



# **SOUZA-BARANOWSKI** **CORRECTIONAL CENTER**



## **VISITING PROCEDURES** *In accordance with:* **103 CMR 483 – VISITING PROCEDURES**

**PURPOSE:** The purpose of this document is to establish specific guidelines to be followed for inmate visits at the Souza-Baranowski Correctional Center.

### **I. VISITING HOURS**

#### **A. General Population – Contact Visits**

1. Inmates are allowed three (3) visiting periods per week with only one period allowed per day. A maximum of two (2) adults, with four (4) visitors total, may visit an inmate at any one time. For example, the following combinations are authorized; (1) adult and up to (3) children or (2) adults and up to (2) children. Any variation to the authorized number of visitors must be approved in writing as a special visit request. Such requests must be submitted to the Deputy Superintendent of Operations.
2. The first visiting period will begin at 1:00 p.m. and end at 3:30 p.m. unless the inmate is housed in a designated unit and is approved for extended visiting privilege; the second visiting period will begin at 6:00 p.m. and end at 8:30p.m. Five minutes prior to the ending of a visiting period, the visiting room officer shall announce a 5 minute warning. All visitors and inmates will end their visits during this time period.
3. Additional visiting periods for North and South General Population Units have been added, on an alternating schedule, on Sunday 9:00a.m. – 11:00a.m and Wednesday 6:00p.m. – 8:30p.m. The schedule for the additional visiting period is posted in the Lobby and Housing Units.
4. If the visiting room becomes crowded, the visits that commenced first will be terminated; however, visits will be at least one (1) hour in duration.
5. Visitors will not be allowed to gain entrance between the hours of 2:40-3:30 p.m. and after 8:00pm. The last visitor processed must be in the Pedestrian Trap/External Lobby Processing Room by 2:30 pm to be allowed entrance for the 1:00 – 3:30 PM visiting session.

6. Inmates will be allowed visits according to their housing assignment as indicated below.

NORTH HOUSING

Sunday  
Wednesday  
Friday

SOUTH HOUSING

Tuesday  
Thursday  
Saturday

There are no visits on Monday unless a holiday falls on that date. Holiday visits will be charged to the inmates' weekly visiting allowance. North and South Housing holiday visits will alternate from the first visiting period, 1:00pm-3:30pm, and the second visiting period, 6:00pm-8:30pm, each holiday. Notices are posted in the Lobby and Housing Units prior to the holiday with the times.

7. Counsel and Confidential Contact Rooms

SBCC's General Population Visiting Room has conference rooms designated as confidential contact visiting areas for use by the inmates and Attorneys (and/or the Attorneys' representatives).

B. Visiting Hours For Special Management Unit Inmates and Secure Treatment Program:

1. Inmates housed in the Special Management Unit (SMU) or the Secure Treatment Program (STP) shall receive non-contact visits. For security reasons, due to the location of the SMU and STP, only one adult will be allowed to visit an inmate at a time. The visit will be held in the non-contact visiting area of SMU or STP. Visits must be scheduled 24 hours in advance and will be one (1) hour in duration. Inmates are allowed two (2) visits per week. No visit can be scheduled more than ten (10) days in advance. Visitors must arrive (20) minutes prior to their scheduled visit. Anyone arriving twenty (20) minutes late for their scheduled visit will not be permitted to visit. When visitors arrive and have their form completed, they shall notify the visitor processing officer that they have a scheduled visit.
2. Visiting appointments will be made according to the following three day schedule.

Sunday

Wednesday

Friday

9:00am -10:00am ----->

10:00am-11:00am ----->

1:00pm-2:00pm----->

6:30pm-7:30pm----->

7:30pm-8:30pm----->

3. Visits can be scheduled by calling the Sergeant of the North or South SMU and STP Monday through Friday between 8:00 a.m. and 10:00 a.m. or between 6:00 p.m. and 8:00 p.m.

Inmates on detention status (disciplinary sanctions) can only receive attorney visits. Attorney visits shall take place in the non-contact visiting rooms.

C. HSU Inmate Visitation

1. Inmates housed in the Health Services Unit (HSU) for medical reasons shall receive visits in the general population visiting room if medically approved. Their visiting periods shall coincide with that of the unit they were assigned to prior to HSU placement.
2. Visitors will be required to schedule an appointment for these visits, on the appropriate day, at least twenty-four (24) hours in advance by calling the HSU sergeant between the hours of 10:00 am and 2:00 pm, Monday through Saturday. Visiting periods cannot be scheduled more than ten (10) days in advance. Scheduling appointments will facilitate availability of escorting staff due to the inmate residing apart from the general population. (See attached schedule for general population visits). Visitors must arrive (20) minutes prior to their scheduled visit. Anyone arriving twenty (20) minutes late for their scheduled visit will not be permitted to visit. When visitors arrive and have their form completed they shall notify the visitor processing officer that they have a scheduled visit.

D. K-1 Unit

1. Inmates are allowed three (3) visiting periods per week with only one period allowed per day. A maximum of two (2) adults, with four (4) visitor's

total, may visit an inmate at any one time. For example, the following combinations are authorized; (1) adult and up to (3) children or (2) adults and up to (2) children.

2. Any variation to the authorized number of visitors must be approved in writing as a special visit request. Such requests must be submitted to the Deputy Superintendent of Operations.
3. Visits for the K-1 housing unit will take place Tuesday evenings from 6:00 pm to 8:30pm, and Thursday and Saturday Mornings from 9:00 AM to 11:00 AM. Five minutes prior to the ending of a visiting period, the visiting room officer shall announce a five minute warning. All visitors and inmates will end their visits during this time period.
4. If the visiting room becomes crowded, the visits that commenced first will be terminated, however, visits will be at least one (1) hour in duration.
5. K-1 will have holiday visits from 9:00am to 11:00am.

## **II. SBCC VISITOR / INMATE DRESS CODE**

- A. The following restrictions shall apply to all visitors as defined in the 103 DOC 483 (.04) entering Souza-Baranowski Correctional Center.

(The 483.04 states 103 CMR 483.00 are applicable to all employees, visitors and inmates at all state correctional institutions. They shall apply to all visits including those by attorneys, law students, paralegals, clergy, media, volunteers and tour groups, and to special events at correctional institutions, in which outsiders are allowed to participate, except where Department regulations specifically addressing those subjects provide otherwise.)

The following items are NOT ALLOWED to be worn.

1. Boots worn above the knee (exception - boots below the knee will be permitted October 15 - April 15)
2. Work boots will never be permitted.

3. Bare feet
4. Bathing suits, shorts, any clothing with excessive pockets, metal, drawstrings, excessively baggy or tight clothing, hooded clothing, sheer, excessively revealing or transparent clothing, bodysuits of any type or wrap around shirts. (Children age 8 and younger may wear shorts).
5. With the exception of undergarments, spandex or spandex type clothing is not allowed.
6. Any clothing that displays a gang affiliation or is in any way attributable to gang culture; additionally, clothing that is obscene, racist or displays sexual content is not allowed.
7. Any clothing similar to that issued to an inmate or uniformed personnel to include nursing scrubs, police, postal and utility (Class A active military uniforms are allowed).
8. Fatigue or camouflage clothing.
9. Double layered clothing on the bottom half of their person (e.g. two (2) pairs of pants, or skirt and slacks, etc.)
10. Bibbed clothing of any type: shorts, dress, pants, overalls, jumper etc. (allowable for age 8 and younger).
11. Hair accessories that cannot be easily removed to be searched.
12. Bobby pins, barrettes and ribbons. .
13. Umbrellas, jackets, coats, vests or outerwear of any type.
14. Male visitors cannot wear any type of blue or black jeans. (Allowable for age 8 and younger)
15. Earrings, facial/body jewelry, necklaces, bracelets and watches are not allowed. The only exception regarding jewelry is a traditional engagement ring/wedding band, religious medallion with necklace/ chain and medical alert jewelry.
16. Dresses, skirts and skirt slits will not exceed 3" above the knee when standing. No wrap-around style skirts are allowed unless worn for religious reasons.
17. Tank tops, halter tops, muscle shirts, or clothing that reveals the midriff or excessively exposes the back. Tube tops of any type are not allowed. Sleeveless clothing is not allowed unless covered by an article of clothing, such as a sweater, that shall not be removed.
18. Sweatshirts, sweatpants, wind pants and exercise clothing (allowable for age 8 and younger).
19. Clothing with zippers that go the full length of

the garment with the exception of outerwear.  
(Allowable for age 8 and younger).

20. Colored T-shirts are allowed in. T-shirts with offensive logos are not allowed.
21. Leg warmers.
22. Hats and head coverings of any type, unless worn for religious or medical reasons; however they must be searched prior to entering the institution.
23. No electronic communication devices or those capable of storing information are allowed.

B. Dress Requirements for all Visitors

1. Undergarments must be worn.
2. Clothing shall not be ripped, torn, have holes or missing button(s).

C. Exceptions to the Dress Code

1. Sweaters may be worn.
2. Hairpieces (i.e., toupees, wigs, extensions, weaves) may be worn but must be searched. It shall be the *responsibility of the visitor* to inform the officer that they are wearing a hairpiece during the search process.
3. Garments with elastic waists may be worn.

D. Any visitor who does not conform to appropriate visiting regulations will be barred for the day. Visitors will not have the opportunity to change into appropriate clothing that they may have in the vehicle, etc.

E. Visitors are only allowed to visit one (1) inmate housed at SBCC. Exception will be if the visitor is related by blood, i.e., brother, father. Visitors will be required to request permission from the Superintendent in writing if they choose to visit another inmate.

F. Visitors are allowed to enter the Visiting Room once a day. Once a visitor leaves the Visiting Room and/or institution, they will not be permitted re-entry.

G. Inmate Dress Code

Inmates are permitted to wear one scrub top, one scrub bottom, one T-shirt, and one pair of boxer underwear with

socks and appropriate footwear to the Visiting Room. "Double Layers", thermal tops, thermal bottoms, gym shorts or watches are not permitted. Inmates may bring their I.D. Card, wedding band, medical alert necklace/bracelet, one religious medal with chain, and headwear that is religious in nature.

#### H. Visitor Medication or Medical Devices

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).

1. 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.
2. 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).
3. 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.
4. 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.

5. Visitors who have life-saving medication shall keep it on their person at all times.
6. The officer shall note all medication or medical device(s) upon entry on the visiting form and verify upon exit of the visiting room.

#### I. Infants

1. Visitors entering with infants will be allowed to enter with the following items:
  - a. Two (2) clear plastic bottles with formula, milk, water or juice.
  - b. One (1) empty sippy cup.
  - c. Two (2) infant diaper diapers and infant wipes in a clear plastic bag.
  - d. One (1) receiving blanket.
  - e. One (1) pacifier.
  - f. Two (2) plastic, sealed jars/pouches of baby food.
  - g. One (1) plastic spoon.
  - h. One (1) bib.
2. If a female visitor needs to breast-feed her child during a visit, the visitor must exit the visiting room, and nurse her child in the designated nursing area located in the front lobby. Before the inmate's visitor leaves the visiting room, the Visiting Room Sergeant\OIC will inform her that she will be allowed to return to the visiting room if time permits. The inmate will be placed in the Non-Contact visiting area until the visit returns back to the visiting Room.
3. If time permits, upon completion of the baby's feeding, the visitor shall be placed at the top of the visiting process list and be reprocessed through the pedestrian trap.
4. If the child's diaper needs to be changed during the visit, the parent (visitor) and child will be escorted to the visiting room bathroom equipped with the diaper changing station, where the child will be changed in under staff supervision.



### **III. VISITOR RULES AND PROCESSING PROCEDURES**

#### **A. Inmate Visitor Processing**

1. Upon entering the Institution lobby, all visitors shall take a numbered ticket unless the visit is a scheduled visit. Visitors shall then complete a "Request to Visit Inmate" form. Visitors shall not be permitted on Institution grounds prior to one (1) hour before the scheduled visiting period.
2. Visits with scheduled times shall complete a "Request to Visit Inmate" form. Once completed they shall notify the processing officer of their scheduled visit, provided the completed form and their valid identification for processing.
3. The Lobby Officer shall call visitors in order of the ticket numbers by using the ticket machine display.
4. When the visitors number is displayed they shall turn in the Request to Visit Inmate form along with their identification, the Lobby Officer shall check the form to ensure it has been completed properly. Then officer will then check the housing unit roster to ensure the location of the inmate is the side schedule for visiting hours. The housing unit should be noted on the visiting slip.

Then proceed with checking non-contact visiting list (Intranet), disciplinary list for loss of visit status, non-contact visiting list (Intranet) and Barred Visitors (Intranet - Pass System) to ensure the visitor should continue the entrance process.

The officer shall also ensure the visitor has current photographic identification such as a driver's license, passport or Department of Transitional Assistance Identification. Visitors may also be required to produce their vehicle registration. The Superintendent or designee may make exceptions to this at his/her discretion. If the visit includes a minor child the visitor shall provide the appropriate paperwork listed in Section V of this procedure which shall also be reviewed.

5. When the visitor's name is in the Barred Visitor (Intranet), the inmate being visited is on isolation status or out of the institution; the visitor shall be notified of such by the processing officer.

When there are no discrepancies, on the Request to Visit Inmate Form the processing officer shall then complete the date, time, and initial the bottom of the Request to Visit Form as well as write the ticket number on the form. The slips shall then be kept in order for the Exterior Visitor Processing Officers.

6. Once the processing is completed the Lobby Officer shall call the visitor back to the desk to return their identification/documents.
7. Prior to entrance all visitor(s) shall review the visitor information book located in the lobby of the institution to see what is allowed inside the facility i.e., wedding bands, engagement rings, prescription glasses, medical alert bracelets, and will ensure that all other articles have been properly secured. Medical appliance, brace, ace bandages, casts, dressings, and medical alert bracelets/necklaces will be subject to search.
8. The Officers in the Exterior Visitor Processing area shall then call no more than eight (8), including minor children, going in sequence as they were processed.

#### B. Entrance Procedures

1. Before the visitor enters the processing area, they shall be required to remove belts, shoes, and all outer garments, and place them, along with any infant items and locker key, on the table. Any additional items that enter this area shall be placed on the table and reported to the searching officer. There will be a visual review of each person and a search of all items that enter this area. All garment pockets will be turned inside out. All pockets that cannot be turned inside out will be subject to search by the officer.

2. Papers and documents carried in or out by any judge, attorney, law student, paralegal, the governor, any legislator or member of the parole board may be inspected for concealed articles but shall not be read. 103 CMR 486, Attorney Access contains information on Attorney Visits.
3. One visitor at a time shall have their items searched (i.e. shoes, belt, locker key. Once a successful search has been conducted their items shall be moved from the entrance table placed on the table located by the exit chairs for the visitor to retrieve once they pass the metal detector screening.
4. When searching items placed ensure that shoes are checked inside and out, some shoes have inserts that are removable, pull them out of the shoe. Make sure that they are put back into the shoe upon completion. Check the tongue of the shoe for alterations. Check belts for zippers, rips and buckles (Areas which are good for hiding. Ensure that any additional items are approved and thoroughly searched prior to entrance.
5. One at a time visitors shall be searched as follows:

- a. Have the Visitor walk through the metal detector.

**ALL INSTITUTIONAL VISITORS (EXCLUDING LAW ENFORCEMENT OFFICIALS), REGARDLESS OF THE SEARCH OF THE DAY ARE REQUIRED TO SUCCESSFULLY PASS THROUGH THE METAL DETECTOR.** If the visitor fails the metal detection search a personal search shall be required. The visitor will be given the opportunity to leave prior to the personal search unless provisions provided in 103 CMR 483.14 (4).

Inmate Visitors shall also be subject to the "personal search of the day". Each Shift Commander will designate the random number of the personal search of the day prior to the

start of their shift on a daily basis. The Search of the day will be logged in the Pedestrian Trap log, as well as in the Outer Control IMS log. The visitor will sign their name and the inmate's name they are visiting in the logbook provided. The searching officer will also sign, date, and record the type of search performed.

Any Visitor who does not successfully pass the metal detector may be subject to the following searches:

- i. **Hand-held scanners** may be used to aid in determining the reason why an individual was unable to successfully pass through the walk-through metal detector. Unsatisfactory search results from the scanner search may result in further search methods, such as;
- ii. A **personal search** shall be required if the visit fails the walk-through and hand-held metal detector. All personal searches will be conducted within the **Exterior** Pedestrian Trap Search Room by a correctional employee of the same sex as the visitor. Prior to the personal search authorization will be requested from the shift commander.

**NOTE:** In accordance with 103 CMR 483.14 (4) Be granted the opportunity to leave the institution rather than submit to a personal search unless:

- iii. The employee has those arrest powers granted by the authority of M.G.L., c. 127, §. 127 and;
- iv. The employee has probable cause to believe that the visitor has committed an arrestable offense; and
- v. The employee has probable cause to believe that the visitor has seizable evidence concealed on his person. Under these conditions, a personal search incident to arrest may be conducted.

Upon failure of the above, staff shall request that the inmate visitor submit to a more extensive

search. This search may include removing an article of clothing or up to and including a strip search. **Strip searches may take place only with the approval of the Superintendent or a designee.**

If the visitor successfully passes the metal detector and is not the search of the day continue with steps b - i.

- b. Please open your mouth and stick out your tongue, lift it up.
  - c. Pull back your hair so I can see the tops of your ears and the back of your neck.
  - d. Please lift up your collar or pull down your collar.
  - e. Please pull up your sleeves as high as they go or pull them down. Visually check inside all shirt pockets if they can't be pulled out.
  - f. Put your thumbs in your waistband and turn slowly around pull at your waist.
  - g. If pockets are not out already; pull pockets inside out and pull on them.
  - h. Check all pockets in the pants
  - i. Lift each pant leg one at a time to the top of your calf, while pulling each sock down to the ball of each foot. At this time, each foot shall be lifted so that the bottoms of your feet may be inspected. A personal search of a visitor may not be conducted without prior authorization of the shift commander, unless the visitor is the "Personal Search" number of the day.
6. Any discrepancies which may lead to a visitor being denied entrance shall be addressed through the outer control area chain of command to the Shift Commander for approval (i.e. dress code). ***If a visitor is denied entrance an incident report shall be submitted by the end of the shift.***

7. When searching take your time paying close attention to seams in clothing for alterations and do a thorough job ensuring that contraband shall not be introduced into the institution.
9. When visitors have been successfully searched they shall be directed to the opposite side (clean room) of the Exterior Pedestrian Area where they can retrieve – where their belongings and reassemble themselves and await an escort to the Pedestrian Trap.
10. If the visitor leaves the "clean" room, unless to enter the Pedestrian Trap with an escort, they shall repeat the search procedure prior to entrance.
11. There shall be no more than eight (8) visitors (including minor children) processed at one time for entrance from the External Visitor Processing Area into the Pedestrian Trap. Once the visitors are escorted into the Pedestrian Trap the Officer on duty shall ensure that all visitors, over the age of ten (10), receive the appropriate stamp of the day.

C. Processing the Search of the Day (Visitor)

1. Visitor must sign the consent to be searched book prior to being the Personal Search of the Day, (Pat Search). If a visitor is unwilling to do so, the visitor will not be permitted to enter for the day. The Shift Commander shall be notified immediately if a visitor is unwilling to do so. An incident report shall be submitted if this occurs.
2. Searches will be conducted by the same sex.
3. Ask the visitor to step into the Private Search Room for the Personal Search (pat) to be conducted.
4. Prior to conducting the pat search ensure that you place gloves on.
5. Next instruct the visitor to:

- a. Please open your mouth and stick out your tongue, lift it up.
- b. Pull back your hair so I can see the tops of your ears and the back of your head.
- c. Have the visitor turn, so his/her back is facing you.
- d. Start patting at the shoulders, left and right arms, and back.
- e. Please pull up your sleeves as high as they will go, pull them down. Visually check inside all shirt pockets if they can't be pulled out.
- f. Put your thumbs in your waistband and turn slowly around, pulling at the waist.
- g. Pat search each leg as well as check all pockets in the pants.
- h. Lift each pant leg one at a time to the top of your sock, and then have the visitor lift their feet one at a time, as well as pull down sock to their arch on each foot.
- i. **Female visitor-** Have the visitor back facing you. Lean forward pulling the band of their bra away from their body to ensure no contraband is concealed then start to search the collarbone, down to the breast area, start on the top of chest area, around each breast to include below the rib cage.

**Male visitor-** Have visitor back facing you and start to search the collarbone, chest area and down rib cage.

**\*\*If your visitor is obese, have the person lift these areas to better help your search for hidden contraband.**

6. Any visitor who is asked to remove any article of clothing or submit to a strip search must read and sign the log located in the Exterior Pedestrian Trap processing area. Visitors must be informed that

they may leave the institution rather than submit to a more extensive search. Any visitor who refuses a more extensive search will be denied entry. A report must be submitted to the shift commander explaining the circumstances and outcome of any searches. The report should then be forwarded to the Superintendent.

7. Any visitor who refuses to be strip-searched shall be told that she/he may not attempt to visit again until she/he has written permission from the Superintendent or his designee.
8. All strip searches shall be conducted in the search room located in the Exterior Visitation Processing Area. Two officers of the same gender as the visitor being searched shall be present in the room while a strip search is being conducted. Only Officer(s) of the same gender as the visitor are permitted to be in the room during the search. Therefore, only in exceptional circumstances, when there is absolutely no second officer of the same gender available, shall an officer of the opposite sex remain outside of the room but immediately available should an incident occur.



9. Due to the potential for contraband being introduced into the institution via a child's diaper, it will be required that all diapers be changed in the Exterior Visitor Processing Area Search Room, by the parent (visit), under the supervision of the processing officer. If a baby is requiring wearing a cloth diaper for medical reasons, the visiting parent shall be required to show documentation of this (i.e.: Doctor's note). The parent will be required to undo the cloth diaper to allow for examination by the pedestrian trap officer. Also, if an additional cloth diaper is to be brought into the visiting room, the visit shall be required to open it for staff examination.
10. There shall be no more than eight (8) visitors (including minor children) permitted to exit via the Pedestrian Trap at one time. Prior to exiting the Pedestrian Trap Officer shall view each visitors stamp of the day location to ensure the stamp is present. If the visitor does not have a stamp the officer shall immediately notify the Outer Control Sergeant.

#### **IV. General Visiting Procedures**

1. Once the Request to Visit Inmate form is received in the visiting room, the unit in which the inmate is housed will be notified of the visit by the Visiting Room Officer.
2. No visits are allowed for inmates on isolation status. When an inmate is in isolation and cannot receive his visits, every effort will be made to allow the inmate to notify his visit of his non-visiting status. In circumstances in which an inmate cannot make a phone call, at the inmate's request, someone from the unit team will notify the visit.
3. Carrying guns or other weapons, controlled substances, alcohol, illegal drugs, legal medications without prior authorization, money, jewelry items not on the visitor dress code or other contraband items in or out of the institution or on state property is strictly prohibited, and may result in the loss of visiting privilege and/or criminal prosecution.

4. Visitors are required to lock their cars and secure personal items either in their car or in a locker available in the Main Lobby.
5. Visitors will be allowed to carry out of the visiting room what they brought in with them.
6. The pedestrian trap officer will check the hand stamp of all visitors before they exit the institution.
7. In the event it is count time and a visit is over, the inmate shall not be allowed to leave until the count is completed.
8. In the event the visiting room is at full capacity, visits will be terminated in order by slip number. The first visitors in will be the first visitors terminated, after a one-hour duration.
9. General population visits are designated as limited contact. Upon entering and exiting the Visiting Room, the inmate and visitor(s) are allowed a brief welcoming and departing embrace which may include a closed mouth kiss.

The inmate and visitor(s) will sit opposite each other in a face to face fashion. The inmate will be seated in the plastic chair located directly across from their visit. Both the inmate and visitor(s) shall keep both feet flat on the floor, maintaining a correct, upright posture. The plastic chair legs will not be allowed to cross the red out of bound mark placed on the floor.

Inmates and visitors shall be allowed to hold hands, however, rubbing of arms or legs of the other will not be permitted. In order to maintain a pleasant atmosphere conversational voice volume is to be used any distracting loudness will not be permitted.

Staff shall document via an IMS incident report indicating visitor/inmate patterns non-compliance after a verbal warning had been given to each individual.

## V. CHILDREN VISITATION

### A. RESTRICTIONS

1. No child who was a victim of the inmate's offense shall be authorized to visit without the authorization of the Commissioner or designee.
2. All children (17 years or younger) wishing to visit must be accompanied by an adult in possession of a copy of the child's birth certificate.
3. Children accompanied by an adult other than their parent/legal guardian must have written permission from the parent/legal guardian. A Minor Request Form must be filled out, notarized, and sent to the institution for the Superintendent's signature in advance of the visit. The visitor must bring the approved signed/notarized minor consent form and copy of the birth certificate with them to the visit.
4. Children in the visiting area shall be the responsibility of the adult visitor and shall not be allowed to engage in disruptive behavior or the visit will be terminated.

**\*\* NO MINOR MAY BE LEFT UNATTENDED IN ANY AREAS \*\***  
**ON STATE PROPERTY INCLUDING BUT NOT LIMITED TO**  
**VEHICLES, LOBBY, ETC.**

### A. Children's Area

1. The children's area shall consist of four small round tables with chairs at the front of the visiting room. This is to allow supervision by the visiting parent / guardian.
2. The children's play area shall be supervised by the visiting parent / guardian and the visiting room officers. The visiting parent / guardian shall be responsible for their children's conduct and actions at all times.

3. The institution shall provide children's reading material, coloring books, and crayons approved by the Superintendent for the children's play area. These shall remain in the area of the children's play tables at all times during the visiting periods.
4. The children's reading materials, coloring books, and crayons shall be secured and stored by the visiting room staff after the visiting period is over.

#### **VI. BATHROOM FACILITIES**

- A. Visitors shall notify the Visiting Room officer prior to using the bathroom area. Children under the age of ten (10) must be accompanied by the parent or guardian other than the inmate.
- B. The officer will unlock the bathroom door and allow the visitor to enter. The officer will remain outside the bathroom door.
- C. All visitors, with the exception of minors and attorneys, will be subject to a personal search inside the restroom before being allowed back into the visiting room. This search shall be conducted by staff of the same gender. The officer shall keep the restroom open during the search, yet still afford the visitor privacy.
- D. Visitors are expected to keep these areas clean.
- E. The restroom facilities are available for use at the discretion of the Officer in Charge. If in the event the visitor is unable to wait until such time that restroom facilities are available, the visitor has the option to end the visit and leave the institution. The visitor will not be allowed to re-enter the institution for the remainder of the day.
- F. Visitors will not be allowed to use the restrooms from ½ hour prior to the end of visits until the visiting period is over.
- G. Inmates are not authorized to utilize restrooms within the visiting room. Inmates may leave the visiting room to use the facilities in his housing unit. He will not be permitted to return to the visiting room.

## **VII. FUNDS/CORRESPONDANCE**

Visitors may drop off money deposits during visiting hours by placing the check or money order, with the inmates name and commitment number, in the designated inmate "money order" drop box located in the main lobby. No correspondence will be accepted in this drop box.

## **VIII. TRANSPORTATION**

### **A. Visitor Parking**

1. All inmate visitors shall park in the visitor's parking area located directly in front of the institution.
2. A vehicle should never be left running unless it is occupied. Therefore, the use of remote control or keyless ignition type starters will be prohibited by all inmate visitors in Institution parking lots.
3. People who are providing a ride to an inmate's visitor, who are waiting for the visiting period to end, must leave state property.

### **B. Public Transportation**

The MBTA Train schedule and a taxi telephone numbers listing is posted in the locked cabinet near the payphones in the lobby of the institution.

## **IX. RULE VIOLATIONS**

- A. Any violation of visiting rules by inmates may result in disciplinary action and/or loss of visiting privilege.
- B. Any violation of visiting rules by visitors may result in termination of the visit and loss of visiting privilege.
- C. Visitor Smoking

The smoking, possession or other use of tobacco products by visitors is prohibited in all Department of Correction facilities and on all DOC property.

D. Visitors Access to Rules and Regulations

A copy of the institutional visiting rules and procedures shall be made available to any visitor who requests one. Along with this, requests for directions to the facility and local transportation information shall be provided.

E. Cell Phones or Cell Phone paraphernalia are not permitted inside the Institution Administration Building to include the Lobby (Visitor Waiting Area), Visitor Bathrooms and Visitor Lockers.

F. Once a Visitor has entered the Lobby Area, received their number to be processed and has had their paperwork processed shall not be permitted to leave the Lobby Waiting Area.

X. OUTSIDE HOSPITAL VISITS

A. Inmates temporarily confined to an outside hospital, other than the Lemuel Shattuck Hospital, will not be allowed visits unless the inmates medically determined to be in critical condition or imminent danger of death.

B. Outside Hospital visit requests can be made by contacting the Superintendent's office. Visit approval will be document in writing and forwarded to the Shift Commander. The Shift commander or designee will contact the outside hospital detail with the visit information (i.e. duration of visit, visitor information and any additional special circumstances) this will be documented in the outside hospital detail logbook.

X. SPECIAL VISITS

A. Exceptions to the visiting schedule, duration of visits, and the number of people allowed visiting at one time, and/or other requests can be approved under special circumstances. Such requests must be submitted in writing to the Deputy Superintendent of Operations. Special visit approval will be documented in writing and a copy will be sent to the requesting visitor, the inmate, the visitor processing desk and outer control.

## **XI. PHOTOGRAPHS**

### **A. PHOTOGRAPH SCHEDULE**

Inmates will be allowed to have Digital pictures taken with their visits weekly in the V.R.. Inmates who do not receive visits can have their picture taken monthly in their housing unit.

### **B. PHOTOGRAPHING PROCESS**

There will be two inmate photographers; a North side inmate for the North housing visits, and a South side inmate for the South housing visits.

The camera will be set up in the back area of the visiting room, to ensure constant supervision of the inmate worker's handling of the camera.

Digital pictures taken in the visiting room will be developed at a later date. The pictures will be reviewed by the Director of Treatment prior to being distributed to the inmate.

### **C. PHOTOGRAPH REQUESTS**

Inmates who are requesting to have pictures taken in the visiting room with their visits will be required to submit a charge slip to their Unit Team for approval.

Once all appropriate paper work is turned in, the unit team member shall forward it to the treasurer's office for processing.

Twelve (12) pictures per inmate will be allowed annually. The cost of the pictures are .50¢ each. The funds MUST come from the inmate's personal account.

D. REQUEST PROCESSING

The V.R. staff shall procure the camera from the locked cabinet located in the Captain's Office. Upon arrival at the V.R., inmates must have their charge slip on their person to receive a photo. Once the photos are taken, the charge slips will be left with the V.R. staff who will ensure that they are returned, along with the camera to the Captain's Office.

The Director of Treatment will retrieve the charge slips and camera from the Captain's Office the following Monday morning to develop the pictures. All pictures will be reviewed and mailed to the inmate via institutional mail.

E. REFUNDS

Refunds to the inmate's personal account for any unused or damaged photographs will be processed in a timely manner.

F. RULES FOR PHOTOGRAPHS

1. No hand signs will be allowed during photographing.
2. Only one inmate per photograph
3. Proper dress required, i.e.: Shirts must be worn.
4. No inappropriate actions during photo taking, to include oiling body for photograph.
5. Photographs will **ONLY** be taken if the inmate possesses the charge slip on his person. **NO EXCEPTIONS.**
6. **Inmates may ONLY refuse to accept photographs due to operator error.**



***Souza-Baranowski Correctional Center  
Harvard Road  
P.O. Box 8000  
Shirley, MA 01464***

***(978) 514-6500***

***Directions:***

**From Boston** - Take Storrow Drive West to Alewife Brook Parkway and Rte. 2 West. Take Rte 2 West to Exit 36 (Shirley). Bear right off exit ramp. Turn left at the stop sign. Take your next right at sign saying MCI-Shirley. Souza-Baranowski is the first large facility on your right.

**From the North** - Take Rte. 495 South to Exit 29B ( Rte. 2 West). Follow Rte. 2 To Exit 36 (Shirley). Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying MCI-Shirley. Souza-Baranowski is the first large facility on your right.

**From the South** - Take Rte. 495 North to Exit 29B (Rte. 2 West). Follow Rte. 2 to Exit 36 (Shirley). Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying MCI-Shirley. Souza-Baranowski is the first large facility on your right.

**From the East** - Take Rte. 2 West to Exit 36 (Shirley). Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying MCI-Shirley. Souza-Baranowski is the first large facility on your right.

**From the West** - Take Rte. 2 to Exit 36 (Shirley). Bear right off exit ramp going over Rte. 2. Take first right - sign saying MCI-Shirley. Souza-Baranowski is the first large facility on your right.

## **S.B.C.C. GENERAL AND NON CONTACT POPULATION VISITING HOURS**

<b>DAY</b>	<b>NORTH HOUSING</b> L,M,N,P 1&2	<b>SOUTH HOUSING</b> G,H,J,K 1&2	<b>ALTERNATING</b> <b>NORTH &amp; SOUTH</b> <b>HOUSING</b>
<b>SUNDAY</b>	1:00 P.M. - 3:30 P.M. / 6:00 P.M. - 8:30 P.M.		9:00A.M. – 11:00A.M.
<b>MONDAY</b>	<b>NO VISITS</b>	<b>NO VISITS</b>	<b>NO VISITS</b>
<b>TUESDAY</b>		1:00 P.M. - 3:30 P.M.	
<b>WEDNESDAY</b>	1:00 P.M. - 3:30 P.M.		6:00 P.M. – 8:30 P.M.
<b>THURSDAY</b>		1:00 P.M. - 3:30 P.M. / 6:00 P.M. – 8:30 P.M.	
<b>FRIDAY</b>	1:00 P.M. - 3:30 P.M. / 6:00 P.M. - 8:30 P.M.		
<b>SATURDAY</b>		1:00 P.M. - 3:30 P.M. / 6:00 P.M. – 8:30 P.M.	
<b>HOLIDAYS</b>			1:00 P.M. - 3:30 P.M. 6:00 P.M. - 8:30 P.M.

HOLIDAYS OBSERVED: News Years Day, Martin Luther King Day, Washington's Birthday, Evacuation Day, Patriots Day, Memorial Day, Bunker Hill Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day. Holiday visits shall rotate between North and South side housing units, prior to the holiday the scheduled times shall be posted in the housing units and visitor lobby.

A maximum of two (2) adults with, four (4) visitors total (ex: 2 adults and up to 2 children or 1 adult and up to 3 children) will be allowed to visit at any one time. Inmates are allowed three (3) visits per week, one (1) visit per day, including holidays.

If the visiting room becomes crowded, the visit which commenced first will be terminated; however, visits shall be at least one (1) hour in duration. The visiting room shall be cleared of all visits by 11:00 a.m., 3:30 p.m., and then again by 8:30 p.m.

Visitors will not be allowed to gain entrance between 2:40 p.m. and 3:30 p.m., during change of shifts and after 8:00 p.m. The last visitor must be in the pedestrian trap by 2:30 pm.

Visitors are allowed to enter the Visiting Room once a day. Once a visitor leaves the Visiting Room and/or institution, they will not be permitted re-entry.

Money deposits may be mailed to the inmate at the Institution. Money deposits may also be dropped off during visits by depositing the funds in the appropriate box located in the main lobby. Cashiers checks, money orders or postal orders are preferable; however, personal checks will be accepted. There is a seven (7) day hold on all personal checks. **Please do not send cash.** We are not responsible for lost cash.

Alternating additional visiting periods are posted in Visiting Room, Lobby, and Housing Units. The visiting periods are on Sunday from 9:00a.m. – 11:00a.m. and Wednesday from 6:00p.m. – 8:30p.m. and shall rotate between North and South General Population Units.

### **S.B.C.C. S.M.U. VISITING HOURS**

DAY	TIME
SUNDAY	9:00 am to 10:00 am / 10:00 am to 11:00 am / 1:00 pm to 2:00 pm / 6:30 pm to 7:30 pm / 7:30 pm to 8:30 pm
MONDAY	NO VISITS
TUESDAY	NO VISITS
WEDNESDAY	9:00 am to 10:00 am / 10:00 am to 11:00 am / 1:00 pm to 2:00 pm
THURSDAY	NO VISITS
FRIDAY	9:00 am to 10:00 am / 10:00 am to 11:00 am / 1:00 pm to 2:00 pm / 6:30 pm to 7:30 pm / 7:30 pm to 8:30 pm
SATURDAY	NO VISITS

**ALL VISITS MUST BE SCHEDULED A MINIMUM OF 24 HOURS IN ADVANCE WITH THE S.M.U. UNIT, but not more than 10 days in advance.** Visits can be scheduled by calling the sergeant of the North or South SMU seven days a week between 8:00 a.m. and 10:00 a.m. or between 6:00 p.m. and 8:00 p.m.

Visitors arriving 20 minutes late for their scheduled visit will not be allowed to visit and must reschedule a new visiting period.

Money deposits may be mailed to the inmate at the Institution. Money deposits may also be dropped off during visits by depositing the funds in the appropriate box located in the main lobby. Cashiers checks, money orders or postal orders are preferable; however, personal checks will be accepted. There is a seven (7) day hold on all personal checks. **Please do not send cash.** We are not responsible for lost cash.

For security reasons, due to the location of the SMU in the institution, a maximum of one (1) adult is allowed to visit a SMU inmate at a time. Visits are limited to one (1) hour in duration. SMU inmates, as well as non-contact population visit inmates, are allowed two (2) visiting periods per week.

### **S.B.C.C. K-1 VISITING HOURS**

DAY	TIME
SUNDAY	NO VISITS
MONDAY	NO VISITS
TUESDAY	6:00 pm – 8:30 pm
WEDNESDAY	NO VISITS
THURSDAY	9:00 am – 11:00 am
FRIDAY	NO VISITS
SATURDAY	9:00 am – 11:00 am

**HOLIDAYS OBSERVED:** News Years Day, Martin Luther King Day, Washington's Birthday, Evacuation Day, Patriots Day, Memorial Day, Bunker Hill Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

A maximum of two (2) adults, with four (4) visitors total (ex: 2 adults and up to 2 children or 1 adult and up to 3 children) will be allowed to visit at any one time. Inmates are allowed three (3) visits per week, one per day, including holidays.

Money deposits may be mailed to the inmate at the Institution. Money deposits may also be dropped off during visits by depositing the funds in the appropriate box located in the main lobby. Cashiers checks, money orders or postal orders are preferable; however, personal checks will be accepted. There is a seven (7) day hold on all personal checks. **Please do not send cash.** We are not responsible for lost cash.

Holiday visits will occur between 9 to 11 am.