



LEMUEL SHATTUCK HOSPITAL **CORRECTIONAL UNIT**



VISITING PROCEDURES

In accordance with:

103 CMR 483 – VISITING PROCEDURES

Purpose: The purpose of this procedure is to establish guidelines for visiting at the Shattuck Hospital Correction Unit (SHCU) which reflect both the importance of prison visitation and the need for security and order in administering a visiting program.

Access: All staff and inmates.

Review: Annually with 103 CMR 483 Visiting Procedure Policy.

Michael Devine

March 16, 2017

Michael Devine,
Superintendent

Date

Reviewing Authority

April 3, 2017

Reviewing Authority

Date

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1. General Information

- A. The Shattuck Hospital Correctional Unit (SHCU) is located at 170 Morton Street, Jamaica Plain, MA. The Correction Unit is located on floor number eight (8), North side of the building.
- B. A copy of the Shattuck Hospital Shuttle schedule, which connects with the MBTA Orange Line, is posted in the lobby of the hospital.
- C. Only one visit per week will be authorized for inmates that meet the long-term requirement. Requests to receive more than one visit per week must be approved by the Superintendent, or his designee, and will be reviewed on a case by case basis.
- D. Inmates requesting permission for a visit may do so through the Correctional Program Officer. The inmate's visitors may also contact the Correctional Program Officer directly in order to request to schedule a visit.
- E. The maximum number of visitors per inmate allowed on any one day is two to include a minor.
- F. Visits will be limited to a one hour period per inmate once a week unless otherwise authorized by the Superintendent.
 1. Inmates in imminent danger of death may have visits on a regular basis only after the Superintendent has approved.
 2. A two-hour visit may be scheduled for visitors traveling over 75 miles. Visitors should inform the Correctional Program Officer when scheduling the visit that they are requesting a two-hour visit due to excessive travel distance.
- G. All visits will be scheduled twenty four (24) hours in advance for one (1) time period by calling 617-971-3710.

The SHCU visiting hours on 8 North are as follows:

Monday & Tuesday	*Visitation will be limited to end of life visits, or, if staffing permits, with the Superintendent's approval.
Wednesday through Friday	6:00 PM to 8:00 PM
Sunday/Saturday	1:30-2:30 PM & 3:30 to 7:30 PM

Holidays

1:30-2:30 PM & 3:30 to 7:30 PM

NOTE: The superintendent, or his designee, will have sole discretion of who will be allowed visits and only after it has been determined that the inmate receiving the visit meets one of the conditions below.

2. Inmate Eligibility to Receive Visitors

- A. Inmates considered Long Term Admissions will be permitted to receive visits. Long Term Admission will be defined as anyone that is admitted for more than three (3) weeks to include Terminal Illness / Critical Condition.
- B. Inmates in Imminent Danger of Death will be permitted to receive visits. Inmates that have been deemed by medical staff in danger of death may have visits on a regular basis only after the Superintendent or his designee has approved.

3. Outside Hospital Including Shattuck Hospital ICU

- A. In accordance to 103 DOC 521 (Outside Hospital Policy) Inmates confined to hospitals for routine medical procedures shall not be allowed to have visits.
- B. Inmates medically deemed to be in imminent danger of death, or seriously ill may have these rules and procedures relaxed at the discretion of the Superintendent.

4. Inmates On Visitation Restrictions

- A. Inmates serving isolation time or other sanctions requiring loss of visiting privileges shall not be allowed visits other than those outlined in the 103 CMR 486, Attorney Access at MA Correctional Institutions policy.
 - 1. Inmates placed on one-on-one coverage for either security or mental health reasons shall be allowed visits if approved by the mental health clinician and the Superintendent.
 - 2. Inmates will be allowed one successful telephone call to contact family and explain loss of visiting privileges if applicable.
- B. Any approved visit may be terminated early at the discretion of the Visiting Area Officer, with the approval of the Shift Commander, if he/she feels that the inmate or visitor(s) is disrupting the orderly running of the Unit.

5. Inmate Responsibilities

- A. Inmates will dress appropriately in the Visiting Room.
- B. Inmates who are physically unable to escort themselves to the Visiting Room shall be transported by medical staff.

6. Authorized Visitors

- A. Immediate family members
 - 1. Defined as: mother, father, brother, sister, wife, son, daughter, grandmother, and grandfather. An uncle, aunt or foster parents; who acted as a parent; and can provide proper documentation, will be considered immediate family.
 - 2. The immediate family member must also be listed on the inmate's "RELEASE OF PATIENT STATUS INFORMATION" form upon the inmate's admission to the SHCU and is limited to 4 people.
- B. A minor, that is an immediate family member, of an inmate at SHCU
 - 1. A minor is defined as any child under the age of 18.
 - 2. Every minor must demonstrate that he / she has consent from a parent or legal guardian to visit by either:
 - a. Visiting with their birth parent or legal guardian and providing legal documentation demonstrating this (ie. Birth Certificate, Legal Guardianship Papers etc.)
 - b. Visiting with an adult pre-approved by their parent or guardian and by providing the child's Birth Certificate and a "Minor Consent Form" previously completed, notarized and approved by the Superintendent to establish that approval.
- C. Attorneys, Paralegals, and Law Students
 - 1. An Attorney may visit at any reasonable time and must provide a present bar membership card and a photo ID to do so.
 - 2. A Paralegal may visit at any reasonable time provided they are working under the supervision of an attorney and have followed the steps outlined in 103 CMR 486 Attorney Access at MA Correctional Institutions.
 - 3. A law student may visit at any reasonable time provided they are working under the supervision of an attorney and have followed the steps outlined in 103 CMR 486 Attorney Access at MA Correctional Institutions.
 - 4. Attorney visits shall be in the visiting room. The door can be closed for confidential reasons. An officer shall watch the visit via the glass in the doorway.
- D. Clergy
 - 1. Clergy will be provided by the LSH Patient Advocate unless otherwise approved by the Superintendent.
 - 2. Clergy visits may be allowed, with prior notification, during normal working hours (9 AM to 5 PM) Monday through Friday.
 - 3. Emergency clergy visits, based on serious illness of the inmate, may be allowed at any time with approval of the Superintendent, or his designee.
- E. Felons
 - 1. Visitors who have been previously convicted of a felony and requesting visitation shall first fill out a "Felony Request to Visit" form requesting approval from the Superintendent to visit an inmate.
 - 2. Felony requests to visit will be considered on a case-by-case basis by the Superintendent.

7. Visitor Requirements

- A. All potential visitors must consent to, and pass, a CORI check as well as be run through the PASS system to determine that they have not been barred from any DOC facility before scheduling a visit. This will be done by the CPO.
- B. Visitors shall be required to produce a photographic identification such as, Drivers License, Mass ID, or a card issued by Department of Transitional Assistance. No Exceptions will be allowed without the authorization of the Superintendent or his designee.
- C. Visitors may be required to produce their vehicle registration at the sign in process.
- D. All visitors must lock their vehicles while on State Property.
- E. All visitors will read and complete the "REQUEST TO VISIT INMATE" Form.
- F. All visitors shall report directly to the Campus Police Office who will notify 8 North Control of their arrival. A DOC Officer will escort the visitor(s) to the 8 North trap where they will receive a personal search and be scanned with a mini frisker. All searches will be completed prior to the visitor being allowed entrance into the Unit. It will be the responsibility of the Shift Commander to ensure that the hand stamp of the day is utilized. Should the Shift Commander have reason to believe further search is necessary to ensure the visitor is not smuggling any articles, said search may be conducted in compliance to 103 CMR 483.14 (3), (4)
- G. Visitors are expected to dress in compliance with the approved dress code as posted at the entrance of 8 North. Visitors not abiding by this code will be denied entrance.
- H. Smoking and tobacco related products will not be allowed in 8 North, the DOC Holding Area or any other area of the hospital in which inmates may be present.
- I. Visitors may not bring in any kind of food, beverages, valuables, medication, or other contraband items. All items other than a wedding band and or religious medal shall be secured in a locker. Unauthorized items brought into the Unit could result in the loss of visiting privileges and/or criminal prosecution.
- J. Packages and/or money will not be accepted at the SHCU. They must be taken to the sending institution. Exceptions may be made by the Superintendent or his / her designee.
- K. Introduction of firearms or other weapons, controlled substances, alcohol, or any other unauthorized articles what so ever are not allowed in the 8 North Unit, ICU, or any outside hospital detail covered by the SHCU. Such introduction will result in the loss of visiting privileges, as well as criminal prosecution.
- L. No glitter, to include glitter makeup, shall be allowed onto the unit.

8. Allowable Items

- A. Infants – Visitors entering with infants will be allowed to enter with the following items:
 Two (2) clear plastic bottles with either formula, milk, water or juice, one empty sippy cup, two infant diapers and infant wipes in a clear plastic bag, one (1) receiving blanket, (1) pacifier, two (2) plastic sealed jars/pouches of baby food, (1) plastic spoon and one (1) bib.

- B. Medication and or Medical Devices
1. Visitors who maintain life-saving medication or who utilize medical devices to include: nitroglycerine, inhalers, and glucose tablets, automatic implantable cardioverter / defibrillator and/or pacemaker, wheelchairs, prosthetic devices, insulin pumps, casts, braces, medically necessary shoes, canes, walkers, guide dogs etc., or requiring the use of oxygen tanks shall obtain prior approval from the Superintendent to visit with such medication/device(s).
 2. The visitor shall submit written evidence signed by a medical doctor documenting the need for such device(s) to the Superintendent for review. Written evidence shall include an anticipated end date for the use of all devices that are necessary for a limited time period (e.g. cane, cast) due to temporary medical conditions.
 3. Once substantiated, the Superintendent shall provide written approval to allow the visitor to enter the institution with the device(s); the Superintendent shall authorize an alternate search if deemed appropriate due to the visitor being unable to submit to a metal detection search due to physical limitations or the presence of the device(s).
 4. The visitor shall be required to declare the device(s) and produce the written approval by the Superintendent every time they visit. If an alternative search is approved, the visitor shall be subject to a personal search every time they visit the institution.
 5. If this is a first time visit to a correctional facility by the visitor, the Shift Commander shall be notified for authorization to enter with the necessary device(s) provided the visitor has agreed to a personal search prior to entering. This one time approval shall be documented via an incident report and made available to processing staff. The visitor shall be advised that they must obtain the required approval prior to their next visit.
 6. Visitors who have life-saving medication shall keep it on their person at all times.
 7. The officer shall note all medication or medical device(s) upon entry on the visiting form and verify upon exit of the visiting room.

9. Use of Bathroom / Breast Feeding Facilities

- A. Visitors are advised / encouraged to use the facilities before entering the trap area of the 8 North. The Shattuck Hospital Public Rest Rooms are located in the Hospital Lobby.
- B. Visits are only scheduled for one hour at a time and may be terminated if a visitor chooses to exit the unit in order to use the bathroom.
- C. Visitors are advised / encouraged to breast feed infant children prior to, or at the conclusion, of their visit. Room 314 on 3N is now available to nursing mothers as a lactation room. The room has a comfortable chair, a refrigerator to be used only for breast milk and a sink for hand washing. There is a curtain which can be

closed for added privacy. The key for the room may be obtained from the Cardiology Department or the ICU.

- D. Visits are only scheduled for one hour at a time and may be terminated if a visitor chooses to exit the unit in order to breast feed.

