

Massachusetts
Department Of Correction

Old Colony PROCEDURE

Superintendent Approval
Date

8/19/2020

Reviewing Authority
Approval Date

9/30/2020



Procedure In accordance with:

103 CMR 483 Visiting Procedures

Internal Reviewing Authority:

Deputy Superintendent of Operations
Director of Security

ACA/PREA Standards:

5-4A-4267, 5-4B-0022, 5-7D-4498, 5-7D-4499-1, 5-7D-4500, 5-7D-4501, 5-7D-4503

Applicability: Staff/Inmates

Attachments
Yes No

Inmate Library
Yes No

Public Access
Yes No

TABLE OF CONTENTS

I.	Institutional Information	3
II.	Visiting Periods	4
III.	Visitor Approval Process	7
IV.	Visitor Entrance Procedures	9
V.	Introduction of Legal Documents	15
VI.	Funds	16
VII.	Medication for Inmates	16
VIII.	Bathroom Facilities for Visitors and Inmates	16
IX.	Visiting Room Activities/Games	17
X.	Minimum Unit Visiting Procedures	19

ATTACHMENTS

Attachment A	Visitor Dress Code Guidelines	25-27
Attachment B	Inmate Dress Code	28-29
Attachment C	Visiting Room Rules	30-31
Attachment D	Inmate/Visitor Roster	32
Attachment E	Visitor Form	33

I. **Institutional Information**

- A. Address: *Old Colony Correctional Center
One Administration Road
Bridgewater, MA 02324*
- B. Telephone Number: *(508) 279 - 6000 / Fax: (508) 279 - 6754*
- C. Directions: *Old Colony Correctional Center is located thirty-five (35) miles southwest of Boston and is easily accessible by automobile from the following major cities:*

BOSTON - Follow Route 93 South (Southeast Expressway) to Route 128. Take Route 128 North to Route 24. Take Route 24 South to Route 106. Take Route 106 East to Route 28. Take Route 28 South through Bridgewater Center continuing approximately five (5) miles. The Bridgewater Complex's access road is located on the left, marked by a large sign listing all of the institutions located on the complex, the first institution is Old Colony Correctional Center.

WORCESTER - Follow Route 495 South to Route 44. Take Route 44 East approximately two (2) miles to the Middleboro rotary. Follow the rotary 3/4 around exiting on Route 28/18 North. Follow 28/18 for approximately five (5) miles. The Bridgewater Complex's access road is located on the right, marked by a large sign listing all of the institutions located on the complex, the first institution is Old Colony Correctional Center.

NEW BEDFORD/FALL RIVER - Follow Route 24 North to Route 44. Take Route 44 East to the Middleboro rotary. Follow the rotary 3/4 around exiting on Route 28/18 North. Follow Route 28/18 North for approximately five (5) miles. The Bridgewater Complex's access road is located on the right, marked by a large sign listing all of the institutions located on the complex, the first institution is Old Colony Correctional Center.

- D. Visitor Parking
- 1. All medium facility inmate visitors shall park in the designated visitor parking area adjacent to the main staff parking lot. Handicap parking is available on the left side of the main entrance to the facility.*
 - 2. All minimum inmate visitors shall park in the designated visitor parking area across from the Minimum Visiting Room.*
 - 3. The use of remote or keyless ignition starts shall be prohibited by all visitors at Old Colony Correctional Center.*
 - 4. All vehicles shall be locked (secured) at all times.*

5. *Pets are not allowed on state property and shall not be left unattended in any vehicle. In the event that you leave your pet in a vehicle, you will be asked to leave the property immediately. This action shall result in the immediate termination of your visit and suspension of your visiting privileges. The Bridgewater Police Department shall also be contacted and a complaint will be lodged at the Superintendents discretion.*

E. Public Transportation

1. *Public Transportation to and from Old Colony is limited, but available. The Massachusetts Bay Transportation Authority (MBTA) stops in Bridgewater at the Great Hills Parking Lot located in Bridgewater State University. A copy of the transportation schedule can be viewed in Old Colony Correctional Center's main lobby.*

II. Visiting Periods (483.06)

- A. Visiting days and times may be subject to change; please contact the facility to verify visiting schedules. Visitors may remain in the Visiting Room from one (1) visiting period to another (with the exception of Sundays); however, the inmate shall be charged with two (2) visiting periods. The amount of visits allowed per week shall be strictly enforced.

B. General Population/Recovery Unit (RU)

1. Schedule:

Day	First Period		Second Period	
Sunday	1:00 PM	4:30 PM	5:30 PM	8:45 PM
Monday	1:00 PM	4:30 PM	5:30 PM	8:45 PM
Friday	1:00 PM	4:30 PM	5:30 PM	8:45 PM
Saturday	1:00 PM	4:30 PM		

2. Limitations:

- a. Inmates in general population and the RU are allowed up to five (5) visiting periods per week. There shall be no back-to-back visits allowed on Sundays.

C. Sampson Unit (SHU) - Special Housing Unit

1. Schedule:

Day	First Period		Second Period		Third Period	
Sunday	9:00 AM	12:00 PM				
Wednesday	9:00 AM	1:00 PM	1:00 PM	4:30 PM	5:30 PM	8:45 PM
Saturday					5:30 PM	8:45 PM

2. Limitations:

- a. Inmates in the Sampson Unit are allowed up to five (5) visiting periods per week.

D. Restrictive Housing Unit (RHU) / Intensive Stabilization and Observation Unit (ISOU)

1. Schedule:

Day	First Period		Second Period		Third Period	
Sunday	1:15 PM	2:15 PM	2:30 PM	3:30 PM	3:45 PM	4:45 PM
Monday	5:15 PM	6:15 PM	6:30 PM	7:30 PM	7:45 PM	8:45 PM
Friday	1:15 PM	2:15 PM	2:30 PM	3:30 PM	3:45 PM	4:45 PM

2. Limitations:

- a. Inmates in the RHU and ISOU are allowed up to three (3), one (1) hour visiting periods per week.
- b. Inmates on Awaiting Action (AA) status shall have visits consistent with general population. IPS shall be responsible for notifying Outer Control and Visiting Room staff of any inmates who are on AA Status for fighting or similar conflicts to ensure the inmates do not receive visits together. This procedure shall provide that IPS, upon review of each day’s reports, shall notify the Visiting Room OIC of inmates who may not visit together until further notice. This shall be done on a daily basis. The Superintendent shall continue to determine if non-contact visits are necessary. Inmates, even though escorted, shall be given a movement pass to the Visiting Room with “AA” written on the pass to alert the VR staff of the inmates’ AA Status.

3. Appointments:

- a. RHU and ISOU visits shall be scheduled in advance with the Restrictive Housing Unit OIC. The days and times for scheduling a visit are Mondays and Tuesdays between 9:00 AM and 12:00 PM. The phone number to schedule a visit is (508) 279-6000, ext. 6966.

E. Minimum Unit

1. Schedule:

Day	First Period	Second Period
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Sunday	1:00 PM	5:00 PM	5:00 PM	8:45 PM
Monday	3:30 PM	8:45 PM		
Saturday	1:00 PM	5:00 PM	5:00 PM	8:45 PM

F. Health Services Unit

1. Inmates housed in the Health Services Unit for medical reasons and cleared by the Health Services Administrator may go to the Visiting Room for visits.

G. Outside Hospital Visits

1. When an inmate is at an outside hospital and is determined by the attending physician to be at risk of imminent death, only the Superintendent may authorize a special visit. All requests for these visits must be made through the Superintendent's Office.

H. Special Visits

1. Special visit requests shall be made in writing to the Superintendent twenty-four (24) hours in advance, with the exception of family emergencies (i.e. death/ critical illness).
2. The criteria for these visits are: out-of-state residences, non-visiting hours, extended visits (i.e. double time periods) and more than the allotted visitors per visiting period.

I. Holiday Visits

1. All approved holidays shall follow a holiday visiting schedule, as directed by the Superintendent.
2. The visiting schedule for all holidays, unless otherwise directed by the Superintendent, shall be as follows:
 - a. Sampson Unit Visits: 8:00 AM -11:00 AM.
 - b. General Population, RHU, ISOU, RU, and Minimum Unit Visits: 11:30 AM - 2:30 PM.
3. The approved holidays in accordance with 103 CMR 483.06 are as follows: New Year's Day, Martin Luther King Day, President's Day, Evacuation Day, Patriot's Day, Memorial Day, Bunker Hill Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

J. Limitations:

1. In the event the Visiting Room is at full capacity, visits shall be terminated by slip number, the first visitor to enter the Visiting Room is the first visit required to leave to make room for others. Visitors shall not be asked to leave until they have had at least one (1) hour to visit. An inmate participating in a special visit approved by the Superintendent shall be exempt from this.
2. Visitors are only allowed to visit one (1) inmate housed at the institution. Visitors shall be required to request permission from the Superintendent in writing if they choose to visit another inmate.
3. Visitors are allowed to enter the Visiting Room once a day. Once a visitor leaves the Visiting Room and/or institution, they shall not be permitted back until the next visiting day.
4. Old Colony Medium: A maximum of two (2) adult visitors per inmate are allowed at one (1) time. No limitations on the quantity of children shall exist; however, the quantity of children any parents/guardians are bringing into the institution must be of an amount that can be adequately supervised.
5. Old Colony Minimum: A maximum of four (4) adult visitors per inmate are allowed at one (1) time.
6. No limitations on the quantity of children shall exist; however, the quantity of children any parents/guardians are bringing into the institution must be of an amount that can be adequately supervised.
7. There are two (2) rooms adjacent to the Visiting Room Officer's Break Room designated as Attorney Visiting Rooms.

K. Mental Health Status Inmates

1. In accordance with 103 DOC 650 - Mental Health Services, inmates on a Mental Health Watch shall be allowed attorney visits and family visits unless there are security reasons precluding those activities, or if they are clinically contraindicated by the qualified mental health professional conducting the mental health watch evaluation.

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

- A. The Superintendent has designated the Director of Security as the staff member responsible to oversee the Visitor Processing Program for Old Colony Correctional Center's medium and minimum security facilities.
- B. Inmate Visitor Listings

1. Inmates/patients housed at Old Colony Correctional Center's medium security facility shall be authorized to place up to eight (8) visitors on their pre-approved visiting lists.
2. Inmates housed at Old Colony Correctional Center's Minimum Units shall be authorized to place up to ten (10) visitors on their pre-approved visiting lists.
3. Inmates/patients shall be allowed to revise their list of pre-approved visitors every 120 days utilizing the Inmate Visitor Listing Form (103 CMR 483 Attachment 3). Within the first 15 days during the months of March, July and November, inmates may submit their requests for changes to the Director of Security for processing.
4. When additions are requested, the inmate/patient is responsible to complete an Inmate Visitor Listing Form and make the appropriate changes. Deletions to an inmate's/patient's Inmate Visitor Listing can be made at any time.
5. These forms shall be submitted to the Director of Security by Institutional Mail, during Management Access Period, or when the Director of Security is conducting rounds.
6. The Superintendent shall authorize additions to an inmate's/patient's list at other times throughout the year, on a case-by-case basis.
7. Copies of all medium security Inmate Visitor Listing Forms will be stored in a three (3) ring binder in the Outer Control Center. Copies of minimum security Inmate Visitor Listing Forms will be stored in a three (3) ring binder at the processing desk in the Minimum Unit's Visiting Room.
 - a. These records shall be utilized by processing staff to confirm any discrepancies brought to their attention during visitor processing periods or when the Inmate Management System is inoperable. Staff members can utilize these forms to confirm the list of visitors that have been "pre-approved" for an inmate housed at Old Colony Correctional Center.

C. Visitor Applications

1. Inmates/patients shall be responsible to arrange for their visitor(s) to obtain and complete the Visitor Application forms, and return the completed application with a current photographic ID to the Director of Security's Office for processing. Notice of approval or denial will be sent to the inmate and the visitor.

2. The Director of Security may deny entrance to any visitor in accordance with, but not limited to, reasons outlined in 103 CMR 483.10. In addition, the Director of Security shall designate a staff member to ensure random CJIS checks are conducted on all approved visitors.
3. Any visitor introducing illegal contraband into the facility after their initial approval shall be denied future visiting privileges. The Director of Security may also deny a prospective visitor entrance if the visitor has previously assisted the inmate in violating institutional rules and regulations.
4. All copies of Visitor Applications shall be maintained on file in the Director of Security's Office area.

IV. **Visitor Entrance Procedures (483.06)**

A. Visitor Processing

1. The 7x3 and 3x11 Shift Commanders shall determine the frequency of the visitor personal-search-of-the-day at the beginning of their shifts. These numbers shall be noted in the Outer Control Room IMS Activity Log as well as the search book.
2. Inmate visitors shall be allowed to enter the institution's main lobby, one (1) half hour prior to the start of the visiting period. There will be no movement into or out of the Visiting Room during Major Counts or during shift change (from approximately 2:30 PM to 3:15 PM).
3. Visitors shall not be allowed to gain entrance into the Visiting Room between the hours of 3:45 PM - 5:30 PM or after 8:00 PM, with the exception of scheduled 7:45 PM RHU and ISOU visits, which shall be allowed to enter until 8:15 PM.
4. Any exceptions to the visitor entrance times shall be made at the discretion of the Shift Commander.
5. All visitors are subject to being searched at any time while on state property.
 - a. Tobacco and tobacco related products are considered contraband and shall remain secured in your vehicle. These items shall never be allowed into the institution or the Visiting Room and smoking on state property is prohibited.
 - b. Video cameras, cameras, two-way radios and any other audio/video equipment are prohibited on state property and in Old Colony Correctional Center.

- c. The carrying of guns or other weapons, ammunition, 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.
6. Visitors are required to lock their cars and secure personal effects whether in their car or in a locker available in the Outer Control Lobby.
7. Visitors shall be processed on a first come, first serve basis. A ticket counter shall be utilized to establish this order.
 - a. Upon arrival, all visitors must obtain a numbered ticket from the ticket dispenser.
 - b. The processing officer shall display and announce a corresponding ticket number. The visitor with the identified ticket number will present themselves to the processing officer and submit his or her valid form of identification (i.e. a valid state drivers' license, passport, Military ID, official photo ID from any state or federal agency, including government employee IDs and immigration and customs enforcement documents, etc.) with any other necessary documents (i.e. minor consent form, minor's birth certificate, approved medical documentation, etc.), and provide the officer with the name of the inmate they have come to visit.
 - c. The officer shall immediately check the identification to verify the identity of the visitor and ensure the visitor has been pre-approved by checking the inmate's/patient's Inmate Visitor Listing in IMS.
 - d. If the visitor has been pre-approved to visit, the processing officer shall complete the Visitor Form (Attachment E) documenting all minor children, as well as any items (i.e. medications, medical devices, religious items/ articles, etc.) that were approved and will be entering the institution with the visitor that day.
 - e. Additionally, visitors shall provide the processing officer with their vehicle registration and locker number, which will be documented on the Visitor Form. This form shall be utilized as a communication device between the processing officer and the Visiting Room Officer.
 - f. The visitor shall be checked in by the processing officer in the "Time In" field on the IMS Visitors Log screen. The officer shall complete the Inmate/Visitor Roster (Attachment D) noting the visitor's ticket number, total number of visitors, inmate's name,

housing unit, and check the box when the unit is notified. The officer shall return the visitor's ID and supporting documentation (if applicable), as well as the completed Visitor Form to the visitor.

g. The processing officer will stamp the visitor in the designated area with the stamp of the day (children under the age of ten (10) shall not be required to be stamped) and instruct the visitor to lock up their personal belongings and be seated until they are called up for processing.

h. Once the visitor has been stamped, the unit in which the inmate is housed

shall be notified by telephone in order for the inmate to prepare for his visit.

8. The processing officer shall call visitors by their coinciding ticket numbers to the visitor processing search area.

9. The officer shall inform the visitor(s) of, which items are allowed inside the facility (i.e. wedding rings/band, engagement rings, one (1) religious medallion, medical alert jewelry, prescription eyeglasses (no case), hearing aids, and one (1) handkerchief) and shall ensure all other articles have been properly secured.

10. Visitors shall be permitted to enter the institution with one (1) debit card only. Money of any kind is considered contraband and shall not be allowed to enter the institution. Debit cards are available in the main lobby and shall be signed by the visitor. Only the person who has signed the debit card may bring that card into the Visiting Room. Debit cards shall only be used for the purpose of buying food items in the Visiting Room. Visitors participating in visits that preclude physical contact are not permitted to bring debit cards into the Visiting Room.

a. Inmates/patients are not allowed to have contact with the vending machines, microwave, or area around these items. This is considered out of bounds to all inmates/patients during the visiting period. Any debit card shall be considered contraband in the possession of an inmate/patient and will be confiscated.

11. All visitors shall conform to the DOC's Visitor Standardized Dress Code (Attachment A). Inmates receiving visits shall adhere to the requirements of the Inmate Dress Code (Attachment B).

a. Visitors who violate the dress code shall be given an opportunity to change into appropriate clothing. If the visitor refuses to adhere to

the dress code, they shall be barred from visiting for that day.

- b. Inmates who violate the dress code shall be given the opportunity to change into appropriate clothing. If the inmate refuses to adhere to the dress code, they shall not be allowed to proceed to the Visiting Room and the visit will be denied.
12. All visitors, regardless of the search of the day, shall successfully pass through the metal detector.
13. Once the search has been completed and the visitor has successfully passed through the metal detector, the visitor shall regain possession of their property. If a visitor is unable to successfully pass the metal detector, an officer shall use the hand wand to ensure no contraband is entering the institution.
14. Visitors unable to pass the metal detector and/or hand wand shall be required to submit to a more extensive search.
 - a. All personal searches shall be conducted within the curtained area located in the visitor processing area.
 - b. The Shift Commander shall approve all staff requesting visitors to submit to a more extensive search. An incident report shall be submitted explaining the circumstances and outcome of any searches.
 - c. Any visitor who is asked to submit to a more extensive search must read

and sign the logbook. Visitors shall be informed that they may leave the institution rather than submit to a more extensive search.
 - d. Any visitor who refuses to be searched shall be informed that she/he may not attempt to visit again until she/he has obtained written permission from the Superintendent.
15. When all required search procedures have been completed, the visitor shall enter the Pedestrian Trap and show the Outer Control OIC the visitors stamp under the ultraviolet light.
16. Upon entering the Visiting Room, the visitor shall report to the Visiting Room Officer's desk and give the officer the completed Visitor Form. The Visiting Room Officer shall utilize the form to assist with documenting the visitor's arrival and departure times for the IMS Visitors Log screen as groups of visitors enter and exit the Visiting Room. The Visiting Room

Officer shall also review the Visitor Forms for any visitors entering the institution with approved items. The Visiting Room Officer must verify these items exit the Visiting Room with the visitor at the conclusion of the visit.

a. All visitors' coats, jackets, and outerwear shall be hung on the appropriate coat racks located adjacent to the officer's desk near the entrance to the Visiting Room before proceeding into the vending machine or seating areas.

17. When a visitor enters the Visiting Room the officer shall log the time of the visitor's arrival in the "VR In" field on the IMS Visitors Log screen.
18. When the inmate arrives in the Visiting Room he will be searched then proceed directly to the Officer's desk and provide his ID to the Visiting Room Officer; the inmate's ID shall remain with the officer for the duration of the visiting period.
 - a. Upon receipt of the ID, the officer shall note the inmate's arrival time in the "Inmate In" field on the IMS Visitors Log screen.
19. If a visitor arrives in the Visiting Room and waits in excess of twenty (20) minutes for the inmate, an incident report shall be submitted explaining the circumstances for the delay and an entry shall be made in the IMS Visitors Log.
20. No visitor or inmate shall be allowed to leave the Visiting Room during a major count. All visitors are to remain seated during a major count. The Visiting Room shall be secured during the count and stay secured until the official count is cleared.
21. Five (5) minutes prior to the end of the visiting period, the Visiting Room OIC shall make an announcement to all inmates and their visitors that the Visiting Room will be closing.
22. Visitors shall be allowed to carry out of the Visiting Room only those items they brought in with them. The items purchased from the vending machines must be consumed in the Visiting Room or be discarded at the end of visit.
23. At the conclusion of the visit, the inmate shall remain seated until his visitor has left the Visiting Room, unless otherwise instructed by the Visiting Room Officer, and the time the visitor exited the Visiting Room shall be logged in the "VR Out" field on the IMS Visitors Log screen.
24. The Visiting Room OIC shall confirm all visitors with approved items documented on their Visitor Forms, exit the Visiting Room with those

items on their person.

25. The Outer Control OIC shall confirm the identity of all visitors leaving the institution by verifying each visitor has the correct stamp of the day in the location designated by the Shift Commander, prior to allowing the visitor to exit the Pedestrian Trap.

B. Visitors/Volunteers Confined to a Wheelchair or other Mobility Device

1. Permission to enter with such devices, as a wheelchair or motorized scooter chair, shall be authorized in writing by the Superintendent and the visitor and/or volunteer will produce the written approval each time they visit.
2. If this is a first-time visit by the visitor or volunteer, 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 (1) time approval shall be documented in an incident report and a hard copy of the report will be made available to processing staff in the medical documentation binder until the report is replaced with documentation showing the Superintendent's authorization to enter with the device. The visitor/volunteer shall be advised that they must obtain the required approval prior to their next visit.
3. Whenever possible, the visitor or volunteer and the wheelchair/scooter chair shall be searched in accordance with 103 DOC 501 - Institution Security Procedures.
4. At the conclusion of the search, the Outer Control OIC shall notify the Shift Commander of the search results. The Shift Commander will notify the Superintendent or IDO prior to denying any disabled visitor/volunteer access to the institution.
5. The Shift Commander shall be the only person to deny entrance to any visitor/ volunteer confined to a wheelchair or other mobility device, for any reason.

C. Children Visitors

1. All children (age seventeen (17) years or younger) wishing to visit must be accompanied by an adult. At no time shall a child be left unattended in the Administration Building, Visiting Room, or on state property by the parent, legal guardian, or any other adult.
2. Children accompanying an adult, other than their legal guardian, must have written permission from the legal guardian and an approved Minor

Consent Form notarized in advance of the visit, with the signature of the Superintendent. These original forms, along with children's birth certificates or official hospital record verifying the birth of the child, date of birth and parent information, shall be required for each visit. The birth certificate/official hospital record may be a copy and must be legible.

3. Children in the visiting area shall be the responsibility of the adult visitor and shall not be allowed to engage in disruptive behavior or the visit will be terminated.

D. Violation of Rules

1. Any violation of visiting rules by visitors shall result in the termination of the current visit and/or the visitor being barred from future visits.
2. Any violation of visiting rules by inmates shall result in disciplinary action and/or loss of visiting privileges.
3. All violations of the Visiting Room's rules shall be documented in the applicable inmate and visitor's "Comment" field in the IMS Visitors Log screen noting the specific rule violation(s) and the action(s) taken by staff (i.e. verbal warning, termination of visit, etc.).
4. Staff shall ensure all procedures regarding the exclusion of visitors, as outlined in 103 CMR 483.15, are adhered to.

V. **Introduction of Legal Documents**

A. *Inmate Procedure*

1. *When an inmate requests to bring legal documents into the Visiting Room, they shall notify the Upper Control OIC. The Upper Control OIC shall open and inspect the legal documents. The Shift Commander shall be contacted in order to either approve or deny the request. If the request is approved, the Upper Control OIC shall return the documents to the inmate and allow him to proceed to the Visiting Room.*
2. *The inmate and visitor shall review and/or sign the documents. Upon completion of the visit, the documents shall be inspected by the Visiting Room OIC. The Visiting Room OIC shall return the documents to either the inmate or the visitor, depending on who was authorized by the Shift Commander to retain the documents. If the inmate retains the legal material, the Visiting Room Officer shall ensure the documents have been inspected and a strip search was conducted of the inmate prior to allowing the inmate to return to his housing unit.*

VI. **Funds**

- A. *Visitors may drop off a check or money order (cash is not permitted) for an inmate housed at Old Colony Correctional Center into the box labeled "Inmate Checks" located in the Outer Control Lobby. Checks and money orders shall be in a sealed envelope clearly labeled with the inmate's name and commitment number.*

VII. **Medication for Inmates**

- A. *Inmates requiring special medication (i.e. Insulin, etc.) shall be allowed to receive their medication and return to their visit. However, the same entrance procedures for inmates arriving for a visit shall be followed.*

VIII. **Bathroom Facilities for Visitors and Inmates**

A. *Visitors*

1. *Restrooms are available for visitors to utilize during visiting periods and are located near the Lower Control Room. Visitors are expected to keep these areas clean.*
2. *Female visitors shall utilize the female restroom located near the Lower Control Room; at no time shall the male restroom be utilized. Male visitors shall utilize the male restroom located near the Lower Control Room; at no time shall the female restroom be utilized.*
3. *The restroom facilities are available for use at the discretion of the Visiting Room OIC. Visitors shall notify the Visiting Room Officer prior to using the bathroom area.*
4. *The Visiting Room Officer shall verify with the Lower Control Officer that the bathroom facilities are available. Visitors must wait in the Visiting Room if the facilities are in use. When available, the Visiting Room Officer shall escort the visitor to the bathroom facilities. Children must be accompanied by a guardian or parent, other than the inmate, at all times.*
5. *In the event the visitor is unable to wait until such time when the restroom facilities are available, the visitor has the option to end the visit and leave the institution. The visitor will not be allowed to re-enter the institution until the next visiting day.*
6. *All visitors will be pat searched after utilizing the restroom, before being allowed back into the Visiting Room.*
7. *Inmates and visitors shall not be allowed to use the restrooms during shift*

change (2:45 PM - 3:15 PM), during major counts, and after 8:00 PM.

B. Infant Diaper Change

- 1. When an infant's diaper needs to be changed, if the parent or legal guardian is a female, they are required to utilize the female restroom located near the Lower Control Room. If the parent or legal guardian is a male, they are required to utilize the male restroom located near the Lower Control Room.*

C. Inmates

- 1. All inmates entering the Visiting Room shall be pat searched.*
- 2. Inmates shall use only restroom facilities designated for inmate use.*
- 3. Inmates are expected to assist in keeping these areas clean.*
- 4. The restroom facilities are available at the discretion of the Visiting Room OIC.*
- 5. All inmates shall be strip searched prior to using the restrooms. If the facilities are occupied and an inmate is unable to wait until such time that the restroom facilities are available, the inmate shall end his visit and leave the Visiting Room to use the facilities in his assigned housing unit. He shall not be permitted to return to the Visiting Room until the next day and shall be strip searched prior to exiting the Visiting Room area.*

D. Nursing of Infant Children

- 1. Female visitors shall be allowed to nurse their child privately in one (1) of the designated Attorney Visiting Rooms. The room shall be searched before and after it is used.*
- 2. While nursing, only the child and mother are allowed in the room. The Visiting Room Officer shall be posted outside of the room to ensure no one gains access.*
- 3. Upon conclusion of nursing, a search of the visitor, child, and any other items in the visitor's possession shall be conducted in accordance with procedures outlined in 103 CMR 483.*

IX. Visiting Room Activities/Games

A. Children's Play Area

1. *The children's play area shall be open during all visiting periods. Children in the play area shall be the responsibility of the adult visitor and shall not be allowed to engage in disruptive behavior or the visit shall be terminated.*
2. *The children's play area shall be supervised by the Visiting Room Officers. All toys, games, coloring books, and tables shall remain in the play area. Any misuse or willful destruction of any toy or game may result in termination of the visit and disciplinary action. Inmates and visitors shall be responsible for the general housekeeping of the play area. The Visiting Room Officers shall be responsible for the use of the DVD player with the selection of children's movies. The child's parent or guardian shall request, through Visiting Room staff, that a video be played. Once a movie has been selected, it will play in its entirety, unless all parties agree to change the movie. The volume must be kept to the lowest level possible to not disturb other visits.*
3. *Coloring books, paper, and crayons are available for use in the play area. One (1) sheet of paper with a coloring or drawing shall be allowed to leave the institution with the child visitor and one (1) with the inmate to bring back to his cell. All colorings and drawings shall be approved by the Visiting Room OIC prior to exiting the Visiting Room. Any coloring or drawing deemed inappropriate shall be confiscated, forwarded to IPS, and an incident report shall be submitted in IMS documenting the incident.*

B. *Inmate Photograph Requests and Processing*

1. *Inmates may request a photo charge slip from their assigned CPO to have picture(s) taken in the Visiting Room. The charge slip shall indicate the number of photo's (maximum of three (3) allowed) the inmate is requesting. Once the inmate completes the photo charge slip he will place it in the photo box at the top of the Program Corridor Ramp in front of the Health Services Unit. Recreation staff will collect the slips out of the photo box on the first (1st) and fifteenth (15th) of each month. Photo slips are forwarded to Inmate Accounts via complex mail for processing. The yellow copy of the charge slip will then be distributed to the inmate.*
2. *Inmates shall receive a yellow copy of their approved charge slip and must bring the copy to their visit as proof of purchase. These slips will be given to the Visiting Room OIC in exchange for a photo during the regularly scheduled visiting periods. Photos may also be allowed during certain special events in the Visiting Room with prior approval from the Director of Treatment.*
3. *Inmates who have not received a visit within the last three (3) months shall follow the same procedure; however, photos shall only be taken on*

the fourth (4th) Tuesday of the month from 1:30 PM to 3:30 PM in the Visiting Room.

4. *The camera and the printer shall be handled by the inmate photographer only while under the direct supervision of staff, and shall remain secured in the camera box in Lower Control. The Lower Control Officer shall issue the camera to the designated officer and ensure the logged in and out times, and staff issued, are documented in the Camera Log Book located in the box.*
5. *All refunds for unused or damaged photographs shall be processed in a timely manner. The refund will be credited to the inmate's personal account. All requests for refunds shall be authorized by the Director of Treatment.*

C. *Rules for Photographs*

1. *No displaying of STG hand-signs, colors, inappropriate touching, etc.*
2. *Inmates and visitors shall be standing side by side only. Inmates are not allowed to be photographed while standing behind one another with hands placed on their body areas, or facing one another with arms wrapped around each other during an embrace.*
3. *Only one (1) inmate will be allowed per photograph.*
4. *Proper dress required (i.e. shirts must be worn).*
5. *Photographs will only be taken for the inmates with approved charge slips, NO EXCEPTIONS.*
6. *Inmates are only allowed to refuse the photograph due to operator error.*
7. *The Visiting Room Officer monitoring the photo session will inspect all photographs prior to the inmate receiving the photo.*
8. *Photographs that are deemed inappropriate shall be confiscated and be reviewed by IPS prior to the inmate receiving the photograph.*
9. *The photos may be given to visitors, mailed out of the institution, or kept with the inmate's property.*

X. **Minimum Unit Visiting Procedures (483.06)**

A. Visitor Processing

1. Minimum Unit inmate visitors shall be allowed to enter the Minimum Unit's Visiting Room, one (1) half hour prior to the start of the visiting period for processing. There will be no movement into or out of the Visiting Room during Major Counts or during shift change (from approximately 2:30 PM to 3:15 PM).
2. Visitors shall be processed on a first come, first serve basis.
3. The visitor will present themselves to the processing officer and submit his or her valid form of identification (i.e. a valid state driver's license, passport, Military ID, official photo ID from any state or federal agency, including government employee IDs and immigration and customs enforcement documents, etc.) with any other necessary documents (i.e. minor consent form, minor's birth certificate, approved medical documentation, etc.), and provide the officer with the name of the inmate they have come to visit.
4. The officer shall immediately check the identification to verify the identity of the visitor and ensure the visitor has been pre-approved by checking the applicable Inmate Visitor Listing in IMS.
5. If the visitor has been pre-approved to visit, the processing officer shall complete the Visitor Form (Attachment E) documenting all minor children, as well as any items (i.e. medications, medical devices, religious items/articles, etc.) that were approved and will be maintained in the visitor's possession while in the Visiting Room that day.
6. Additionally, visitors shall provide the processing officer with their vehicle registration and locker number, which will be documented on the Visitor Form.
7. The visitor shall be checked in by the processing officer in the "Time In" field on the IMS Visitors Log screen. The officer shall complete the Inmate/Visitor Roster (Attachment D) noting the total number of visitors, inmate's name, housing unit, and check the box when the inmate's housing unit has been notified.
8. The officer shall return the visitor's ID and supporting documentation (if applicable), as well as the completed Visitor Form to the visitor, then instruct the visitor to lock up their belongings and be seated until they are called up for processing.
9. All visitors are required to store any personal items in their vehicles or in the lockers available in the Minimum Visiting Room. Personal items include, but are not limited to the following articles:
 - a. All hats, gloves, handbags, keys, wallets, as well as all documents

utilized during visitor processing.

- b. At no time shall contact be made with an inmate prior to the storage of the visitor's personal articles.
 - c. No packages or parcels shall be accepted from visitors, for delivery to inmates.
 - d. All visitors' coats, jackets, and outerwear shall be hung on the appropriate coat racks located adjacent to the lockers.
10. The processing officer shall call visitors to the visitor processing search area in the order in which their Visitor Forms were processed utilizing the Inmate/Visitor Roster.
11. The officer shall inform the visitor(s) of, which items are allowed inside the Visiting Room (i.e. wedding rings/bands, engagement rings, one (1) religious medallion, medical alert jewelry, prescription eyeglasses (no case), hearing aids, and one (1) handkerchief) and shall ensure all other articles have been properly secured.
12. Visitors shall be permitted to enter the Visiting Room area with one (1) debit card only. Money of any kind is considered contraband and must be secured prior to entering the Visiting Room.
 - a. Debit cards are available in the Minimum Visiting Room foyer and in the medium institution's main lobby and shall be signed by the visitor. Only the person who has signed the debit card may bring that card into the Visiting Room. Debit cards shall only be used for the purpose of buying food items in the Visiting Room.
 - b. Inmates are not allowed to have contact with the vending machines, microwave, or area around these items. This is considered out of bounds to all inmates during the visiting period. Any debit card shall be considered contraband in the possession of an inmate and will be confiscated.
13. All visitors at the Minimum Unit's Visiting Room conform to the DOC's Visitor Standardized Dress Code (Attachment A). Inmates receiving visits shall adhere to the requirements of the Inmate Dress Code (Attachment B).
 - a. Visitors who violate the dress code shall be given an opportunity to change into appropriate clothing. If the visitor refuses to adhere to the dress code, they shall be barred from visiting for that day.
 - b. Inmates who violate the dress code shall be given the opportunity

to change into appropriate clothing. If the inmate refuses to adhere to the dress code, they shall not be allowed to proceed to the Visiting Room and the visit will be denied.

14. All Minimum Unit inmate visitors shall be searched and may be required to successfully pass a metal detector and/or hand wand.
15. Once the search has been completed and the visitor has successfully passed the metal detector and/or hand wand, if required, the visitor shall regain possession of their property.
16. Visitors unable to pass the metal detector and/or hand wand shall be required to submit to a more extensive search.
 - a. All personal searches shall be conducted within the curtained area located in the visitor processing area.
 - b. The Shift Commander shall approve all staff requesting visitors to submit to a more extensive search. An incident report shall be submitted explaining the circumstances and outcome of any searches.
 - c. Any visitor who is asked to submit to a more extensive search must read and sign the logbook. Visitors shall be informed that they may leave the institution rather than submit to a more extensive search.
 - d. Any visitor who refuses to be searched shall be informed that she/he may not attempt to visit again until she/he has obtained written permission from the Superintendent.
17. When all required search procedures have been completed, the visitor shall proceed to the visiting area. The officer conducting the visitor searches shall return the Visitor Forms to the processing officer for each visitor that passed the search. The officer shall log the time the visitor was cleared to enter the visiting area in the "VR In" field on the IMS Visitors Log screen.
18. The processing officer shall utilize the Visitor Forms to assist with documenting the visitor's arrival and departure times for the IMS Visitors Log screen as groups of visitors enter and exit the Visiting Room. The forms shall also assist with accounting for any visitors with approved items in order to verify the items exit the Visiting Room with the visitor at the conclusion of their visit.
19. If a visitor arrives in the Visiting Room and waits in excess of twenty (20) minutes for the inmate, an incident report shall be submitted explaining

the circumstances for the delay and an entry shall be made in the IMS Visitors Log.

20. Staff shall ensure all other procedures regarding visitor processing outlined in Section IV (B) through (D) are adhered to.
- B. All minimum inmates shall enter and exit the Visiting Room through the door located on the left side of the Minimum C Unit, clearly marked, "Inmate Entrance/Exit - Visiting Room". When an inmate enters the Visiting Room, he shall proceed directly to the Visiting Room Officer's desk and submit his identification card to the officer. The inmate shall then proceed to the seating area. The officer shall document the time the inmate arrived in the "Inmate In" field on the IMS Visitors Log screen.
- C. No visitor or inmate shall be allowed to leave the Visiting Room during a major count. All visitors are to remain seated during a major count. The Visiting Room shall be secured during the count and stay secured until the official count is cleared.
- D. Five (5) minutes prior to the end of the visiting period, Visiting Room staff shall make an announcement to all inmates and their visitors that the Visiting Room will be closing.
- E. Visitors shall be allowed to carry out of the Visiting Room only those items they brought in with them. The items purchased from the vending machines must be consumed in the Visiting Room or be discarded at the end of visit.
- F. At the conclusion of an inmate's visit, the visitor(s) shall inform the Visiting Room Officer that he/she is ready to leave. The Visiting Room Officer shall notify the Minimum A/B or Minimum C Unit Officer that the inmate is returning to the unit. The visitor(s) shall remain in the Visiting Room until the inmate's physical return to the applicable Minimum Unit has been confirmed by staff. The visitor will then exit the Visiting Room through the door accessing the handicap ramp leading to the visitor parking area. The time the visitor exits the Visiting Room shall be documented in the "VR Out" field on the IMS Visitors Log screen. Visiting Room staff shall confirm all visitors with approved items documented on their Visitor Forms; exit the Visiting Room with those items on their person.
- G. Staff assigned to the Minimum Unit's Visiting Room shall return all processed Minimum Visitor Forms to Outer Control upon closing the Visiting Room.
- H. Restroom Facilities for Minimum Visitors and Inmates
 1. Visitors and inmates shall notify the Visiting Room Officer prior to utilizing the restroom facilities. Inmates and visitors are expected to assist with keeping these areas clean. Inmates shall utilize only those facilities

designated for inmate use.

2. Visitors and inmates shall not utilize the restroom facilities at the same time.
3. Visitors and inmates must return directly to the visiting area immediately after utilizing the facilities.
4. In the event a minor requests to utilize the restroom, the non-inmate parent or guardian must be present during their use of the facilities (either inside the restroom with the minor if they require assistance or directly outside of the facilities for minors using the restroom without assistance).

I. Attorney Visits

1. Attorney Visits shall take place in the Minimum Unit's Visiting Room when the VR is not open for a regularly scheduled visiting period.
2. If an Attorney arrives during regular visiting hours, the visit shall be conducted in the classroom on the Minimum A/B Unit.
3. In the event the classroom is unavailable, Minimum Unit staff shall ensure a room with equivalent privacy and monitoring capabilities is provided.

J. Nursing of Infant Children

1. Female visitors shall be allowed to nurse their child privately in the Side Interview Room. The room shall be searched before and after it is used.
2. While nursing, only the child and mother are allowed in the room. An assigned Officer shall be posted outside of the room to ensure no one gains access.
3. Upon conclusion of nursing, a search of the visitor, child, and any other items in the visitor's possession shall be conducted in accordance with procedures outlined in 103 CMR 483.



OC 483 VISITING PROCEDURES - ATTACHMENT A

VISITOR DRESS CODE GUIDELINES

In accordance with 103 DOC 501 - Institutional Security Procedures (Attachment VI)

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 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 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.

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 (e.g., 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.

D. Allowable items

1. Infants - Visitors entering with infants will be allowed to enter with the following items:
 - a. Two (2) clear plastic bottles with either formula, milk, water or juice, one (1) empty Sippy cup, two (2) infant diapers and infant wipes in a clear plastic bag, one (1) receiving blanket, (1) pacifier, two (2) plastic sealed jars/pouches of baby food, (1) plastic spoon, and one (1) bib.

E. Medication and or Medical Devices

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



OC 483 VISITING PROCEDURES - ATTACHMENT B

INMATE DRESS CODE

- A. All clothing shall be neat and presentable while on a visit. Inmates in violation of the dress code shall be returned to their unit for proper attire. Inmates who continuously violate the dress code may be subject to disciplinary action and/or loss of visiting privileges. Inmates shall adhere to the dress code standards identified below and are not allowed to bring any additional items/articles into or take anything out of the Visiting Room (i.e. food or drinks from vending machines), with the exception of photos taken in the Visiting Room and one (1) child's drawing, if approved.
- B. Inmates entering the Visiting Room are allowed to bring:
1. Issued ID Card
 2. Handkerchief
 3. Wedding Band
 4. One (1) Religious Medallion
 5. Medical Alert Necklace or Bracelet
 6. Photo Ticket
- C. Approved clothing
1. Pants
 - a. Dress: Black, Navy Blue
 - b. Jeans: Black, Plain Blue
 - c. Scrubs: Gray, Green
 2. Shirts
 - a. Collared Shirts: Black, Navy Blue, White and Chambray
 - b. T-Shirts: White with pocket
 - c. Scrubs: Gray, Green
 3. Sweaters: Gray
 4. Sweatshirts: Black, Navy Blue, Gray
 5. Underwear: Proper undergarments shall be worn
 6. Footwear: Must be worn
 7. Socks: Socks are optional
 8. Hats: Religious headwear only
- D. Restrictions and Limitations
1. Inmates wearing state issued clothes (scrubs) shall wear the matching top and bottoms.
 2. All shirts shall be tucked in at all times when on a visit.
 3. White T-shirts without a pocket shall only be worn under a collared shirt.
 4. No jackets, tank tops, or sleeveless shirts.

5. Thermal tops shall only be worn as a T-shirt under a collared shirt.
6. No combination of black or blue dress pants with a T-shirt or chambray colored shirt.
7. No sweatpants or shorts.
8. No clothing that is excessively torn, ripped, or baggy shall be allowed.
9. No pants that have ripped or missing pockets.
10. No double layered clothing.



OC 483 VISITING PROCEDURES - ATTACHMENT C

VISITING ROOM RULES

- A. In accordance with 103 CMR 483.07, visitors and inmates/patients shall adhere to the following conduct guidelines while in the Visiting Room:
1. Excessive familiarity, profanity, offensive behavior, or serious deviation from appropriate standards of behavior in a public place, may result in administrative action, such as a verbal warning, termination of a visit, or loss of visiting privileges;
 2. Commonly accepted public displays of affection shall be allowed, which include one (1) closed mouth kiss/hug upon inception and conclusion of the visit. Anything that exceeds this standard shall receive a notice of discretionary caution and will not be tolerated;
 3. Disruptive behavior of any kind shall not be tolerated;
 4. No straddling chairs and benches. No sitting or lying on the floor. Sit in an upright position with back against the chair. Furniture shall not be rearranged;
 5. No sitting with one person's legs crossed over another person's legs. No sitting with legs crossed over one another;
 6. Feet shall remain visible and on the ground at all times. Feet shall not be placed on benches or chairs;
 7. No lying across or sitting on another's lap. Exceptions shall be made for children eight (8) years of age and under, who may be allowed to sit on the accompanying parent/guardian's lap;
 8. Hands shall be in plain sight at all times;
 9. Inmates/patients and visitors shall not be allowed to put their arms around each other when sitting or standing. The only exception shall be once at the inception of the visit (greeting) and once at the conclusion of the visit during departure;
 10. Inmates/patients and visitors shall follow the orders of the officers assigned to the visiting room and its related areas;
 11. No article(s), with the exception of food and beverage items as described in (n), shall be passed between visitors and inmates/patients;
 12. Inmates/patients and visitors are responsible for cleaning up and throwing away trash, left over vending machine items, or wrappers or purchased items during the visit;

13. No cross visiting (visiting an inmate/patient other than the specifically approved inmate/patient) is permitted between inmates/patients and visitors;
14. If available, visitors may purchase a beverage or food item and deliver it to the inmate/patient they are visiting. The visitor and inmate/patient shall not be permitted to share any beverage or food item at any time;
15. At no time shall visitors and/or inmates/patients be allowed to change seats, unless directed to or given permission by a visiting room staff member;
16. Interactions between an inmate/patient and the visitor of another inmate/patient or between visitors are not allowed;
17. Possession or use of tobacco or alcohol products is prohibited;
18. Parents or legal guardians shall be responsible for an accompanying child's actions and behavior at all times. Children shall not be allowed to engage in disruptive behavior or to roam the visiting room or lobby unattended. This type of behavior may be grounds for termination of the visit;
19. Visitors utilizing the restroom facilities in the visiting room may receive a personal search prior to entering the restroom and after use of the restroom. Failure to comply shall result in termination of the visit and suspension of visiting privileges upon review by the Superintendent.



OC 483 VISITING PROCEDURES - ATTACHMENT E
VISITOR FORM

COMMIT #	INMATE'S / PATIENT'S NAME	HOUSING UNIT

TICKET #	VISITOR'S NAME	VEHICLE REGISTRATION	LOCKER #

MINOR'S NAME	MINOR'S D.O.B.

APPROVED ITEMS KEPT ON PERSON (i.e. medications, medical devices, religious medallions, etc.):
The Visiting Room Officer shall ensure each item listed below is in the visitor's possession, before allowing the visitor to exit the Visiting Room.

VISITOR ENTERED THE VISITING ROOM	VISITOR EXITED THE VISITING ROOM