

ANNOUNCEMENT FOR ATTORNEYS
REGARDING VIDEOCONFERENCE PROCEDURES FOR EXPERTS
AT THE MASSACHUSETTS TREATMENT CENTER

The Department of Correction (DOC) is taking the following measures during the pandemic to ensure that experts are able to interview inmates by videoconference at the Massachusetts Treatment Center (MTC).¹

Subject to the operational needs of the MTC, videoconference interviews will be made available in two three-hour time slots on business days (Monday-Friday, exclusive of legal holidays).

The interviews will be scheduled in three-hour blocks. The first block will be from 8:00 a.m. until 11:00 a.m. The second block will be from 1:00 p.m. until 4:00 p.m.

To schedule a videoconference interview, **at least two business days** before the requested interview date, the evaluator must send an e-mail to the MTC Records Manager Donna Swanson at Donna.Swanson@doc.state.ma.us, cc to Susan Plante at Susan.Plante@doc.state.ma.us. Please include the following information in the e-mail:

1. The evaluator's name and e-mail address
2. The inmate's name
3. The requested date and time for the interview
4. The name and title of any participant other than the evaluator and the inmate (*e.g.*, interpreter).

The evaluator will receive a return e-mail that will either confirm the interview date and time or notify the evaluator that the slot is not available and invite the evaluator to request another slot. The evaluator will be provided further direction about the information required to set up the videoconference.

The videoconference interview may not be recorded by the evaluator. Screen shots may not be taken by the evaluator.

¹ As used herein, the term "inmate" refers to sexually dangerous persons (SDPs), persons held at the MTC pending the disposition of petitions to commit them as sexually dangerous persons, and prisoners serving criminal sentences.