No personal effects shall be left at the Control Center. If a visitor needs to keep medication on them at all times, the visitor must make this request in writing to the Director of Security prior to the visit. A written response will be sent to the visitor. If the request is approved, the visitor must bring that letter with them to the visit.
- J. **No personal jewelry** (to include earrings, facial/body jewelry, necklaces, bracelets, and watches) **may be worn**, with the exception of a wedding ring/band, a religious medallion or a medical alert bracelet. **NO** jewelry can be given to an inmate. Radios, video/audio equipment, cameras, and video recorders are prohibited.
- K. All food consumed in the Visiting Room must be purchased from the vending machines. **The microwave in the Visiting Room is for heating items from the**

vending machine only. All items purchased from canteen can be cooked/heated in a hot pot.

- L. All visitors, vehicles, and personal effects are subject to search.
- M. If the Visiting Room becomes full, the first visitors admitted shall be the first asked to leave. Visitors will not be asked to leave unless they have had at least one (1) hour to visit. Visitors who have traveled seventy five (75) miles or more will not be asked to leave early.
- N. You must tell the Control Center Officer when your visits are leaving. You may not walk to the parking lot or visit in or around any vehicle.
- O. All visitors must dress in an appropriate and acceptable manner. The dress code is posted at the Control Center and in the Visiting Room.
- P. Inmates cannot directly receive money from their visitor. All money must be dropped in the box located in the Lobby adjacent to the pay phones and must be in the form of a check or money order **ONLY**.

For further information, please refer to 103 CMR 483 Visiting Procedures.

11. CANTEEN

Weekly online canteen orders must be submitted via the Keefe Commissary Kiosk by Wednesday at 5:00 PM. Deliveries will be made weekly on Friday. Maximum weekly purchase amount is \$75.00 and an additional \$25.00 may be used for Debitex purchases for a total of \$100.00.

12. PERSONAL PROPERTY

No property entering the facility shall be authorized for retention until inventoried by staff. The ditty bag shall be inventoried during the intake process and the remainder of your property shall be inventoried and given to you as soon as practicable. Property Permission Slips are available in the Library for incoming property. Generally, one Permission Slip is allowed every thirty (30) days, for either clothing or appliances but not both simultaneously, though exceptions may be allowed by the Property Officer. All property listed on the permission slip are to be in compliance with the standards outlined in 103 CMR 403 Inmate Property, one item per line, no more than ten items allowed per Permission Slip. Any item not listed on the Personal Property List will be considered contraband and treated as such.

To access the Property Officer, you must go through your Housing Unit Officer, assigned Unit Team CPO or submit a written request to the Property Officer.

Clothing is not to be altered in any way even property you purchased yourself.

Books/magazines/newspapers must be **pre-approved** before ordering. **A property permission form must be submitted and approved prior to ordering and receiving any publication.** All books/magazines/newspapers must come directly from the publisher. Third party mailings are not allowed. Any violations of this procedure may result in disciplinary action.

A limited number of loaner TVs and fans are available to you. You must complete a Loaner Request Form and submit it to the Property Officer. The Deputy Superintendent will approve or deny the request.

You are eligible for a loaner TV or loaner fan if:

- You have less than \$200 in your personal account (if requesting a loaner TV)
- You have less than \$30 in your personal account (if requesting a loaner fan)
- You have less than \$230 in your personal account (if requesting a loaner TV and a loaner fan)

You are not eligible for loaner property if:

- You have money more than \$230 in your personal account
- You are a pre-release inmate on work release
- If you are given a work assignment and refuse to accept the work assignment, you will lose any loaner items you have and your name will be removed from the loaner wait list. If this happens, you will not be able to request a loaner item again until you have been in your job assignment for thirty (30) days.
- If you are removed from your job assignment due to poor job performance, you will lose any loaner items you have and cannot request loaner items for sixty (60) days.
- If you receive a Formal Disciplinary Report and are found guilty, once the appeal process is completed you will be required to return the loaner and cannot request loaner items for thirty (30) days.
- If you receive three (3) Informal Disciplinary Reports, you will be required to return loaner items and cannot request loaner items for thirty (30) days.

Loaner TVs and fans can be retained for no more than six (6) months at any one time and you can reapply after thirty (30) days from the date the item was returned. The decision to reissue loaner items is made by the Deputy Superintendent. If the TV, fan, or ear buds are missing or broken, you will be charged the cost of the repair/replacement.

***Your most current property inventory form must be attached to the inside cover of your footlocker.**

13. INMATE TELEPHONES

New admissions shall be allowed access to telephone communication in accordance with 103 CMR 482 Telephone Access and Use within twenty four (24) hours of arrival unless conditions exist which warrant a delay. All exceptions to this rule shall be documented.

- A. Your assigned PIN number will be activated as soon as possible. If you experience difficulty making a call, you are instructed to see the Unit Team CPO or Shift Commander. Telephones are available on your housing unit floor.
- B. Telephone calls are limited to twenty (20) minutes. You are not allowed to sit while using the telephone unless medically cleared. Forms are available at the Control Center and in the Library to report problems with the telephones.
- C. All inmate phone calls are subject to monitoring and signs indicating this are posted on all phones.

- D. The pay phones in the Lobby are for use by visitors in the event they need to call for a taxi or for any other emergency that may arise.

Consult 103 CMR 482 Telephone Access and Use for further information.

14. INMATE MAIL

Mail is picked up and delivered daily excluding Sundays and postal holidays. For all outgoing mail, you must report to the Control Center with your mail and your inmate ID. You are not to give mail to any other officer. The Control Center Officer will check the mail and ensure your name, commitment number, and SMCC return address is on the envelope and will place the mail in the outgoing mail bin. Any violation to this process will be subject to disciplinary action. Outgoing mail shall be delivered to the Post Office and incoming mail shall be delivered to the inmates within twenty four (24) hours of collection except where an article of mail is held pursuant to the provisions of 103 CMR 481.15 Inmate Mail and 103 CMR 481.16 Inmate Mail. Incoming mail will generally be distributed upon the completion of the 4:30 PM count. If you are not in the building during this time, you may pick up your mail upon your return to the institution. All incoming non-privileged mail will be opened and inspected by staff before you receive it. All stamps on incoming mail will be removed prior to your receipt. Privileged/legal mail will be opened by staff and inspected by staff in your presence.

The mailing address is:

South Middlesex Correctional Center
P. O. Box 788
Framingham, MA 01701

When inmates bear the mailing cost, there is no limitation placed on the number of persons with whom an inmate might correspond nor is there a limitation on the number of letters an inmate may send. You may receive a maximum of five (5) pages per day, except Sunday and postal holidays, of a portion extracted, photocopied, or clipped from a publication as an attachment to personal correspondence. Publications include any book, booklet, pamphlet, magazine, periodical, newsletter, newspaper, or similar document, including stationery and greeting cards, published by any individual, organization, company or corporation which is distributed or made available through any means or media for a commercial purpose. This definition includes any portion extracted, photocopied, or clipped from such items, provided, however, that an inmate may receive a maximum of five (5) pages per day, except Sundays and postal holidays, as an attachment to personal correspondence.

Inmate to Inmate Correspondence:

Correspondence between inmates in any correctional institution in the Commonwealth is prohibited. Upon written request to the Superintendent, you may receive permission to correspond with an inmate confined in another correctional institution in the Commonwealth. Such correspondence may be authorized providing the other inmate is either a verifiable member of your immediate family or is a party in a legal action in which both of you are representing yourselves. If you were previously approved at another correctional facility to correspond with an inmate housed at another correctional facility, you will need to make a new request at this facility if you wish to continue corresponding with this inmate.

Consult 103 CMR 481 Inmate Mail for further information.

15. BOUNDARIES, EXIT & ENTRANCE PROCEDURES

You must enter and exit SMCC through the front Lobby entrance. Pre-release inmates who are leaving SMCC grounds must:

- Possess approved release papers (permit to work)
- Possess inmate ID
- Notify the Control Center Officer of your departure or return

To walk the grounds or utilize indoor or outdoor recreation areas, you must sign out on the floor sign in/out sheet located across from the Unit Team office on your assigned housing unit floor. All outdoor activities are to take place in the triangle at the southwest (basketball court) side of the facility. All outdoor activities must cease at dusk. Upon arriving on your housing unit floor, you must sign back in on the floor sign in/out sheet.

You and your visits are not to lounge in any area of the front yard. The parking areas, outside tool sheds, and basement storage areas are out of bounds without staff permission. Boundaries are clearly posted on the facility perimeter and failure to adhere to these boundaries may result in disciplinary action.

16. MEDICAL SERVICE AND MEDICATION

Access to health care is an inmate's right and not a privilege. The institutional procedure ensures you receive access to health care. All refusals of medical treatment must be documented on the release of responsibility form with the HSU.

MEDICAL ENTRANCE SCREENING: Upon your arrival at SMCC, you will be seen for a medical entrance screening. It is important that during the medical screening you make known all of your medical concerns (for example, medical problems, prescribed medications, allergies, or physical limitations) and all past and present medical history.

Inmates requesting to be seen by the dentist are to submit a request to the HSU and, if deemed necessary, the HSU will schedule an appointment for you.

HEALTH CARE PROXY: If you have questions or are interested in completing a Health Care Proxy Form, a HSU staff member will assist you at your entrance screening or at any time while you are here.

KOP MEDICATIONS: Medications will be prescribed by the HSU Physician or Dentist and are filled via the HSU. Make sure you lock all your KOP medication in your assigned footlocker. If you are found to have misused your KOP medications or have been found to be non-compliant with KOP procedures (for example, failure to secure them), in accordance with 103 DOC 661 Pharmacy and Medication, the KOP medication will be taken from you and forwarded to the HSU, and you will have your KOP privileges revoked for a minimum for ninety (90) days.

Refer to SMCC 661.07 for further information.

SICK CALL: Routine medical services are provided at SMCC. Sick Call is conducted Monday through Friday. If you cannot go to your work release job because you are sick, you must

notify the Shift Commander and your employer. **You must submit a sick slip** by 9:00 AM in the Sick Call Box in the Lobby. Sick slips will be addressed within 48 hours. DO NOT GO to HSU unless called. You will not be allowed to have visits or PRA releases until you are medically cleared.

NURSING HOURS: THE NURSE IS ON SITE 7 DAYS PER WEEK FROM 7:00 AM until 11:00 PM.

Hours of Operation: The HSU is staffed sixteen (16) hours per day, seven (7) days per week. Inmates are seen by appointment for routine/ non-emergency conditions.

If you Need Emergency Medical Attention: If you feel you have a medical emergency, notify your Housing Unit Floor Officer immediately. He/she will contact the HSU for you. You will be scheduled to be seen by HSU staff according to the severity of your condition. Emergencies are seen immediately while non-emergencies will be scheduled for sick call on the next day.

Mental Health Appointments: If you wish to speak with someone from Mental Health, please submit a sick call slip as directed above. Please be sure to state on the slip your wish to speak with someone from Mental Health. If it is an emergency, notify any staff member. Staff will contact the HSU to triage your need. Individual mental health counseling is provided by a qualified mental health professional.

Dentist Appointments: To be seen by the dentist, you must submit a sick call slip in the same manner as you would for a medical sick call. State on the slip the reason you are requesting dental services. If you have a severe dental emergency while awaiting your scheduled appointment, please notify your housing unit floor officer. The officer will notify the HSU of your request.

HIV (AIDS) Testing: To inquire about HIV (AIDS) testing or if you have any questions you would like answered about the HIV virus, submit a sick call slip as described in the "Sick Call" section. Simply state that you are requesting HIV testing and/or information. Slips placed in the sick slip box are confidential. The Infectious Disease Manager will schedule an appointment for you and will notify you of that appointment.

Grievance Mechanism: Inmate grievances regarding medical and dental services shall be addressed by the Clinical Administrator (formerly referred to as the Health Service Administrator) in a timely manner and in accordance with MPCH (Massachusetts Partnership for Correctional Health) Medical Service Grievance Mechanism policy and procedure. The purpose of this procedure is to provide inmates with a method to seek resolution to a specific complaint or concern.

Inmates must attempt to resolve medical and dental concerns informally by submitting a letter to the attention of the Clinical Administrator prior to submitting a formal grievance.

If an inmate chooses to file a formal grievance, a Massachusetts Department of Correction Medical Grievance Form must be completed. The grievance can be filed with the Clinical Administrator by placing it in the sick call box or by handing it to Health Services staff. The Clinical Administrator will review and respond to all grievances. If the inmate is not satisfied with response to the grievance, an appeal may be submitted to the DOC Health Services Division. More information regarding the Medical Grievance and Appeal process is available in the HSU and in the inmate Library.

Work Crew/Work Release Inmates: Inmates that work and arrive or depart SMCC on the 11-7 shift shall self-administer their medication under staff supervision.

Nurse Medication Line:

Early workers/Programs	7:30 AM – 7:45 AM
All others	7:45 AM - 8:30 AM
	12:45 PM - 1:00 PM
	8:00 PM – 9:00 PM

****There is no last call for medication lines. You must show up when medication line is called. Anyone who consistently misses medication line will have to meet with the Deputy and medical staff.**

KOP Medication Line: Tuesday & Thursday (1:00 PM – 1:30 PM)
Saturday & Sunday (10:00 PM – 10:30 AM)

****FOR ACCOUNTABILITY PURPOSES, INMATES SHALL INFORM THE CONTROL CENTER OFFICER THAT THEY ARE GOING TO THE HSU.**

CO-PAYMENTS: All Inmates will be charged a co-payment fee for specific health care services received at SMCC.

The following health care services will require a \$3 co-payment:

**Physician Sick Call; Physician Assistant Sick Call; Nurse Practitioner Sick Call;
Nurse Sick Call; Dental Clinic; Optometry Clinic; Pharmacy Prescription**

There will be no charge for the following services:

Health care services mandated by policy or standard
Admission health care screening including medical, dental, and mental health
Required follow-up and referral visits
Periodic health assessments
Emergency and trauma care
Hospitalization and Infirmary care
Diagnosis and treatment of contagious diseases
Chronic care, maintenance medications, on site laboratory and diagnosis services
Mental health care including drug abuse and addiction services
Other staff initiated care

Health care services will never be denied to any inmate. All co-payment charges will be deducted from your account only after health care services have been provided. Co-payment, or medical user fees will be charged for any self-initiated sick call visit you make. Eligibility for co-payment will be determined by the Superintendent based on the availability of funds.

Any inmate that is admitted to an outside hospital while on any form of authorized release from this institution (for example, work release, education release, program related activities, etc.) and who has not been transported to said hospital by a Department employee shall be responsible for ensuring that the institution is notified. Failure of notification may result in

disciplinary action.

17. LAUNDRY

Laundry facilities are free of charge to all inmates at the facility. The Laundry Room is located on the first floor, opposite the Library. You are to remain in the Laundry Room while you are doing your laundry. You are responsible for staying with your laundry at all times. You are not allowed to do other inmates' laundry. SMCC is not responsible for missing/stolen items. You are to launder and give to the Property Officer or Shift Commander all State issued linen and clothing before your release from this facility. The hours of operation for the laundry are as follows:

Second Floor inmates: **Monday 6:00 AM – 7:00 PM**
 Wednesday, Friday, and Saturday 6:00 AM – 9:25 PM
 (On occasion, the Laundry Room may be closed on Fridays from
 6:00 AM – 1:00PM)

Third Floor inmates: **Sunday and Thursday 6:00 AM – 9:25 PM**
 Tuesday 1:00 PM - 9:25 PM

Work Release inmates: **Monday 7:00 PM – 9:25 PM (in addition to Third Floor hours)**

*****To ensure curfew is adhered to, DO NOT start laundry after 8:00 PM*****

18. RESIDENT'S FUND

All pre-release inmates who are employed are asked to contribute weekly to the Resident's Fund. Although this is a voluntary contribution, all work release inmates are encouraged to contribute. The funds are used to purchase recreational equipment, library materials, and other resources which benefit the pre-release population.

19. SECURITY PROCEDURES

Searches of inmates, their property, their visits, and/or visitors' vehicles, etc., are routine procedures at SMCC.

You are required to wear your Department of Correction ID at all times while at the institution. The ID should be worn above your waist so as to be visible to staff. You should carry the ID in your pocket while on work release. Do not tamper with the ID card in any way. You will be charged \$3.00 for a replacement/lost ID.

Drug and/or alcohol use is strictly prohibited both in-house and on community and/or work release. It is the policy of SMCC to frequently conduct urinalysis and breathalyzer tests. These tests may be administered seven days a week by all shifts.

When a urinalysis is requested, the staff person must see the actual passage of your urine into the specimen bottle. You must stay under staff observation until you provide the urine specimen.

Upon a finding of a positive test, and absent an admission of use by you, SMCC shall send the urine sample to a laboratory for confirmation. You may be held responsible for the cost of the confirmatory test, as a sanction, as a result of a guilty finding in accordance with 103 CMR 430

Inmate Discipline.

20. ESCAPES

Escaping from a community-based facility such as SMCC is a serious crime that will result in prosecution.

You shall be declared on escape if:

- A. In the opinion of the Superintendent, it is reasonable to conclude through information and/or observation that:
 - 1. You left the institution, work detail, or the custody of correctional personnel without authorization to do so.
 - 2. You left your work release, education release, or PRA assignment without having been authorized to do so by SMCC staff, and it is reasonable to conclude that you are not returning to your assignment/location or to the facility.
- B. You failed to arrive at your community release assignment (work, education or PRA) and you cannot be located in a reasonable amount of time.
- C. You failed to return to the facility at your designated time from community release or you failed to return to SMCC after being ordered to do so and you cannot be located in a reasonable amount of time.

21. DISCIPLINARY PROCEDURES

The Department of Correction 103 CMR 430 Inmate Discipline policy is followed closely at SMCC. A copy of this policy is located in the inmate Library. For a complete listing of offenses and sanctions, refer to 103 CMR 430.24 Inmate Discipline and 103 CMR 430.25 Inmate Discipline. Inmates with pending disciplinary hearings may be held back at SMCC from work release or community release pending an administrative review.

INFORMAL SANCTIONS

In lieu of a Formal Disciplinary Report, in appropriate instances, you may be offered an informal sanction, which you have the option to refuse. You can only receive one (1) sanction for each offense. If you refuse an informal sanction, a Formal Disciplinary Report will automatically be written. There is no appeal for informal sanctions. Failure to comply with informal sanctions will result in disciplinary action.

Informal sanctions include:

- 1. Verbal warning or reprimand
- 2. Extra duty (1-5 hours)
- 3. Loss of leisure activity (1-3 days)
 - Loss of leisure activity includes:
 - Loss of gym
 - Loss of yard
 - Loss of Recreation Room
 - Loss of Television

4. Room restriction (1-3 days)

If you are on room restriction, you cannot receive visits, use the telephones, use the weight room, go to the yard, use the recreation room, use the laundry, or go to the Lobby to get snacks, ice, etc. You will be allowed to go to medication line, chow, work (work release, work crew, in-house), go to programs (including religious), and to use the bathrooms. Phone calls to attorneys and attorney visits will be allowed.

22. CLASSIFICATION

SMCC employs a Unit Team approach to conduct classification reviews and to resolve issues or answer questions you may have. The Unit Team CPO is your first link in the chain of command. There are two Unit Team CPOs, one located on the second floor and one located on the third floor. Each Unit Team CPO has an office on their floor. You are assigned to a Unit Team CPO based on the first letter of your last name.

Your assigned Unit Team CPO will review your case within fourteen (14) working days of your arrival to establish your program plan. All inmates are encouraged to participate in the development of their individual program plans. At your initial review, your need areas will be assessed and recommendations will be made by the Classification Board. Your program compliance will be assessed every six (6) months, at each subsequent review, and sixty (60) days prior to release. Your participation in programs recommended by the Classification Board is required for you to progress to lower security (pre-release). ***The Parole Board also looks closely at your participation in recommended programs.*** You will have five (5) working days to appeal the recommendations of the Classification Board. You are to submit your appeal to your assigned Unit Team CPO, who will attach it to your paperwork for review by the Superintendent. **Do not send your appeal directly to the Superintendent.**

Consult 103 CMR 420 Classification for further information.

23. DATE COMPUTATION

Inmate Sentence Listings are provided upon admission or when a change has been made to the original mittimus. The Records Supervisor is the only person who can issue/re-issue an Inmate Sentence Listing.

Deductions From Sentence Summary Sheets (DFS Sheets) are provided at least once annually. The Records Supervisor is the only person who can issue/re-issue a DFS Sheet.

Consult 103 CMR 411 Deduction from Sentence for further information.

Unit Team CPOs are responsible for researching/answering general earned good time, records, and/or date questions prior to the inmate writing to the Record Supervisor or the Deputy Superintendent.

Inmates have ten (10) business days from date/receipt of a DFS Sheet or other date computation report to submit a written request to the Records Supervisor to dispute earned good time.

Inmates are responsible to request missing jail credit directly from the sentencing court (G. L. c. 279, § 33 as amended by chapter 173, Acts of 1958) and can get the appropriate form from the Unit Team CPO.

Earned good time will be updated in accordance with 103 CMR 411. Deductions from sentences are awarded for satisfactory performance in the following programs:

Education Category

ESL, ABE, GED, Pre-GED
Computer classes
Boston University, SMOC
Horticulture

Program Category

Women's Recovery Academy (WRA)
Women's Recovery Academy Graduate Maintenance (GMP)
Reentry Workshop
Steps to Recovery
Domestic/Family Violence Reduction
Victims of Violence
Parenting Education (1 day per month for max of 3 months)
Healthy Relationships (1 day)
Gender Roles & Relationships in the Media (1 day)
Self Esteem (1 day)

Work Category

Minimum Job Assignment
Work Release Program

Other Category

Pre-Release Security Status
America's Vet Dog Program

24. COMMUNITY RELEASE PROCEDURES

When going into the community, you must have in your possession the documentation authorizing community release. You must comply with your departure and return times, make all required call-ins and adhere to your approved itinerary. If you expect to return late to SMCC for any reason, you must call the facility immediately.

A. WORK RELEASE

Pre-release inmates are expected to participate in the Work Release Program. Once your Unit Team CPO reviews you and a program plan has been approved, you will begin the job search process. As part of orientation, you will meet with the Work Release Staff. At this meeting, staff will discuss the work release rules and regulations, your work interests, skills, and employment goals. In general, you may only work in local areas. You may not be self-employed, work in field sales, or take a job which is related solely to alcohol (i.e., bartending). Working for a family member is not allowed. You may not hold a position where you would be required to supervise fellow inmates. The Superintendent makes the final decision as to the appropriateness of all work site placements. You are required to inform a potential employer that you are an inmate in the custody of the Department of Correction/SMCC participating in the Work Release Program. Jobs will not be approved unless the employer is aware of

your status and has signed an Employment Agreement Form. Once employed, you are expected to maintain the job for at least sixty (60) days. If you wish to resign from your job for any reason, you must discuss it in advance with your Unit Team CPO and the Work Release Supervisor. You may work overtime or be granted an extension on your return time provided that the employer requests such and SMCC staff approves the request. However, you cannot work more than sixty (60) hours per week or more than sixteen (16) hours per day.

If you do not report to work due to personal illness, you are responsible for:

1. Notifying the Control Center Officer prior to your scheduled departure time.
2. Notifying your employer, via telephone, in accordance with the employment procedures of your work site.
3. Requesting an appointment with HSU staff at the earliest opportunity. You will then be restricted to your room except for meals and bathroom use until you are medically cleared.

If you do not report to work for reasons other than illness, you must:

1. Notify the Control Center Officer prior to your schedule departure time, and have a legitimate reason, approved by the Shift Commander (PRA and visits are NOT considered legitimate reasons).
2. Notify your employer, via telephone, in accordance with the employment procedures of your work site.

B. EDUCATION RELEASE

SMCC offers a variety of educational release classes sponsored by South Middlesex Opportunity Council (SMOC). The classes consist of employment preparation courses which are geared toward helping you learn the skills necessary to succeed in the work force.

The program is made available to those inmates who have been recommended and approved for pre-release status by the Classification Division of SMCC. Once these inmates have been approved for pre-release, they are then interviewed to determine suitability for the program.

C. PROGRAM RELATED ACTIVITIES

Program Related Activities (PRA) are community releases designed to assist you in your reentry needs. The classification process per 103 DOC 466 Program Related Activities determines PRA hours and conditions.

You must pick up your approved PRA at the Control Center before leaving SMCC. Read the paper work before you depart. Make sure you understand any conditions and/or call-ins required. You must adhere to the itinerary and conditions. You must turn in your PRA paper at the Control Center upon arrival back to the institution.

Consult 103 DOC 466 Program Related Activities for further information.

25. RECREATION

The facility has a large athletic field including for playing softball and walking the track. There is a volleyball court for playing volleyball. Entertainment and educational programs are presented at the facility as they become available. There is an assortment of weight training and indoor recreational equipment including treadmills, stationary bikes, and an elliptical machine. You must sign out of your housing unit floor, making sure to list your destination. There is also a recreation room in the basement where playing cards and various boards are available for quiet recreational activities.

Inmates sitting outside must sit on the bleachers or at the picnic tables. Inmates are to be in a sitting position, not lounging or be in a "sunbathing" position. Shirts and shorts are not to be rolled up. Feeding the wildlife is not allowed.

26. LIBRARY

The library is located on the first floor. Twenty (20) inmates, not including the assigned librarian, will be allowed in the library at a time. The Library includes novels, education, and historical readings. In addition, inter-library loans with both MCI- Framingham and Framingham Public Library are available. The inter-library loan for legal material is intended to provide the case, statute, or other material you may need which is unavailable at SMCC. It is not intended to serve in place of a Law Library. The only material that shall be available through the legal inter-library loan program is material from mandated DOC collections. All material requested would be available in photocopy form only. Inmates who wish to utilize the inter-library loan program shall put their request in writing to the Director of Treatment or his/her designee. All forms you may need are available in the Library. All "legal" photocopy request forms must be deposited in the designated legal photocopy box located in the SMCC Lobby. This box will be emptied daily and all requests will subsequently be processed by the appropriate staff.

The hours of operation of the Library are as follows (Monday – Sunday):

8:45AM – 10:45AM

2:00PM – 4:00PM

6:00PM – 8:00PM

27. INMATE PROGRAMS AND TREATMENT

SMCC offers a number of support groups. Among them are Alcoholics Anonymous, Narcotics Anonymous, Religious Services, Bible Study and Educational Programs. The facility offers specialty awareness programs on a regular basis upon inmate request or in observance of religious and ethnic celebrations. SMCC offers other programs, including Parenting/Family Services, Steps to Recovery, WRA, Substance Abuse Programming, Graduate Maintenance Program, America's Vet Dog Program, and Reentry Programming on an ongoing basis. Programs will be announced via the Monthly Program Schedule, as well as through individual notices posted on your housing unit floor. All wait lists are maintained according to earliest potential release date to ensure that as many women as possible can benefit from programming prior to reentering the community. You are encouraged to start participating in the following programs immediately.

The following is a complete Programs and Treatment Services listing:

Alcoholics Anonymous / Narcotics Anonymous / Al-anon

Alcoholic's Anonymous, Narcotics Anonymous and Al-anon meetings are held weekly for female inmates. Speakers who visit the institution regularly are required to be processed as approved Volunteers through the Volunteer Coordinator.

Victims of Violence

This program is designed for inmates to acknowledge the relationship between experienced trauma, substance abuse, Post Traumatic Stress Disorder (PTSD), and criminal behavior. Topics include asking for help, recovery thinking, boundary setting, support, safe coping, and healthy relationships. This program is open to inmates with a history of substance abuse, victimization due to domestic violence or a traumatic experience. The program is open enrollment so seats are filled from a wait list as they become available.

Read to Me Mommy Program

Inmates are provided materials to read and volunteers assist in practicing reading skills before reading a copy of the same book to her child in the visiting room or on videotape.

If interested in the following programs, you should write to the school principal to be evaluated and placed on a wait list.

Educational Programming

A teacher is available for all inmates who do not currently have a G.E.D. or a High School Diploma. Beginning in mid-September and continuing for the next thirty five (35) weeks, inmates may take pre-G.E.D or G.E.D. classes from a teacher who is available three (3) times a week for group and individual tutoring. G.E.D. testing is offered yearly. A computer is available for students under the supervision of a teacher as an instructional tool. Adult Basic Education (ABE) and English as a second language (ESL) classes are also offered.

Tutoring

Volunteer tutors are available on a limited basis to assist those inmates who are in need of elementary instruction in literary skills.

Horticulture Program

This program is a comprehensive program that consists of classroom and practical instruction. Instruction includes various aspects of growing flowers and plants in the institutional greenhouse. This program is open to inmates serving a mandatory sentence.

Computer Program

This program is a basic beginner level program for those with little or no previous computer experience. The computer program currently uses the IC3 curriculum.

College Courses

Correspondence courses are an option for any eligible inmate who is willing to finance all related fees and tuition. Pre-release inmates may take college courses from local colleges if they can afford such and are approved via the classification process.

Boston University also offers various programs each semester to those inmates who are qualified to participate in college level courses. The BU entrance exam is administered each fall for inmates interested in entering the program who do not have previous college credits which qualify them for the program.

If interested in the following programs, you should contact the program staff to determine eligibility and placed on a wait list. All wait lists are maintained according to earliest potential release date so that the maximum number of women possible will have the opportunity to complete the program.

Parenting Education Program

This program is directed by a contract coordinator who instructs inmates in the area of parenting skills. An instructional manual is followed and group discussion is fostered to deal with real life situations. Participation in this program is mandatory for participants of the Family Reunification House visiting program. In order to participate in the Family Reunification House Program inmates must have done six (6) sessions to be eligible and must complete the rest of the program.

Parenting Support Group

This program addresses issues and concerns about children are discussed in a supportive environment. This program offers open enrollment to inmates who are interested. Sign-ups are posted every week. Inmates must do two (2) sessions per month to remain eligible for Family Reunification House visits.

Family Reunification Program

The Family Reunification House makes it possible for an inmate to have overnight and weekend visits with their children (thirteen (13) years old or younger). This program is supported by a program coordinator and a number of resources provided by human services and volunteer agencies. Certain prerequisites (for example, parenting group participation) and eligibility/suitability criteria apply. Consult your Unit Team CPO for details.

Women's Recovery Academy

This program is a comprehensive program that targets female inmates who are at high risk to recidivate and/or have a substance abuse history or related crime. The first component of treatment consists of an intensive six (6) month mandatory program, which includes both individual and group instruction. Groups meet five (5) days per week. The second component of treatment is the Graduate Maintenance Program (GMP) for inmates who have completed the initial component of the WRA. GMP provides the offender with an opportunity to reinforce learned behaviors and concepts discussed during the first component of treatment. The third and final component is Reintegration, which works with the offender on aftercare and discharge plans in order to prepare one for release. Reintegration prepares the inmate prior to release to establish a network of community resources, which can be utilized for continued Substance Abuse Treatment upon reintegration back into the community.

Steps to Recovery

This program is an eight (8) week short-term substance abuse treatment program offered to inmates serving a maximum sentence of one year with at least two (2) months to their earliest release date. Steps to Recovery offers rolling admissions and good time is awarded monthly for satisfactorily completing program requirements.

The curriculum for the program is based upon a cognitive behavioral model of learning, consequently, therapeutic based thinking, decision making and goal setting techniques will be taught and practiced.

Domestic Violence Reduction Program

This program is designed to prevent abuse and violence in intimate relationships through the specific skills-based teaching of violence reduction and problem solving techniques. Behaviors, attitudes, verbal expressions, and thinking patterns will be explored to show inmates the link between how they think and how they behave. This program is for inmates charged or convicted of assault and battery against a family member or household member, a history of restraining orders or violation of restraining orders, child abuse reports or any self-report of being the aggressor in a past relationship. This program is closed enrollment. Program start dates are posted on the program bulletin board outside the Library.

Healthy Relationships for Women

This is a three (3) week (6 sessions) program which explores the challenges of creating and maintaining a healthy intimate relationship. We start off with the assumption that the relationship is basically safe, (though domestic violence, due to its pervasiveness and significance, is addressed within the program), and discuss ways in which relationships can be improved. The program includes examination of such issues as having clear and appropriate boundaries, how to improve communication, and how to manage conflict. Participants must complete all sessions in order to earn a certificate and good time, (1 day). There is no prerequisite for enrolling.

Self Esteem Group

This is a three (3) week (6 sessions) program whose primary goal is to explore the issue of self esteem in order to aid members to improve their levels of self esteem. Statistics show that the self esteem of the average girl plummets during adolescence. Low self esteem is linked to relationship difficulties, domestic violence, and criminal behavior. Through self exploration, various written exercises, and active group participation, group participants are offered various tools with which to boost their self esteem. Participants must be present at all sessions and actively participate in order to earn a certificate. The group is limited to twelve (12) members. Participants who complete this program can earn 1 day of good time.

Gender Roles and Relationships in the Media

In this group, participants use children's literature, magazines, television, movies and music to explore the implicit and explicit messages about gender and relationships evident in our culture. The focus is honing critical thinking with the goal of fostering an understanding of how the media can influence our unconscious and therefore affect our relationship choices. The group analyzes various media forms and examples, including a full-length feature film. The group meets for a total of five sessions. Participants who complete the program earn 1 day of good time.

Food Seminar

The Food Seminar consists of two meetings wherein group members are encouraged to consider their own and our society's relationship with food. We discuss the symbolic and emotional roles of food in our lives, as well as touching on such subjects as nutrition, dieting, and eating disorders.

Reentry Workshop

The reentry workshop is a two (2) week workshop held monthly for inmates who are within twelve (12) months of a release (either GCD or confirmed parole). The length of the workshop is two (2) hours per day for ten (10) days. Re-Entry planners work with the women on a comprehensive Re-Entry Plan that is intended to promote a successful transition into the community including topics such as living arrangements, employment, social support, goals, crisis planning, financial planning, victim awareness. As part of the plan a daily activity schedule is created. Inmates who are interested will be placed on a waitlist according to earliest potential release date.

America's Vet Dog Program

SMCC is a proud partner with the America's Vet Dog Program. Inmates at SMCC have the opportunity to be screened and selected to be involved as a service dog trainer/handler. Primary and back-up handlers team up to prepare and successfully train service dogs with the ultimate goal of having the dog assigned to a disabled United States Veteran.

Health Awareness Seminar

Once per month, a medical representative from MPCH offers educational health awareness seminars on female offender related topics, such as breast cancer awareness, skin cancer awareness, nutrition and environmental health. These seminars are open to any inmates interested in participating.

RELIGIOUS PROGRAMMING:

Other religious worship services are available through volunteers upon request.

CATHOLIC SERVICE:

Offered weekly by the Institutional Catholic Chaplain.

PROTESTANT SERVICE:

Offered weekly by the Institutional Protestant Chaplain.

CHRISTIAN SCIENCE SERVICES:

Offered monthly by a volunteer of the Christian Science Church.

DEFENDERS OF THE FAITH CHURCH SERVICES:

A group of Hispanic volunteers conduct a weekly meeting Pentecostal Service. There are musical instruments brought in by the volunteers to accompany the singing portions of the service.

MUSLIM WORSHIP:

An in-house prayer and study group that is offered by the institutional Iman for the Muslim population. (Upon Request)

BIBLE STUDY:

In house Christian Bible study group.

JEWISH WORSHIP:

Rabbi is available upon request.

FULLY ALIVE / HOUSES OF HEALING

A spiritual guidance group.

WORK PROGRAMS:

INSTITUTIONAL WORK ASSIGNMENTS:

A variety of institutional jobs are assigned to inmates to perform the routine cleaning and maintenance of the facility.

CREW ASSIGNMENTS:

Those inmates approved by the Superintendent as suitable for crew assignments may be assigned to a Community Work Crew or Facility Work Crew. Community Work Crews work in the community under the supervision of one staff person. Facility Work Crews work on State property under the supervision of Department of Correction employees.

WORK RELEASE:

Those inmates on pre-release may secure appropriate employment in the community. Inmates may not be self-employed, work in the area of sales, or for a family member.

28. INMATE INFORMAL COMPLAINT AND GRIEVANCE PROCESS

You are strongly encouraged to utilize the institutional informal resolution/communication process to address issues of concern prior to filing a formal grievance. Effective communication between staff and inmates is essential. Most requests and complaints can be addressed easily and quickly through direct communication with staff. 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 informal complaint forms, grievance forms, and grievance appeal forms through institution libraries, the Institution Grievance Coordinator (IGC), and through CPOs on your floor. 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 the IGC for assistance or your Unit Team CPO. You may also file an informal complaint, grievance, or grievance appeal utilizing the Keefe Corporation Kiosks located on each floor. To utilize this feature, click the grievance tab on a kiosk and enter your complaint accordingly. Your informal complaint, grievance, or grievance appeal will be electronically sent to the appropriate staff once you select submit.

Completed informal complaint forms must be submitted 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. Completed grievance forms must be submitted within ten (10) business days from the date of incident/situation or within ten (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 Lobby. The drop box shall be opened at least once each business day for collection purposes.

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

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

If a grievance or grievance appeal is returned to you for improper filing, you shall be notified of the reason in writing and you will be granted three (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 ten (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 ten (10) business days from receipt of the grievance decision to file a grievance appeal with the Superintendent. The Superintendent will have thirty (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 three (3) business days from receipt. Emergency grievance appeals will be responded to by the Superintendent within five (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 inmate Library.

29. FIRE SAFETY

Fire safety is everyone's responsibility. **Prevention is our goal.**

1. **SAFE EVACUATION IS FIRST PRIORITY. DO NOT RISK YOUR LIFE IN AN ATTEMPT TO SALVAGE PROPERTY.** Fire evacuation routes are conspicuously posted throughout the facility and Family Reunification House. You are encouraged to review these plans periodically to ensure safe and orderly evacuations. Fire drills are conducted at least quarterly. It is imperative that you evacuate and follow the directions of staff during fire drills.
2. Immediately report any smoke, fire, exposed flammable or explosive materials to staff. Also, report any fire hazard you observe.
3. Stay low; heat and smoke rise and smoke kills the majority of fire victims. Crawl out of bed and across the room to your door if you smell smoke. If the door is closed DO NOT open it unless it feels cool. A hot door indicates fire and poisonous smoke on the other side. Crawl over to your next escape route, (i.e., a window), and go to the West End of the institution grounds (basketball courtside).
4. Never try to put the fire out yourself, unless it is contained, like in a trashcan. Cover the can with a non-combustible lid. Notify staff.
5. When evacuating the building, do so in an orderly fashion and utilize the nearest exit. Once outside, report to the basketball court on the West side of the building. Do not leave this area until directed to do so by staff.
6. When the fire alarm sounds in the Family Reunification House or when you and your visits are in the Family Reunification House, immediately evacuate and report to the Control Center.
7. When the fire alarm sounds in the facility and you and your visits are in the Family Reunification House, remain in the house until otherwise instructed by SMCC staff. If you are in the Family Reunification yard, return to the house and remain there until otherwise instructed.
6. Do not go back into the building until the Shift Commander has so directed.
7. Practice Fire Safety at ALL times using these precautions as a guide:
 1. No smoking on state grounds.
 2. Remove all trash from your room daily.
 3. Do not overload electrical outlets or use unsafe electrical appliances or cords. A maximum of three plugs to an outlet is allowed.
 4. Do not accumulate excessive flammable materials (mail, newspapers, and magazines).
 5. Keep paper products, linens, and clothing away from heat producing devices, including reading lamps, radiators, etc.
 6. Nothing should rest against electrical outlets.
 7. All appliances are to be in good working order. Cracked, split or frayed electrical cords on appliances are unsafe. Any cord that feels hot is a fire

- hazard.
8. Do not leave electrical appliances unattended, e.g. TV, radio, hot pot, iron, etc. Turn appliances off before leaving your room.
 9. Keep laundry equipment, dryer vent heads, filter ducts, free of lint. Clean these regularly.
 10. All exits and hallway stairwells should be free of obstructions at all times.
 11. Do not store flammable items in housing unit.

30. INMATE FUNDS

Your funds will be transferred to SMCC via computer by the sending institution, usually within 48 hours after your arrival. You may request a computer printout of your account by writing to the Treasurer.

Pre-release inmates will make a personal budget agreement with your assigned Unit Team CPO. This will allow for a weekly budget disbursement. Pre-release inmates who are employed may budget up to \$125.00 per week if they have sufficient funds in their personal account. Pre-release inmates may not have in excess of \$35.00 in their possession at any time. You are not to receive your paychecks directly from your employer. Paychecks are mailed or delivered to SMCC by employers or received by a SMCC transportation officer. 15% of gross wages is deducted for room and board. By law, SMCC must send this money to the General Fund of the Commonwealth of Massachusetts.

Your wages will not be available for use until the week after they are posted into your account so they can clear the bank.

Minimum security inmates may submit a money request slip for up to \$25.00 weekly for credit on a Debitek card to be used in the vending machines, provided they have the money in their personal account. Minimum security inmates may also spend up to \$75 a week from their personal account for Canteen purchases. **Minimum security inmates are not allowed to have cash at any time.**

MONEY FOR DEBITEK / CANTEEN PURCHASES

1. The money must be in your account by Monday. Money orders / checks that have not been endorsed cannot be credited.
2. Personal checks have a seven (7) day hold from day of deposit in order to clear the bank.

Please be advised that only for a compelling need will you be allowed to withdraw from your savings account. Your reason must be explained on the money request form. Proper documentation is to be submitted to prove the compelling need. Requests to access savings account funds must be approved by the Superintendent and is only approved for compelling reasons.

MONEY REQUEST PROCEDURE

Money requests must be given to your Unit Team CPO by 9:00 AM on Mondays. Requests submitted after this time will be processed the following week.

A money request must be completed to apply monies to your debit pre-paid calling account. Only inmates with a PIN number are eligible to do this.

All pre-release inmates will be paid in cash. Monies will be given out during the afternoon on Thursdays.

If your money request is denied, you will receive a copy of the request stating the reason for denial.

NON-PAYMENT OF FEES

Please be advised that any fees you may have accrued (i.e. victim - witness, court - ordered, disciplinary sanctions, etc.) you are required to pay. Refusal to make any payments owed may result in the Superintendent ordering of those payments being debited from your accounts. For further details pertaining to the non-payment of fees see 103 CMR 405 Inmate Funds or see your Unit Team CPO.

31. HAIR CARE SERVICES:

SMCC hair salon is located on the first floor of the facility. The hair salon is the ONLY area in the facility where ANY hair care and beauty services shall be provided.

The following procedure shall be followed by inmates who purchase a hair color or perm kit from Canteen:

- The Property Officer shall receive the color or perm kit from canteen. The inmate's name shall be written on the box and the box shall be brought to control for storage until use.
- Once the inmate has a voucher and appointment for the Hair Salon in hand, they are to present it to Control Center staff, who shall in turn give the inmate her kit from the storage area located in the Toxic/Caustic room.

This procedure must be followed. Inmates found with hair color or perm kits in their rooms shall be subject to disciplinary action. Inmates may only dye their hair their natural color.

Inmates wishing to utilize hair care services will be charged \$1.50 per service. Inmates must submit a withdrawal request form for \$1.50 by 9:00 AM Monday to the Treasurer, and submit a hair appointment slip to their assigned CPO. The treasurer will then issue the inmate a voucher for the service. Once the inmate has a voucher in hand, she may sign up on the list at the Control Center for a time to receive her haircut/service. No "tips" of any kind shall be allowed. Only inmates with scheduled appointments are allowed in the hair salon.

Inmates who are indigent should submit a withdrawal slip, clearly indicating "Indigent" on the form. The Treasurer will verify the indigent status of the inmate and issue a voucher for hair care for that inmate. Indigent inmates are allowed one hair care service per month.

32. DISCHARGE PLANNING

While preparing for your release begins upon the start of your incarceration, discharge planning does not begin until six (6) months before your release date or once you receive a positive parole vote. You will meet you the Re-Entry Supervisor to discuss discharge planning to include Mass Health coverage.

33. MASS HEALTH

All inmates planning to reside in Massachusetts upon release are eligible to enroll in Mass Health. Inmates planning to reside in Massachusetts upon release will be automatically enrolled in Mass Health ninety (90) days prior to their release.

If, for any reason, you choose to refuse Mass Health, if you will be residing out of state upon release, or you will be covered under another health plan upon release, you must sign a refusal form.

Again, welcome to SMCC. Have a successful stay. Take maximum advantage of the opportunities SMCC provides to prepare you to return to society as a wiser and better citizen.

SMCC INMATE PERSONAL PROPERTY LIST:

****ANY ITEM NOT LISTED BELOW WILL BE CONSIDERED CONTRABAND AND TREATED AS SUCH****

The following is a master list of items approved for retention by inmates in general population in accordance with their security level. This is not required issue and is for property purposes only. Please refer to 103 DOC 755 for minimum institutional clothing issue. Unless an inmate is transient, his security level is the same as the institution in which he is housed.

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

Sheets/Towels/Face cloth (State issue)	X	X	X	X	X	X	X	X
	TRANSIENT	BOOT CAMP	6	5	4	3	2	1
Blanket/Pillow (state issue)	X	X	X	X	X	X	X	X
(1) Bicycle/Bicycle Lock/Bicycle Helmet							X	X
(1) Umbrella							X	X
(1) Book Bag							X	X
(1) Sewing Kit				X	X	X	X	X
(1) Can Opener	X		X	X	X	X	X	X
(1) Toe Nail Clipper (no file allowed)		X			X	X	X	X
(1) Nail Clipper (no file allowed)		X	X	X	X	X	X	X
CLOTHING								
(2) Suits/Ties/Sportcoat							X	X
(5) Trousers	2 pr	(4) utility pants	STATE(2)	X	X	X	X	X
(5) Shirts	2	(2) long sleeved (2) short sleeved	STATE(2)	X	X	X	10	10
(10) ea. Underwear/T-Shirt/Socks	7 PR	4 PR	X	X	X	X	14	14
(10) Bras (female only-no underwire) or Undershirts	7		X	X	X	X	14	14
(2) ea. Sweatshirt/Sweatpants	1	X Hooded sweatshirts(no strings) allowed		X	X	X	X	X
(2) Hats	1	(1 utility & 1 stocking)	STATE (1)	X	X	X	X	X
(2) pr. Gloves	1	1		X	X	X	X	X
(2) pr. Gym Shorts	1	X		X	X	X	X	X
(2) Pajama/(1) Bathrobe	1 EA.		1 bathrobe	X	X	X	X	X
(2) Coats	1	X	STATE(1)	X	X	X	X	X
(2) Sweaters				X	X	X	X	X
(2) pr Thermals		X	X	X	X	X	X	X
(5) Handkerchiefs	2		X	X	X	X	X	X
(1) Bathing Suit							X	X
(5) pr. Footwear	2 PR	3 PR	3 PR	X	X	X	X	X
(2) ea Belts/Buckles	1 EA.	1 EA.		X	X	X	X	X
(5) Work Uniforms (Program approved)							X	X

*Refers to tamper proof seals which shall be installed on all items when practical upon introduction into an institution after they have been searched for contraband. Anything found to be concealed shall be considered to be contraband and shall be disposed of according to 103 CMR 403.14. An institution may re-open and re-seal any item at the discretion of the Superintendent. The Property Officer shall be responsible for affixing tamper proof seals. Institution Property Officers shall be required to permanently mark property, whenever its value may exceed \$50.00 with the identification number assigned to the inmate. The item and marked number shall be recorded on the inmate's property inventory. 103 CMR 403.10(5) through (9) is a description of the articles stated in 103 CMR 403.10(4) with additional restrictions noted.

*A superintendent may restrict the number of locks depending on available storage compartments. If a facility provides only one locker (footlocker, stand-up, etc.), it may restrict inmates to only one lock.

**FLAMMABLE/TOXIC/CAUSTIC
INFORMATION MEMO**

I HAVE BEEN INFORMED VIA SMCC ORIENTATION, IN THE PROPER USE OF FLAMMABLE/TOXIC/ CAUSTICS. THIS INFORMATION INCLUDED THE USE OF MATERIALS USED AT THIS INSTITUTION, WHAT CAN AND CANNOT BE IN MY POSSESSION, HOW THE CLEANERS ARE TO BE USED, AND WHAT ACTIONS CAN RESULT IN DISCIPLINARY ACTION. ADDITIONALLY, I WAS INFORMED OF THE M.G.L. 111F; THE MASSACHUSETTS RIGHT TO KNOW LAW.

**MA Right to Know Law and Material Safety Data Sheets (MSDS)
"For your safety, and the safety of others"**

Through Massachusetts General Law, CH. 111F the "Massachusetts Right to Know Law", you are entitled to information on any flammable/toxic/caustic product made available to you. Here is an example of the type of information found in a MSDS: the ingredients of the product you are working with, what it looks and smells like, how flammable it is, what type of health hazards there may be, how to store it safely, what kind of protective equipment you should wear when using it, and first aid measures. You will find a "Work Place Notice"

The master copy of the Material Safety Data Sheets is located in the Control Center, Environmental Health and Safety Officer's (EHSO) Office, and HSU. Material Safety Data Sheets are also located in any areas within the institution where chemicals are dispensed and/or stored.

The following safety equipment is available to you through your Housing Unit Supervisor or the EHSO office:

- Splash Goggles
- Hand Gloves
- "Wet Floor" Signs
- Eye Wash Station (located in the toxic/caustic closet)

If you have any questions, or want more information, please talk to you Unit Supervisor or the EHSO.

I understand and accept the contents of this form.

Inmate Name and Commit. # **Date**

Fire Safety/Environmental Health Officer **Date**

Orientation Coordinator **Date**