

Massachusetts  
Department Of Correction

# MCI-Concord and NECC PROCEDURE

Superintendent Approval  
Date

10/17/2019

Reviewing Authority  
Approval Date

1/31/2020



Procedure In accordance with:

103 DOC 483  
Visiting Procedures

**Internal Reviewing Authority:**

Deputy Superintendent of Operations  
NECC Deputy Superintendent

ACA/PREA Standards:

[Click here to enter text.](#)

Applicability: Staff/Inmates

Attachments

Yes  No

Inmate Library

Yes  No

Public Access

Yes  No

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### Attachments:

- 1. Facility Information Sheet
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- 5. Visiting Room Log Sheet

I. Visiting Periods (483.07)

A. The following visiting schedule for general population shall be applicable to visitors at MCI-Concord:

<b>TIMES</b>	<b>MONDAY</b>	<b>TUES</b>	<b>WED</b>	<b>THURS</b>	<b>FRIDAY</b>
<b>1:00 – 8:30 PM</b>	<b>NO VISITS</b>	<b>NO VISITS</b>	<b>OPEN</b>	<b>OPEN</b>	<b>OPEN</b>

<b>TIMES</b>	<b>SUNDAY</b>	<b>SATURDAY</b>
<b>1pm-3:50pm</b>	<b>A - L</b>	<b>M - Z</b>
<b>6:20pm-8:30pm</b>	<b>M-Z</b>	<b>A-L</b>

B. The visiting center is closed on Mondays and Tuesdays.

C. Visitors may stay in the visiting center through both sessions on Wednesday – Friday. Those visits that stay through both sessions on these days, the inmate will be charged two (2) visiting periods. If visitors/inmates wish to utilize only one (1) visiting period, then the visit must end prior to 4:15 PM

D. The weekend visiting schedule will be conducted alphabetically by the inmate’s last name. (See schedule above).

E. As directed by the 103 CMR 483 policy, eleven (11) days per year shall be recognized as “holidays” for the purpose of scheduling visits. The following is a list of the only holidays this will be applicable to:

- *New Year’s Day*
- *Martin Luther King Jr.’s Birthday*
- *Presidents’ Day*
- *Patriot’s Day*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Columbus Day*
- *Veterans’ Day*
- *Thanksgiving Day*
- *Christmas Day*

F. The holidays of Thanksgiving, Christmas and New Year’s Day, will have the following visiting schedule:

<b>TIMES</b>	<b>HOLIDAY</b>
<b>1pm-3:50pm</b>	<b>A-L</b>
<b>6:20 - 8:30 pm</b>	<b>M - Z</b>

Visits will be open call for all other holidays that fall on a weekday, from the hours of 1pm-8:30pm.

**II. Facility Information – Concord (483.06)**

**A.** The following addresses are the mailing and physical addresses of MCI-Concord:

<b>Mailing Address</b>	<b>Physical Address</b>
MCI-Concord P.O. Box 9106 Concord, MA 01742-9106	MCI-Concord 965 Elm Street (Rte. 2) Concord, MA 01742

**B.** The main telephone number for the institution is **(978) 405-6100**.

Public transportation to MCI-Concord is available in the form of cab and train services. A list local taxi services will be posted in the Main Lobby. The MBTA train station's schedule located in West Concord Center will also be posted in the Main Lobby.

**C.** The following directions to MCI-Concord shall be available to visitors upon request, and shall be posted in each housing unit:

**From Boston**

MBTA station. Go through Belmont, Lexington and Lincoln to the Routes 2/2A rotary in Concord. MCI-Concord is on the left. Go around the rotary past Route 2 and exit at Commonwealth Avenue. The parking lot is on the right.

**From the North**

Take Route 495 South to exit 29A (Route 2 East/Cambridge/Boston). Follow Route 2 East through Littleton and Acton to the Routes 2/2A rotary in Concord. Exit rotary at Commonwealth Avenue. The parking lot is on the right.

**From the South**

Take Route 495 North to exit 29A (Route 2 East/Cambridge/Boston). Follow Route 2 East through Littleton and Acton to the Routes 2/2A rotary in Concord. Exit rotary at Commonwealth Avenue. The parking lot is on the right.

**From the East**

Take Route 2 West to the Routes 2/2A rotary in Concord. MCI-Concord is on the left. Go around the rotary, past Route 2 and exit at Commonwealth Avenue. The parking lot is on the right.

**From the West**

Take Route 2 East to the Routes 2/2A rotary in Concord. MCI-Concord is on the left. Exit the rotary at Commonwealth Avenue. The parking lot is on the right.

**NOTE: Maps shall be included with these directions (refer to Procedural Attachment “A”).**

III. **Visiting Limitations – Concord (483.06)**

- A. Inmates at MCI-Concord shall normally be allowed four (4) visiting periods each week. Holiday visits shall be in addition to the normal schedule of visits during the course of the week and shall not be counted as a regular visit. Consequently inmates could have four (4) visiting periods in one week depending upon the day the holiday is. Inmates will be charged two (2) visiting periods if the visit continues through the major count (i.e. If a visitor arrives at 2:25 PM and leaves at 5:30 PM, the inmate will be charged two (2) visiting sessions).
- B. Visits shall normally be allowed, at a maximum, the entire length of a visiting period. Visits may be terminated sooner if conditions such as inappropriate behavior, etc., or overcrowding exist.
- C. A maximum of two (2) adults shall be permitted to visit an inmate at the same time during any visiting period. No limitations on the quantity of children shall exist. However, the quantity of children any parent/guardian is bringing into the institution must be of an amount that can be adequately supervised by this individual. Young children may sit on their parent's/legal guardian's lap.
- D. Minors or children under the age of eighteen (18) must be accompanied by their parent and/or legal guardian.
- E. To gain permission to visit at a state correctional institution, a minor must:
  - a. demonstrate that the minor has the consent of a parent or guardian who has physical custody; and
  - b. be accompanied by the parent or guardian having physical custody of the minor or by an adult pre-approved by the parent or guardian.

**NOTE: 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.**

- F. An adult that is not the parent or guardian having physical custody of the minor must submit a completed minor consent form to the institution's superintendent and obtain the superintendent's approval prior to visiting with the minor (*refer to 103 CMR 483, Attachment 3*).
- G. Adults entering with a minor shall have the minor's birth certificate (short-form is acceptable). In the event the birth certificate is not available, an official hospital record verifying the birth of the child, including the date of birth of the child and parent information can be utilized as well. and if the adult is not the parent or guardian, a copy of the approved minor consent form with them each time they visit. Legal guardians shall also be required to provide court documents indicating proof of custody.
- H. Visitors may only visit one (1) inmate at a time. The only exception to this is if the relationship between the visitor and the inmate(s) is immediate family as defined in **103 CMR 483.05**.

#### IV. Restrictive Housing Unit and Secure Adjustment Unit Visits – Concord (483.09)

##### A. Identification

- MCI-Concord has established a “Non-Contact” Visiting Room, located in B-Building, adjacent to the main Visiting Room.
- Inmates that fall into the following categories, will only be authorized visitation privileges in the Non-Contact Visiting Room:
  - i. Inmates who reside in the Restrictive Housing Unit who are authorized to have visits;
  - ii. Inmates that have received a Disciplinary Report for disruptive behavior in the Visiting Room (Inmates will be notified by the Superintendent or designee.);

##### B. Non-Contact Visiting Scheduling

1. The above inmates shall be allowed three (3) visits per week.
2. The visiting periods shall be:
  - Fridays, Saturdays and Sundays from 6:30 pm to 7:30 pm and from 7:30 pm to 8:30 pm; and Mondays (excluding holidays) from 1:30 pm to 2:30 pm, 2:30 pm to 3:30 pm, and 6:30 pm to 7:30 pm and 7:30 pm to 8:30 pm.
3. There will be two (2) slots available for each time period.
4. These visits must be scheduled by contacting the Restrictive Housing Unit Sergeant Sunday through Thursday between the hours of 3:30 pm to 9:30 pm on the last Thursday prior to the scheduled visit.
5. Inmates may not schedule their own visits.
6. The Restrictive Housing Unit Sergeant shall make every attempt to evenly distribute the scheduled visits as applicable, and to avoid scheduling visits on the same day for inmates that are known to have a dispute with each other.
7. Each Thursday, the 3x11 Restrictive Housing Unit Sergeant, will forward the schedule to Visitor Processing and the Shift Commander (*refer to Procedural Attachment “B”*).
  - These visits shall be of a one (1) hour duration, and shall be limited to two (2) visitors (including child/minor) per inmate, per visit (ie; the same inmate may not have more than one (1) visiting period per scheduled day, even if only one (1) person came in to visit the inmate.

##### C. Secure Adjustment Unit Visits

1. SAU Inmates shall be allowed three (3) visits per week in the Non-Contact Visiting Room. These visits shall be of a one (1) hour duration and shall be limited to two (2) visitors (including child/minor) per inmate, per visit (i.e., the same inmate may not have

more than one (1) visiting period per scheduled day, even if only one (1) person came in to visit the inmate.

2. Visiting periods shall be:

Sundays (9am-10am; 5:45pm-6:45pm); Mondays (5:45pm-6:45pm, 6:45pm—7:45pm); Tuesdays (1pm-2pm, 2:30pm-3:30pm, 5:45pm-6:45pm, 6:45pm-7:45pm, 7:45pm-8:45pm) and Saturdays (9am-10am, 5:45pm-6:45pm)

3. There will be four (4) slots available for each time period. The Visiting Room Sergeant shall make every attempt to evenly distribute the scheduled visits as applicable.

4. These visits must be scheduled by contacting the Visiting Room Sergeant (ext. 214 or ext. 230) between the hours of 1:30pm and 8:30pm, Wednesday through Sunday. All visits must be scheduled at least twenty-four (24) hours in advance. Inmates may not schedule their own visits.

V. **Property – Concord (483.06)**

A. No property will be allowed to enter the facility with a visit or mailed to the institution. Inmates must purchase property items through the canteen.

B. Visitors that wish to pick up an inmate's property that has been designated as contraband, or that the inmate wants removed from the institution, shall be allowed to do so through the Property Sergeant during the following times only:

**TUESDAY AND THURSDAY from 4:00PM - 4:30PM**

VI. **Visitor Approval Process – Concord (483.10)**

A. Inmates at MCI Concord are allowed up to eight (8) visits.

B. Prior authorization of each visitor is required. It is the inmate's responsibility to complete the Visitor Listing Form (Attachment 3 from 103 CMR 483) and submit the form to the Director of Security. The visitor application process shall not begin until Attachment 3, Visitor Listing Form, has been completed and received by the Director of Security's Office.

C. Each inmate shall notify their visitor that their name has been added to his Visitor Listing Form. Each visitor will be required to complete the Visitor Application Form (Attachment 1 from 103 CMR 483) along with all required documentation as outlined on the application. Each visitor shall send the application and required documentation to MCI Concord, Attention Director of Security. These applications are also available at [www.mass.gov/doc](http://www.mass.gov/doc).

D. Once the application process has been completed, the visitor and inmate shall be notified if approved or denied via the Visitor Status Notification Form (Attachment 3 from 103 CMR 483).

E. Effective March 1, 2019 and every 120 days thereafter (March – July – November), inmates are allowed to update (add/delete) inmate visitor lists. The change period will be the first 15 days of the month

## VII. Visitor Regulations – Concord (483.06)

- A. Visitors to MCI-Concord will not be allowed on state property (this includes the parking lot on Commonwealth Avenue) until one (1) hour before the visiting period begins. This applies to all visiting periods (ie; days, nights, and holidays). Visitors are to leave the property upon the conclusion of their visiting period, and are not to loiter on state property. There shall be no exceptions. Visitors who do not comply with this directive may be subject to a loss of visiting privileges.
- B. All visitors shall park their vehicles in the parking lot adjacent to the institution and the rotary. Visitors shall not be allowed to park anywhere else. Violators will be towed at the owner's expense. All vehicles are to be locked at all times. Visitor's vehicles are subject to search upon request by correctional staff. Prior to search, staff shall secure the owner's permission. If permission is not granted, the visitor shall be allowed to leave the property, unless there is probable cause.
- C. Visitors shall not wander the grounds or the lobby of the institution. They shall be restricted to the seating area only.
- D. Children must remain under the constant supervision of their parent(s) or guardian(s) at all times. Failure to monitor children or children exhibiting extreme behavioral problems may warrant a denial of visiting privileges.
- E. Prior to entering the institution, all diapers shall be changed.
- F. Visitors to MCI-Concord should attempt to bring only necessary items with them. All other items shall be required to be locked up in the lockers in the main lobby. Visitors that refuse to comply with this procedure shall be denied entrance. The only items authorized to enter the institution are life sustaining medication, any medic alert charms, a wedding band and one (1) handkerchief. All other items (weapons, firearms, cell phones, electronic devices, medications, controlled substances, alcohol, money, cigarettes, jewelry, watches, gum/candy, etc.) are considered contraband. Any individual attempting to introduce any contraband item into the institution shall have their visiting privileges suspended or terminated, and may be subject to arrest and/or criminal prosecution.
- G. The use of cell phones by visitors in the outer lobby is prohibited.
- H. Smoking or the use of any tobacco product (i.e. chewing tobacco) is prohibited on Department of Correction property.
- I. All visitors are subject to search and shall be required to pass a metal detector in order to enter the facility. Any visitor that does not pass the metal detector shall be subject to further search, such as a hand-held scanner, pat (personal) search.. The method used shall be that which satisfies the correctional staff member conducting the search, that the visitor is free of contraband. All searches of visitors shall be conducted in accordance with 103 CMR 483.13.
- J. All visitors are expected to conduct and dress themselves in a manner that is appropriate for a public place. All visitors are required to be in compliance with Visitor Dress Code as outlined in 103 DOC 501 Attachment VI.



**VIII. Entrance Procedures – Concord (483.06)**

- A. Upon entering the lobby, visitors will take a number from the ticket dispenser on the rear lobby wall. Visitor will have a seat and wait for their number to be displayed on the LED board. Visitors are not allowed to stand by the Visit processing area until they are called to be processed. When number is displayed the visitor will proceed to the processing desk with their completed visiting request form and identification. Staff will check the ticket to the corresponding number and then process the paperwork.
- B. In numerical order, visitors will be called to the Visitor Processing Station. There will be a limit of up to five (5) people allowed at the Visitor Processing Station at a time. Upon entering the Visitor Processing Station, visitors shall be required to remove shoes, belts, jackets, any hair articles, eye glasses, or any other item deemed appropriate by correctional staff during the search process. Each item shall be inspected for contraband and returned to the visitor only after the visitor has been searched and passed a metal detector test.
- C. Visitors that are required to maintain life-saving medication on their person (heart medication, inhalers, glucose tablets etc.) shall present this medication to the visitor processing officer prior to entering the Pedestrian Trap. The medication must be approved by correctional staff before it will be allowed into the institution..
- D. Visitors that fail to remove contraband items from their person shall be denied entrance into the facility. Parents/legal guardians are responsible to make certain any minors they have brought with them are also free of contraband.
- E. Once all visitors in the Visitor Processing Station have been searched and processed, the Visitor Processing Officer will call the Pedestrian Trap Officer and notify him/her that visitors have been cleared to enter the Pedestrian Trap.
- F. The Pedestrian Trap Officer will signal Outer Control Room staff and the initial door will be open. The Pedestrian Trap Officer will watch the visitors enter into the Pedestrian Trap.
- G. Once inside the Pedestrian Trap, the Pedestrian Trap Officer will stamp the visitors hands with the stamp of the day.
- H. The Pedestrian Trap Officer will again signal Outer Control Room staff to open the second and third gates, and watch the visitors as they proceed into the visiting room.
- I. Processing of minors shall be in accordance with Section C, § (4), (5), (6), and (7) of this procedure.
- J. Visitors may not wear any type of blue or black jeans into an institution (allowable for children 8 years old or younger).
- K. Any attorney wishing to visit an inmate for the purpose of conducting legal business, shall be required to complete a request to visit inmate form (refer to 103 CMR 483 Attachment 5). Attorneys shall be processed in accordance with 103 CMR 486 - ATTORNEY ACCESS AT MASSACHUSETTS CORRECTIONAL INSTITUTIONS. For general population visits, attorney visits shall be held in the attorney visiting area, adjacent to B-Control in B-Building. In the event this room is occupied, the non-contact visiting area shall be utilized as a back-up location, if there are no non-contact visits taking place.

- L. Any visitor that does not successfully pass through the metal detector may be subject to any of the following searches:
- 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 results from this search method may result in further search methods, such as;
  - Personal searches shall be conducted in an area out of view of other visitors, by an officer of the same gender as the visitor and documented in a logbook for this purpose. Random pat searches, in compliance with the search of the day, shall also be conducted by staff members to ensure no contraband is entering the facility; If the visitor indicates they identify with a different gender, a staff member of the indicated gender shall be utilized.
  - All visitors are subject to “Pat Search of the Day”, as well as a random search, which would require a visitor to pass the metal detector and a personal search.

**NOTE: All visitors shall be afforded the opportunity to leave the institution rather than submit to a search. The only exceptions to this shall be those described in 103 CMR 483.14.**

- M. Visitors that have artificial limbs or prosthetic devices shall remove those items for inspection by correctional staff. Such searches shall be done in an area out of view of other visitors, and by a correctional staff member of the same gender as the visitor.
- N. Any further search of a child/minor shall be done only with the approval of the parent/legal guardian and in their presence. This search shall also be conducted out of view of other visitors.
- O. Any visitor that appears, in the opinion of correctional staff, to be under the influence of alcohol or other narcotic/controlled substance, shall be denied entrance into the institution.
- P. Once visitors have been searched and authorized entrance into the facility, a correctional staff member shall escort them into the visiting room.
- Q. Visits will be processed up until 30 minutes prior to the scheduled end of the visiting period. No visitors will be allowed through the Pedestrian Trap area between the hours of 2:45 p.m. through 3:05 p.m. (Shift change) and 4:15 p.m. through 5:10 p.m. (official count).
- R. Visitors who wish to leave the visiting area prior to official major count must leave before 4:15 PM. Otherwise you will be required to remain in the visiting area until 5:10 PM. Once the count has begun, visitors may not leave the visiting room until the count has been completed. This includes the use of the restroom.
- S. If visitors leave prior to 4:15 PM inmates will only be charged one (1) visiting session. If visitors leave during the 5:10pm-5:20pm or after timeframe, inmates will be charged two (2) visiting sessions.
- T. Visitors that have not been processed through the Pedestrian Trap thirty (30) minutes prior to the scheduled end of the visiting period will not be allowed to enter the institution (ie; If the

scheduled end of the visiting period is 4:15 pm, then the visitor must be processed through the Pedestrian Trap by 3:45 pm).

**IX. Breast Feeding of Infants/Children by Inmate Visitors – Concord (483.06)**

Inmate visitors, who have infants/children that need to be breast-fed, may do so in accordance with the following procedure.

- A. MCI Concord has designated a room in its lobby as its “Child Care” room to be used by female visitors who need to breast feed their infant/child.
- B. The child care room is located adjacent to the employee time cards and the Roll Call room. The lock to the door will be configured so that the visitor cannot be locked in the room. The room is equipped with chairs, a changing table and other pertinent supplies/items.
- C. The Child Care room is to be thoroughly searched prior to each Visiting Session and immediately after each use by an Inmate Visitor.
- D. In the event a female visitor needs to breast –feed her infant/child, she should inform the Visitor Processing staff, prior to entering the institution/visiting room. If the need arises to breast – feed the child once in the visiting room, the visitor shall inform the visiting room staff, who will notify Visitor Processing. The inmate will be allowed to wait in the visiting room if the visitor plans to return (time permitting).
- E. A Visitor Processing staff member will escort the visitor to the Child Care room. Only one (1) visitor will be allowed in the room at a time, If the room is occupied, the visitor shall be informed of this, and may choose to wait for the room to become vacant (time permitting), or choose to leave the institution. Visitor Processing staff will ensure the window shade/curtain in the room is drawn or closed.
- F. When the visitor has finished feeding her infant/child, she shall inform the Visitor Processing staff so that they can process her to enter the institution (if applicable), and to ensure they are aware the room is vacant in the event other visitors are waiting to utilize the room.
- G. If for any reason a visitor is denied access to, or the use of, the Child Care room, an incident report shall be submitted indicating the visitor’s name, the name and commitment number of the inmate being visited, and the reason for the denial. No visitor shall be denied access to, or use of, the Child Care room without the prior authorization of the Shift Commander.

**X. Visiting Room Procedures – Concord (483.06)**

- A. Each visitor shall proceed to the visiting room, where they will be directed by the Visiting Room Officer where to sit.
- B. Inmates and visitors are to sit directly opposite each other in the Visiting Room. The chairs are to remain in the position they were placed in by staff. Staff must be afforded a clear aisle way to conduct security rounds.
- C. Upon receiving the visiting slip, the officer in charge of the visiting room shall note the inmate’s name, commitment number, and the time on the “Visiting Room Log Sheet” (refer

to *Procedural Attachment "D"*), contact the inmate's housing unit and request that inmate be sent to the Visiting Room.

- D. All inmates entering the visiting room shall be pat searched by correctional staff before being allowed to begin their visit. The inmate shall only bring with him those items necessary for the visit, (ie; inmate ID, visiting pass, required authorized medication/inhaler). These items shall be presented to the correctional staff assigned to the visiting room and returned to the inmate upon his departure. No other items shall be allowed to be brought into the visiting room. Inmates failing to comply with this may be sent back to their unit to return the unauthorized items to their cell, or may have their visiting privileges denied for serious or repeated violations.
- E. Visitors and inmates shall conduct themselves in a manner appropriate for a public place. Visitors and inmates shall not engage in excessive physical contact during initial greetings or farewells. Once seated physical contact is prohibited with the exception of holding hands. Each visitor and inmate must remain in their own seat. Young children may sit on their parent's/legal guardian's lap. Deviations from appropriate standards of behavior may result in the termination and/or suspension of visiting privileges.
- F. Inmates may not be near any vending machines or the microwave area.
- G. Inmates may not have their visitor's debit card or locker keys in their possession at any time.
- H. Inmates will be allowed to use a designated restroom. (Next to IPS Office)
- I. The inmate and inmate's visitor are not allowed to leave the area to use the restroom at the same time.
- J. All inmates requesting to use the restroom will be strip searched before and pat searched after restroom use
- K. Each inmate shall be strip searched by correctional staff at the end of his visit, prior to returning to his unit. The Area Lieutenant may request additional staff to aid the visiting room in searching inmates at the end of the visiting period.

*XI. Counts – Concord*

- A. Two (2) officers will be utilized to complete all counts*
- B. The Visiting Room Sgt/ OIC will ensure that the outcount information is entered into the IMS outcount area screen in accordance with 103 DOC 513 - Inmate Accountability, at least one-half hour prior to the Official Count (4:15 through 4:45 PM).*
- C. Inmates/visitors have the opportunity to end their visits by 4:15pm to accommodate the input of the outcount information. Inmate/visitors are otherwise to remain in the visiting room until the major count has been cleared*
- D. The Visiting Room staff will announce "Five minutes to count" in the visiting room when announced by J Control. At this time, staff will ensure that no inmates are utilizing the restroom*

- E. *When the major count commences staff should be respectful and extend professional courtesy in making any announcement. i.e. – “Ladies and Gentlemen can I have your attention please; the institution will be conducting a major count. All inmates please stand at your seat and remain standing throughout the major count process.” I would ask that visitors please remain seated during this time. Thank you.”*
- F. *Once the count has been taken, the counting officer shall enter the count information into IMS. After a good count has been entered and verified the inmates may take their seats and continue their visits*
- G. *There will be no movement in the visiting room while the officers are conducting the major count.*
- H. *One officer shall count the inmates while the other observes and ensures that no inmate movement occurs. Inmates are required to remain quiet during the count. Any inmate attempting to disrupt or creates any condition that would affect the major count, will have their visit terminated and disciplinary actions will be taken*

**XII. Visitor Restrooms – Concord (483.07)**

- A. Restrooms are available across the hall from the Visiting Room. Visitors must notify staff prior to using the restroom area.
- B. Only one (1) visitor at a time is allowed to use the restroom. Minor visitors are to be escorted to the restroom by their parent/guardian who will remain with the minor either inside the restroom or just outside the door
- C. The inmate and inmate’s visitor are not allowed to leave the area to use the restroom at the same time
- D. The restrooms may be used between 4pm and 5pm. When closed the Visiting Room Officer in Charge will allow access on a case-by-case basis
- E. If the visitor agrees to being searched, they shall record his/her consent by signing the search log kept for that purpose. Female staff from Visitor Processing or Pedestrian Trap will be utilized to conduct searches on Female visits
- F. Prior to using the restroom, visitors shall be informed that if they sign the consent to be searched, they are expected to cooperate fully. Failure to do so shall result in suspension of visiting privileges. Pat searches will be conducted in the B-Corridor leading to bathroom.
- G. If the visitor refuses the search they will not be allowed access to the restroom or to return to their visit and their visiting privileges will be suspended until reviewed by the Superintendent

**XIII. Children – Concord (483.06 and 483.07)**

- A. Children must be carefully supervised by their parent(s)/legal guardian(s) at all times

- B. The children's play area shall be supervised by the Kids' Corner volunteer (Concord Prison Outreach). All toys shall remain in this play area. The Kids' Corner volunteer shall be responsible for the general housekeeping and securing of the play area.
- C. Children's conduct is the responsibility of their parent(s)/legal guardian(s). Serious behavioral problems may result in the suspension and/or termination of visiting privileges.
- D. All visitors, including minors/infants, using the restroom/baby changing area are subject to search. All visitors have the right to refuse to be searched.

**XIV. Inmate Dress Code – Concord (483.05)**

- A. Inmates' clothing shall be restricted to the following items in order to enter the visiting room.
  - Plain blue denim, navy blue or black trousers, or gray/green scrubs;
  - Solid white, black or blue shirts with collars, or gray scrubs;
  - Sweaters, sweatshirts
- B. Shirts must be worn under any sweater, sweatshirt or jacket, and all shirts must be tucked into trousers
- C. Shorts, pants with holes in pockets, torn/ripped clothing, sweat pants, clothing with any design/logo, etc. or any other item deemed inappropriate by correctional staff shall not be allowed into the visiting room.
- D. All inmates must wear undershorts while on a visit.

**XV. Special Visits – Concord (483.10)**

- A. A Special Visit is a visit that deviates from the normal visiting guidelines in some manner (ie; time of visit, length of visit, number of visitors, etc.).
- B. Special Visits may only be granted by the Superintendent or designee. In general, the granting of such visits will be confined to emergency or unusual situations involving family members.
- C. Requests for Special Visits must be made to the Superintendent, at least forty-eight (48) hours in advance. Requests made outside this time frame as a result of a family crisis or emergency situation shall be handled on an individual basis.
- D. Inmates will not be allowed visits at an outside hospital unless their hospitalization occurs at the Lemuel Shattuck Hospital Correctional Unit. If an inmate is determined by the attending physician to be at risk of imminent death, the Superintendent or acting Superintendent only may authorize a special visit. All requests for these visits must be made through the Superintendent's office per 103 CMR 483.11

**XVI. Extended Visits/Overcrowding – Concord (483.10)**

- A. As a general rule visiting periods shall not be extended due to facility delays (ie; ingress/egress through trap terminated due to an emergency, delayed major counts, etc.). Any exceptions to this shall be upon the approval of the Superintendent.

- B. Visitors shall not be granted an extended visit due to their late arrival to the facility.
- C. If a visit needs to be terminated early due to overcrowding, the order of terminations shall be the order in which the visitors arrived (ie; the first visitors in shall be the first asked to leave).
- D. Visitors shall be allowed a one (1) hour visit before their visit is terminated due to overcrowding. Any exceptions to this shall be under the approval of the Superintendent or his designee.
- E. Visitors that have traveled from out of state (not applicable to New Hampshire or Rhode Island, unless the distance traveled exceeds 200 miles/three (3) hour commute) may be granted a full visiting period upon request, and upon the approval of the Shift Commander.

**XVII. Visitor Tours – Concord (483.03)**

All tour requests will be submitted in writing to the Superintendent’s Office at least fourteen (14) days in advance. All tours within the secure perimeter of MCI-Concord shall conform to the following guidelines:

- A. Tours will be authorized for law enforcement members, college students, public officials, and civic groups with a legitimate interest in the area of corrections.
- B. All tour members shall be at least eighteen (18) years of age, and shall submit to a criminal records check.
- C. Tour members shall be subject to the same requirements as inmate visitors, unless their status (public official, law enforcement, etc.) dictates otherwise, in accordance with 103 CMR 483 - VISITING PROCEDURES
  - 1. Tour members will be instructed as to the proper dress and behavior prior to tour date.
- D. Tours will consist of the following steps:
  - 1. The tour group members will meet in the front lobby at which time they will each receive a Visitor Pass, as well as a briefing from a member of the MCIC Management Staff.
  - 2. The tour will be conducted by a member of the management staff, and additional security if necessary, based on the size of the tour group.
    - a. Tour groups of ten (10) members or more will require the presence of a minimum of two (2) staff members.
    - b. Tour groups larger than fifteen (15) members will be broken up into two (2) or more groups for the security of the tour members.
  - 3. At the conclusion of the briefing, the tour will proceed to the following locations and in the following order:
    - K-Building - Chapel
    - H-Building - School, Library and Gym-Up

4. The tour group will then return to the front lobby roll call room for questions and answers
- E. Tours will only take place Monday through Friday, between the hours of 1:00 pm and 7:30 pm. Tours will not take place during meal periods or during controlled movement periods

**XVIII. *Inmate/Visit Photographs – Concord***

- A. *Inmates will be allowed to have photographs taken with their visits during visiting periods on Wednesdays, Saturdays and Sundays from 1:45 p.m. - 2:45 p.m. and 7:00- 8:00 p.m. Only one inmate is allowed in the photograph. Only the inmate who has purchased the photograph, as noted on the intra fund list, may be included in the photo.*
- B. *Photographs for inmates who do not receive visits will be scheduled on a monthly basis by the Recreation staff. Photos shall be taken during the first full week of the month in H-Building. The Recreation Staff shall schedule inmates for picture taking at the 9:00 –10:45 a.m. gym call.*
- C. *An institution owned digital camera will be used to take all pictures in the Visiting Room and/or Gym. Pictures shall be taken by the approve inmate photographer (s) only, under the supervision of the Visiting Room Security staff or Recreation Officer.*
- D. *The cost of each photograph is \$1.00. Limit of three (3) photos per session. The payment must be made from the personal account.*
- E. *Inmates will obtain picture request forms from the housing units or Correctional Program Officer. Inmates are to indicate on the form if the picture will be taken in the visiting room or gym.*
- F. *Inmates will submit picture request forms to the Treasurer’s office for processing. Requests received by Thursday morning will be on the approved photo list for the following Saturday.*
- G. *The Treasurer’s office will assess the inmate accounts for those requesting pictures. The Treasurer’s office shall produce an intra-fund transaction list for the inmates who have sufficient funds to cover the picture requests. This shall be forwarded to the Recreation staff.*
- H. *The Treasurer shall provide the listing of inmates approved for photographs to the Visiting Room Sergeant and Recreation Officer. The inmate photographer shall photograph only those inmates on the approved listing.*
- I. *All pictures shall be taken only in the approved area of the visiting room or gym*
- J. *Rules for Photographs:*
  1. *No hand signs will be allowed.*
  2. *Only one inmate per photograph.*
  3. *Proper dress is required, (i.e. shirt must be worn).*
  4. *No inappropriate actions during photo taking to include no oiling of body for the photograph*
  5. *Photographs shall only be taken on inmates on the intra-fund list provided by the Treasurer. NO EXCEPTIONS.*



6. *Inmate may only refuse the photograph due to operator error.*
7. *The assigned staff member (OIC in Visiting Room or Recreation Officer) shall inspect all photos printed by the inmate photographer (s) prior to release to the photographed inmate.*
8. *Photographs deemed inappropriate by reviewing staff shall be forwarded to the Deputy Superintendent of Re-Entry.*
9. *Once the inmate photo has been taken the staff person shall note the completion on the intra-fund list*

**XIX. Quarterly Subsequent Visitor Checks (483.10)**

A report shall be run in IMS to populate 10% of approved visitors on a quarterly basis and subsequent background checks are to be conducted by a staff member designated by the Director of Security.

- A. To generate this report, in IMS go to: SECURITY>VISITOR>REPORTS>APPROVED VISITORS
- B. Fill in the data boxes at the top of the screen with the facility, the year, and the quarter
- C. To populate the report, click New. To save this report to work from for the quarter, click Save
- D. Completed background checks shall be added to inmates file. IMS shall be updated to reflect that all subsequent checks have been completed
- E. The subsequent background checks are to consist of:
  - VNC
  - BOP
  - WMS warrant check (which checks for active MA warrants)
- F. QWA warrant check (also known as NCIC which checks for active warrants throughout the US and Puerto Rico).

**XX. Visiting Rules and Regulations – NECC (486.06)**

- A. Address and Directions

The address of the facility is:

Northeastern Correctional Center  
976 Barrett's Mill Road  
P.O. Box 1069  
West Concord, MA 01742-1069  
(978) 371-7941

- B. Directions to the facility:

From Boston: Take Storrow Drive West to Alewife Brook Parkway and Route 2 West past the fresh Pond Mall and Alewife MBTA station. Follow Route 2 West through Belmont, Lexington and Lincoln to the Route 2/2A rotary in Concord. Exit rotary at the first right onto Barrett's Mill Road. Take the first left into the driveway and go up the hill. Northeastern Correctional Center is at the top of the hill.

From the North: Take Route 495 South to exit 29A (Route 2 East/Cambridge/Boston).

Follow Route 2 East through Littleton and Acton to the Route 2/2A rotary in Concord. Exit rotary at the third right onto Barrett's Mill Road. Take the First left into the driveway and go up the hill. Northeastern Correctional Center is at the top of the hill.

From the South: Take 495 North to exit 29A (Route 2 East/Cambridge/Boston). Follow Route 2 East through Littleton and Acton to the Route 2/2A rotary in Concord. Exit rotary at the third right onto Barrett's Mill Road. Take the First left into the driveway and go up the hill. Northeastern Correctional Center is at the top of the hill.

From the East: Take Route 2 West to the Routes 2/2A rotary in Concord. Exit rotary at the first right onto Barrett's Mill Road. Take the first left into the driveway and go up the hill. Northeastern Correctional Center is at the top of the hill.

From the West: Take Route 2 East to the Routes 2/2A rotary in Concord. Exit rotary at the third right onto Barrett's Mill Road. Take the first left into the driveway and go up the hill. Northeastern Correctional Center is at the top of the hill.

#### C. Public Transportation

Rail service from Boston stops in West Concord Center approximately 2 miles away. Information on transportation, including cab companies, train schedule and private bus service from Boston is posted in Northeastern Correctional Center's Visiting Room Lobby area.

A pay phone located in the lobby may be used to call for transportation. Only visitors are allowed to use the pay phone when their visit has ended. Inmates are not allowed to use or be in the area while the phone is being used.

#### D. Visiting Hours

Visiting hours at Northeastern Correctional Center are as follows:

Tuesdays:	6pm-9pm	Open to all Inmates
Saturday:	12:30pm-3:30pm	Inmates with last name A-L
Saturday	: 6pm-9pm	Inmates with last name M-Z
Sunday:	12:30pm-3:30pm	Inmates with last name M-Z
Sunday:	6pm-9pm	Inmates with last name A-L
Holidays:	12:30pm-3:30pm	
	OR 6pm-9pm	Open to all Inmates

\*\*Note Holidays: Visitors are allowed to visit at either visiting period. No visitor shall be allowed to visit more than once per day. Inmates will be allowed to receive visits at both visiting periods. Visitors shall not enter the building prior to visiting hours and shall leave the property promptly at the conclusion of visiting hours.

Visitors will not be processed for entrance after 2:45 pm for afternoon visiting hours or 8:00 pm for evening hours.

E. Vehicles

1. Careless or reckless operation of vehicles on State property is subject to prosecution and/or loss of visiting privileges.
2. There is a posted speed limit while on state property.
3. All vehicles shall be locked while unattended. Handicap parking is provided at the front of the Visiting Building. Only vehicles with a valid handicap registration, or approval by the Deputy Superintendent or designee, may utilize handicap-parking spaces. All other visitor's vehicles shall park in the available spaces in the parking lot. Do not use spaces reserved for State vehicles or for staff members. Any vehicle found to be unlocked may result in the visit being terminated for the day.

**XXI. Visitor Approval Process – NECC (486.10)**

- A. Inmates at Northeastern Correctional Center are allowed up to ten (10) visits.
- B. Prior authorization of each visitor is required. It is the inmate's responsibility to complete the Visitor Listing Form (Attachment 3 from 103 CMR 483) and submit the form to the Director of Security. The visitor application process shall not begin until Attachment 3, Visitor Listing Form, has been completed and received by the Director of Security's Office.
- C. Each inmate shall notify their visitor that their name has been added to his Visitor Listing Form. Each visitor will be required to complete the Visitor Application Form (Attachment 1 from 103 CMR 483) along with all required documentation as outlined on the application. Each visitor shall send the application and required documentation to Northeastern Correctional Center, Attention Director of Security. These applications are also available at [www.mass.gov/doc](http://www.mass.gov/doc). Once the application process has been completed, the visitor and inmate shall be notified if approved or denied via the Visitor Status Notification Form (Attachment 4 from 103 CMR 483).

Sign-In Procedure:

All visitors are responsible for being familiar with the Visiting Rules and Regulations, and shall conduct themselves accordingly while visiting at the Northeastern Correctional Center.

Visitors shall proceed directly from their vehicle to the main entrance of the Visiting Room. Visitors are not allowed to wait in the parking lot for periods of time prior to their visits. Visitors are allowed onto the property 30 minutes prior to the Visiting Period (i.e. 5:30pm for evening visiting periods and 12:00pm for day visiting periods). Visitors arriving up to 30 minutes prior, shall park on the right side of the access driveway leading into the facility. They shall not park beyond the halfway point of the access driveway as they await staff initiating the opening of visiting processing.

Before being admitted to Northeastern Correctional Center, a visitor shall be required to produce identification, which, in the opinion of the admitting staff member(s) is adequate. A current photographic identification, such as a Massachusetts Driver's license or a passport, shall be sufficient. Exceptions may be made by the Deputy Superintendent. Other acceptable identification shall include: military identification card, official photographic identification

card from any state or federal agency, including government employee identification cards and Immigration and Customs Enforcement documents.

Any inmate visitor who has a weapon shall not be allowed to visit and will be directed to leave the property promptly.

Visitors may only be allowed to use the restrooms after being completely processed by the Visiting Room Officer.

Visitors may be required to pass through a hand held metal detector prior to entering the visiting room

D. Designated Visiting Area

Visiting/Gymnasium Building- There is only one visiting area available at Northeastern Correctional Center

E. Personal Effects

All visitors are expected to leave personal effects securely locked in their vehicles or in the lockers provided at the Main Entrance. The lockers at the Main Entrance require seventy five (75) cents to operate and are provided as a convenience. The Institution is not responsible for any articles left within. Once processed visitors are not allowed to return to the locker until the visit is over.

The institution assumes no responsibility for lost or stolen items. No personal items shall be left in the Control Desk area.

Cameras, radios, pagers, cellular phones, electronic devices and other types of video/audio equipment are not permitted.

Toxic, caustic and flammable materials are not allowed.

F. Searches

All packages, parcels and other carry-in items are subject to search at any time while on State property.

All visitors are subject to search at any time while on State property.  
All vehicles are subject to search at any time while on State property.

G. Money

All money orders/checks for inmates must be deposited in to the Visiting Room Lobby Money box for deposit into the inmate's account. Cash is not accepted for inmate accounts. Passing money directly to any inmate is not allowed, and may result in termination of visit and/or loss of visiting privileges.

Visitors shall be allowed to declare up to twenty dollars (\$20.00) per person, per visit for the purpose of purchasing debit cards to be used in the institution vending machines. Debit cards must be purchased prior to entering the Visiting Room. Once visitors enter the Visiting

Room they are not allowed to leave to purchase another card. No cash is to be brought into the Visiting Room. A one-dollar bill is required to purchase an initial Debit Card. Debit cards will only allow a maximum amount of \$40.00 on the card. There is a 50-cent fee for the purchase of a debit card.

#### H. Visitor Dress Code

The following is a guideline for clothing not to be worn by visitors. It would be impossible to determine each and every article of clothing that may be inappropriate. The Shift Commander will make the final decision regarding the appropriateness of any article of clothing determined to be questionable by Visiting Room staff.

### XXII. Visitor Dress Code – NECC (483.14)

- A. Prior to any visitor being denied entrance, the Shift Commander shall be notified for approval. A visitor who is denied entrance shall, if he/she chooses, be allowed to leave the institution, correct his/her clothing and come back during the same day to visit as defined in 103 CMR 483.15, however, repeat violations shall be documented and after the third warning the Superintendent may suspend the visitor's visiting privileges.
- B. The following items are NOT ALLOWED:
  - 1. Boots worn above the knee (exception – boots below the knee shall be permitted October 15 – April 15);
  - 2. Work boots shall 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 the person (e.g. two (2) pairs of pants, or skirt and slacks);
  - 10. Bibbed clothing of any type: shorts, dress, pants, overalls, jumpers 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. Exceptions may be made for those facilities where visitors have to travel outside to get to the visiting area. An area may be designated to store/hang these items not accessible to the visitor and inmate during the visit;
  - 14. Visitors may not wear any type of blue or black jeans into an institution. (allowable for 8 years old or 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 and medical alert jewelry;

16. Dresses, skirts and skirt slits shall not exceed three (3) inches 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. 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 (e.g., cell phones, electronic devices) or those capable of storing information are allowed.
24. No wearing or possession of any type of glitter make-up materials to include Chap Stick or lip balms, facial make-up, nail polish, eye shadow etc.

C. Dress Requirements for all Visitors:

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

D. Exceptions to the Dress Code:

1. Sweaters may be worn
2. Hairpieces (ie toupees, wigs, extensions, weaves) may be worn but must be searched. It is the visitor's responsibility to inform the officer that he/she is wearing a hairpiece during the search processing
3. Garments with elastic waists may be worn
4. Jackets or blazers may be worn as part of a suit or outfit by students participating in a clinical/internship program

**Allowable items**

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

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

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.

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).

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.

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.

Visitors who have life-saving medication shall keep it on their person at all times.

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

**Note:** Visitors denied entrance due to improper attire may not borrow clothing from inmates.

Inmate Dress Code:

Inmates receiving visits must also wear proper attire. This shall include, at a minimum, a shirt, pants, underwear and footwear. Shorts and sweatshirts/sweatpants are not allowed to be worn by inmates during visits. Shirts shall be properly tucked into the belt line at all times.

- A. No sweatpants or jogging suits.
- B. No shorts.
- C. No tank tops.
- D. Shirts must be tucked in.
- E. No hats with the exception of religious head gear.
- F. No ripped clothing or clothing that is excessively tight or loose fitting.
- G. No watches, sunglasses, playing cards, or chapstick/lip balm
- H. Inmates may wear wedding bands and religious medallions only. No watches shall be worn.
- I. Inmates and visitors may not wear each others coats.
- J. Inmates may bring their Debit cards to visits

#### E. Food

1. Vending machines are available in the Visiting Room. Only food items purchased from the vending machines are allowed in the visiting area.

2. Beverages are also available from the vending machines.

#### F. Smoking

Tobacco and tobacco products are contraband and are not allowed in the facility. Visitors are prohibited from smoking in the parking lot or on State Property.

#### G. Nursing

Any visitor requesting to breast-feed their child will be afforded the opportunity to do so in a private area. At Northeastern Correctional Center, the designated area will be located in the Room located next to the Control Area. The Visiting Officer will ensure no one enters the room to ensure privacy. Visiting staff shall monitor the door until the visitor is finished. A chair will be provided and any further assistance required may be requested from the Shift Commander.

#### H. General Conduct

1. It is a felony in Massachusetts for any person to deliver any article whatsoever to an inmate without the permission of the Deputy Superintendent or Commissioner or their designees (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 the Superintendent or Commissioner or their designee give permission.
2. Adults are responsible for the supervision of all children in their care.
3. Visitors are expected to conduct themselves properly at all times.
4. Inmates and visitors must conduct themselves reasonably and not engage in physical contact with inmates that is excessive or inappropriate for a public place. Serious deviations from appropriate standards of behavior may result in administrative action, such as warning, termination of a visit, or suspension or loss of visiting privileges by the Deputy Superintendent.
5. Visitors and inmates are expected to keep their general area clean and orderly. All refuse is to be disposed of in proper containers.
6. No pets are allowed on visits. Service dogs are the exception.
7. All chairs in the visiting room shall remain facing the table. At no time are chairs to be placed at the end of the tables.
8. Inmates and visitors feet must remain on the floor at all times. At no time should they be draped over each other or otherwise entwined.
9. Inmates and visitors shall be sitting in their own chair in the upright position at all times.



## I. Special Restrictions

1. Visits are normally limited to four (4) adults and unlimited children (under 18) per inmate, per visiting period. (Exceptions can be considered for compelling reasons and with sufficient prior notice request to the Deputy Superintendent's office, via written request. If overcrowding in the visiting room exists, those visitors who have been in the visiting room the longest will be the first to be asked to leave.
2. All children (under 18) must be accompanied by an adult.
3. Children must be accompanied by the parent or legal guardian who has physical custody. An inmate may sign the minor consent form if he is noted as the parent on the child's birth certificate. Written consent may be obtained by completing a Minor Consent Form and submitting it to the Deputy Superintendent/designee. Upon the Deputy Superintendent's/designee approval, the visit must carry the approved form. Adults entering with a minor shall have the minor's birth certificate (short-form is acceptable). In the event the birth certificate is not available, an official hospital record verifying the birth of the child, including the date of birth of the child and parent information can be utilized as well. and if the adult is not the parent or guardian, a copy of the approved minor consent form with them each time they visit. Legal guardians shall also be required to provide court documents indicating proof of custody.
4. A Minor Consent Form may be obtained at the Control Desk. No child who was a victim of the inmate's offense shall be authorized to visit without the authorization of the Commissioner or designee.  
An individual with a prior felony conviction must obtain the approval of the Deputy Superintendent/designee prior to visiting. Inmate family members recently released from incarceration may not be considered for visitation approval for six (6) months following release. Non-family members may apply for visitation one year after release from confinement.
5. The Shift Commander reserves the right to limit the number or length of visits in the event of overcrowding or other restrictive circumstances.
6. Inmates who fail to report to a scheduled work assignment shall not be eligible for visits on the same day.
7. Inmates who have obtained a medical Special Order for bed rest shall not be eligible for visits on the same day.
8. Inmates are not allowed to visit during their scheduled work/program assignment.
9. Inmates are not allowed in the visiting room until they have been paged by the Control Desk or Visiting Officer.
10. Inmates are not allowed to meet visitors at the entrance to the facility or to escort visits from the visiting area when the visit has concluded.
11. Visitors must remain with the inmate they are visiting.

12. Inmates and visitors are not allowed to leave the visiting room except for use of the bathroom. Visitors are responsible for escorting children to the bathroom.
13. Inmates may not go elsewhere within the building (except for use of the bathroom) while on visits. Permission from the Visiting Room staff member must be obtained.
14. The institution reserves the right to cancel any visiting period without prior notice due to emergencies, which may include inclement weather.

#### J. Attorney Visits

1. Attorney Visits:
  - a. Attorneys shall be permitted to visit inmates housed in the general population during institutional visiting hours for inmates and upon one hour notice at any other time between the hours of 9:00 A.M. and 8:30 P.M. If visiting other than the normal visiting hours, it is requested that the Attorney call within 1 hour of the visit.
  - b. Attorney visits shall occur in designated visiting areas to assure the confidentiality/privacy of the inmate-attorney contact. Designated attorney visit areas shall be as follows:
    - i. During non-visiting hours the Culinary Arts Room shall be utilized for attorney visits
    - ii. During visiting hours, a quiet area in the visiting room may be used if this is acceptable to the Attorney/Inmate. If the attorney or inmate requests a more private area, the Shift Commander shall determine an appropriate place for the visit.
    - iii. All attorneys requesting special visiting accommodations shall be required to present a valid bar membership card and one (1) other piece of government-issued photographic identification if requested to do so by institutional staff.

#### K. Special Visits

1. Any person intending to visit, and who may have to travel a long distance, may request special permission from the Deputy Superintendent for an extended and/or alternate visiting period. Such requests shall be made at least two weeks prior to the intended visit.
2. Shift Commanders shall have the discretion to grant special visits in the absence of a pre-approved Special Visit form.
3. The Deputy Superintendent of the Lemuel Shattuck Hospital Correctional Unit, or of any reception/diagnostic center, may restrict visiting to family members, attorneys and others visiting in a professional capacity.
4. No one may visit an inmate temporarily confined in an outside hospital (other than the Lemuel Shattuck Hospital Correctional Unit, as noted above), without the prior approval of the Deputy Superintendent.

5. Unless otherwise stipulated by a disciplinary sanction (i.e., loss of visiting privileges, room restriction), inmates with pending disciplinary matters or appeals may continue to receive visits as usual

#### L. Contraband

1. Visitors shall not introduce or otherwise have in their possession or in their vehicle, any item of contraband including, but not limited to:
  - guns, knives or other weapons
  - controlled substances
  - alcohol
  - explosive or incendiary devices
  - electronic devices
  - cell phones
  - tobacco products, packages, parcels or mail intended for the inmate which have not been inspected for contraband
  - any item not allowed for the possession or retention by inmates
2. Visitors may not carry out any inmate property items.
3. Questions regarding any item which may be potentially classified as contraband shall be addressed to the Shift Commander. The Shift Commander's decision shall rule at the time of the question. Appeals may be directed to the Deputy Superintendent.
4. Violation of any State and/or Federal Law may result in criminal prosecution.

#### M. Barred Visits and Appeals

1. Violation of any rule or regulation governing visits at Northeastern Correctional Center may result in refusal of visiting privileges, termination from current or future visits.
2. The Shift Commander has the authority to restrict or suspend visiting privileges pending review and/or appeal to the Deputy Superintendent.
3. 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 bar Application is made to the facility Deputy Superintendent where the inmate currently resides.
4. Barred visitors may seek a review of the barring, suspension or restrictions by the Deputy Superintendent by sending him/her a letter within fifteen working days. The visitor's letter shall include a detailed narrative describing the incident and setting forth the reasons the visitor feels the bar, suspension or restriction should be lifted. The visitor may also request an informal meeting with the Deputy Superintendent or his/her designee.

#### XIV. **Quarterly Subsequent Visitor Checks – NECC (483.10)**

A report shall be run in IMS to populate 10% of approved visitors on a quarterly basis and subsequent background checks are to be conducted by a staff member designated by the Director of Security.

1. To generate this report, in IMS go to: SECURITY>VISITOR>REPORTS>APPROVED VISITORS.

- Fill in the data boxes at the top of the screen with the facility, the year, and the quarter.
- To populate the report, click New. To save this report to work from for the quarter, click Save.

Completed background checks shall be added to inmates file. IMS shall be updated to reflect that all subsequent checks have been completed.

The subsequent background checks are to consist of:

- VNC
- BOP
- WMS warrant check (which checks for active MA warrants)

QWA warrant check (also known as NCIC which checks for active warrants throughout the US and Puerto Rico)

## MCI-CONCORD Facility Information

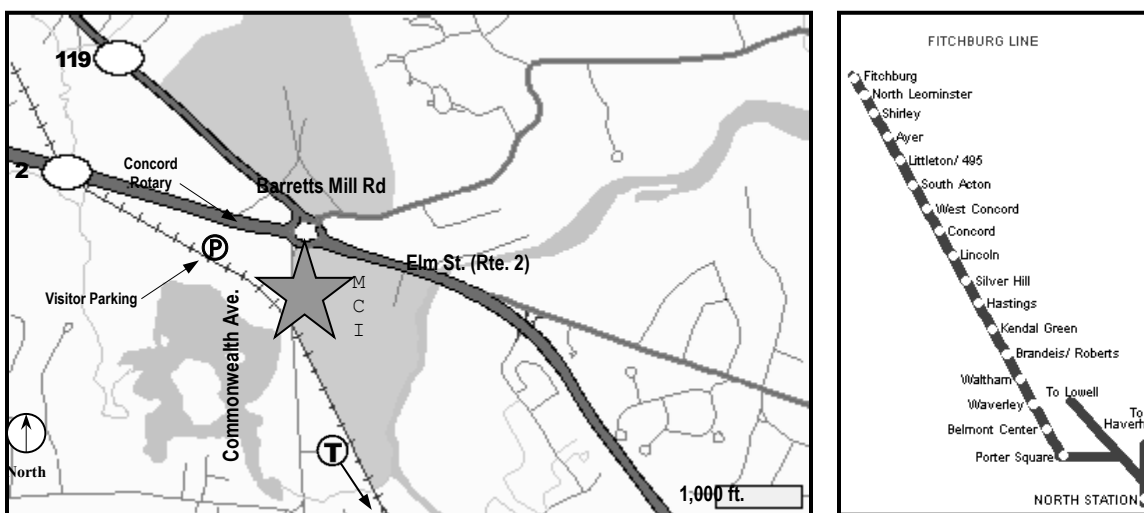
The following addresses are the mailing and physical addresses of MCI-Concord:

<u>Mailing Address</u>	<u>Physical Address</u>
MCI-Concord P.O. Box 9106 Concord, MA 01742-9106	MCI-Concord 965 Elm Street (Rte. 2) Concord, MA 01742

The main telephone number for the institution is **(978) 405-6100**.

Public transportation to MCI-Concord is available in the form of cab and train services. The following cab companies service MCI-Concord: ABC Taxi (978-264-9041), Boxboro Taxi Cab Delivery (978-264-4687), and Acton-Maynard Taxi/Limousine (978-879-9988).

There is also an MBTA train station located in West Concord center.



### DRIVING DIRECTIONS

#### ***From Boston***

Take Storrow Drive West to Alewife Brook Parkway and Route 2 West. Pass the Fresh Pond Mall and Alewife MBTA station. Go through Belmont, Lexington and Lincoln to the Routes 2/2A rotary in Concord. MCI-Concord is on the left. Go around the rotary past Route 2 and exit at Commonwealth Avenue. The parking lot is on the right.

#### ***From the North***

Take Route 495 South to exit 29A (Route 2 East/Cambridge/Boston). Follow Route 2 East through Littleton and Acton to the Routes 2/2A rotary in Concord. Exit rotary at Commonwealth Avenue. The parking lot is on the right.

#### ***From the South***

Take Route 495 North to exit 29A (Route 2 East/Cambridge/Boston). Follow Route 2 East through Littleton and Acton to the Routes 2/2A rotary in Concord. Exit rotary at Commonwealth Avenue. The parking lot is on the right.

#### ***From the East***

Take Route 2 West to the Routes 2/2A rotary in Concord. MCI-Concord is on the left. Go around the rotary, past Route 2 and exit at Commonwealth Avenue. The parking lot is on the right.

#### ***From the West***

Take Route 2 East to the Routes 2/2A rotary in Concord. MCI-Concord is on the left. Exit the rotary at Commonwealth Avenue. The parking lot is on the right.

# MCI-CONCORD Restrictive Housing Unit NON-CONTACT VISITING SCHEDULE

*Inmates shall be allowed three (3) visits per week.*

*These visits shall be of a one (1) hour duration, and shall be limited to two (2) visitors (including child/minor) per inmate, per visit (ie; the same inmate may not have more than one (1) visiting period per scheduled day, even if only one (1) person came in to visit the inmate).*

<b>FRIDAY</b>		<i>Date:</i>		
TIME	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT
6:30 p.m. to 7:30 p.m.				
7:30 p.m. to 8:30 p.m.				

<b>SATURDAY</b>		<i>Date:</i>		
TIME	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT
6:30 p.m. to 7:30 p.m.				
7:30 p.m. to 8:30 p.m.				

<b>SUNDAY</b>		<i>Date:</i>		
TIME	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT
6:30 p.m. to 7:30 p.m.				
7:30 p.m. to 8:30 p.m.				

<b>MONDAY</b>		<i>Date:</i>		
TIME	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT	INMATE SCHEDULED FOR VISIT
1:30 p.m. to 2:30 p.m.				
2:30 p.m. to 3:30 p.m.				
6:30 p.m. to 7:30 p.m.				

*The 3x11 Restrictive Housing Unit Sergeant shall forward this form to the Shift Commander and Visitor Processing each Thursday.*

## MCI-CONCORD VISITING INFORMATION

**VISITING SCHEDULE:** The following visiting schedule shall be applicable to visitors to MCI-Concord. The schedule is based on the **first letter** of the **inmate's last name**.

Times	Monday	Tuesday	Wednesday	Thursday	Friday
1:00pm - 8:30 pm	NO VISITS	NO VISITS	OPEN	OPEN	OPEN

Times	Sunday	Saturday
1pm-3:50pm	A - L	M - Z
6:20pm-8:30pm	M-Z	A-L

**HOLIDAYS:** Visits will be open call for a holiday that falls on a weekday. The exception to this will be Thanksgiving, Christmas and New Year's Day Holidays. Visits for Thanksgiving, Christmas and New Year's Day will be as follows:

Times	Holiday
1pm-3:50pm	A-L
6:20pm-8:30pm	M-Z

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Independence Day	Thanksgiving Day
President's Day	Labor Day	Christmas Day
Patriot's Day	Columbus Day	

**NON-CONTACT VISITS:** Any person wishing to visit an inmate housed in our Restrictive Housing Unit may do so by appointment only. These visits are a non-contact visit, and shall take place in accordance with the following schedule. Times are approximate and subject to change.

Sunday	Monday	Friday	Saturday
NO VISITS	1:30 - 2:30 pm	NO VISITS	NO VISITS
NO VISITS	2:30 - 3:30 pm	NO VISITS	NO VISITS
6:30PM - 7:30PM	6:30 - 7:30 pm	6:30PM - 7:30PM	6:30PM - 7:30PM
7:30PM - 8:30PM	NO VISITS	7:30PM - 8:30PM	7:30PM - 8:30PM

- Visits will not be extended due to a late Count or the late arrival of a visitor. Visitors that arrive later than a half-hour (30 minutes) after the scheduled time of the visit will not be processed.
- To make an appointment you must contact the Restrictive Housing Unit Sergeant at 1-978-405-6100 extension 181, Sunday through Thursday, from **3:00 pm** until **11:00 pm**. No scheduling of appointments will be made on Fridays or Saturdays.

Appointments are made on a first come, first served basis. We reserve the right to not schedule a visit on a particular day for security reasons. Your cooperation is expected.

**FACILITY INFORMATION:** The following addresses are the mailing and physical addresses of MCI-Concord:

<i>Mailing Address</i>	<i>Physical Address</i>	
MCI-Concord P.O. Box 9106 Concord, MA 01742- 9106	MCI-Concord 965 Elm Street (Rte. 2) Concord, MA 01742	The main telephone number for the institution is <b>(978) 405-6100</b> .

**PUBLIC TRANSPORTATION TO MCI-CONCORD IS AVAILABLE IN THE FORM OF CAB AND TRAIN SERVICES. THE FOLLOWING CAB COMPANIES SERVICE MCI-CONCORD:**

- **ABC TAXI (978-264-9041)**
- **BOXBORO TAXI CAB DELIVERY (978-264-4687)**
- **ACTON-MAYNARD TAXI/LIMOUSINE (978-879-9988).**

**THERE IS ALSO AN MBTA TRAIN STATION LOCATED IN WEST CONCORD CENTER.**

**DRIVING DIRECTIONS**

***From Boston***

Take Storrow Drive West to Alewife Brook Parkway and Route 2 West. Pass the Fresh Pond Mall and Alewife MBTA station. Go through Belmont, Lexington and Lincoln to the Routes 2/2A rotary in Concord. MCI-Concord is on the left. Go around the rotary past Route 2 and exit at Commonwealth Avenue. The parking lot is on the right.

***From the North***

Take Route 495 South to exit 29A (Route 2 East/Cambridge/Boston). Follow Route 2 East through Littleton and Acton to the Routes 2/2A rotary in Concord. Exit rotary at Commonwealth Avenue. The parking lot is on the right.

***From the South***

Take Route 495 North to exit 29A (Route 2 East/Cambridge/Boston). Follow Route 2 East through Littleton and Acton to the Routes 2/2A rotary in Concord. Exit rotary at Commonwealth Avenue. The parking lot is on the right.

***From the East***

Take Route 2 West to the Routes 2/2A rotary in Concord. MCI-Concord is on the left. Go around the rotary, past Route 2 and exit at Commonwealth Avenue. The parking lot is on the right.

***From the West***

Take Route 2 East to the Routes 2/2A rotary in Concord. MCI-Concord is on the left. Exit the rotary at Commonwealth Avenue. The parking lot is on the right.



## **RULES AND REGULATIONS**

All visitors to MCI-Concord are governed by the rules and regulations for visiting a correctional institution as applicable by M.G.L. c. 124, § 1 (b), (c), and (q); c. 127, § 36 and 37; c. 268, § 31 and 103 CMR 483:00 Visiting Procedures, and the institutional procedures of MCI-Concord. Failure to comply with the rules and regulations of the Commonwealth of Massachusetts and the Department of Correction may result in, and not be limited to, termination of visiting privileges and where applicable, criminal prosecution. Please read all rules and regulations carefully.

- All visitors shall register at the visitor processing area by completing the "Visitation Request Form" (provided by the institution) and presenting it with a valid photographic ID (driver's license, registry ID, Department of Transitional Assistance [Welfare] ID, passport, military ID or alien immigration card) to the appropriate staff member for processing.  
Visitors must be at least 18 years of age, or accompanied by their parent/legal guardian, to obtain permission to visit an inmate. Birth certificates (short-form) shall be required for all minors wishing to visit an inmate. Adults entering with a minor shall have the minor's birth certificate (short-form is acceptable). In the event the birth certificate is not available, an official hospital record verifying the birth of the child, including the date of birth of the child and parent information can be utilized as well. and if the adult is not the parent or guardian, a copy of the approved minor consent form with them each time they visit. Legal guardians shall also be required to provide court documents indicating proof of custody.
- Individuals who have been given legal guardianship of a child must present documented proof of this. Any parent/legal guardian wishing to allow a minor to enter the facility with an individual other than themselves (ie; grandparent, uncle, friend) must submit a notarized minor form to the Superintendent for approval.
- Visitors may only visit one inmate housed at a correctional facility. Exceptions may be made for visitors when multiple family members are housed at the same facility.
- Visitors shall not wander the lobby or grounds of the institution, and shall be restricted to the seating area only.
- Children must be supervised at all times. Visits whose children exhibit serious behavior problems that interfere with other visits or the proper order of the institution shall be terminated.
- Visitors that appear to be, in the opinion of correctional staff, under the influence of alcohol, drugs or any other controlled substance shall not be allowed to enter the facility.
- Visitors shall park their vehicles in the parking lot adjacent to the institution/rotary only, and shall lock their vehicles at all times. Visitor vehicles are subject to search upon securing permission from the vehicle's owner. If permission is not granted, the visitor shall be allowed to leave the property unless there is probable cause.
- Visitors must lock up all their personal belongings. (ie; jewelry, watches, money, gum/candy, cigarettes, or any other item) A wedding band or medic alert necklace/bracelet, a handkerchief and a vending machine card (one per inmate visit) and locker key are the only items allowed to be taken into the visiting room. Failure to comply may result in the termination and/or suspension of visiting privileges. Visitors that have a medical condition that require them to keep special medications with them (heart medication - nitro pills, inhalers) should notify correctional staff ahead of time.
- All visitors are subject to being searched.
- It is unlawful for any visitor to attempt to introduce any weapon, firearm or controlled substance into a state correctional facility. Any person attempting to do so shall be subject to arrest and criminal prosecution.
- Visitors are not permitted to give anything to, or accept anything directly from an inmate. Any such transaction shall be done only under the supervision of, and with the permission of the officer in charge of the visiting room.
- MCI-Concord cannot be held responsible for lost or stolen articles.
- All visitors shall conduct and dress themselves in an appropriate manner for a public place.

**VISITING LIMITATIONS** - Visitors are not allowed on state property until one (1) hour before the visiting period begins. Visitors are to leave the institution at the end of their visiting period and are not to loiter on state property. There are no exceptions. Visitors who fail to comply with this directive may lose their visiting privileges.

- Each inmate may receive four (4) visits per week during the hours scheduled below.
- Two (2) adults are allowed per visit.
- Visits are processed on a first come, first served basis.
- The visitor processing window shall be open approximately thirty (30) minutes prior to the scheduled visiting times, and shall close approximately thirty (30) minutes prior to the scheduled end of the visiting period. Visitors shall be processed only during these times. Visitors that have not been processed through the Pedestrian Trap thirty (30) minutes prior to the scheduled end of the visiting period shall not be allowed to enter the institution.
- No visitors will be allowed through the Pedestrian Trap area between the hours of 2:30 pm and 3:15 pm due to change of shift and 4:30pm – 5:10pm Major Count.
- Smoking is prohibited on state property. This includes the parking lot area.
- Visitors wishing to provide an inmate with funds may do so by mailing in a money order through the U.S. Postal Service or using the mailbox in the lobby. No cash or personal checks are to be sent in. The mailbox in the lobby is not to be used for inmate correspondence. Any letters found in the mailbox will be discarded.
- Visitors with infants may only bring in one small receiving blanket, a pacifier and/or a clear plastic bottle filled with milk or water.
- Any visitor that leaves the visiting room for any reason, (ie; bathroom, etc.) shall be allowed to return to the visiting room after being reprocessed..
- No property will be allowed to enter the facility with a visit. Inmates must purchase property items through the Canteen.
- Visitors that wish to pick up an inmate's property that has been designated as contraband, or that the inmate wants removed from the institution, shall be allowed to do so through the Property Sergeant during the following times only: Tuesday and Thursday, 4:00 pm to 4:30 pm.

## **DRESS CODE**

Visitors (adults or children over the age of five) clad in any of the following items or any item deemed inappropriate by correctional staff shall not be allowed to enter the facility. The following items are NOT ALLOWED:

1. Boots worn above the knee (exception – boots below the knee shall be permitted October 15 – April 15);
2. Work boots shall never be permitted;
3. Bare feet;

- 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 the person (e.g. two (2) pairs of pants, or skirt and slacks);
  10. Bibbed clothing of any type: shorts, dress, pants, overalls, jumpers 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. Exceptions may be made for those facilities where visitors have to travel outside to get to the visiting area. An area may be designated to store/hang these items not accessible to the visitor and inmate during the visit;
  14. Visitors may not wear any type of blue or black jeans into an institution. (allowable for 8 years old or 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 and medical alert jewelry;
  16. Dresses, skirts and skirt slits shall not exceed three (3) inches 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. 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 (e.g., cell phones, electronic devices) or those capable of storing information are allowed.
  24. No wearing or possession of any type of glitter make-up materials to include Chap Stick or lip balms, facial make-up, nail polish, eye shadow etc.

A. Dress Requirements for all Visitors:

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

B. 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 is the visitor's responsibility to inform the officer that he/she is wearing a hairpiece during the search processing;
3. Garments with elastic waists may be worn.
4. Jackets or blazers may be worn as part of a suit or outfit by students participating in a clinical/internship program.

**Allowable items**

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

**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, guide dogs etc., or requiring the use of oxygen tanks shall obtain prior approval from the Superintendent to visit with such medication/device(s).
  - 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.
  - 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).
  - 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.
  - 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.
  - Visitors who have life-saving medication shall keep it on their person at all times

## INFORMACION SOBRE LA FACILIDAD MCI-CONCORD

**EL HORARIO:** La lista de visita es para las visitas de MCI-Concord. La lista es echa con la primera letra del ultimo nombre del preso.

Tiempos	Lunes	Martes	Miercoles	Jueves	Viernes
1:00 - 8:30 pm	NO VISITAS	NO VISITAS	ABIERTO	ABIERTO	ABIERTO

Tiempos	Domingo	Sabado
1:00 - 3:50 pm	A - L	M - Z
6:20 - 8:30 pm	M-Z	A-L

**LOS DÍAS DE FIESTA:** Visitas seran llamadas abiertas para un feriado que caiga en un dia de semana. La excepcion a esto sera para los dias feriados de el Dia de Accion de Gracias, Navidad y Ano Nuevo. Visitas para el Dia de Accion de Gracias, Navidad y Ano Nuevo seran las siguientes:

Tiempos	Dias de Fiesta
1pm-3:50pm	A-L
6:20pm-8:30pm	M-Z

Una lista de visita para los dias de fiesta. Los días son:

- Nueva Año
- Cumpleaños de Martin Luther King Jr.
- Día de Presidente
- Día de Patriota
- Día de Memorial
- Día de Independencia
- Día de Trabajo
- Día de Columbus
- Día de Veterano
- Día del Pabo (gracias)
- Navidad

**VISITA SIN CONTACTO:** Qualquier persona quesiera visitar un preso en la unidad de alojamiento restrictive tendra que hacer designación. Estas visitas son sin contacto y tendran que ser en la lista que cambio.

Domingo	Lunes	Viernes	Sabado
NO VISITS	1:30 - 2:30 pm	NO VISITS	NO VISITS
NO VISITS	2:30 - 3:30 pm	NO VISITS	NO VISITS
6:30PM - 7:30PM	6:30 - 7:30 pm	6:30PM - 7:30PM	6:30PM - 7:30PM
7:30PM - 8:30PM	NO VISITS	7:30PM - 8:30PM	7:30PM - 8:30PM

- Las visitas no seran extendida por un conte tarde de la visitador. Visitadores que llegan mas tarde que 30 minutos despues del procesos de visitas no seran aceptadas.
- Para ser una designación tienen que llamar el oficial de la unidad especial.1-978-405-6100 La extensión es 181, Domingos hasta Jueves, desde **3:00 pm** hasta **11:00 pm**. No seran aceptados los Viernes o los Sabados.
- Los designación seran echas por las primeras personas que llegen reservamos el derecho de no hacer visitas quando se trate de razones de seguridad. La cooperación de ustedes es esperada.

**Informacion Sobre la Facilidad:** The following addresses are the mailing and physical addresses of MCI-Concord:

*Direccion de Correo*  
MCI-Concord  
P.O. Box 9106  
Concord, MA 01742-9106

*Direccion Fisica*  
MCI-Concord  
965 Elm Street (Ruta 2)  
Concord, MA 01742

El número de telefono principal de la institucion MCIC es el **(978) 405-6100**.

Transportación publica esta disponible vía Taxi y Trenes. Las siguientes compañías de Taxi sirven a MCI-Concord:

- ABC TAXI (978-264-9041)
- BOXBORO TAXI CAB DELIVERY (978-264-4687)
- ACTON-MAYNARD TAXI/LIMOUSINE (978-879-9988).

Trenes: La estación de trenes MBTA línea morada, esta localizada en West Concord Center.

## **DIRECCIONES**

### ***Desde Boston***

Tome Storrow Drive West hasta Alewife Brook Parkway y la Ruta 2 West. Pase el fresh Pond Mall y la estación de trenes Alewife. Continúe en la Ruta 2 /2A hasta la rotonda en Concord. MCI-Concord estará a su izquierda. Tome la rotonda y salgase en la salida de la avenida Commonwealth. El parqueo estará a su derecha.

### ***Desde el Norte***

Tome la ruta 495 Sur hasta la salida 29A (Ruta 2 East/Cambridge/Boston). Siga en la ruta 2 Este hasta la rotonda Rt. 2/2A en Concord. Salgase de la rotonda en la salida de la avenida Commonwealth. El parqueo estará a su derecha.

### ***Desde el Sur***

Tome la Ruta 495 Norte hasta la salida 29A (Ruta 2 East/Cambridge/Boston). Siga en la ruta 2 Este hasta la rotonda Rt. 2/2A en Concord. Salgase de la rotonda en la salida de la avenida Commonwealth. El parqueo estará a su derecha.

### ***Desde el Este***

Tome la Ruta 2 West hasta la rotonda de la Ruta 2/2A en Concord. Tome la rotonda y salgase en la salida de la avenida Commonwealth. El parqueo de la institucion estará a su derecha.

### ***Desde el Oeste***

Tome la Ruta 2 East hasta la rotonda 2/2A en Concord. Tome la rotonda y salgase en la salida de la avenida Commonwealth. El parqueo de la institucion estará a su derecha.

## **REGLAS Y REGULACIONES**

*Todos los visitantes de MCI-Concord son gobernados por las reglas y regulaciones de visitantes a una institución correccional, como es aplicable por las leyes generales de Massachusetts c/ 124, sección 1 (b), (c), y (g); c. 127, sección 36 y 37; c. 268, sección 31 y 103 CMR 483:00 procedimiento de visitas, los procedimientos institucionales de MCI-Concord. El no cumplir con las reglas y regulaciones de el Commonwealth of Massachusetts y el departamento de corrección, puede resultar en, y no se limita a, la cancelación de los privilegios de visita, y prosecución criminal cuando aplicable. Favor de leer todas las reglas y regulaciones cuidadosamente.*

- Todos los visitantes deben registrarse en el área de procesamiento de visitantes, y completar el documento marcado "Visitation Request Form" que estará disponible en la institución. Deberán presentar este documento completo y una identificación con fotografía valida (licencia de manejar, identificación del registro, identificación de Welfare, pasaporte, identificación militar o tarjeta de emigración) al Oficial.
- Los visitantes deberán ser mayores de 18 años, o venir acompañados de sus padres o pariente legal, para obtener permiso de visita. Certificados de nacimientos (forma larga) son requeridos para todos los menores que quieran visitar. Los individuos que tienen custodia legal de un menor deben presentar sus documentos como prueba de custodia. Cualquier padre/custodiante que quiera dejar que un menor entre a la institución con otro individuo sin ellos estar presente, (abuelos, tíos, amigos) deben de presentar un documento de menores (minor Form) notificado, por un notario publico, al superintendente para aprobación.
- Visitantes solo pueden visitar a un solo presidiario en dicha institución. Excepciones se podrán llevar a cabo cuando aya más de un miembro de una familia encarcelado en la misma institución.
- Los visitantes están restringidos al área de visitantes solamente, y no podrán rondar por otras áreas mientras esperan su turno de visita
- Los niños deberán de estar bajo su supervisión todo el tiempo. Las visitas que no presten atención y control a sus niños serán canceladas.
- Visitantes que aparenten estar bajo la influencia de bebidas alcohólicas o drogas, no se le permitirá entrar a la institución.
- Los visitantes deben parquear sus vehículos en el parqueo que esta frente a la rotonda solamente, y deben de asegurar sus vehículos todo el tiempo. Los visitantes deberán ceder a inspección de vehículos cuando se les requiera, mientras el vehículo este estacionado en propiedad estatal.
- Los visitantes deben de asegurar todos sus artículos personales (joyas, relojes, dinero, goma de mascar/dulces, cigarrillos, etc.) con excepción de (banda de matrimonio, brazaletes medicos, pañuelo y las tarjetas de compra) estos son los únicos artículos que pueden entrar a la sala de visitantes. La falta de cumplir estas reglas resultara en la terminación y o la suspensión de sus privilegios de visitante. Los visitantes con condiciones médicas que requieran medicaciones especiales, como tabletas de NITRO, INALADORES deben notificarle su condición al Oficial con anticipación.
- Todos los visitantes están sujetos a ser registrados.
- El tratar de introducir cualquier tipo de armas, armas de fuego, o cualquier sustancia controlada a una correccional del estado esta penado. Cualquier persona que intente de hacerlo será sujeta a ser arrestada y a cargos criminales.
- A los visitantes no se le permite intercambiar nada directamente con el prisionero. Cualquier intercambio deberá de ser supervisado o con el permiso del Oficial que este encargado de la sala de visitas.
- MCI-Concord no se hace responsable por artículos perdidos o robados.
- Todos los visitantes deben de vestirse de una manera apropiada para un área pública.

## **LIMITACIONES DE VISITAS**

- Visitantes solo están permitidos a entrar en propiedad estatal una hora antes del periodo de visitas. Visitantes deben de abandonar la propiedad estatal tan pronto el periodo de visita haya culminado sin merodear. No hay excepciones. Visitante que no obedezcan estas reglas estarán sujetos a perder el privilegio de visitas.
- Cada preso tiene permitido recibir 4 visitas por semana durante el horario señalado debajo.
- Se permiten dos adultos por visita.
- Las visitas son procesadas en forma cronológica. Quien llegue primero entrara primero.
- La ventana del cuarto donde se procesan las visitas abrirán aproximadamente 30 minutos previos al horario de visitas y cerraran 30 minutos antes de que el periodo de visitas termine. Visitas solo serán procesadas durante el tiempo en que la ventana esta abierta.
- No se permitirá a ningún visitante salir de la sala de visitas de 2:40 a 3:15 debido al cambio de turno. Solo aquellos visitante que ya tengas sus papeles de visitas procesados serán permitidos en la sala de visitas cuando esta reabra sus puertas luego del cambio de turno.
- El fumar cigarrillos es prohibido en propiedad estatal, incluyendo los estacionamientos.

- Aquellos visitantes que deseen proveer a los encarcelados con fondos monetarios pueden hacerlo por vía del correo o pueden usar la caja de correo localizada en el vestíbulo. Dinero en efectivo o cheques personales no deben ser mandados. La caja de correo en el vestíbulo es únicamente para fondos monetarios, cartas o notas serán descartadas.
- Visitantes con infantes solo podrán entrar una sabana pequeña, un chupete y/o un biberón plástico con leche o agua.
- Cualquier visitante que salga de la sala de visitas ya sea para ir al baño o cualquier otra cosa no podrá volver a entrar por el resto de ese periodo de visitas.
- No se le permitirá traer ningún tipo de propiedad a la sala de visitas. Los encarcelados deben comprar artículos de propiedad en la cantina.
- Visitantes que quieran obtener propiedad de los encarcelados clasificada como contrabando, o propiedad que el encarcelado quiera fuera de la institución, pueden hacerlo vía el sargento de propiedad durante el siguiente horario solamente: Miércoles y Jueves, 4:00 pm – 4:30 pm.

### **CÓDIGO DE VESTIR**

Visitantes (adultos o niños mayores de cinco) que tengan puesto cualquier artículo de la siguiente lista o cualquier artículo/ropa que el oficial considere inapropiado, no será permitido que entre a la facilidad. Las mujeres embarazadas o individuos con documentación medica, puede que se haga una excepción en cuanto a pantalones con la cintura de elástico.

### **Código de Vestuario para Visitas**

#### **Los siguientes artículos NO ESTAN PERMITIDOS de ser usados por ningún visitante adulto o niño/a:**

- Botas que llegan por arriba de la rodilla (con la excepción – botas que llegan por debajo de la rodilla serán permitidas desde Octubre 15 – Abril 15)
- Botas de trabajo nunca serán permitidas.
- Pies descalzos.
- Trajes de baño, pantalones cortos, cualquier vestuario con bolsillos excesivos, metal, cordones (drawstrings), ropa excesivamente amplia o apretada, ropa con capucha, translúcida, ropa excesivamente reveladora o transparente, "bodysuits" de cualquier tipo o camisas/blusas que se envuelven alrededor. (Niños de 8 años de edad y más pequeños pueden usar pantalones cortos).
- Con la excepción de ropa interior, vestuario "spandex" o del tipo "spandex" no está permite.
- Cualquier vestuario que exhibe afiliación de pandilla (gang) o es de cualquier manera atribuible a cultura de pandilla; además, vestuario que es obsceno, racista o que despliega contenido sexual no está permitido
- Cualquier vestuario similar al distribuido a un preso o personal uniformado incluyendo uniformes de enfermero/a, policía, correos y utilidades públicas (Uniformes clase A de militares activos están permitidos).
- Vestuario o camuflaje.
- Doble capa de ropa en la mitad inferior de su persona (ej.: dos (2) pares de pantalones o faldas o pantalones de mujer, etc.)
- Ropa con vuelillo (bibbed) de cualquier tipo: shorts, vestido, pantalones, overoles, jumpers etc. (permitido para niños de 8 años y más pequeños).
- Accesorios para el cabello que no pueden ser removidos fácilmente para ser registrados.
- Pasadores, broches o cintas de pelo.
- Paraguas, chaquetas, abrigos, chalecos o ropa para el exterior de cualquier tipo. Excepciones pueden hacerse para aquellas facilidades donde las visitas tienen que caminar en el exterior para llegar al área de visita. Una área será asignada para almacenar/ colgar estos artículos no accesibles al visitante y al preso durante la visita.
- Visitantes no serán permitidos usar pantalones de mezclilla (jeans) azules o negros dentro de instituciones. (permitido para niños de 8 años y más pequeños).
- Joyería incluyendo pero no limitado a aros, joyería fácil/cuerpo collares y relojes no están permitidos. . La única excepción con respecto a joyería es un anillo tradicional de compromiso /banda de matrimonio, medallón religioso y joyería de alerta médica.
- Vestidos, faldas y falda con corte no deberán exceder 3 pulgadas arriba de la rodilla cuando sentada. No se permiten faldas de estilo arrebujado ( wrap-around) a no ser que se usen por razones religiosas.
- "Tank tops", " halter tops", " muscle shirts", o ropa que revela la sección media del cuerpo o que expone excesivamente la espalda. "Tube tops" de cualquier tipo no están permitidos. Ropa sin mangas no está permitida a no ser que esté cubierta con un artículo de ropa , tal como un suéter, que no deberá ser removido.
- Sudaderas (sweatshirts), pantalón de gimnasia (sweatpants), pantalones rompe-viento o ropa de ejercicio (permitido para edad de 8 años y más pequeños).
- Vestuario con zíperes que van a lo largo de toda la prenda de vestir con la excepción de ropa exterior (outerwear). (Permitido para edad de 8 años y más pequeños)
- Camisetas- T de color están permitidas. Camisetas-T con logotipos ofensivos no están permitidos.
- Calentadores de piernas (leg warmers).
- Sombreros y artículos de cualquier tipo para cubrir la cabeza, a no ser que sean usados por razones religiosas o médicas; sin embargo deben ser registrados antes de entrar a la institución.
- Ningún aparato electrónico de comunicación o aquellos capaces de almacenar información están permitidos.
- No se permite el uso o posesión de ningún tipo de material de maquillaje con brillo para incluir (Chapstick) o balsamos labiales, maquillaje fácil, esmalte de unas, sombra de ojo, etc

#### **Requisitos de Vestuario para todos los Visitantes:**

- Se debe usar ropa interior.
- Vestuario no tendrá rasgados, rotos, huecos o no le pueden faltan botones

### **Excepciones al Código de Vestuario**

- Suéteres pueden ser usados.
- Cabello postizo (i.e., tupé, pelucas, extensiones, alargadores) pueden ser usados pero deben ser registrados. Será la responsabilidad del visitante de informar al oficial que están usando cabello postizo durante el proceso de registro.
- Ropa con cintura elástica pueden ser usadas

- Chaquetas pueden ser usadas como parte de un conjunto de trabajo o traje de estudiantes participando en un programa clínico o como un internado

#### **Artículos permitidos**

- **Infantes** – Visitas entrando con infantes serán permitidos de entrar con los siguientes artículos:  
Dos (2) botellas de plástico transparente con ya sea fórmula, leche, agua o jugo, un vaso vacío para sorbos, dos pañales de infante y toallas de limpieza desechables en una bolsa de plástico transparente, una (1) frazadita pequeña, un (1) pacificador/chupador, dos (2) jarritos plásticos sellados de alimento para bebé, una (1) cuchara de plástico y un (1) babero

#### **Medicamento o Aparatos Médicos**

- Visitas que mantienen medicamento para emergencia vital o que utilizan aparatos médicos a incluir: nitroglicerina, inhaladores, tabletas de glucosa, implantable automático cardioverter/ desfibrilador y/o marcapasos, sillas de ruedas, aparatos prostéticos, bombas de insulina, cabestrillos, abrazaderas, zapatos médicamente necesarios, bastones, caminadores, perros guías etc., o que requieren uso de tanques de oxígeno deben obtener aprobación anterior del Superintendente para visitar con tal medicamento/ aparato(s).
  - El visitante deberá presentar evidencia escrita firmada por un médico documentando la necesidad de tal aparato(s) al Superintendente para revisión. La evidencia escrita deberá incluir una fecha anticipada de terminación para el uso de los aparatos que son necesarios por un limitado período de tiempo (ej., bastón, cabestrillo) debido condiciones médicas temporales.
  - Una vez sustanciadas, el Superintendente deberá proveer aprobación escrita para permitir al visitante de entrar a la institución con el aparato(s); el Superintendente deberá autorizar un registro alternativo si es considerado apropiado debido a que el visitante no es capaz de someterse a un registro de detección de metal debido a limitaciones físicas o la presencia del aparato(s).
  - El visitante estará requerido de declarar el aparato(s) y producir la aprobación escrita del Superintendente cada vez que visite. Si un registro alternativo es aprobado el visitante deberá estar sujeto a un registro personal cada vez que ellos visiten la institución.
  - Si ésta es la primera vez de visita en una facilidad correccional por el visitante, el Comandante del Turno deberá ser notificado para autorización de entrar con aparato(s) necesario provisto que el visitante está de acuerdo a un registro personal antes de entrar. Esta aprobación por sólo una vez deberá ser documentada a través de un reporte de incidente y estar disponible para el personal que procesa. El visitante deberá ser notificado que debe obtener la aprobación requerida antes de su próxima visita.
  - El visitante que tenga medicamento para emergencia vital deberán mantenerlo en su persona en todo momento.
  - El oficial deberá anotar todos los medicamentos o aparato(s) médicos al momento de entrada en el formulario de visita y verificarlo(s) al momento de salida de la sala de visita.

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| <ul style="list-style-type: none"> <li>• Trajes de baño</li> <li>• Pantalones cortos, cortados, pantalones pescadores</li> <li>• Blusas cortas</li> <li>• Cualquier ropa transparente</li> <li>• Pantalones de ejercicios</li> <li>• Traje de ejercicios</li> <li>• No mas de un par de pantalones</li> <li>• Faldas/Vestidos sobre las rodillas o mini faldas</li> <li>• Ropa sin mangas o con escotes</li> <li>• Bolsillos sin forro o abiertos</li> <li>• Descalzo</li> <li>• Sombrero, guantes o bufandas de cualquier tipo</li> </ul> | <ul style="list-style-type: none"> <li>• Pantalones elásticos, o cualquier tipo de ropa ajustada</li> <li>• Vestimenta de camuflaje, uniformes o pantalones con muchos bolsillos y uniformes.</li> <li>• Ropa de hospital</li> <li>• Overoles de material vaquero/fuerte azules (Jeans)</li> <li>• Ropa rasgado o con agujeros</li> <li>• Ropa excesivamente holgada (ancha)</li> <li>• Calentadoras de pierna (tipo valeriana)</li> <li>• Suéteres o camisas sin cuello</li> <li>• Ropa de Jean de algodón (material de pantalones vaqueros) de cualquier color</li> <li>• Objetos de metal (Pinchos, alfileres, Exc.)</li> <li>• Ropa con cintura elástica, con elástico en las muñecas o piernas, y ropa con lazos</li> </ul> |
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*En los meses de invierno, chaquetas con elástico en las muñecas podrán ser permitidas. Ropa interior tradicional deberá ser usada. Todo tipo de accesorio deberá ser removido para inspección.*

