

**MCI – PLYMOUTH**

**VISITING RULES AND REGULATIONS**

**I. General Information**

A. Mailing Address/Telephone Numbers/Fax Number:

MCI-Plymouth  
P.O. Box 207  
South Carver, MA 02366  
(508) 291-2441 FAX: (508) 295-0936.

B. Directions to MCI-Plymouth

FROM ROUTE 495 North: Take exit 2, take a left at end of ramp, continue on RT 58 and follow brown Myles Standish State Forest signs. At Cranberry Road, turn right and proceed into the State Forest. Bear left at fork & follow MCI-Plymouth signs. At stop sign, go straight across and follow the road to MCI-Plymouth.

FROM ROUTE 3 North: Take exit 5, exit west on Long Pond Road, toward Myles Standish State Forest. Continue approximately 3 miles to the entrance to State Forest, sign on the right. Follow forest road taking every paved road bearing to the left, about 5 miles. Entrance to MCI-Plymouth will be on the left.

C. Local Transportation:

As MCI-Plymouth is located in the Myles Standish State Forest approximately ten (10) miles from Plymouth, the only public transportation to the facility is by taxi cab. The taxi cab company is Central Transportation (508) 746-0018.

**II. Visiting Periods and Limitations**

Wednesday & Friday.....6:00 p.m. to 8:45 p.m. (All Inmates)

**Monday, Tuesday and Thursday.....No Visits**

Saturday.....1:00 p.m. to 3:45 p.m. (Inmate Last Names ending A-L)  
6:00 p.m. to 8:45 p.m. (All Inmates)

Sunday.....1:00 p.m. to 3:45 p.m. (Inmate Last Names ending M-Z)  
6:00 p.m. to 8:45 p.m. (All Inmates)

Holidays .....1:00 p.m. to 3:45 p.m.

A. Visitors may only be listed on one (1) inmate’s visiting card at a time.

B. Visits are normally limited to four (4) adults and three (3) children (under 18) per inmate, per visiting period. (Exceptions shall be considered with sufficient prior request to the Superintendent) The Shift Commander reserves the right to limit the number or length of visits in the event of crowding or other justifiable

circumstances. There shall be no limitations on the number of weekly visits an inmate may have.

- C. All children (under 18) must be accompanied by a parent and must bring their birth certificate. Children visiting with an adult who is not their parent or guardian must also present a completed notarized "Minor Request Form" (Appendix A) which demonstrates that he/she has the consent of a parent or legal guardian. The request must be approved by the Superintendent prior to any visits.
- D. Ex-offenders shall be required to obtain the approval of the Superintendent prior to visiting. Normally such approval shall not be considered within six (6) months of release. Appendix B should be completed and sent to the Superintendent.
- E. MCI-Plymouth disciplinary sanctions state that an inmate may be prohibited from family or other visits while on room detention, or during period of loss of visits for a disciplinary sanction. It is the inmate's responsibility to make timely notifications to family or other visits when a disciplinary sanction prohibits visits.
- F. If an inmate leaves the visiting area, the visit is considered terminated.
- G. Inmates are not to take any items into or out of the visiting area except their own DebitCard.
- H. 103 CMR 483 Inmate Visiting policy states in part "No child who was a victim of the inmate's offense shall be authorized to visit without the authorization of the Commissioner or a designee." To address this provision, MCI-P Classification staff will review the official versions of new inmate arrivals (those convicted of crimes against the person) to determine if a minor child was the victim of the inmate's crime. In the event this is the case (e.g. a minor child was the victim of the inmate's crime), Classification staff will notify the MCI-P Control Center staff to enter a notation on the inmate's Visiting Card that the minor child in question is prohibited from visiting with this inmate.

### **III. Designated Visiting Areas**

#### **UPPER CAMP**

Indoor Visits: Inmate Dining Room  
Attorney Visits: C-Dorm Day Room or a private area designated by the Shift Commander.

#### **LOWER CAMP**

Outdoor Visits - Pondsideside visiting area (Memorial Day to Labor Day)  
Outdoor visits will be held on weekends during the afternoon period only (1:00 PM – 3:45 PM). The Shift Commander shall designate the visiting area to be utilized based upon the weather conditions and operational needs.

### **IV. Identification, Sign-In and Processing Requirements**

- A. Before being admitted to the facility, a visitor shall be required to produce identification, which, in the opinion of the admitting officer(s) is adequate. A current photographic identification, such as a Massachusetts driver's license or a passport or an identification card issued by the Department of Transitional Assistance shall be sufficient. The superintendent or a designee may make

exceptions.

- B. All non-DOC employees and all full-time DOC employees not assigned to MCI-Plymouth are required to turn in picture identification upon entering MCI-Plymouth. These categories include: training, CRA Program, Spectrum employees, education instructors, volunteers, technical liaisons, inmate telephone system employees, DOC Property Officer, service/maintenance contractors, delivery people, vending machine personnel, chaplains, ministers, etc. Identifications shall be returned upon leaving MCI-Plymouth.
- C. No visitor under the influence of alcohol, drugs or other intoxicants, shall be allowed on institutional property. Any visitor with the odor of alcohol on his/her breath shall not be allowed on the property.
- D. All visitors are responsible to be familiar with MCI-Plymouth visiting procedures and assure compliance. These rules and regulations shall be strictly enforced. Criminal history backgrounds are performed on all visitors.
- E. Upon entering MCI-Plymouth property, all visitors shall proceed directly to the Control Center for processing and complete a visiting form (Appendix C). All questions should be answered truthfully and any questions should be directed to staff. Vehicles shall be locked at all times while unattended. Any visitor wishing to return to their vehicle during the visiting period shall not be allowed to return to the visiting room unless specific permission is requested and approved by the Shift Commander.
- F. Visitors shall be processed on a "first come, first served" basis. This shall be accomplished by assigning a number to each visiting slip when it is submitted to the officer in the Control Center.
- G. Upon signing in, all visits shall be reminded of searches at the Control Center. Visitors shall be asked to empty their pockets and allow a search of their coat pockets and search those personal effects (i.e., diaper bags). This shall take place upon entering the Dining Room Visiting Area or Lower Camp Visiting Yard.
- H. Handicap parking is available in the designated areas: lower camp parking lot and the upper camp along side the inmate dining room. Requirements are: valid handicap registration plate/placard, or approval by the Superintendent and/or his designee.
- I. The Control Center Officer shall be responsible for notifying the inmate that he has a visit. Visitors are to report to the Visiting Officer prior to entering the visiting area.
- J. No visitor/inmate contact is permitted until the visitor has completed the visitor processing procedure in the Sign-in Point and the Visiting Room.
- K. The Superintendent reserves the right to restrict or cancel visiting periods in the event of institution emergencies, extreme weather conditions, or other unforeseen circumstances. Visitors may call in advance **(Area Code: (508) 291-2441 X-3301)** to verify if these conditions apply.

- L. The Superintendent may, from time to time, establish additional or alternative visiting periods for special events or functions which visitors may attend. Advance notification shall be posted for such activities.
- M. Any visitor requesting to breast-feed their child will be afforded the opportunity to do so in a private area. At MCI-P, the area designated for this activity is the Medical Interview Office.

**V. Personal Effects:**

- A. All visitors are expected to leave personal effects, including money and pocketbooks securely locked in their vehicles or in the visitor lockers. Transaction for vending machine Debitcards must be conducted at the Control Center during the sign in process. Inmates are not allowed to be in possession of visitor DebitCards.
- B. The institution shall not assume responsibility for lost or stolen items. No personal items shall be left in the Visitor processing area, except as noted under item IX. (Medications).
- C. Nothing is to be brought into the Visiting Room except the following: two (2) clear plastic bottles with either formula, milk, water or juice, two infant diapers and infant wipes in a clear plastic bag. The equivalent of two (2) plastic sealed jars of baby food; and one (1) bib. The only exception is a change of diaper, a bottle for an infant and medication approved by the Shift Commander.

**VI. Searches**

**All searches are performed at the discretion of the Shift Commander.**

- A. All carry-in items are subject to search at any time on state property.
  - B. All visitors are subject to search at any time while on state property.
  - C. All vehicles are subject to search at any time while on state property.
- Any refusal to comply with a search shall result in denial of visiting privileges for that day.**

**VII. Money/Inmate Property**

- A. Monies in the forms of checks or money orders are to be received only via Inmate Accounts and are not to be given to the inmate under any circumstances. Checks and money orders can only be received during visiting periods.
- B. Visitors are encouraged to use the U.S. Mail to send monies in the form of checks or money orders for deposit into an inmate's account.
- C. A slotted container is available at the Sign-in Point that is emptied Monday-Friday by the Treasurer. Cash deposits are not allowed. It is suggested that inmates advise people sending in checks to send money orders/bank checks to avoid any "hold" that may be placed on a personal check.
- D. No Inmate property will be accepted.

## VIII. Proper Attire/Jewelry

- A. All visitors are expected to wear proper attire and footwear that is appropriate for a public place. The following items are **NOT ALLOWED**:
1. Bare feet
  2. Flip Flop shoes
  3. Bathing suits, shorts, any clothing with excessive pockets, drawstrings, excessively baggy or tight clothing, hooded clothing, Sheer, excessively revealing or transparent clothing, bodysuits of any type, spandex or spandex type clothing.
  4. Any clothing that displays a *gang affiliation* or is in any way attributable to gang culture; additionally, clothing that is obscene, racial or displays sexual content is not allowed.
  5. Any clothing similar to that issued to an inmate or uniformed personnel
  6. Double layered clothing on the bottom half of their person (ex: two (2) pairs of pants, two (2) pairs of underpants, or skirt and slacks, etc.)
  7. Farmer jeans of any type: shorts, dress, pants, overalls, jumper, etc.
  8. Fatigue or camouflage clothing
  9. Hair ribbons, bands, barrettes, or hair accessories of any type
  10. Jackets, coats or vests of any type. (All jackets and coats are to be hung up upon entry to the Visiting Room.)
  11. Jeans of any type or color are not allowed to be worn by male visitors.
  12. Jewelry – No earrings, facial jewelry, necklaces, bracelets or watches allowed. (The only exceptions are a wedding band or medic alert bracelet.)
  13. Leather, or clothing with excessive metal
  14. Dresses or skirts will not exceed 2" above the knee, no slits or opening extending 4" above the knee. Wrap-around skirts
  15. Sleeveless clothing, tank tops, halter tops, muscle shirts, or clothing that reveals the midriff or exposes the back. Tube tops of any type are not allowed.
  16. Sweatshirts, sweatpants, wind pants or exercise clothing.
  17. Ties
  18. Zippers that go the full length of the garment
  19. T-shirts with logos are not allowed; however, shirts without a collar should be allowed in.
  20. Leg warmers
  21. Hospital type gowns/clothing/scrubs
  22. Hats of any type, unless worn for religious reasons, however they must be removed while the visitor is being searched prior to entering the facility.
  23. No cell phones or pagers are allowed.

Requirements for all Visitors:

Traditional undergarments (bras and underpants) must be worn.

All shirts or tops must be tucked into clothing and must remain tucked in at all times.

Exception to Dress Code:

Sweaters may be worn.

Hairpieces (i.e.: toupees, wigs, extensions, weaves) may be worn but are subject to search.

**The Shift Commander shall make the final determination in all cases where there is a question regarding the suitability of a visitor's attire.**

B. Inmates shall be required to wear proper attire, which shall include shirt or T-shirt, pants, underwear and appropriate footwear. Sweatpants, sweatshirts and shorts are prohibited. Hats shall not be worn either in the visiting room or outside visiting area. Headwear is allowed only if pre-approved for religious purposes. **All shirts and sweaters must be tucked in at all times while in the Visiting Room/Area.**

**IX. Medications**

A. Visitors are required to declare all medications at the Visitor Processing area.

B. Except for emergency medications (i.e. heart medication, inhalers) and/or diabetic glucose tablets, all medications shall be left at the Sign-in Point in an envelope signed and sealed by the visitor. The visitor may obtain such medication at appropriate times and/or upon completion of the visit.

C. All medications must be presented in original packaging and/or prescription containers.

D. Medications shall be subject to inspection and verification.

E. Actual medications shall not be physically handled by MCI-Plymouth employees.

**X. Operation of Vehicles**

A. Careless or reckless operation of vehicles on state property is subject to prosecution and/or loss of visiting privileges.

B. A five- (5) mile per hour speed limits shall be strictly enforced.

**XI. General Conduct**

The conduct of the visitor and inmate while in the visiting room shall adhere to the following guidelines.

A. Excessive familiarity, the use of any profanity, or serious deviation from appropriate standards of behavior in a public place may result in administrative action, such as verbal warning, termination of a visit, or loss of visiting privileges.

- B. Visitors are expected to conduct themselves reasonably and not to engage in physical contact with inmate/residents that is excessive or inappropriate for a public place.
- C. Behavior which may be offensive to another visitor or inappropriate in the presence of children will not be tolerated.
- D. Any contact that is more than commonly acceptable as a public display of affection and which is embarrassing to others, (i.e., excessive body caressing, excessive kissing, the touching of a private body part) or violates common standard of decency and respect will not be tolerated. One (1) notice of caution is discretionary.
- E. Disruptive behavior of any kind will not be tolerated.
- F. No straddling chairs. Furniture is not to be rearranged.
- G. No sitting with one person's legs crossed over another person's legs.
- H. Feet will remain visible at all times.
- I. No lying across or sitting in another's lap.
- J. When sitting, hands shall be in plain sight at all times.
- K. Inmate visitors shall not be allowed to put their arms around each other when sitting or standing. The only exception will be once at the beginning and once at the end of the visit during the exchange of common display of affection (hug and/or closed mouth kiss).
- L. Inmates and visitors will follow the orders of the officers assigned to the visiting room and its related areas.
- M. No article(s) shall be passed between visitors and inmates/residents without the permission of a visiting room officer.
- N. Inmates and visitors are responsible for cleaning up and throwing away all trash, left over vending machine items and wrappers that have been purchased during their visit.
- O. No cross visiting between inmates and visitors.
- P. No sharing of beverages or bagged food items.
- Q. At no time will visitors and/or inmates be allowed to change their seats unless directed to or given permission to do so by a visiting room staff member.
- R. Interaction between inmate and another visitor or between visitors is not allowed.
- S. Possession or use of tobacco products is prohibited.

- T. Parents or legal guardians will be responsible for the child's behavior at all times. Children will not be allowed to engage in disruptive behavior or to roam the visiting room or area unattended. This type of behavior may be grounds for termination of the visit.
- U. Visitors and inmates are expected to keep their general area clean and orderly. Dispose of all refuse in proper containers.
- V. Visitors shall not be allowed to bring in any pet other than a Seeing Eye dog or a dog utilized for handicap purposes.
- W. Use of playground equipment in the outside visiting area is permitted with parental supervision. Defective playground equipment should be reported to the Visiting Officer immediately.

## **XII. Contraband**

- A. Visitors shall not introduce or remove any items during their visit or otherwise have in their possession or property, any item of contraband including but not limited to:
  - Guns, knives or other weapons;
  - Controlled substances;
  - Tobacco products and lighters / matches;
  - Alcohol;
  - Explosive or incendiary devices;
  - Packages, parcels or mail intended for the inmate
  - Any item not allowed for the possession or retention by inmates;
  - Food. All foodstuffs are to be purchased through the vending machines.
- B. Questions regarding any item which may be potentially classified as contraband shall be addressed to the Shift Commander whose decision shall rule, pending any appeal as set forth in the provisions included in these Rules and Regulations.
- C. Violation of State and/or Federal Law may result in criminal prosecution.
- D. The smoking, possession or other use of tobacco products by inmates and/or visitors is prohibited on all Department of Correction property and property under the control of the Department. If a visitor has any tobacco product, matches, lighter, etc. on their person when they are being signed in at Control, they shall be given the option of bringing the items back to their vehicles and then be allowed to visit. If contraband is found within the visiting area, the visit shall be terminated and be subject to a permanent bar from visiting.

## **XIII. Barred Visits and Appeals**

- A. Violation of any rule or regulation governing visits at MCI-Plymouth may result in refusal of visiting privileges, termination of visits and/or being barred from future visits.
- B. The Shift Commander has the authority to restrict or suspend visiting privileges pending review and/or appeal to the Superintendent.
- C. Barred visitors are restricted from entering any Department of Correction facility prior to reinstatement of their visiting privileges. Application for reinstatement may occur upon expiration of the period of the bar.
- D. The Superintendent may require an interview when considering any matter under appeal or application for reinstatement.

**XIV. Outside Visits (Seasonal)**

- A. Outside visitors shall be processed as previously stated, but shall proceed from the Control area to the Pondside visiting area. No inmate or visitor shall be allowed access to the dining hall area during outside visits.
- B. An outdoor portable toilet will be available for Pondside visits marked "Visitors". Visitors who wish to use indoor toilet facilities may do so by making a request to the Visiting Officer and following his/her directions.
- C. Inmates shall utilize the portable toilet facilities in the outside visiting area marked "Inmates". No inmate shall be allowed to leave visiting areas and return.
- D. Drinking water shall be available at the outside visiting area in a Cambro with ice.
- E. **STRADDLING** of benches shall not be allowed.
- F. When exiting the visiting area, all visitors shall turn right and proceed directly to their car. Inmates must turn left and proceed along the lower pond road, and back to their dorms via the brick walk.
- G. No visitors or inmates are to linger in the lower camp when visits are over.

**XV. Attorney Visits**

- A. All attorney visits shall be conducted during normal visiting hours. Any other request for attorney visits shall obtain prior approval by the Superintendent or his designee.
- B. Attorney visits shall be held in the C-Dorm Day Room so attorney/client privacy can be ensured. The Shift Commander shall ensure that the Day Room is cleared of all inmates prior to the visit. The Control Center Officer shall ensure that the proper documentation is collected and forwarded to the Shift Commander so the inmate's visiting card can be documented.

- C. All attorneys requesting attorney visits shall provide appropriate credentials such as: Bar Card, intern status or other pre-approved documentation giving him/her attorney privileges.

**XVI. Special Visits**

The Superintendent or his/her designee may allow visits other than during normal visiting periods (e.g. family emergencies). The inmate shall submit a written request to the Superintendent requesting the special visit. Times and location of the visit shall be determined by the Superintendent or his/her designee.

Per 103 CMR 483, in the event an MCI-P inmate who is confined at an outside hospital is medically determined to be in critical condition or in imminent danger of death, he may be allowed to have visits. In such cases, the Superintendent or his/her designee shall contact the inmate's emergency notification individual. Should a visit be requested as a result of this contact, the Superintendent shall rule on this request and determine the visitation arrangements accordingly. These arrangements shall then be relayed to the Officer in Charge of the hospital detail via the Shift Commander. All other parties who request visits under these circumstances shall contact the Superintendent's office and will be considered on a case by case basis.