



**MASSACHUSETTS SUBSTANCE ABUSE
CENTER AT PLYMOUTH**



VISITING PROCEDURES

In accordance with:

103 CMR 483 – VISITING PROCEDURES

103 DOC 483 VISITING RULES AND REGULATIONS

A. General Information

a. Mailing Address/Telephone Numbers/Fax Number:

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

b. Directions to MASAC/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 MASAC/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.

d. DOC Family and Friends Handbook:

MASAC/Plymouth now makes available to all visitors The DOC "Family and Friend

handbook". This handbook will be located at the control center in both English and Spanish version.

It will be made available upon request of the visitor at the conclusion of there visit.

B. Visiting Periods and Limitations

Sundays- 1:00pm-3:45 pm

6:30 pm-9:00 pm

Fridays- 6:30 pm-9:00 pm

Saturdays 1:00pm-3:45PM

Holidays 1:00 pm- 3:45 p.m.

- a. Visitors may only **visit** one (1) inmate at the current institution 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, or - if applicable, a copy of the court ordered guardian papers. 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. Visitors attempting to visit while under supervision of the Probation Office (open case(s)) shall not be allowed to visit until such time as their probation matter can be reviewed by the Superintendent and a decision rendered.

- f. MASAC/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.
- g. If an inmate needs to utilize the bathroom or leaves the visiting area, the visit is considered terminated.
- h. Inmates are not to take any items into or out of the visiting area except their own Debit Card.
- i. 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.

C. Designated Visiting Areas

UPPER CAMP

Indoor Visits: Inmate Dining Room
 Attorney Visits: A private area designated by the Shift Commander.

D. 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 MASAC/Plymouth are required to turn in picture identification upon entering MASAC/Plymouth. 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 MASAC/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 MASAC/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. Visitors will be required to list the registration number and state of issue of the vehicle they arrived in on the Request to visit form. 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 time/date stamping 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 Visiting Room 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 MASAC/Plymouth, the area designated for this activity is the Medical Interview Office.
- n. Pets should not be brought onto state property nor be left in any vehicle. In the event that you leave your pet in a vehicle, you will be asked to leave the property immediately. This will result in termination of the visit.

E. 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 Debit cards must be conducted at the Control Center during the sign in process. Inmates are not allowed to be in possession of visitor Debit Cards.
- 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. (Allowable Items).

F. 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.
- d. All visitors, with the exception of attorneys, are subject to K-9 searches prior to entry into the facility.

Any refusal to comply with a search shall result in denial of visiting privileges for that day.

G. 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.

H. Proper Attire/Jewelry

A. Visitors

The following items are NOT ALLOWED to be worn by any visitor adult or child:

- a. Boots worn above the knee (exception - boots below the knee are permitted October 15 - April 15)
- b. Work boots will never be permitted.
- c. Bare feet
- d. 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).
- e. With the exception of undergarments, spandex or spandex type clothing is not allowed.
- f. 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.
- g. 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).

- h. Fatigue or camouflage clothing.
- i. Double layered clothing on the bottom half of their person (e.g. two (2) pairs of pants, or skirt and slacks, etc.)
- j. Bibbed clothing of any type: shorts, dress, pants, overalls, jumper etc. (allowable for age 8 and younger).
- k. Hair accessories that cannot be easily removed to be searched.
- l. Bobby pins, barrettes and ribbons. .
- m. Umbrellas, jackets, coats, vests or outerwear of any type. Exceptions can be made for those facilities where visitors have to travel outside to get to the visiting area. An area will be designated to store/hang these items not accessible to the visitor and inmate during the visit.
- n. Male visitors cannot wear any type of blue or black jeans into a facility that houses males. Female visitors cannot wear any type of blue or black jeans into a facility that houses females.
- o. 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 on a necklace /chain and medical alert jewelry.
- p. Dresses, skirts and skirt slits will not exceed 2" above the knee when sitting. No wrap-around style skirts are allowed unless worn for religious reasons.
- q. 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.
- r. Sweatshirts, sweatpants, wind pants and exercise clothing (allowable for age 8 and younger).
- s. Clothing with zippers that go the full length of the garment with the exception of outerwear. (Allowable for age 8 and younger).
- t. Colored T-shirts are allowed in. T-shirts with offensive logos are not allowed.
- u. Leg warmers.
- v. Hats and head coverings of any type, unless worn for religious or medical reasons; however they must be searched prior to entering the institution.
- w. No electronic communication devices or those capable of storing information are allowed.

Dress Requirements for all Visitors:

- Undergarments must be worn.
- Clothing shall not be ripped, torn, have holes or missing buttons.

Exceptions to Dress Code:

- Sweaters may be worn.
- 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 processing.
- Garments with elastic waists may be worn.

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

- a. Inmates shall be required to wear proper attire, which shall include shirt or T-shirt, pants, underwear and appropriate footwear. Sweatpants, 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. Inmates are not allowed to wear a watch while on a visit.
- b. All inmates will turn in their identification card to the visiting room officer upon entering the visiting room. The Visiting Room Officer shall retain the IDs for the duration of the visit. Once the visit is concluded, inmates will report to the visiting room officer to pick up their identification card before exiting the visiting room.
- c. Inmates will not be allowed to enter the visiting room unless they have their identification card or have the approval of the Shift Commander.

I. Allowable Items for Visitors

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 of baby food, (1) plastic spoon and one (1) bib.

B. Medication and or Medical Devices

- a. 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).
- b. 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.
- c. Once substantiated, the Superintendent shall provide written approval to allow the visitor to enter the institution with the
- d. 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).
- e. 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.
- f. 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.
- g. Visitors who have life-saving medication shall keep it on their person at all times.

- h. The officer shall note all medication or medical device(s) upon entry on the visiting form and verify upon exit of the visiting room.

J. 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.

K. 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. Inmate and adult visits can only sit across from each other during the visit.
- b. Visitors are expected to conduct themselves reasonably and not to engage in physical contact with inmate 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. All food is to be consumed in the Visiting Room. Food purchased must be consumed or discarded. Food purchases will not be allowed out of the Visiting Room.
- r. 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.
- s. Interaction between inmate and another visitor or between visitors is not allowed.
- t. Possession or use of tobacco products is prohibited.
- u. 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.
- v. Visitors and inmates are expected to keep their general area clean and orderly. Dispose of all refuse in proper containers.

- w. Visitors shall not be allowed to bring in any pet other than a Seeing Eye dog or a dog utilized for handicap purposes.
- x. 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.

L. 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.

M. Barred Visits and Appeals

- a. Violation of any rule or regulation governing visits at MASAC/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.

N. Attorney Visits

Attorney visits will be held in a private area designated by the Shift Commander.

- 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. 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.

P. 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 MASAC/Plymouth 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.

Minor Consent Form

To the parent(s) or guardian of minor:

Please complete the questions below and have this application notarized. (You must sign in the presence of the Notary Public). Completed applications and copies of the birth certificate must be forwarded to the Superintendent of

_____.
(Insert the name and address of the institution here)

1. Name of inmate to be visited:_____
2. Name of minor(s):_____
3. Date of birth of minor(s):_____
4. Relationship of minor(s) to inmate:_____
5. Any restrictions to be placed on "visit by minor" (i.e., only a specific day, to be escorted by a particular individual, etc.)****Please designate the individual(s) you are authorizing to escort the minor(s) to this facility.**

Name and address of parent or guardian:_____

Daytime phone number of parent or guardian:_____

By signing below I am authorizing the above mentioned minor to visit your facility accompanied by the individual(s) designated for the purpose of visiting the inmate listed above.

Signature of parent or guardian Date

Signature of Notary Public Date Expiration

Do not write below this line

To:_____

Upon reviewing your request for, I have decided to:

() Approve () Deny your request effective:_____

Superintendent

If you have been convicted of a felony you are required to complete the following questionnaire and present it to or send it directly to the Superintendent at a later date. An inquiry will be made regarding prior felonies and a decision regarding your request to visit will be made. Further, you will not be allowed to visit any inmate in the institution until you have received official written notification from the Superintendent regarding your visiting status. Thank you for your cooperation in this matter.

Mail to: MASAC at Plymouth
P.O. Box 207
South Carver, MA 02366
ATTN: Superintendent

NAME: _____

IDENTIFICATION NUMBER: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

PRESENT
ADDRESS: _____
Street City/State Zip Code

OFFENSE: _____

DATE AND COURT OF CONVICTION: _____

DISPOSITION OF CASE: _____

ALIASES: _____

FATHER'S
NAME: _____

MOTHER'S MAIDEN
NAME: _____

REQUESTING PERMISSION TO VISIT: _____

DATE OF
PAROLE: _____

PAROLE OFFICER'S NAME & PHONE NUMBER:
