Massachusetts Department of Correction **Northeastern Correctional Center PROCEDURE**	Superintendent Approval Date 6/12/2026 Reviewing Authority Approval Date 6/25/2026	
Procedure In accordance with: 103 CMR 483 Visiting Procedures	**Internal Reviewing Authority:** Deputy Superintendent ACA/PREA Standards: 4-ACRS-2A-02; 4-ACRS-5A-16; 4-ACRS-5A-17; 4-ACRS-5A-18 Applicability: Staff/Incarcerated Individuals	
Attachments Yes ☒ No ☐	Library Yes ☒ No ☐	Public Access Yes ☒ No ☐

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I. Institution Visiting Rules and Procedures (486.06)

A. Address and Directions

The address of the institution is:
Northeastern Correctional Center (NECC)
976 Barrett's Mill Road
P.O. Box 1069
West Concord, MA 01742-1069
(978) 371-7941

B. Directions to the Institution

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 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 78A (Route 2 East/Cambridge/Boston). Follow Route 2 East through Littleton and Acton to 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 78A-B (Route 2 East/Cambridge/Boston). Follow Route 2 East through Littleton and Acton to 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

Train service from Boston stops in West Concord Center approximately two (2) miles away. Information on transportation, including cab companies, train

schedule and private bus service from Boston is posted in NECC'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. Incarcerated individuals are not allowed to use or be in the area while the phone is being used.

D. Visitation occurs in the Gymnasium (Building 12). Visitors are permitted onto the property thirty (30) minutes prior to the visiting period (i.e., 5:00pm for evening visiting periods and 12:00pm for day visiting periods). Visitors shall park on the right side of the access driveway leading into the institution. They shall not park beyond the halfway point of the access driveway as they await staff initiating the opening of visiting processing.

E. Prior to entering the gym, visitors shall ensure their vehicles are locked. Failing to secure vehicles or utilizing reserved parking spaces (i.e. State Vehicle, Staff Member, etc.) may result in loss of visiting privileges. All vehicles are subject to search while parked on state property.

F. Visitors shall proceed directly from their vehicle to the main entrance of the gymnasium. Upon arrival inside the gymnasium, visitors shall present their identification to the Visitor Processing Officer. Visitors are subject to search with a handheld metal detector prior to entering the visiting area.

G. Refusals to consent to a search of a visitor's person or vehicle may result in loss of visiting privileges.

H. Once visitors are checked in, visitors shall secure personal effects in the available visitor lockers in the gymnasium. The facility is not responsible for articles left inside the lockers. Lockers may only be accessed at the beginning and end of visiting periods. Restroom use may be permitted following check-in with the Visitor Processing Officer and securing all items.

I. Visitors in possession of a debit or credit card shall be issued a lanyard with a clear pouch in which the card shall be stored when not in use. Upon exiting the visiting space, visitors shall present the card to the Visiting Processing Officer and shall relinquish the lanyard. Passing of the debit or credit card to incarcerated individuals is prohibited and may result in loss of visiting privileges.

J. Smoking is prohibited on state property. Possession of tobacco or tobacco related products within a correctional institution is prohibited.

K. The carrying of guns, other weapons, controlled substances, alcohol, cellphones, electronic devices, or any other article into or out of the institution may result in loss of visiting privileges as well as criminal prosecution.

II. Attorney Visits (483.06)

A. Attorneys shall be permitted to visit incarcerated individuals housed in the general population during institutional visiting hours and upon one (1) hour notice of the hours of 9:00am and 8:30pm.

B. Attorney visits shall occur in designated visiting areas to assure the confidentiality/privacy of the incarcerated individual-attorney contact. Designated attorney visit areas shall be as follows:

1. During non-visiting hours, the Library or Culinary Arts Dining Hall shall be utilized for attorney visits.

2. During visiting hours, a quiet area in the visiting room may be used if this is acceptable to the Attorney/incarcerated individual. If the attorney or incarcerated individual requests a more private area, the Shift Commander shall determine an appropriate place for the visit.

3. All Attorney's 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.

C. Nursing

Female visitors requesting to breastfeed their children will be directed to a designated partitioned area outside the visiting room, shielded from view and monitored by staff to prevent intrusion by others. The mother and child will be searched in accordance with 103 CMR 483.07 (3)(s) prior to this area and then reentering the visiting room.

Rules for Children's Play Area

A. Children are to be always supervised by their parent(s)/legal guardian(s) while in the children's play area to ensure proper conduct. Serious behavioral problems may result in the suspension and/or termination of visiting privileges.

B. Parent(s) or legal guardians are to ensure that toys played with are age appropriate for use by the child.

C. Visitors who arrive with children who will be utilizing the children's play area are to be seated directly in the children's area to facilitate supervision and family reunification.

D. Toys, coloring items and activities are not to leave the children's room.

E. Food and drinks are not to be consumed in the activity area. Children should eat and drink seated in chairs along with the parent or guardian.

F. Visitors utilizing the restroom facilities or designated nursing areas may be subject to a personal search prior to and upon reentering the visiting room area. Failure to comply shall result in termination of the visit and suspension of visiting privileges upon review by the Superintendent.

G. It is the responsibility of the parent(s) or legal guardian to ensure that all toys and books utilized by their child are returned to the proper shelves at the end of the visit.

III. Department Standards for Institution Rules and Procedures

Visiting hours at NECC are as follows:

Tuesdays	5:30pm-8:30pm	Open to all Incarcerated Individuals
Saturday	12:30pm-3:30pm	Incar. Individuals with last name A-L
Saturday	5:30pm-8:30pm	Incar. Individuals with last name M-Z
Sunday	12:30pm-3:30pm	Incar. Individuals with last name M-Z
Sunday	5:30pm-8:30pm	Incar. Individuals with last name A-L
Holidays	12:30pm-3:30pm	Open to all Incarcerated individuals

IV. Special Restrictions (483.07, .10)

A. Visits are normally limited to four (4) adults and unlimited children (under 18) per incarcerated individual, 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. The Shift Commander reserves the right to limit the number or length of visits in the event of overcrowding or other restrictive circumstances.

B. All children (under 18) must be accompanied by an adult.

1. Children must be accompanied by the parent or legal guardian who has physical custody. An incarcerated individual may sign the minor consent form (103 CMR 483, Attachment #2) if they are 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 Superintendent. Upon the Superintendent's 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. If the adult is not the parent or guardian, a copy of the approved minor consent form must be brought with them each time they visit. Legal guardians shall also be required to provide court documents indicating proof of custody.

2. A Minor Consent Form may be obtained at the Control Desk. No child who was a victim of the incarcerated individual's offense shall be authorized to visit without the authorization of the Commissioner or designee.

C. An individual with a prior felony conviction must obtain the approval of the Superintendent prior to visiting. Any incarcerated individual's family member who has been 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 (1) year after release from confinement.

D. Incarcerated individuals who have obtained a Medical Special Order for bed rest shall not be eligible for visits on the same day.

E. Incarcerated individuals are not allowed in the visiting room until they have been paged by the Unit or Visiting room Officer.

F. Incarcerated individuals are not allowed to speak, meet, or escort any visitor to any area within the institution. Incarcerated individuals are not allowed to speak or meet their visitors outside the visiting area when their visit has concluded.

G. Visitors must remain with the incarcerated individual they are visiting. At no time is a visitor(s) allowed to interact with another incarcerated individual (Other than the one (1) they are visiting).

H. Incarcerated individuals are allowed to leave the visiting area to use the restroom. Prior to the incarcerated individual utilizing the restroom, the incarcerated individual will be subject to an unclothed search.

I. Visitors are responsible for escorting children to the restroom. Visitors will be subject to a personal search prior to and upon reentering the visiting room area.

J. The institution reserves the right to cancel any visiting period without prior notice due to emergencies, which may include inclement weather.

V. Special Visits (483.10)

a. 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 (2) weeks prior to the intended visit.

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

VI. Barred Visits and Appeals (483.15)

a. Violation of any rule or regulation governing visits at NECC may result in refusal of visiting privileges, termination from current or future visits.

b. The Shift Commander has the authority to restrict or suspend visiting privileges pending review and/or appeal to the Superintendent.

c. Barred visitors are restricted from entering any Department of Correction institution prior to reinstatement of their visiting privileges. Application for Reinstatement may occur upon expiration of the bar period. Application is made to the institution Deputy Superintendent where the incarcerated individual currently resides.

d. Barred visitors may seek a review of the barring, suspension, or restrictions by the Superintendent, in writing, within fifteen (15) 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 Superintendent.

VII. Quarterly Subsequent Visitor Checks (483.10)

a. 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.

    2. Fill in the data boxes at the top of the screen with the institution, the year, and the quarter.

    3. To populate the report, click New.

4. To save this report to work from for the quarter, click Save.

B. Completed background checks shall be added to the incarcerated individual's file. IMS shall be updated to reflect that all subsequent checks have been completed.

The subsequent background checks are to consist of:

1. BOP

2. WMS warrant check (which checks for active MA warrants)

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

Attachment #1

RULES AND REGULATIONS

All visitors to Northeastern Correctional Center (NECC) 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 NECC. 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 report to the visitor processing area and present 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 incarcerated individual. Birth certificates (short-form) shall be required for all minors wishing to visit an incarcerated individual. 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 institution with an individual other than themselves (i.e., grandparent, uncle, friend) must submit a notarized minor consent form to the Superintendent for approval.
- Visitors may only visit one (1) incarcerated individual housed at a correctional institution. Exceptions may be made for visitors when multiple family members are housed at the same institution.
- 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 institution.
- Visitors 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. (i.e., jewelry, watches, money, gum/candy, cigarettes, or any other item) A wedding band or medic alert necklace/bracelet, a handkerchief and a credit card (one per incarcerated individual 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 shall obtain prior approval from the

Superintendent to visit with such medication/device(s) (i.e., heart medication - nitro pills, inhalers) and 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 institution. 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 incarcerated individual. Any such transaction shall be done only under the supervision of, and with the permission of the officer in charge of the visiting room.
- NECC 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 thirty (30) minutes 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 incarcerated individual may receive four (4) visits per week during the hours scheduled below.
- Four (4) adults are allowed per visit.
- Visits are processed on a first come, first served basis.
- Visitor processing 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 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 into the visiting area during the hours of 2:30 pm and 3:15 pm due to change of shift.
- Smoking is prohibited on state property. This includes the parking lot area.
- Visitors wishing to provide an incarcerated individual 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 incarcerated individual correspondence. Any letters found in the mailbox will be discarded.
- Visitors with infants may only bring in 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.
- Any visitor that leaves the visiting room for any reason (i.e., bathroom, etc.) shall be allowed to return to the visiting room after being reprocessed.
- No property will be allowed to enter the institution with a visit. Incarcerated individuals must purchase property items through the Canteen.
- Visitors may pick up contraband property at any visiting period or an incarcerated individual may choose to have the contraband property mailed out if they choose

Anexo #1

REGLAS Y REGULACIONES

Todos los visitantes del Northeastern Correctional Center (NECC) se rigen por las reglas y regulaciones para visitar una institución correccional según corresponda por M.G.L. c. 124, § 1 (b), (c) y (q); c. 127, § 36 y 37; c. 268, § 31 y 103 CMR 483:00 Procedimientos de visita, y los procedimientos institucionales de NECC. El incumplimiento de las normas y reglamentos del Estado de Massachusetts y del Departamento Correccional puede dar lugar, entre otros, a la terminación de los privilegios de visita y, cuando corresponda, al enjuiciamiento penal. Por favor, lea atentamente todas las normas y reglamentos.

- Todos los visitantes deberán presentarse en el área de procesamiento de visitantes y presentar una identificación con fotografía válida (licencia de conducir, identificación de registro, identificación del Departamento de Asistencia Transitoria [Welfare], pasaporte, identificación militar o tarjeta de inmigración de extranjero) al miembro del personal apropiado para el procesamiento.
- Los visitantes deben tener al menos 18 años de edad, o estar acompañados por sus padres/tutores legales, para obtener permiso para visitar a una persona encarcelada. Se requerirán certificados de nacimiento (abreviados) para todos los menores que deseen visitar a una persona encarcelada. Los adultos que ingresen con un menor deberán tener el certificado de nacimiento del menor (se acepta el formulario corto). En caso de que el certificado de nacimiento no esté disponible, también se puede utilizar un registro hospitalario oficial que verifique el nacimiento del niño, incluida la fecha de nacimiento del niño y la información de los padres. y si el adulto no es el padre o tutor, una copia del formulario de consentimiento del menor aprobado cada vez que visiten. Los tutores legales también estarán obligados a proporcionar documentos judiciales que indiquen la custodia.
- Las personas a las que se les ha otorgado la tutela legal de un niño deben presentar pruebas documentadas de esto. Cualquier padre/tutor legal que desee permitir que un menor ingrese a la institución con una persona que no sea él mismo (es decir, abuelo, tío, amigo) debe presentar un formulario de consentimiento de menor notariado al Superintendente para su aprobación.
- Los visitantes solo pueden visitar a una (1) persona encarcelada alojada en una institución correccional. Se pueden hacer excepciones para los visitantes cuando varios miembros de la familia están alojados en la misma institución.
- Los visitantes no deberán deambular por el vestíbulo o los terrenos de la institución y se limitarán únicamente a la zona de asientos.
- Los niños deben estar supervisados en todo momento. Las visitas cuyos niños presenten serios problemas de conducta que interfieran con otras visitas o con el orden adecuado de la institución serán terminadas.
- Los visitantes que parezcan estar, en opinión del personal penitenciario, bajo la influencia del alcohol, drogas o cualquier otra sustancia controlada no podrán ingresar a la institución.
- Los visitantes deberán cerrar sus vehículos con llave en todo momento. Los vehículos de los visitantes están sujetos a registro previa obtención del permiso del propietario del vehículo. Si no se concede el permiso, se permitirá al visitante salir de la propiedad a menos que haya una causa probable.
- Los visitantes deben guardar bajo llave todas sus pertenencias personales. (es decir, joyas, relojes, dinero, chicles/dulces, cigarrillos o cualquier otro artículo) Un anillo de boda o un

collar/brazalete de alerta médica, un pañuelo y una tarjeta de crédito (una por visita individual encarcelada) y la llave del casillero son los únicos artículos que se pueden llevar a la sala de visitas. El incumplimiento puede resultar en la terminación y/o suspensión de los privilegios de visita. Los visitantes que tengan una condición médica que les exija llevar consigo medicamentos especiales deberán obtener la aprobación previa del Superintendente para visitar con dichos medicamentos/dispositivos (es decir, medicamentos para el corazón: píldoras de nitro, inhaladores) y deben notificar al personal correccional con anticipación.

- Todos los visitantes están sujetos a registro.
- Es ilegal que cualquier visitante intente introducir cualquier arma, arma de fuego o sustancia controlada en una institución correccional estatal. Toda persona que intente hacerlo será objeto de detención y enjuiciamiento penal.
- A los visitantes no se les permite dar o aceptar nada directamente de una persona encarcelada. Cualquier transacción de este tipo se realizará únicamente bajo la supervisión y con el permiso del funcionario a cargo de la sala de visitas.
- NECC no se hace responsable de los artículos perdidos o robados.
- Todos los visitantes deberán comportarse y vestirse de manera apropiada para un lugar público.

LIMITACIONES DE VISITA - No se permiten visitantes en la propiedad estatal hasta treinta (30) minutos antes de que comience el período de visita. Los visitantes deben abandonar la institución al final de su período de visita y no deben merodear en la propiedad estatal. No hay excepciones. Los visitantes que no cumplan con esta directiva pueden perder sus privilegios de visita.

- Cada persona encarcelada puede recibir cuatro (4) visitas por semana durante las horas programadas a continuación.
- Se permiten cuatro (4) adultos por visita.
- Las visitas se procesan por orden de llegada.
- El procesamiento de visitantes se abrirá aproximadamente treinta (30) minutos antes de las horas de visita programadas y se cerrará aproximadamente treinta (30) minutos antes del final programado del período de visita. Los visitantes serán procesados solo durante estos horarios. Los visitantes que no hayan sido procesados treinta (30) minutos antes del final programado del período de visita no podrán ingresar a la institución.
- No se permitirá la entrada de visitantes a la zona de visitas durante las horas de las 14:30 y las 15:15 horas debido al cambio de turno.
- Está prohibido fumar en la propiedad estatal. Esto incluye el área del estacionamiento.
- Los visitantes que deseen proporcionar fondos a una persona encarcelada pueden hacerlo enviando un giro postal a través del Servicio Postal de EE. UU. o utilizando el buzón en el vestíbulo. No se debe enviar dinero en efectivo ni cheques personales. El buzón del vestíbulo no debe utilizarse para la correspondencia individual encarcelada. Cualquier carta que se encuentre en el buzón será descartada.
- Los visitantes con bebés solo pueden traer dos (2) botellas de plástico transparente con fórmula, leche, agua o jugo, un vaso vacío, dos pañales y toallitas húmedas para bebés en una bolsa de plástico transparente, una (1) manta de recepción, (1) chupete, dos (2) frascos/bolsas de plástico selladas de comida para bebés, (1) cuchara de plástico y un (1) babero.

- Cualquier visitante que abandone la sala de visitas por cualquier motivo (es decir, baño, etc.) podrá regresar a la sala de visitas después de haber sido reprocesado.
- No se permitirá el ingreso de ninguna propiedad a la institución con una visita. Las personas encarceladas deben comprar artículos de propiedad a través de la cantina.
- Los visitantes pueden recoger la propiedad de contrabando en cualquier período de visita o una persona encarcelada puede optar por que la propiedad de contrabando se envíe por correo si así lo desea