

MASSACHUSETTS DEPARTMENT OF CORRECTION

COMMUNITY RELATIONS BOARD

103 DOC 172

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<b>MASSACHUSETTS DEPARTMENT OF CORRECTION</b>	<b>DIVISION: COMMISSIONER</b>
<b>TITLE:COMMUNITY RELATIONS BOARD</b>	<b>NUMBER:103 DOC 172</b>

**Purpose:** To establish guidelines for the development of Community Relations Boards at state correctional institutions.

**References:** MGL Ch. 124 Sections 1(c) and (q)

**Applicability:** Staff

**Public Access:** Yes

**Location:** DOC Central Policy File/Institution Policy File

**Responsible Staff for Implementation and Monitoring of Policy:**

- Commissioner
- Director of Communications and Administrative Resolution
- Superintendents

**Effective Date:** 04/29/2015

**Cancellation:** This policy cancels all Department policies, procedures, commissioner's bulletins, and rules and regulations regarding Community Relations Board.

**Severability Clause:** If any part of this policy is for any reason held to be in excess of the authority of the Commissioner, such decision will not affect any other part of this policy.

## 172.01

### Definitions

1. Commissioner: The Commissioner of Correction. The Commissioner is responsible for policy development, budgetary strategies and decisions, managing political issues, development of legal strategies, establishing department objectives, disseminating public information, maintaining contact with other governmental agencies, professional supervision of superintendents and site visits to correctional institutions.
2. Department of Correction: A Commonwealth agency, under the auspices of the Executive Office of Public Safety and Security, that is charged with the detention of those committed to the custody and control of the Commonwealth.
4. Correctional Institution: Any building, enclosure, space, or structure used for the custody, control and rehabilitation of committed offenders and of such other persons as may be placed in custody therein in accordance with law.
5. Superintendent: The chief administrative officer of a state correctional institution.
6. Community Relations Board: A board consisting of local community members within which the correctional institution is located. The board shall confer with the superintendent on matters of public safety, policy, procedure and programming, which are relevant to both the correctional institution and the community. The board shall include representatives from racial, ethnic and economic groups in which the institution is located.

## 172.02

### General Policy

1. All facilities shall develop community relations boards to facilitate optimum relations between the Department of Correction facilities and the communities within which they are located.

Community Relations Boards for a correctional complex can be developed if the facilities are logistically located within the community; however, the location of the meetings are to be rotated between and among facilities.

2. All facilities that develop a community relations board shall develop procedures discussing how the Board is selected, when the meetings occur, and how they are documented.

**172.03**      **Function**

1. The function of the Community Relations Board is to confer with the superintendent on matters of public safety, policy, procedure and programming, which are relevant to both the correctional institution and the communities within which they are located, and will meet on a quarterly basis.
2. The Community Relations Board has no authority to make decisions regarding the functioning of the correctional institution. The superintendent should use this opportunity to present an overview of the Department of Correction's vision, mission, and core values. This is also an opportunity for the Community Relations Board and the facility superintendent to discuss local issues and concerns and any new ideas that can benefit public safety and community relations.

Each superintendent shall establish opportunities with extended communities, e.g. colleges, organizations, etc. to discuss the vision, mission, and re-entry commitment of the Department of Correction.

3. Recommended changes to departmental policies or institutional procedures may be considered by the superintendent, respective policy reviewing authority, and the respective Assistant Deputy Commissioner.

**172.04**      **Membership**

1.    Upon the approval of the Commissioner, the members of the Community Relations Board shall be appointed in writing by the superintendent of the facility.
  
2.    The Community Relations Board shall include the ethnic, racial and socio-economic representation of the local community when appointing membership which includes members of non-profit organizations, and community groups. Elected officials, local police and fire chiefs, selectmen and/or the town manager should also be representatives of the board in the local community within which the institution is located.

**172.05**      **Term of Service**

Each Community Relations Board member shall serve at the pleasure of the superintendent and may be removed or replaced at the discretion of the superintendent, with the Commissioner's approval.

The board memberships shall be co-terminus with the superintendent's appointment as chief administrative officer at the institution.