Massachusetts Department of Correction **Old Colony** **PROCEDURE**	Superintendent Approval Date 5/18/2026 Reviewing Authority Approval Date 6/25/2026	
Procedure In accordance with: 103 CMR 483 Visiting Procedures	**Internal Reviewing Authority:** Deputy Superintendent of Operations Director of Security	
	ACA/PREA Standards: 5-ACI-7D-14, 5-ACI-7D-15, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-21, 5-ACI-7D-22, 5-ACI-7D-16	
	Applicability: Staff/Incarcerated Individuals	
Attachments Yes ☒ No ☐	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	15
VII.	Medication for Inmates	16
VIII.	Bathroom Facilities for Visitors and Inmates	16
IX.	Visiting Room Activities/Games	17
X.	Video Visiting Process	24

ATTACHMENTS

Attachment #1	Visitor Dress Code Guidelines	30
Attachment #2	Inmate Dress Code	33
Attachment #3	Visiting Room Rules	35
Attachment #4	Inmate/Visitor Roster	37
Attachment #5	Visitor Form	38
Attachment #6	Video Visiting Terms of Agreement	39
	Video Visiting Terms of Agreement (Spanish)	40

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 institution 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 institution.

2. The use of remote or keyless ignition starts shall be prohibited by all visitors at Old Colony Correctional Center.

3. All vehicles shall be locked (secured) at all times.

4. 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 may result in the immediate termination of your visit and may also result in suspension of your visiting privileges. The Bridgewater Police Department may also be contacted and a complaint may be lodged at the Superintendent's 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 institution to verify visiting schedules. Visitors may remain in the Visiting Room from one (1) visiting period to another; however, the inmate shall be charged with two (2) visiting periods. The amount of visits allowed per week shall be strictly enforced.

1. ALL visits must be scheduled through the institution at least twenty-four (24) hours in advance. Visits can be scheduled Monday – Friday 8 am-4pm excluding holidays by calling 1-508-279-6950. Visitors shall be onsite no more than thirty (30) minutes before their appointment time.

B. General Population/Recovery Unit (RU)

1. Schedule:

Day	First Period		Second Period	
Sunday	1:00 PM	4:30 PM	5:00 PM	8:30 PM
Monday	1:00 PM	4:30 PM	5:00 PM	8:30 PM
Tuesday	1:00 PM	4:30 PM	5:00 PM	8:30 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.

C. Attucks 2 (SHU) - Special Housing Unit

1. Schedule:

Day	First Period	Second Period	Third Period

Sunday	9:00 AM	12:30 PM				
Wednesday	9:00 AM	12:30 PM	1:00 PM	4:30 PM	5:00 PM	8:30 PM
Saturday					5:00 PM	8:30 PM

2. Limitations:

   a. Inmates in the Attucks 2 Unit are allowed up to five (5) visiting periods per week.

D. Behavior Assessment Unit (BAU)/Intensive Stabilization and Observation Unit (ISOU)/Intensive Stabilization Unit (ISU)

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 BAU, ISOU, and ISU are allowed up to three (3), one (1) hour visiting periods per week.

3. Appointments:

   a. BAU, ISOU, and ISU visits shall be scheduled in advance. Visits can be scheduled Monday – Friday 8 am-4pm excluding holidays by calling 1-508-279-6950.

E. 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.

F. 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.

G. 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.

H. 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. Attucks 2 Unit Visits: 8:00 AM -11:00 AM.
   b. General Population, BAU, ISOU, and RU: 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, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

I. 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. 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. There are three (3) rooms designated as Attorney Visiting Rooms/Zoom Meeting Rooms.

J. 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.

K. Intensive Stabilization Unit (ISU) Inmates

1. Inmates in the ISU will need to be clinically approved to receive visits. Once approved, they will be escorted to the Visiting Room by staff. The visit will be secluded from the main Visiting Room, and the visit will take place under constant staff observation.

III. Visitor Approval Process (483.10)

A. The Superintendent has designated the Director of Security as the staff member responsible for overseeing the Visitor Processing Program for Old Colony Correctional Center.

B. Inmate Visitor Listings

1. Inmates/patients housed at Old Colony Correctional shall be authorized to place up to eight (8) visitors on their pre-approved visiting lists.

2. Within the first fifteen (15) days during the months of March, July and November, inmates may submit their requests for changes to the Director of Security for processing. Change periods for approved visitors will be in accordance with 103 CMR 483.

3. 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.

4. 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.

5. The Superintendent shall authorize additions to an inmate's/patient's list at other times throughout the year, on a case-by-case basis.

6. Copies of all medium security approved visitors will be stored in a three (3) ring binder in the Outer Control Center.

   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 contraband into the institution 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 - 5:00 PM or after 8:00 PM, with the exception of scheduled 7:45 PM BAU 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. The Outer Control Officer processing the visitors shall record the number on the visiting slip.

    a. Upon arrival, all visitors must complete the Visitor Form (Attachment #5).

    b. The processing officer shall process visitors in the order they arrive. The visitor will present themselves to the processing officer and submit their 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.)

    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 #5) documenting all minor children, as well as any items (i.e. medications, medical devices, religious items/ articles, credit/debit card 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 #4) 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 their visit.

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

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

10. Visitors shall be permitted to enter the institution with one (1) personal credit/debit card only. Money of any kind is considered contraband and shall not be allowed to enter the institution. Credit/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. All inmate visitors in possession of a credit/debit card shall be hand stamped with the same hand stamp of the day a second time on the same hand. The visitor shall be issued a lanyard with a clear pouch to which the credit/debit card shall be stored when not in use. Upon exiting the institution through the pedestrian trap, the hand stamp will be referenced. If the two (2) hand stamps are observed the officer shall verify that the visitor is still in possession of their credit/debit card and collect the lanyard. If the visitor is not in possession of their debit or credit card, the shift commander shall be notified.

b. 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 credit/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 #1). Inmates receiving visits shall adhere to the requirements of the Inmate Dress Code (Attachment #2). All visitors and inmates shall adhere to the Visiting Room Rules (Attachment #3).

    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 personal 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 personal 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 personal search must read and sign the logbook consenting to the search. Visitors shall be informed that they may leave the institution rather than submit to a more extensive search.

d. Should a visitor refuse a personal search, they will be afforded the opportunity to leave the institution rather than submit to the search. Visitors who refuse this search shall be denied entrance until the Superintendent has completed a review of the matter.

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 they will receive a personal search then proceed directly to the Officer's desk and provide their 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 their 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 the inmate to proceed to the Visiting Room.

2. The inmate and visitor/attorney 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 an unclothed search was conducted of the inmate prior to allowing the inmate to return to their housing unit.

VI. Funds

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*

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 who utilize the restroom will be asked to submit to a personal search and sign the log book consenting to search prior to reentering 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 submit to a personal search*

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 submit to an unclothed search 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 their visit and leave the Visiting Room to use the facilities in their assigned housing unit. They shall not be permitted to return to the Visiting Room until the next day and an unclothed search shall be conducted 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 in such a way to ensure privacy for mother and child without compromising security.*

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 their 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 they will place it in the Programs box at the bottom of the ramp near the Yard Gate. 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 Gym.

4. The camera 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 area, 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 will be responsible for retrieving the camera from Lower Control.*

8 *The inmate worker will then be responsible for taking the pictures (3 max, NO PICTURES WILL BE TAKEN WITHOUT A YELLOW RECEIPT).*

9 *Once completed, ALL yellow receipt slips will be returned to lower control with the camera.*

10. *Recreation staff will retrieve yellow receipt slips every Wednesday from lower control.*

11. *Recreation staff will then print and review all photographs and forward them to IPS for appropriateness if necessary.*

12. *Recreation staff will forward photographs that have been screened and deemed appropriate to the inmate.*

X. ***Video Visiting Process***

A. *Overview*

1. *Inmates will be allowed access to the Securus Technologies Video Visitation. Video visitation will be held in designated rooms within each unit.*

2. *Video Visitation sessions will be twenty (20) minutes in length. There will be a ten (10) minute duration between scheduled visits.*

3. *Inmates on loss of visit status are not permitted video visits. Additionally, inmates on Medical or Mental Health status are subject to clearance from their respective professional provider.*

4. *Video visits are limited to the visitors on the individual's pre-approved list.*

5. *Participation in video sessions is a privilege, not a right. All parties are expected to conduct themselves in an appropriate fashion at all times during a video session.*

6. *Old Colony Correctional Center reserves the right to deny, cancel or terminate a video session prior to or during a video session based upon misconduct of either party. The institution will not cancel visits for inmates on quarantine status.*

7. *Old Colony Correctional Center also reserves the right to restrict participants from all future use of the system.*

8. *Any illegal activity will be reported to local law enforcement.*

9. *All family member/friend video sessions are recorded and subject to electronic monitoring by Old Colony Correctional Center personnel. Your use of this video system constitutes consent to this recording and monitoring.*

10. *Visitors are not allowed to record or take screen shots of the inmate.*

11. *Old Colony Correctional Center reserves the right to terminate all video sessions due to an institution disturbance and/or disorder.*

B. *Visitor Process for Family and Friends*

1. *Potential visitors may access Securus Technologies Video Visitation website at Videovisitanywhere.com*

2. *Through the website inmate family and friends will be able to create a remote visitation account. These accounts will all be automatically approved by the Securus Technologies system. If a scheduled visit needs to be canceled, it will be done through the Video Visitation website.*

3. *The system will require the account holder to identify their relationship to the inmate, and provide a photo along with a government issued photo ID.*

4. *After an account is created, and the terms and conditions are accepted, account holders will then be able to schedule a visit with an inmate at OCCC.*

5. *Visits will be scheduled in accordance with each inmates specific housing units visiting time.*

6. *Account holders may schedule remote visits up to fourteen (14) days in advance with a minimum of forty-eight (48) hours between the current date and the date of the visit being requested.*

7. *Emails will be generated and sent to the account holder by Securus when a visit is approved.*

C. *Staff Process for Virtual Visits*

1. *Securus will generate a daily email of recently requested visits that will be sent to the office of the Director of Security.*

2. *The office of the Director of Security will screen potential visitors and will approve or deny the first visit between the potential visitor and inmate. The screening will include but not limited to verifying the visitor's identity and approved status. Visiting approval will be subject to inmate signing Terms of Agreement form (Attachment #6)*

3. *When a visit is approved, the office of the DOS will manually enter each visit into IMS to ensure the video visit is on the inmate's schedule.*

4. *When inmates move to different housing units, the office of the DOS will change their housing location in the Securus system to reflect the inmate's new visiting schedule.*

5. *Unit staff will periodically monitor visitation for compliance.*

6. *Minors, when scheduled, shall not require that parent or guardian to be in attendance.*

D. *Sessions Guidelines*

1. *Inmates and Visitor shall abide by the visitation standards on conduct and behavioral guideline outline in 103 CMR 483, Visiting Procedures. Use of alcohol, illicit substances and smoking is strictly prohibited.*

2. *Inmates and Visitor are required to abide by Visitation dress codes for inmates and visitors.*

3. *Any violation of visiting rules may result in the termination of the visit, loss of visiting privileges, and/or disciplinary action.*

E. Special Visits

1. *Exceptions to the visiting schedule and duration of visits, and/or other requests can be approved under special circumstances.*

2. *Requests must be submitted in writing to the Superintendent.*

3. *Decisions will be documented in writing and a copy will be sent to the requesting visitor, the inmate, and the office of the DOS.*

F. Video Visit Schedule:

Attucks III, Attucks IV, Dawes I, Dawes II, Orientation

SUN	*TUE*	*FRI*	*SAT*
1:00pm - 1:20pm	*1:00pm - 1:20pm*	*1:00pm - 1:20pm*	*1:00pm - 1:20pm*
1:30pm - 1:50pm	*1:30pm - 1:50pm*	*1:30pm - 1:50pm*	*1:30pm - 1:50pm*
2:00pm - 2:20pm	*2:00pm - 2:20pm*	*2:00pm - 2:20pm*	*2:00pm - 2:20pm*
2:30pm - 2:50pm	*2:30pm - 2:50pm*	*2:30pm - 2:50pm*	*2:30pm - 2:50pm*
3:20pm - 3:40pm	*3:20pm - 3:40pm*	*3:20pm - 3:40pm*	*3:20pm - 3:40pm*
3:50pm - 4:10pm	*3:50pm - 4:10pm*	*3:50pm - 4:10pm*	*3:50pm - 4:10pm*
5:30pm - 5:50pm	*5:30pm - 5:50pm*	*5:30pm - 5:50pm*	
6:00pm - 6:20pm	*6:00pm - 6:20pm*	*6:00pm - 6:20pm*	
6:30pm - 6:50pm	*6:30pm - 6:50pm*	*6:30pm - 6:50pm*	
7:00pm - 720pm	*7:00pm - 720pm*	*7:00pm - 720pm*	
7:30pm - 7:50pm	*7:30pm - 7:50pm*	*7:30pm - 7:50pm*	
8:00pm - 8:20pm	*8:00pm - 8:20pm*	*8:00pm - 8:20pm*	
8:30pm - 8:50pm	*8:30pm - 8:50pm*	*8:30pm - 8:50pm*	
9:00pm - 9:20pm	*9:00pm - 9:20pm*	*9:00pm - 9:20pm*	

A2 (Special Housing Unit)

TUE	*THU*	*SAT*
1:00pm - 1:20pm	*1:00pm - 1:20pm*	*1:00pm - 1:20pm*
1:30pm - 1:50pm	*1:30pm - 1:50pm*	*1:30pm - 1:50pm*
2:00pm - 2:20pm	*2:00pm - 2:20pm*	*2:00pm - 2:20pm*
2:30pm - 2:50pm	*2:30pm - 2:50pm*	*2:30pm - 2:50pm*
3:20pm - 3:40pm	*3:20pm - 3:40pm*	*3:20pm - 3:40pm*
3:50pm - 4:10pm	*3:50pm - 4:10pm*	*3:50pm - 4:10pm*
5:30pm - 5:50pm	*5:30pm - 5:50pm*	*5:30pm - 5:50pm*
6:00pm - 6:20pm	*6:00pm - 6:20pm*	*6:00pm - 6:20pm*
6:30pm - 6:50pm	*6:30pm - 6:50pm*	*6:30pm - 6:50pm*
7:00pm - 720pm	*7:00pm - 720pm*	*7:00pm - 720pm*

7:30pm - 7:50pm	*7:30pm - 7:50pm*	*7:30pm - 7:50pm*
8:00pm - 8:20pm	*8:00pm - 8:20pm*	*8:00pm - 8:20pm*
8:30pm - 8:50pm	*8:30pm - 8:50pm*	*8:30pm - 8:50pm*
9:00pm - 9:20pm	*9:00pm - 9:20pm*	*9:00pm - 9:20pm*

Behavior Assessment Unit

SUN	*TUE*	*FRI*
1:00pm - 1:20pm		
1:30pm - 1:50pm		
2:00pm - 2:20pm		
2:30pm - 2:50pm		
3:20pm - 3:40pm	*3:20pm - 3:40pm*	*3:20pm - 3:40pm*
3:50pm - 4:10pm	*3:50pm - 4:10pm*	*3:50pm - 4:10pm*
5:30pm - 5:50pm	*5:30pm - 5:50pm*	*5:30pm - 5:50pm*
6:00pm - 6:20pm	*6:00pm - 6:20pm*	*6:00pm - 6:20pm*
6:30pm - 6:50pm	*6:30pm - 6:50pm*	*6:30pm - 6:50pm*
	7:00pm - 720pm	*7:00pm - 720pm*
	7:30pm - 7:50pm	*7:30pm - 7:50pm*
	8:00pm - 8:20pm	*8:00pm - 8:20pm*
	8:30pm - 8:50pm	*8:30pm - 8:50pm*
	9:00pm - 9:20pm	*9:00pm - 9:20pm*

Health Services Unit

SUN	*TUE*	*FRI*	*SAT*
1:00pm - 1:20pm	*1:00pm - 1:20pm*	*1:00pm - 1:20pm*	*1:00pm - 1:20pm*
1:30pm - 1:50pm	*1:30pm - 1:50pm*	*1:30pm - 1:50pm*	*1:30pm - 1:50pm*
6:00pm - 6:20pm	*6:00pm - 6:20pm*	*6:00pm - 6:20pm*	*6:00pm - 6:20pm*
6:30pm - 6:50pm	*6:00pm - 6:20pm*	*6:00pm - 6:20pm*	*6:00pm - 6:20pm*
8:30pm - 8:50pm	*8:30pm - 8:50pm*	*8:30pm - 8:50pm*	*8:30pm - 8:50pm*
9:00pm - 9:20pm	*9:00pm - 9:20pm*	*9:00pm - 9:20pm*	*9:00pm - 9:20pm*

OC 483 VISITING PROCEDURES
VISITOR DRESS CODE GUIDELINES
In accordance with 103 CMR 483 – Visiting Procedures Attachments (Attachment #6)

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 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 they are wearing a hairpiece during the search processing;
3. Garments with elastic waists may be worn;
4. Jackets or blazers may be worn as part of a suit or outfit by students participating in a clinical/ internship program.

Allowable Items

Infants – Visitors entering with infants will be allowed to enter with the following items:

- Two (2) clear plastic bottles with either formula, milk, water or juice, one (1) empty sippy cup, two (2) infant diapers and infant wipes in a clear plastic bag, one (1) receiving blanket, one (1) pacifier, two (2) plastic sealed jars/pouches of baby food, one (1) plastic spoon and one (1) bib.

Medication and or Medical Devices

- Visitors who maintain life-saving medication or who utilize medical devices to include:

nitroglycerine, inhalers, and glucose tablets, automatic implantable cardioverter/defibrillator and/or pacemaker, wheelchairs, prosthetic devices, insulin pumps, casts, braces, medically necessary shoes, canes, walkers, guide dogs etc., or requiring the use of oxygen tanks shall obtain prior approval from the Superintendent to visit with such medication/device(s).

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

OC 483 VISITING PROCEDURES
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).

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.

Attachment #3

OC 483 VISITING PROCEDURES
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.

Attachment #4

OC 483 VISITING PROCEDURES
INMATE/VISITOR ROSTER

DATE: _____ / _____ / _____

Ticket #	Total # of Visitors	Inmate's / Patient's Name	Housing Unit	Unit Notified

Attachment #5

OC 483 VISITING PROCEDURES
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

Attachment #6

VIDEO VISITING TERMS OF AGREEMENT

OLD COLONY CORRECTIONAL CENTER – FRIENDS AND FAMILY - REMOTE SESSIONS

General Rules:

Participation in video sessions is a privilege, not a right. All parties are expected to conduct themselves in an appropriate fashion at all times during a video session.

ONLY visitors on the inmates Pre-approval list will be allowed to schedule a video visit. **ONLY** the pre-approved visitor should be on camera for the video visit, any other person or people on camera will be considered a violation of the video visit SOP and grounds for termination of visit and a disciplinary report will be issued. The inmate and visitor may be suspended from video visits.

ONLY inmate approved for visit allowed. No additional inmates can participate in the visit.

Old Colony Correctional Center reserves the right to deny, cancel or terminate a video session prior to or during a video session based upon misconduct of either party Old Colony Correctional Center also reserves the right to restrict participants from all future use of the system.

All family member/friend video sessions are recorded and subject to electronic monitoring by Old Colony Correctional Center personnel. Your use of this video system constitutes consent to this recording and monitoring.

Nudity, sexual conduct, weapons, drugs and tight fitting or provocative clothing is prohibited. Any illegal activity will be reported to local law enforcement.

INMATE NAME (PRINT)

INMATE SIGNATURE DATE

STAFF SIGNATURE DATE

Adjunto #6

VISTA POR VIDEO TÉRMINOS DE ACUERDO
CENTRO CORRECCIONAL ANTIGUA COLONIA - AMIGOS Y FAMILIA - SESIONES REMOTAS

Reglas generales:

La participación en sesiones de video es un privilegio, no un derecho. Se espera que todas las partes se comporten de manera apropiada en todo momento durante una sesión de video.

SÓLO los visitantes de la lista de aprobación previa de los presos podrán programar una visita por video. SOLO el visitante preaprobado debe estar en cámara para la visita de video, cualquier otra persona o personas en cámara se considerará una violación del SOP de visita de video y se emitirán los motivos para la terminación de la visita y se emitirá un informe disciplinario. El preso y el visitante pueden ser suspendidos de las visitas por video.

SOLO preso aprobado para visita permitida. Ningún recluso adicional puede participar en la visita.

Old Colony Correctional Center se reserva el derecho de denegar, cancelar o terminar una sesión de video antes o durante una sesión de video debido a la mala conducta de cualquiera de las partes. Old Colony Correctional Center también se reserva el derecho de restringir a los participantes de todo uso futuro del sistema.

Todas las sesiones de video de familiares / amigos son grabadas y sujetas a monitoreo electrónico por parte del personal del Centro Correccional Old Colony. Su uso de este sistema de video constituye su consentimiento para esta grabación y monitoreo.

Se prohíbe la desnudez, la conducta sexual, las armas, las drogas y la ropa ajustada o provocativa. Cualquier actividad ilegal será reportada a la policía local.

_____
NOMBRE DEL RECLUSO (IMPRIMIR)

_____
FIRMA DEL RECLUSO FECHA

_____
FIRMA DEL PERSONAL FECHA