

**COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF CORRECTION  
STANDARD OPERATING PROCEDURE TO  
103 CMR 483, *Visiting Procedures***

**PURPOSE:** This Standard Operating Procedure (SOP) establishes guidelines for the internal management of the approval process for incarcerated individual's and civil commitment's visitors consistent with 103 CMR 483.10, *Visitor Approval Process*. This SOP is applicable to all employees of the Department of Correction (DOC).

**I. INITIAL BACKGROUND CHECKS**

- A. The Director of Security (DOS) or designee shall complete the following Criminal Justice Information System (CJIS) checks for potential visitors who submit a Visiting Application:
1. Board of Probation (BOP) report;
  2. Warrant Management System (WMS) warrant check; and
  3. Wanted/Missing Person/Vehicle (QWA) warrant check (also known as NCIC).
- B. Victim Notification Registry (VNR)
1. If the Visiting Application indicates that the potential visitor is a victim or if it is indicated on the incarcerated individual's or civil commitment's Legal Issues tab (on the Criminal Records screen in IMS) that the incarcerated individual or civil commitment being visited has a Criminal Offender Record Information (CORI) petitioner, the DOS or designee shall contact the Victim Services Unit (VSU) via telephone or email.
  2. The VSU will cross-reference the name of the potential visitor with the VNR to determine if there is a concern for that potential visitor.
    - a. If the VSU determines the potential visitor is not a VNR petitioner, the VSU will notify the DOS or designee immediately by email stating the outcome.
    - b. If the VSU determines that the potential visitor is identified as a victim in the VNR, VSU will open an inquiry to assess concerns, identify a safety plan, and inquire about the reason for the request. Once the VSU determines whether or not the potential visitor may visit, the VSU shall notify the DOS or designee in writing by email. The DOS or designee shall print the decision and place it within the potential visitor's Visiting Application.

## **II. INCARCERATED INDIVIDUAL OR CIVIL COMMITMENT VISITING FILE**

- A. The Incarcerated Individual's or Civil Commitment's Visiting File is required to contain, at minimum, the following documents:
1. The original signed Visitor Application and Attachment #4 to 103 CMR 483, *Visiting Procedures*, used to notify potential visitors of their approval, denial, or removal from the incarcerated individual's or civil commitment's visitor list;
  2. A completed Visitor Application Checklist (Attachment #1) by the DOS or designee attesting the CJIS checks were completed in accordance with Section I (A) and appropriate notifications were made;
  3. The applicable email from VSU regarding the VNR as outlined in Section I (B); and
  4. Any Minor Consent Forms (Attachment #2 to 103 CMR 483, *Visiting Procedures*) required pursuant to 103 CMR 483.10.
- B. The Incarcerated Individual's or Civil Commitment's Visiting File shall be retained in the Director of Security's office.
- C. When an incarcerated individual or civil commitment is transferred to another institution, (other than temporary medical transfers to the Lemuel Shattuck Hospital (LSHCU) or a Health Services Unit (HSU), procedure trips, etc.), the Incarcerated Individual's or Civil Commitment's Visiting File shall transfer with them. If an electronic Incarcerated Individual or Civil Commitment Visiting File is maintained, the electronic Visiting File shall be emailed to the DOS or their designee at the receiving institution.
- D. When an incarcerated individual or civil commitment releases from custody or is deceased, the institution shall maintain the Incarcerated Individual's or Civil Commitment's Visiting File in accordance with the State Records Retention Schedule.

**VISITOR APPLICATION CHECKLIST**

Incarcerated Individual's or Civil Commitment's Name: \_\_\_\_\_

Commitment Number: \_\_\_\_\_

Visitor's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

<b>Form</b>	<b>Received by VPC</b>	<b>Approved by DOS</b>	<b>Completed</b>
Visitor Application		App/Deny Letter – Incarcerated Individual or Civil Commitment	<input type="checkbox"/>
Identification		App/Deny Letter - Visitor	<input type="checkbox"/>
Appears on Incarcerated Individual's or Civil Commitment's V.R.F.		Entered into IMS	<input type="checkbox"/>
Visitors' Search (IMS)		Entered into Securus	<input type="checkbox"/>
Checked in Pass		Updated Visitor List	<input type="checkbox"/>
Victim Notification Registry			
QWA			
WMS			
MA-BOP			
QH/QR			

Package Completion Date: \_\_\_\_\_

Issues/Concerns Noted: \_\_\_\_\_  
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