



Commonwealth of Massachusetts
Department of Correction
Boston Pre-Release Center

INSTITUTIONAL PROCEDURES
For
103 CMR 483 Visiting Procedures

I. ADDRESS AND DIRECTIONS

A. Address:

Boston Pre-Release Center
430 Canterbury St.
Roslindale, MA. 02131
Phone Number (617) 822-5000

B. Directions:

South: Take Rt. 24 North to Rt. 128 North. Take exit 2B Rt. 138 (Milton) approximately 3 miles to Blue Hill Ave. (Mattapan Square). Continue on Blue Hill Ave. for approximately two (2) miles to the intersection of Morton Street/Blue Hill Ave. At the intersection, take a left on to Morton Street. At the second set of lights, (near the Boston Police VFW Post #1018) take a left turn and follow the road bearing right to Boston Pre-Release Center.

North: Take Rt. 128 South to exit 2B Rt. 138 (Milton) approximately 3 miles to Blue Hill Ave. (Mattapan Square). Continue on Blue Hill Ave. for approximately (2) miles to the intersection of Morton Street/Blue Hill Ave. At the intersection, take a left on to Morton Street. At the second set of lights (near the Boston Police VFW Post #1018), take a left turn and follow the road bearing right to Boston Pre-Release Center.

Boston: Take the Jamaica Way (Past the Arboretum) going towards Forrest Hills. Go over the overpass to rotary. Go halfway around rotary and straight towards stoplights. You are now on Morton Street. Continue on Morton Street to first set of lights. Take a right at the lights (near

the Boston Police VFW Post #1018) and follow road bearing right to Boston Pre-Release Center.

Boston: Take Expressway South to Granite Ave. exit and follow Granite Ave. to Gallivan Blvd. intersection and take a left. Follow Gallivan Blvd. (Rt. 203) approximately 1.5 miles, which will change into Morton Street. (Norfolk Hardware) bear right and follow Morton Street to the intersection of Morton and Blue Hill Ave. Continue straight through intersection. At the second set of lights, (near the Boston Police VFW Post #1018) take a left turn and follow road bearing right to Boston Pre-Release Center.

Public Transportation: From Forest Hills T Station: Take Bus #21 or #31 up Morton St. to the Canterbury Street stop (near the Boston Police VFW Post #1018). Walk, following the road to the right to Boston Pre-Release Center. (Approximately 200 yards). Transportation schedules for public transportation shall be posted near the pay telephones in the main lobby. Local taxi service is also available.

II. IDENTIFICATION REQUIREMENTS

- A. Adult visitors are required to present current picture identification. Suitable forms of identification must include a current photograph. Acceptable forms of identification include; a valid driver's license, a passport, a military identification card, or official photographic identification cards issued by any state or federal agency, including government employee ID cards and immigration and Customs Enforcement Documents. Exceptions may be made by the Superintendent or designee.
 - 1. When the visitor's name is in the Barred Visitor (Intranet) or the inmate is out of the institution; the visitor shall be notified of such by the processing officer.

- B. Adults entering the institution with a minor shall present the minor's Birth Certificate or an official hospital record verifying the birth of the child, date of birth and parental information of the child. An adult that is not the parent or guardian

having physical custody of the minor must submit a completed minor consent form to the Superintendent for prior approval.

C. Visitor identification shall remain in the Control Center for the duration of the visit.

D. Visiting Records

1. All visiting and visitors record shall be kept and update via IMS Visitor Log. The name of every person(s) who visits that inmate and the dates and time on which those visits occur shall be recorded in IMS Visitor Log.

III. INSTITUTIONAL VISITING PERIODS AND GUIDELINES

A. Upon entering the Institution, all inmate visitors must report directly to the Control Center.

B. In accordance with 103 CMR 483.10 Visitor Approval Process, the guidelines outlined in 103 CMR 483.10 must be met prior to the allowance of visitation. It is the inmate's responsibility to initiate this process; and to notify their visitor(s) to complete the Visitor Application Form and to mail it to the attention of the Director of Security. Note information and applications are available in the inmate library and also at mass.gov. Once the application process has been completed, the visitor(s) and inmate shall be notified if approved or denied via the Visitor Status Notification Form.

C. A copy of the Inmate Visitor Listing shall be provided to each inmate at inmate orientation. This list may be revised upon an inmate request twice per year during the months of March and September. Requests for changes shall be submitted to the Director of Security for processing.

1. The following persons shall not be asked to provide the statement generally required by 103 CMR 483.12 (2) (a): the Governor, a Member of the Governor's Council, Superior or District Court Judge, the Attorney General, a District Attorney, the Commissioner, Deputy or Associate

Commissioner of Correction, a Member of the Parole Board, a Parole or Probation Officer. Any such officer shall be required to sign his/her name, state business address and the office, which brings him/her within the exemption from the normal sign-in requirement.

D. Visiting rules and regulations shall be posted in the front lobby and made available to visitors upon request

E. **Who May Visit**

It is the policy of Boston Pre-Release not to restrict visiting to prescribed classes of persons such as inmate's relatives or friends, or prior acquaintances.

By Statute, the Superintendent may refuse admission to a person who has permission to visit if, in the Superintendent's opinion, such admission would be injurious to the best interest of the institution.

Visitors may assume that they have permission to visit unless they are informed otherwise by the Superintendent or designee of the institution, or by the Commissioner or designee.

F. **Who May Not Visit**

1. A relative of an inmate, who was recently released, must wait six months before to requesting permission from the superintendent. Visitors (other than family members) who have previously been incarcerated may apply for visitation one year after release.

2. **No child who was a victim of the inmate's offense** shall be authorized to visit without the authorization of the Commissioner or designee.

3. **No one may visit an inmate temporarily confined in an outside hospital.** Inmates who are medically determined to be in critical condition or imminent danger of death may be allowed to have visits only with the approval of the Superintendent.

G. **Visiting hours are 1:00 p.m.-4:00 p.m. & 6:00 p.m. to 9:00 p.m.daily (Tue-Sun) (Closed Mondays)**

1. Inmates on orientation status, on Minimum status, unemployed, or in-house due to a disciplinary sanction shall receive visits on Tuesday to Friday from **6:00 p.m. to 9:00 p.m.** only. On weekends and holidays these inmates may receive visits during all regularly scheduled visiting periods.
2. Inmates who do not go out to work release, scheduled program (in-house or out of the institution), work crew or are unable to complete their assigned (in-house) job due to being sick will not be eligible to receive a visit for that day. Verified medical issues will not affect inmate visits.
3. Visits will not be processed between 2:45 p.m. and 3:15 p.m. to allow for change of shift.
4. There are no limitations on the number of weekly visits an inmate may have.
5. A visit is limited to a visiting period of 1:00 p.m. to 4:00 p.m. or 6:00 p.m. to 9:00 p.m. Visiting period may be terminated due to overcrowding. In cases where visits are terminated due to overcrowding, the first in will be first out providing that the visit has been at least one hour in duration.
6. Up to four (4) total individuals may visit an inmate at a time.
7. Cancellation of Visits: When visits are canceled per the Superintendent (i.e. inclement weather or emergency) inmates are allowed to call their visits or have a supervised phone call by staff informing their visitor that visits are canceled for the day.

B. Dress Requirements for all Visitors:

1. Undergarments must be worn. Clothing shall not be ripped, torn, have holes or missing buttons.
2. Visitors are expected to dress in accordance with standards of decency acceptable in a public place. Bathing suits, bare midriffs, spaghetti straps, halter tops, see-through clothing is not allowed.
3. Inmates must wear pants, foot wear (no flip flops) and a shirt. **No sweat clothes.** During summer months inmates may wear zippered shorts. White Tee Shirts and tank tops are not allowed.
4. Headwear is allowed only if pre-approved for religious purposes. No jewelry is to be worn except a traditional wedding ring and/or one (1) religious medal on a chain will be allowed and a medical alert bracelet (if applicable).
5. No watches or wallets allowed. No more than \$10.00 cash allowed on an inmate during a visit for the purpose of vending machine purchases.

C. Exceptions to 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 processing.
3. Garments with elastic waists may be worn.

IV. VISITORS PERSONAL EFFECTS AND VEHICLES

- A. Visitors shall secure all personal belongings in their vehicles. Visitors without vehicles shall be provided with lockers.
- B. Visitors are allowed to enter the visiting room with **the following items, but must declare them to the processing officer;**
 1. Money for vending machines, up to ten dollars per visitor,
 2. Medication - Visitors who require life-saving medication on their person, must obtain prior written approval from the Superintendent to visit with such medication. Visitor must submit written

evidence, signed by a health care professional, documenting the need for such medication.

3. Vehicle/locker key, if applicable,
 4. Baby articles - Baby articles - Two (2) plastic bottles with either formula, milk, water or juice, one (1) empty sippy cup, two (2) infant diapers and infant wipes in a clear plastic bag, one (1) blanket, (1) pacifier, two (2) plastic sealed containers of baby food, one(1) plastic spoon and one (1) bib;
 5. Engagement rings, Wedding rings/band, One (1) religious medallion, and medical alert jewelry;
 6. A Handkerchief;
 7. Prescription eyeglasses (no case) and Heard aids.
- C. Papers and documents carried in or out by a judge, attorney, law student, paralegal, the Governor, any legislator, or a member of the Parole Board, may be inspected for contraband but shall not be read.
- D. All vehicles on state property are subject to search and must be locked while unattended. Parking for individuals with disabilities is provided by the main entrance. All vehicles parked in the handicapped spots must have a handicapped vehicle plate.

V. SEARCHES OF VISITORS

- A. A sign shall be posted in the entrance lobby **WARNING - "ALL VISITORS ARE SUBJECT TO BEING SEARCHED"**. This sign shall also contain the same warning in Spanish - **"TODAS LAS VISITAS ESTAN SUJETAS A REVISION"**.
- B. A personal search of the visitor **may not** be conducted without prior authorization of the Shift Commander. The Shift Commander shall always receive authorization from Superintendent or designee prior to authorizing the search of a visitor. The visitor shall be granted

the opportunity to leave the institution rather than submit to a personal search.

- C. A Visitors Search Log will be maintained at the Control Center. Visitors who are authorized by Superintendent or designee to be asked to subject to a pat search and agree shall sign the log in the Control Center.
- D. An incident report shall be filed regarding the circumstances of the authorized search prior to the end of the shift. Officers conducting searches shall do so in a professional manner. Personal searches shall be conducted by a correctional employee of the same sex as the visitor. Upon request by the visitor, personal searches shall be conducted by a correctional employee of the same gender as the one with which the visitor identifies.
- E. Allowable Items

1. Necessities for 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, one (1) pacifier, two (2) plastic sealed jars of baby food, (1) plastic spoon and one (1) bib.

2. Private area for nursing mothers and infant.

Any Visitor requesting to breast feed their child will be afforded the opportunity to do so in a private area. At Boston Pre-Release Center, a privately partitioned area will be provided to nursing mothers. A chair will be provided for use in a designated area outside of the visiting room. Any additional assistance necessary, will be provided through the Shift Commander.

3. Submitting Funds and Property to Inmates

In accordance with 103 CMR 405, Inmate Funds Policy, visitors may deposit checks or money orders in the drop box located in the lobby area for deposit in the inmate's account. **Cash will not be accepted.**

4. Medication and 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 etc., or requiring the use of oxygen tanks shall obtain prior approval from the Superintendent to visit with such medication/device(s).

- a. 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.
- b. 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).
- c. 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.

- d. 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.
- e. Visitors who have life-saving medication shall keep it on their person at all times.
- f. The officer shall note all medication or medical device(s) upon entry, in the visiting Log within IMS and verify possession of said medication/medical device upon exit of the visiting room.

F. Articles Not Allowed To Be Brought In By Visitors

The following contraband items include, but are not limited to;

- 1. Alcohol
- 2. Weapons

It is a felony in Massachusetts for any person to deliver any article whatsoever to an inmate without the permission of the Superintendent or Commissioner or their designee or to procure an article to be delivered, to **possess it with intent to** deliver it, or to deposit or conceal it with intent that an inmate shall obtain it. It is also a felony for any person to receive from an inmate any article with intent to carry it out of the institution, unless authorized by the Superintendent or Commissioner or their designee.

Carrying of guns or other weapons, controlled substances, alcohol, or any other article whatsoever into or out of the institution may result in loss of visiting privileges as well as criminal prosecution.

All visitors will be asked by the Control Center staff if he/she is carrying a weapon, cuff keys, medication, cell phones, electronic devices, pagers, or other contraband. With the exception of Law Enforcement and Correctional Personnel, any visitor found to have a weapon in his/her possession or in his/her vehicle shall not be allowed to visit.

3. Drugs
4. Drug related paraphernalia
5. Electrical appliances (TVs, radios, cameras)
6. Handcuff keys
7. Beepers and/or cellular phones
8. Cigarettes, tobacco or tobacco products
9. Packages, parcels or mail intended for the inmates
10. Any item not allowed for the possession or retention by inmate
11. clergy
12. Pets/animals shall not be brought into the institution by visitors. Request for service animals should be made prior to visiting and shall be reviewed on a case by case basis, taking into consideration any security concerns. Animals shall not be left unattended in vehicles on institutional grounds.
13. In accordance with 103 CMR 403, Inmate Property Policy, visitors **may not** bring in property for inmates.
14. Explosive or Incendiary devices.

G. Articles Authorized To Be Taken Out By Visitor

Any article authorized to be taken out by a visitor must be pre-approved by the property officer.

VI. VISITING ROOM RULES

- A. All inmates are subject to search at all times.
- B. The visiting room, lobby bathrooms, and visitors lockers, shall be searched before and after all visiting periods.
- C. Inmates are not allowed in the visiting room until they have been paged by the Control Center. Inmates must remain in the Visiting Room until their visitor exits the institution.

- D. Inmates are not allowed to escort visitors or children to the Vending Machines or Bathrooms.
- E. Visits will be restricted to the visiting room with the lights on at all times. Children must be supervised at times and escorted to the bathroom as needed by the visiting parent/guardian.
- F. Only food items purchased from the vending machines are allowed in the visiting room.
- G. Inmates are not allowed to use visitor's lobby bathroom or vending machines. Inmates on a visit shall notify the Control Center when leaving their visit to use their housing unit bathroom. If an inmate leaves a visit to use the unit bathroom or returns to his cell/unit for any reason, he shall be strip searched prior to being allowed to resume the visit.
- H. Violation of any rules or regulations governing visits at Boston Pre-Release may result in refusal of that particular visit. Visitors being barred shall be via Superintendent.
- I. Disruptive actions/behavior by visitors/inmates during a visit which threaten the security or the orderly running of the institution shall result in the termination of the visit.
- J. Officers having any knowledge of any disruptive actions/behavior shall write an incident report prior to the end of his/her tour of duty. Termination of visits shall be via Shift Commander after review of information/reports.
- K. Visits may be terminated due to inappropriate or excessive physical contact between the visitor and inmate.

VIII. Other VISITS

A. Children - Minor Visits

All visitors coming in with a minor must produce minor's birth certificate or an official hospital record verifying

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the birth of the child, the date of birth, and parental information of the child, in order to visit an inmate.

A minor visitor accompanied by an adult who is not the minor's parent or legal guardian must have for each visit approved by Superintendent, signed by parent or legal guardian, notarized "Minor Consent Form". Proper documentation must be produced to prove legal guardianship.

Minors must be supervised at all times. The adult visitor must escort children to the bathroom.

B. Attorney/Clergy

Attorney/clergy visits shall normally be conducted during normal visiting hours in the visiting room. With the approval of the Superintendent or designee, attorney/clergy visits may take place outside of the normal visiting hours and if necessary, the Shift Commander will determine where in the facility such meetings shall occur to ensure attorney/clergy privacy.

IX. Special Visits

A. Emergencies

With the approval of the Superintendent or designee, visits due to immediate family emergencies may take place outside of the normal visiting hours.

B. Extensive Travel

With the approval of the Superintendent or designee, visiting period may be extended for visitors who have to travel over fifty (50) miles each way.

C. Requests for tours may be made to the Superintendent or the Department's Public Information Officer in accordance with 103 CMR 483 and 103 BPRC 483 Visiting policy.

Such request must be submitted in writing to the Superintendent or a designee. Special visit approval shall be documented in writing and a copy shall be sent to the requesting visitor, the inmate, the visitor processing area and outer control. Consideration for a special visit shall be at the Superintendent's discretion.