

Massachusetts  
Department Of Correction

# MCI-Shirley PROCEDURE

Superintendent Approval  
Date

3/5/2024

Reviewing Authority  
Approval Date

2/28/2024



Procedure In accordance with:

103 CMR 483,  
Visiting Procedures

**Internal Reviewing Authority:**

**Operations Sergeant  
Captain  
Director of Security  
Deputy of Operations**

ACA/PREA Standards:

Applicability: Staff/Inmates

Attachments

Yes  No

Inmate Library

Yes  No

Public Access

Yes  No

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## **I. FACILITY INFORMATION (483.06)**

### A. Facility Address, Telephone Number, Directions and Local Transportation

#### 1. Institution Address Information:

MCI-Shirley  
Harvard Road  
P.O. Box 1218  
Shirley, MA 01464

Phone Number: (978) 425-4341

#### 2. Directions to MCI-Shirley:

**From Boston** - RTE 2 West to exit 105 (old exit 36) - Shirley Rd. bear right at end of exit to stop sign. Turn left onto Shirley Rd, then right onto access road, follow signs for medium facility.

**From the North** - Route 495 South to RTE 2 West, RTE 2 West to exit 105 (old exit 36) - Shirley Rd., bear right at end of exit to stop sign. Turn left onto Shirley Rd, then right onto access road, follow signs for medium facility.

**From the South** - Take Route 495 North to RTE 2 West, RTE 2 West to exit 105 (old exit 36) - Shirley Rd., bear right at end of exit to stop sign. Turn left onto Shirley Rd, then right onto access road, follow signs for medium facility.

**From Springfield** - Take Mass Pike (RTE 90) East to RTE 290 East. RTE 290 East to RTE 190 North to Leominster, RTE 2 East to exit 105 (old exit 36) - Shirley Rd., bear right at end of exit and proceed over bridge. After the bridge, turn right onto the access road, follow signs for medium facility.

#### 3. Public transportation to MCI Shirley is available by Commuter Train with a terminal point one mile from the institution. An MBTA schedule and phone book are available in the Main Lobby. For more information, visit [www.mbta.com](http://www.mbta.com).

### B. Attorney Access

#### 1. Inmates at MCI-Shirley have access to counsel and confidential contact with attorneys and/or legal professionals in accordance with 103 CMR 486.00: Attorney Access at Massachusetts Correctional Institutions.

## **II. Visiting Limitations (483.07)**

### A. All visits at MCI Shirley Video Visits shall be scheduled by appointment only on a first come, first serve basis for preapproved visitors only. Inmates will be allowed three scheduled visits per week. These visits must be scheduled at least 24 hours in advance.

Visits are scheduled through the Director of Security's Office by calling (978) 425-4341 ext. 4203 Monday through Friday 9 a.m. to 3 p.m.

- B. There are no 'back-to-back' visits allowed on the weekends. For example, inmates that have a scheduled visit on Saturday shall not also have a visit on Sunday.
- C. 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.
- D. Visits Wednesday through Friday will be open for all General Population inmates, Weekends will be by inmate's last name. The inmate will be allowed **four visiting periods per week**, allowing **two adult visitors plus minors**. If the visitor chooses to stay for both sessions, Wednesday through Friday, it will count as **two visits**.

1. Visiting Hours:

Weds – Sun
#1 1:00 p.m. – 4:00 p.m.
#2 5:30 p.m. – 8:30 p.m.

Holidays
#1 9:00 a.m. – 1:00 p.m.

Visits Saturday	
<b>Session 1:</b> 1:00 P.M. to 4:00 P.M.	Inmates <b>A-L</b>
<b>Session 2:</b> 5:30 P.m. to 8:30 P.m.	Inmates <b>M-Z</b>

Visits Sunday	
<b>Session 1:</b> 1:00 P.M. to 4:00 P.M.	Inmates <b>M-Z</b>
<b>Session 2:</b> 5:30 P.m. to 8:30 P.m.	Inmates <b>A-L</b>

- 2. HOLIDAYS OBSERVED - New Year's Day, Martin Luther King Jr. Day, Washington's Birthday, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

- E. 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.

- F. 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 by 103 CMR 483.05.
- G. Visitors will not be permitted on institution grounds no earlier than a half hour before their scheduled visit.
- H. Visitors who are late by 30 minutes or more for their scheduled visit will not be allowed entrance or to change their visiting period that day. Visit times will not be extended due to the tardiness of the visitor. They are to leave the institution and reschedule during the above times.

### **III. Visitor Approval Process (483.10)**

- A. Inmates at MCI-Shirley Medium are allowed up to eight (8) pre-approved visitors.
- B. Prior authorization of each visitor is required. It will be the responsibility of the inmate 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 complete and received by the Director of Security's office. The forms are available both in the inmate library and in inmate housing units.
- 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-Shirley, 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 they have been approved or denied via the Visitor Status Notification Form (Attachment 4 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.
- F. Minors under the age of eighteen (18) must be accompanied by their parent and/or legal guardian. To gain permission to visit at a state correctional institution, a minor must:
  - 1. Demonstrate that the minor has the consent of a parent or guardian who has physical custody and,

2. 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.**

- G. 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 or designee and obtain approval prior to visiting with the minor (refer to 103 CMR 483, Attachment 2).
- H. 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.
- I. All former inmates of any correctional institution and persons having been convicted of a felony are prohibited from visiting any inmate at MCI-Shirley, unless prior permission has been granted by the Superintendent.

#### **IV. Special Visits (483.10)**

- A. A Special Visit is a visit that deviates from the normal visiting guidelines in some manner (i.e. time of visit, length of visit, number of visitors, etc.).
- B. Special Visits may only be granted by the Superintendent or designee. Exceptions to the visiting schedule, duration of visits, the number of people allowed to visit at one time, and/or other requests, may be considered under special circumstances (e.g., visitors who have traveled over 100 miles one way).
- C. Such requests must be submitted in writing to the Superintendent or designee and special visit approval shall be documented in writing and a copy shall be sent to the requesting visitor, the inmate, the visitor processing area, and outer control. Consideration for a special visit shall be at the Superintendent's discretion.
- D. All visitors approved through such requests shall be subject to the preapproval process outlined in 103 CMR 483.10(2)(e) prior to entry into MCI-Shirley.
- E. 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, only the Superintendent or acting Superintendent may authorize a special visit. All requests for these visits must be made through the Superintendent's office per 103 CMR 483.11.

#### **V. Visitor Regulations (483.06)**

- A. Visitors to MCI-Shirley will not be allowed on state property until half-hour (½ hour) before their scheduled visiting period begins. This applies to all visiting periods (i.e. days, nights, and holidays). Visitors must leave the property at the conclusion of their visiting period. Loitering is prohibited. Visitors who do not comply may be subject to loss of visiting privileges.
- B. Visitors to MCI-Shirley must park their vehicles in the designated visitor lot, located across from the main entrance of the Institution. Violator's will be towed at the owner's expense.
- C. Vehicles are to remain locked at all times. Visitors to the facility are subject to search upon request by correctional staff. Prior to a 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.
- D. Visitors are not allowed to wander the grounds or lobby of the institution and shall be restricted to the seating areas only.
- E. Children must always remain under the constant supervision of their parent(s) or guardian(s). Failure to monitor children or children exhibiting extreme behavioral problems may warrant a denial of visiting privileges.
- F. Prior to entering the institution, all diapers shall be changed.
- G. Visitors to MCI-Shirley shall be permitted to only bring necessary items with them. All other items must be locked in lockers in the lobby. Visitors that refuse to comply with this procedure shall be denied entrance. The only authorized items are outlined by 103 DOC 483.13.
- H. Parent(s) and guardian(s) shall make sure any minor accompanying is also free of 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.
- I. The use of cell phones by visitors within the lobby is prohibited.
- J. Smoking or the use of any tobacco product, vaping or electronic smoking devices is prohibited on Department of Correction property.
- K. 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 visitor will be directed to the far corner of the Visitor Trap at which point the Trap Officer will contact the Control Officer in Charge (OIC) and proceed to process the remaining visitors. The method used shall be that which satisfies the correctional staff member conducted the search that the visitor is free of contraband. All searches of visitors shall be conducted in

accordance with 103 CMR 483.13.

- L. 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 the Visitor Dress Code as outlined in 103 DOC 501 Attachment VI.

#### **VI. Entrance Procedures – Medium (483.11)**

- A. Upon arrival, visitors shall take a number and have a seat in the waiting area. Once their number is called the visitor shall proceed to the visitor processing area. A current and valid I.D. will be required. A photographic I.D. card, and all the following will be accepted; a valid state driver's license, a passport, a military identification card or official photographic identification cards originating from any state or federal agency, including government employee identification cards and Immigration and Customs Enforcement documents. Once the paperwork is handed to the visit processing officer, a visitor must wait behind the red line until processing is completed.

**NOTE:** Failure to produce a valid photo I.D. as noted above may result in denial of visit.

- B. Once processing is complete, the visitor processing officer shall stamp the visits hand with the stamp of the day. The visitor will then return to the visitor's waiting area to await processing through the Visitor's Trap.
- C. Upon being processed and approved to visit, all visitors must lock up all their personal belongings and/or items not authorized for entry into the institution and shall remain in the seating area until they are called by correctional staff to enter the Visitor Trap.
- D. Upon entering the Visitor Trap, visitors shall be required to remove shoes, belts, jackets, any hair articles, eyeglasses, 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.
- E. When instructed by the correction officer, the visitor shall move through the metal detector with hands at their sides.
- F. Any visitor that does not successfully pass through the metal detector may be subject to any of the following searches:
  - 1. 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,
  - 2. Personal searches shall be conducted with the prior approval of the Shift Commander, in an area out of view of other visitors, by an officer of the same sex as the visitor and documented in a logbook for this purpose. (Visitor must record his/her consent by signing the logbook.) Upon the request of the visitor, personal searches shall be conducted by a correctional employee of the same gender as the



one which the visitor identifies with. Random personal searches, in compliance with the search of the day, shall also be conducted by staff members to ensure no contraband is entering the facility.

**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.

- G. 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.
- H. 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 and consent by the parent/legal guardian shall be recorded in the appropriate log.
- I. Any visitor who appears, in the opinion of correctional staff, to be impaired by or under the influence of alcohol or other narcotic/controlled substance, shall be denied entrance into the institution.
- J. Upon successful entrance requirements being met, all visitors shall be stamped with an ultraviolet stamp prior to entering the institution. At the discretion of the Control OIC, minors, either male or female, may be stamped.
- K. Once visitors have been searched and authorized entrance into the facility, a correctional staff member shall escort the visitor(s) to the Visiting Room.
- L. In the event a visitor is denied entrance to visit, the Control OIC shall be responsible to call the inmate's housing block. The Control OIC shall inform the officer the name of the visitor who was denied entrance. If appropriate the Control Sergeant will inform the officer, the reason the visitor was denied entrance. The Block Officer is responsible for informing the inmate.

## **VII. Breastfeeding of Infants/Children by Inmate Visitors (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-Shirley has designated a room in its Visiting Room as its "Childcare Room", to be used by female visitors who need to breast-feed their infant/child.
- B. The "Childcare Room" is located adjacent to the visiting area. The lock to the door is 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 “Childcare Room” is to be thoroughly searched prior to each visiting session and immediately after each use by an inmate visitor.
- D. If the need arises to breast-feed a child in the visiting room, the visitor shall inform the Visiting Room Officer who will notify the Visiting Room Sergeant.
- E. A Visiting Room Officer will escort the visitor to the “Childcare 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 may choose to leave the institution. 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 Visiting Room Officer to ensure they are aware the room is vacant in the event other visitors are waiting to utilize it. The childcare room should be thoroughly searched immediately after each use.
- G. If for any reason a visitor is denied access to, or the use of, the “Childcare 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 childcare room without the prior authorization of the Shift Commander.

### **VIII. Visiting Room Procedures – (483.06 and 483.07)**

- A. Upon visitor escort and arrival to the Visiting Room, each visitor shall be directed where to sit by the Visiting Room Officer.
- B. Inmates and visitors are to sit directly opposite each other in the Visiting Room. Inmates and visitors are not permitted to sit side by side. 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. 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 them those items necessary for the visit (i.e. inmate ID, visiting pass, and authorized medication/inhaler). These items shall be presented to the correctional staff assigned to the visiting room and returned to the inmate upon departure. No other items shall be allowed to be brought into the Visiting Room.
- D. A designated Children’s Play Area is established within the Visiting Room which children are able utilize throughout the duration of the visit under the supervision of the child’s parent(s) and/or guardian(s).
  - 1. Inmates and visitors may not sit side-by-side when utilizing the Children’s Play Area.

2. Children may remove books from the Children's Play Area and bring them to the general visit area during the visit.
- E. Vending machines and their contents are made available to the inmates and their visitors for their personal consumption. All food is to be consumed in the visiting room. No food purchased from these machines will be allowed to be taken out of the institution.
1. Inmates are not permitted to escort their visitor(s) to the vending machine. Inmates must remain seated. The exchange of vending machine cards between visitor(s) and inmates is strictly prohibited.
  2. Any visitor purchasing an item from the vending machine must bring it to the officer's desk and empty it on to a plate in front of the officer, the package shall be thrown away and food eaten from the plate.
  3. It is the responsibility of the inmates to ensure that all trash is deposited in the receptacles provided.
  4. Abuse of the machines could result in the suspension of privileges to use the vending machines.
  5. There will be no sharing of food between inmates and visitors.
  6. Inmates and visitors are not allowed to move chairs. Inmates and visitors cannot change their seats once the visit begins.
- F. Five (5) minutes prior to the end of the visiting period, notice shall be given that five minutes in the visiting period remain. Staff shall be responsible to ensure the visitors leave the by the end of the visiting period.
- G. At the end of visit, inmates shall remain in their seats until called by staff and instructed further.
- H. Each inmate shall be unclothed 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.

#### **IX. Visiting Procedures for Inmates in Critical Stabilization Unit (CSU) (483.09)**

- A. Inmates restricted to the CSU shall receive their visits within the CSU Visiting Area. Visiting times are on Tuesday, Wednesday, and Saturday from 1:15 PM - 3:15 PM, 3:30 pm - 5:30 p.m. and 6:15 PM - 8:15 PM. Such visits in the unit shall normally be limited to two (2) hours, three times per week for each inmate.
- B. Visits will be scheduled a minimum of twenty-four (24) hours in advance through the Director of Security's Office. Medium Control will be responsible for scheduling CSU

visits when there is no telephone operator on duty, utilizing the same procedure.

C. Visits for General CSU Inmates will be as follows:

1. All visits shall be supervised and limited to two (2) adults at one time. Minors cannot visit inmates in the CSU Inmates housed in ADL may receive visits providing inmate is granted medical clearance to visit in the main visiting room. Visitors will be required to follow all institution rules and regulations regarding entrance procedures and visits.
2. Visitors to the CSU shall comply with any medical procedures or precautions regarding patients in medical isolation (e.g. patients with infectious diseases).
3. Visits to the CSU may be terminated at any time, when in the opinion of the Medical Director, or his/her designee, continuation of visits would be against sound medical advice. Visits may also be terminated if the CSU Officer feels that the visitors or inmate are acting in an inappropriate manner inconsistent with established visiting procedures.
4. No one may visit an inmate temporarily confined in an outside hospital (other than the Lemuel Shattuck Hospital Correctional Unit) without prior permission of the Superintendent.
5. Inmates will be notified of their visit one (1) hour in advance in order to allow them to prepare and will be pat searched prior to their visit and unclothed searched at the conclusion of the visit.
6. Inmates requesting to use toilet facilities during their visit in CSU will return to the ward/cell. Prior to entering the ward/cell, the inmate shall be unclothed searched.
7. Visitors requesting to use toilet facilities shall have access to a bathroom but will be subject to search before returning to the visiting area. Visitors must sign a search book consenting to a search prior to returning to the visit.
8. Visitors shall not be allowed to exit the CSU visiting area at the completion of the visit until an escorting officer has arrived.
9. No minors are allowed to visit in CSU.

D. Visits for BAU Inmates Housed in CSU will be as follows:

1. Any inmate housed in the CSU will be allowed visits in accordance with BAU Visiting Procedures. Minors are prohibited from visiting BAU inmates in the CSU.
2. Visits will be scheduled twenty-four (24) hours in advance in compliance with the

BAU visiting schedule. Two (2) adult visitors are allowed for a one (1) hour visit.

3. All BAU inmates will be unclothed searched and placed in restraints prior to the movement to the visit area. Inmates are to remain in full restraints during the entire visit. All BAU visits will take place in the non-contact visiting area of the BAU Visiting Room unless the inmate is restricted to CSU.

E. Visits for Inmates on Therapeutic Supervision will be as follows:

1. Inmates on TS will have visits at the discretion of Mental Health staff and security staff. If allowed, these visits will be held in a manner appropriate to the inmates' risk status and behavior.

#### **X. Visiting Procedures for Inmates in Behavioral Assessment Unit (BAU) (483.09)**

A. Visits will be scheduled a minimum of 24 hours in advance through the Director of Security's Office 978-425-4341 x4203 between the hours of 9am to 3pm.

B. General Instructions for BAU Visits

1. Inmates in Pending Investigation/Administrative Restriction shall be entitled to receive visits. Each inmate shall be afforded three (3) visiting periods per week.
2. Visiting hours will take place on Thursday, Friday, and Saturday from 1:15 - 2:15 PM, 2:30 - 3:30 PM, 3:30 - 4:30 PM, 6:15 - 7:15 PM, and 7:30 - 8:30 PM. The exception to this will be attorney visits that require at least one (1) hour prior notice. Any visitor arriving 30 minutes late for their scheduled visit shall not be allowed to visit and must reschedule their appointment.
3. All visits will take place in the BAU non-contact visiting area.
4. All visitors shall be escorted from the visitors building to the BAU by correctional staff.
5. The BAU Sergeant shall notify the inmate he has a visit. The inmate will be unclothed searched prior to the visit, placed in restraints, and escorted to the BAU visiting area by correctional staff.
6. Once the visit has commenced, the inmate and visitor will remain seated.
7. Visitors are restricted to the area designated for visiting.
8. Bathroom facilities for visitors are available in the BAU.
9. Inmates who must use the toilet facilities will return to their cells. Prior to entering the unit, the inmate will be unclothed searched.

10. Inmates are to remain in the designated visiting area until all visits have left. Inmates will then enter a designated room for an unclothed search following their visit.
11. In the event of a lock down or evacuation, visitors will be instructed to leave the institution and escorted from the BAU by correctional staff.
12. Unless mentioned, all other visiting regulations shall coincide with general population regulations governed by 103 CMR 483, and MCI-Shirley Visiting Procedures.

**NOTE:** Appointments for CSU and BAU are made on first come, first served basis. We reserve the right not to schedule a visit on a particular day due to overcrowding or other security related reasons. Inmates shall not be allowed to schedule their own visits.

#### **XI. Denial and/or Exclusion of Visits (483.10)**

A. In addition to reasons for denial outlined within 103 CMR 483.10(8), the following reasons shall also be cause for denial of a visit:

1. Inmate is under Pending Investigation and the visit may compromise the investigation.
2. Visitor has been barred for refusal to comply with visiting rules and/or regulations.
3. Inmate has been restricted from having visits by medical personnel for medical reasons.
4. The inmate poses a threat to himself, other inmates, staff, visitors or the security of the institution.
5. The inmate has been restricted from having visits as a sanction from a disciplinary hearing.

B. Exclusion of Visitors

1. Any visitor, even one who has obtained prior permission to visit, may be denied entrance to the facility or may be told to terminate a visit and leave the premises. M.G.L. c266, s123, makes it a criminal trespass to refuse to leave the institution after being ordered to do so.
2. A visitor who is denied entrance or asked to leave with prior approval from the Shift Commander shall be told the reason for such action, except when it is

deemed that to specify the reason might jeopardize security interests, or the safety of any person.

3. If the problem can be remedied, the visitor may be told that he/she may return to the Institution at a specified time in the future (i.e. the next day or the next visiting period, or upon satisfaction of some stated condition, such as having sufficient identification or being properly dressed.) In cases where this is not appropriate, the visitor shall be told to await notification from the Superintendent before returning to the institution.
4. In the event the officer discovers contraband or probable cause exists that contraband is being concealed and/or smuggled into the institution, the Officer shall notify the Shift Commander for further direction.
5. Any visitor discovered carrying contraband may be barred from a visit for that day at the discretion of the Shift Commander. A serious breach shall result in notification to the visitor that he/she must obtain the specific written approval of the Superintendent before attempting any future visits at the institution.
6. At the discretion of the Visiting Room OIC, if a visitor is suspected of carrying contraband, or is suspected of passing contraband, the visit may be terminated and visitor may be subject to search in the search area of the Pedestrian Trap, in accordance with institution search procedures.
7. The Visiting Room officer(s) responsible for denying entrance or terminating a visit shall file an incident report on all visitors who are denied entrance, including a day bar, prior to the end of the shift. This report shall include the name of the visitor and the inmate visited, the time of and reason(s) for the denial or termination. Report(s) shall be written via the appropriate IMS Screen. If the visitor has been informed that he/she may return at some specified time in the near future or upon satisfaction of some condition, the report shall so indicate. Abusive or problematic visitors shall be directed to the Shift Commander.
8. The Superintendent or designee shall promptly review all visitor incident reports via IMS and conduct whatever investigation that he/she deems necessary. After such review, the Superintendent shall follow all procedures set forth in 103 CMR 483 regarding the processing of exclusion of visitors.

## **XII. Inmate Dress Code (483.05)**

- A. No sweatpants, sweatshirts, or shorts are allowed.
- B. No double layered clothing will be allowed, i.e. pants over pants, shirts over shirts.
- C. Underwear and undershirts must be worn.
- D. All shirts worn must be tucked in, with the exception of scrubs.
- E. Hooded sweatshirts or jackets are not allowed.
- F. No altered clothing or shirts with midriff exposed.
- G. No jewelry except a wedding ring, religious medal or medical alert bracelet or necklace.

H. No hats.

**XIII. Inmate/Visit Photographs**

- A. *Inmates will be allowed to have pictures taken with their visits during approved visiting periods throughout the weekend of the observance of the following holidays:*
1. *Christmas and New Years – Combined*
  2. *Valentine’s Day*
  3. *Mother’s Day*
  4. *Father’s Day*
  5. *Thanksgiving*
- B. *Only one inmate is allowed in the photo and only the inmate that purchased the photo, may be in the photo.*
- C. *The Job Assignment Officer and IPS will assign the Inmate Photographer for MCI-Shirley as well as identify a back-up photographer if needed.*
- D. *The camera and memory card will be located in the Control Room Armory. The Visiting Room Supervisor is responsible for chitting out and transporting the equipment to the visiting room at the start of the visiting period.*
- E. *Visiting room staff must verify that the requesting inmate’s name is on the approved list generated by the Treasurer’s office weekly.*
- F. *A maximum of two (2) photographs per inmate will be allowed. The cost is .50 cents per photograph.*
- G. *Inmates must use all pictures purchased (1 or 2) at the same visiting period. Splitting up pictures to use on another date is not allowed.*
- H. *Inmate Photograph Requests and Processing*
1. *Inmates requesting to have their picture(s) taken in the Visiting Area are required to submit a charge slip, indicating how many photos’ they are requesting through the Treasurer’s Office for approval. A maximum of two (2) photos may be requested per week. Charge slips received by the Treasurer’s office after 12:00pm Monday will not be credited until the following week.*
  2. *Visiting Room staff will ensure that the Photo Tracking Sheet (Attachment D) with the inmate’s name, commitment # and number of pictures taken is accurately filled out as inmates have their pictures taken at each visiting period.*
- I. *At the conclusion of the visiting period, the camera and memory card shall be placed back in the camera bag and secured in the Control Room Armory by the Visiting Room Supervisor.*



*J. The approved list from the Treasurer's Office will be initialed by staff, stapled together with the dated Photo Tracking Sheet, and then placed in the photo drop box at the end of each visiting period. The drop box is located in the visiting room behind the staff desk.*

*K. Lists and Photo Tracking Sheets are collected from the drop box weekly by Recreation Officer staff and utilized to ensure that proper payment has occurred.*

*L. Rules for Photographs*

- 1. One inmate only will be allowed per photograph, unless verified via IMS of immediate family member (i.e. father/son or brother/brother). This must be approved by the Director of Treatment prior to the visits.*
- 2. Inmates will not be allowed to take photos with another inmate's visitor.*
- 3. Inmate and visitor must have photo taken in the designated area.*
- 4. No inappropriate touching will be allowed.*
- 5. No displaying of STG hand signs. Hand signs of any kind, or STG affiliated colors will not be allowed during photographing.*
- 6. No handwritten or hand drawn signs or pictures in the photo*
- 7. Proper dress required i.e. shirts must be worn, no tank tops.*
- 8. No head gear.*
- 9. No sunglasses.*
- 10. No swapping of jewelry.*
- 11. No inappropriate actions during photo taking, to include oiling of body for photo.*
- 12. No props of any kind-religious or otherwise.*
- 13. All photos will have the date the photo was taken imprinted on the photo for purposes of identifying and distributing photos.*

*M. All requests for extra camera and/or printer supplies (memory cards, batteries, photo paper, etc.) will be directed to the Treasurer's Office.*

*N. All excess related equipment shall be ordered by and stored within the Treasurer's Area.*

**XIV. Visiting Room Staff Responsibilities**

A. The responsibilities of the Visiting Room Officer shall include but not be limited to:

1. Maintain safety and security, supervise inmates and visitors.
2. Enforce the Institutional rules and regulations regarding visiting.
3. Maintain cleanliness and sanitation in the visiting area.
4. Ensure inmates arrive and depart in a timely fashion to and from the unit in which they came from via phone calls to housing officers.
5. Appropriately greet and provide information to visitors.
6. Ensure inmates are searched after a visit and before and after bathroom use.
7. Ensure visitors are searched after bathroom use.
8. Record in the Visiting Room logbook, the inmate's name, his arrival time, the visitor's arrival time and the time the visit ends.

9. Upon completion of the visit, ensure that inmates do not leave the visiting room with food or beverages.
10. Provide a five (5) minute warning to inmates and visitors that the visiting hours are coming to an end.
11. The Visiting Area is to be searched by correctional staff prior to and after each visiting period, and prior to inmate workers arriving. These searches shall be logged into the IMS Activity log.
12. Ensure trash is removed in accordance with 103 DOC 750, floors are swept, etc.

# **MCI-SHIRLEY**

## **VISITING ROOM RULES AND REGULATIONS**

1. NO STRADDLING CHAIRS AND BENCHES.
2. NO SITTING WITH LEGS CROSSED OVER ONE ANOTHER.
3. FEET WILL BE ON THE GROUND AT ALL TIMES, NOT ON CHAIRS OR BENCHES.
4. NO LYING ACROSS OR SITTING ON ONE ANOTHER'S LAP.
5. INMATES AND VISITORS ARE NOT PERMITTED TO SIT SIDE-BY-SIDE.
6. NO SITTING OR LYING ON THE FLOOR.
7. HANDS SHALL BE IN PLAIN SIGHT AT ALL TIMES.
8. SIT WITH BACK AGAINST CHAIR OR BENCH.
9. INMATES AND VISITORS WILL FOLLOW THE ORDERS OF THE OFFICERS ASSIGNED TO THE VISITING ROOM AND LOBBY AREAS.
10. PARENT OF CHILDREN WILL BE RESPONSIBLE FOR THE CHILD'S BEHAVIOR AT ALL TIMES.
11. COATS, JACKETS AND OUTERWEAR ARE TO BE HUNG ON APPROPRIATE COAT RACKS LOCATED AT ENTRANCE TO VISITING ROOM.
12. NO SMOKING.
13. BEHAVIOR WHICH MAY BE OFFENSIVE TO ANOTHER VISITOR OR INAPPROPRIATE IN THE PRESENCE OF CHILDREN WILL NOT BE TOLERATED.
14. ANY CONTACT THAT IS MORE THAN COMMONLY ACCEPTABLE TO PUBLIC DISPLAY OF AFFECTION AND WHICH IS EMBARRASSING TO OTHERS WILL NOT BE TOLERATED.
15. NO PETTING OR FONDLING WILL BE ALLOWED.
16. NO EXCESSIVE KISSING WILL BE ALLOWED.
17. VISITORS SHALL GIVE NOTHING TO AN INMATE AND SHALL TAKE NOTHING FROM AN INMATE.
18. NO FOOD OR DRINKS ARE ALLOWED IN THE CHILDREN'S PLAY AREA.
19. INMATES AND VISITS ARE NOT ALLOWED TO MOVE CHAIRS.
20. INMATES AND VISITORS MAY NOT CHANGE SEATS ONCE THE VISIT BEGINS.
21. INMATE AND VISITORS ARE RESPONSIBLE FOR KEEPING THEIR AREA CLEAN AND PROPERLY DISPOSING OF REFUSE.
22. NO FOOD OR DRINKS ARE TO EXIT THE VISITING ROOM BY VISITORS OR INMATES.
23. THE EXCHANGE OF DEBIT CARDS BETWEEN VISITORS AND INMATES IS STRICTLY PROHIBITED.

**VIOLATIONS OF ANY OF THESE RULES COULD LEAD TO DISCIPLINARY ACTION AND TERMINATION OF THE VISIT. ALL OF THE ABOVE RULES WILL BE STRICTLY ENFORCED BY THE VISITING ROOM STAFF.**

# MCI-SHIRLEY MEDIUM VISITING PERIODS

*Visiting schedule shall be applicable to visitors at MCI-Shirley*

## **General Population Hours:**

<b>Wed – Sun</b>
<b>#1 1:00 p.m. – 4:00 p.m.</b>
<b>#2 5:30 p.m. – 8:30 p.m.</b>

<b>Holidays On Non-Visiting Days</b>
<b>9:00 a.m. – 1:00 p.m.</b>

<b>Visits Saturday</b>	
<b>Session 1: 1:00 P.M. to 4:00 P.M.</b>	<b>Inmates A-L</b>
<b>Session 2: 5:30 P.m. to 8:30 P.m.</b>	<b>Inmates M-Z</b>

<b>Visits Sunday</b>	
<b>Session 1: 1:00 P.M. to 4:00 P.M.</b>	<b>Inmates M-Z</b>
<b>Session 2: 5:30 P.m. to 8:30 P.m.</b>	<b>Inmates A-L</b>

*E1 Inmates may not receive visits during their program schedule.*

## **BAU Visiting Hours:**

Thursday, Friday, Saturday

**\*24 HOUR ADVANCE SCHEDULING NEEDED\***

1:15 p.m. – 2:15 p.m.  
 2:30 p.m. – 3:30 p.m.  
 3:30 p.m. – 4:30 p.m.  
 6:15 p.m. – 7:15 p.m.  
 7:30 p.m. – 8:30 p.m.

## **CSU Visiting Hours:**

Tuesday, Wednesday, Saturday

**\*24 HOUR ADVANCE SCHEDULING NEEDED\***

1:15 p.m. – 3:15 p.m.  
 3:30 p.m. – 5:30 p.m.  
 6:15 p.m. – 8:15 p.m.

Weekend “Back-to-Back” visits will not be allowed. If an inmate receives a visit on Saturday, the inmate may not receive a visit the next day, Sunday.

“Holidays” for the purpose of visits, shall be defined as: New Years Day, Martin Luther King Day, Washington’s Birthday, Patriots Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, and Christmas Day.

Visitors will not be permitted on institution grounds until one half-hour (½ hour) before their scheduled visiting period begins.

Visitors are not to loiter in the front lobby, near the processing window, or the staff entrance door.

## **VISITOR DRESS CODE**

**All visitors will be held to the standards set forth in 103 CMR 483 and 103 DOC 501.**

Prior to any visitor being denied entrance, the Shift Commander shall be notified for approval. A visitor who is denied entrance shall, if they choose, be allowed to leave the institution, correct their 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.

A. 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 aged 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 must 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 children 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.

Attachment 3

B. Dress Requirements for all Visitors:

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

C. 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 they are wearing a hairpiece during the search process.
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).
  - a. The visitor shall submit written evidence signed by a medical doctor documenting the need for such device(s) to the Superintendent for review. Written evidence shall include an anticipated end date for the use of all devices that are necessary for a limited time (e.g. cane, cast) due to temporary medical conditions.
  - b. Once substantiated, the Superintendent shall provide written approval to allow the visitor to enter the institution with the device(s); the Superintendent shall authorize an alternate search if deemed appropriate due to the visitor being unable to submit to a metal detection search due to physical limitations or the presence of the device(s).
  - c. The visitor shall be required to declare the device(s) and produce the written approval by the Superintendent every time they visit. If an alternative search is approved, the visitor shall be subject to a personal search every time they visit the institution.
  - d. If this is a first time visit to a correctional facility by the visitor, the Shift Commander shall be notified for authorization to enter with the necessary device(s) provided the visitor has agreed to a personal search prior to entering. This one-time approval shall be documented via an incident report and made available to processing staff. The visitor shall be advised that they must obtain the required approval prior to their next visit.
  - e. Visitors who have life-saving medication shall keep it on their person at all times.
  - f. The officer shall note all medication or medical device(s) upon entry on the visiting form and verify upon exit of the visiting room.

# MCI-Shirley Photo Tracking Sheet

Commitment #: \_\_\_\_\_

Total Pics: \_\_\_\_\_

Photographer: \_\_\_\_\_

Date: \_\_\_\_\_

Inmate Name and Commit #	Unit	# of Pics Taken (1 or 2)	Inmate Signature - upon receipt of photo