


<p>Massachusetts Department Of Correction</p> <p>Souza Baranowski Correctional Center PROCEDURE</p>		<p>Superintendent Approval Date</p> <p>6/9/2025</p>	
		<p>Reviewing Authority Approval Date</p> <p>2/8/2024</p>	
<p>Procedure In accordance with:</p> <p>103 DOC 483, Visiting Procedures</p>		<p>Internal Reviewing Authority:</p> <p>Administrative Captain Director of Security Deputy Superintendent of Operations</p>	
		<p>ACA/PREA Standards:</p> <p>5-ACI-4A-21, 5-ACI,7D-14, 5-ACI-7D-15, 5-ACI-7D-16, 5-ACI-7D-17, 5-ACI-7D-19, 5-ACI-7D-22</p>	
		<p>Applicability: Staff/Incarcerated Individuals</p>	
<p>Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	<p>Incarcerated Individual Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	<p>Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	

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I. INSTITUTION PROCEDURES (483.07)

A. Visitor Application Process

- A. During the booking process, the newly committed incarcerated individuals shall indicate a maximum of two (2) individuals who will be allowed to visit prior to the preapproval process. The incarcerated individual shall complete the 40-Day Pre-approved Visitor form during the booking process. The Booking Officer shall then enter the information from this form into the IMS and select 40-day from the drop-down box on the family/contact information screen. The completed form shall be forwarded to the office of the Director of Security (DOS). The two (2) individuals named on the preapproved visitor form will still be required to be approved via the visitor application process within forty (40) business days or they will be removed.
- B. It is the incarcerated individual's responsibility to complete the "Visitor Application" (Attachment I, 103 CMR 483) and submit to the office of the DOS. The visitor application process will not begin unless the visitor listing form has been completed, submitted, and received by the DOS's office.
- C. Each incarcerated individual shall only be allowed a maximum of eight (8) pre-approved adult visitors, as outlined in *103 CMR 483, Visiting Procedures*. Although minors do not require pre-approval, the guidelines outlined in the policy must be met prior to the allowance of minor visitation.
- D. Pre-approved visitors may consist of a combination of immediate family members and/or friends. This list may be revised upon an incarcerated individual's request every one-hundred and twenty (120) days within the first fifteen (15) days of the month (March, July, and November), during the institution's designated change period. Requests for changes shall be submitted on the "Inmate Visitor Listing" form (Attachment 3, 103 CMR 483) available at each incarcerated individual library. Requests for changes shall be submitted to the Director of Security for processing.
- E. Once the incarcerated individual submits their list of desired visitors, prospective visitors shall complete and submit a visitor application form , along with a copy of a current photo identification card to the DOS's office. Any medical documentation must also be submitted at this time; applications shall be approved or denied within a reasonable amount of time.
- F. Once the application process has been completed, the visitor and incarcerated individual will be notified if approved or denied via "Visitor Status Notification" form (Attachment 4, 103 CMR 483).
- G. Visitors may only visit one (1) incarcerated individual being housed at Souza Baranowski Correctional Center (SBCC). Exceptions may be made for visitors when multiple family members are incarcerated at the same or at a separate

institution (i.e., brother, father, or stepparent), as outlined in 103 CMR 483. Authorization must be requested in writing to the Superintendent of the institution(s) housing said incarcerated individual(s).

B. Visiting Hours

1. All newly committed incarcerated individuals will be eligible for non-contact visits only.
2. General Population – Contact Visits
 - a. Incarcerated individuals are allowed three (3) visiting periods per week with only one (1) period allowed per day. A maximum of two (2) adults, with four (4) visitor's total, may visit an incarcerated individual at any one time. For example, the following combinations are authorized; (1) adult and up to (3) children or (2) adults and up to (2) children.
 - b. Exceptions to the visiting schedule, duration of visits, and the number of people allowed visiting at one time, and/or other requests can be approved under special circumstances. Such requests must be submitted in writing to the Deputy Superintendent of Operations. Special visit approval will be documented in writing and a copy will be sent to the requesting visitor, the incarcerated individual, the visitor processing desk, and Outer Control.
 - c. The first visiting period will begin at 12:30 p.m. and end at 3:30 p.m. unless the incarcerated individual is housed in a designated unit and is approved for extended visiting privilege; the second visiting period will begin at 6:00 p.m. and end at 8:30 p.m. Five (5) minutes prior to the ending of a visiting period, the Visiting Room Officer shall announce a five (5) minute warning. All visitors and incarcerated individuals will end their visits during this time.
 - d. In the event the visiting room is at full capacity, visits will be terminated in order by IMS timestamp. The visits that commenced first will be terminated; however, visits will be at least one (1) hour in duration.
 - e. Visitors will not be allowed to gain entrance between the hours of 2:40 p.m. – 3:30 p.m. and after 8:00 p.m. The visitor processing begins one (1) hour prior to the visiting period. The last visitor processed must be in the Pedestrian Trap/External Lobby Processing room by 2:30 p.m. or 7:50 p.m. to be allowed entrance for the 12:30 p.m. – 3:30 p.m. or 6:00 p.m. – 8:30 p.m. visiting session.
 - f. Incarcerated individuals will be allowed visits according to their housing assignment in accordance with the visiting schedule.

There are no visits on Monday unless a holiday falls on that date. Holiday visits will be charged to the incarcerated individuals' weekly visiting allowance. A

holiday schedule is posted in the Reception/Lobby area and all housing units prior to the holiday with the times.

g. Counsel and Confidential Contact Rooms

The SBCC Visiting Room has conference rooms designated as confidential contact visiting areas for use by the incarcerated individuals and Attorneys (and/or the Attorneys' representatives).

3. Specialized Units

a. Incarcerated individuals housed in the Behavior Assessment Unit (BAU), Secure Adjustment Unit (SAU) or, Behavioral Management Unit (BMU) shall receive non-contact visits. For security reasons, due to the location of the Specialized Units, only one (1) adult will be allowed to visit an incarcerated individual at a time. The visit will be held in the non-contact visiting area of each designated area. Incarcerated individuals housed in the BAU shall receive non-contact visits in the general population visiting room. Visits must be scheduled 24 hours in advance and will be one (1) hour in duration. Incarcerated individuals are allowed three (3) visits per week. No visit can be scheduled more than ten (10) days in advance.

i. Secure Treatment Program (STP) incarcerated individuals shall receive visits in accordance with their phase. Incarcerated individuals on phase I are allowed one (1) non-contact visiting period, phase II is allowed two (2) non-contact visiting periods, and phases III and IV are allowed three (3) non-contact visiting periods. Phases III and IV are also allowed one (1) contact visiting period per week in accordance with the unit availability and institutional security needs. Visits must be scheduled 24 hours in advance and will be one (1) hour in duration, contact visits will be two (2) hours in duration. No visit can be scheduled more than ten (10) days in advance.

b. Visitors must arrive (20) minutes prior to their scheduled visit. Any individual arriving twenty (20) minutes late for their scheduled visit will not be permitted to visit. When visitors arrive, they shall complete the visitor's log and notify the Visitor-Processing Officer that they have a scheduled visit.

c. Visits can be scheduled on Sunday, Wednesday, or Friday in accordance with the area visiting schedule by calling the Sergeant of the designated Specialized Unit Monday through Friday between 8:00 a.m. and 10:00 a.m. or between 6:00 p.m. and 8:00 p.m.

Incarcerated individuals on loss of visit sanctions can only receive attorney visits. Attorney visits shall take place in the non-contact visiting rooms.

d. The holiday visits will coincide with the facilities posted holiday schedule.

4. Health Services Unit (HSU)

- a. Incarcerated individuals housed in the HSU for medical reasons shall receive visits in the general population visiting room if medically approved. Their visiting periods shall coincide with that of the unit they were assigned to prior to HSU placement.
- b. Visitors will be required to schedule an appointment for these visits, on the appropriate day, at least twenty-four (24) hours in advance by calling the HSU Sergeant Monday through Friday between 8:00 a.m. and 10:00 a.m. or between 6:00 p.m. and 8:00 p.m. Visiting periods cannot be scheduled more than ten (10) days in advance. Scheduling appointments will facilitate availability of escorting staff due to the incarcerated individual residing apart from the general population
- c. The HSU will have holiday visits in accordance with the facilities posted holiday schedule coinciding with the unit they were assigned to prior to HSU placement.

5. Special Housing Unit (SHU)

- a. Incarcerated individuals housed in the SHU shall receive visits in the general population visiting room to include the same number of visiting periods and authorized individuals as those incarcerated individuals in general population.
- b. Visits for the SHU will take place Tuesday evenings from 5:50 p.m. - 8:35 p.m., and Thursday and Saturday mornings from 8:30 a.m. - 11:00 a.m. five (5) minutes prior to the ending of a visiting period, the Visiting Room Officer shall announce a five (5) minute warning. All visitors and incarcerated individuals will end their visits during this time.
- c. The SHU will have holiday visits coinciding with the facilities posted holiday schedule.

6. Reentry Unit

- a. Incarcerated individuals housed in the Reentry Unit shall receive visits in the general population visiting room to include the same number of visiting periods and authorized individuals as those incarcerated individuals in general population.
- b. Visits for the Reentry housing unit will take place Wednesday evenings from 5:50 p.m. - 8:35 p.m., and Sunday and Friday mornings from 8:30 a.m. - 11:00 a.m. Five (5) minutes prior to the ending of a visiting period; the Visiting Room Officer shall announce a five (5) minute warning. All visitors and incarcerated individuals will end their visits during this time.
- c. The Reentry Unit will have holiday visits coinciding with the facilities posted holiday schedule.

C. Video Visitation

1. General Procedure:

- a. All visitors wishing to participate in video visitation must be pre-approved and have a remote visitation account through Securus Technologies before being allowed to have a video visit with an incarcerated individual.
- b. Visitors must meet the following eligibility requirements to participate in video visiting:
 1. Must be currently registered in the Securus Technologies Video Visitation website at <http://videovisitanywhere.com/>.
 2. Visitors that are not currently registered in the Securus Technologies system must apply online.
 3. All visitors are required to submit an acceptable picture and a photo of a valid government identification card or passport.
 4. Visitors must be already on the incarcerated individuals approved visitation list. Visitor approval process must be the Director of Security level or higher. The scheduling of visits can be a staff member of a lower rank.
 5. Visitors barred from entering any Department of Correction institution will not be authorized to visit.
- c. With the approval of the institution and Securus, **ONLY those individuals on an incarcerated individual's pre-approval list are authorized to schedule and participate in a video visit.**
- d. Visitors may request a video visit by scheduling a time slot online in accordance with the video visitation schedule corresponding to an incarcerated individuals' designated housing unit.
 1. Remote visits may be scheduled up to seven (7) days in advance with a minimum of forty-eight (48) hours between the current date and the date of the visiting period being requested.
 2. Incarcerated individuals are allowed three (3) visiting period per week.
 3. The visiting period will begin at 8:30 a.m. and conclude at 9:00 p.m. All visitation sessions will be twenty (20) minutes (\$5 for 20 minutes) in duration. There is a five (5) minute buffer time between the next scheduled visit. Scheduled times are 11:00 a.m. - 12:30 p.m. and 4:00 p.m. - 5:45 p.m. for the north side and 4:00 p.m. - 6:30 p.m. for the south side.
 4. Visitors must log into the Securus Technologies website to cancel a visit.

- e. Visitors and/or incarcerated individuals who engage in inappropriate behavior or rule violation during a video visit may result in disciplinary action and/or loss of visiting privileges.
- f. Incarcerated individuals that are on loss of visit restriction are ineligible to participate in video visitation until the sanction completion.
- g. Video visitation kiosks are in all the general housing units (two (2) terminals on the south side; one (1) terminal on the north side) to include one (1) terminal in each Specialized Unit.
- h. Visiting room staff will be responsible for monitoring video visits. Housing unit staff shall monitor video visits intermittently while in progress and report any violations to area supervisors. If a video visit in progress needs to be cancelled staff will click the red “X” next to the timer on the monitoring screen and follow the prompts. As a reminder, anything written in the description box will be sent to the visitor via email.
- i. Only the pre-approved visitor should be on camera for the video visit.

The only exception to this is if a parent or guardian set up a video visit for a minor. Minors, when scheduled, shall not require the parent or guardian to be in attendance.

2. Specialized Units

- a. Incarcerated individuals housed in the BAU, BMU, STP, SAU, or HSU shall receive video visitation in accordance with the procedures set forth and the video visitation schedule.
- b. All visits will take place in the designated area with each Specialized Unit. HSU visits will be held in the L3/M3 video visit area.

3. TERMS AND CONDITIONS OF AGREEMENT

Institution Terms & Conditions – Friends and Family - REMOTE Sessions

General Rules:

- a. Participation in video sessions is a privilege, not a right. All parties are expected to always conduct themselves in an appropriate fashion during a video session.
- b. SBCC reserves the right to deny, cancel, or terminate a video session prior to or during a video session based upon misconduct of either party. SBCC also reserves the right to restrict participants from all future use of the system.

- c. All family member/friend video sessions are recorded and subject to electronic monitoring by SBCC personnel. Your use of this video system constitutes consent to this recording and monitoring.
- d. Nudity, sexual conduct, weapons, drugs, alcohol and tight fitting or provocative clothing is prohibited. Any illegal activity will be reported to local law enforcement.
- e. Only the pre-approved visitor should be on camera for the video visit. Any other person on camera will be considered a violation of the video visit procedure and grounds for termination of the visit and a disciplinary report will be issued. The incarcerated individual and visitor may be suspended from video visits.
- f. Video recording and screen shots are not permitted. Any video recording or screen shots will be considered a violation of the video visit procedure and grounds for termination of the visit and a disciplinary report will be issued. The incarcerated individual and visitor may be suspended from video visits.

D. Disturbances and Emergencies

- 1. During a disturbance, IPS shall shut off any active visits within the institution.
- 2. If an emergency in the general housing units exists, the video visit of the incarcerated individual will be cancelled by visiting room staff. IPS and Unit Team Sergeants will have access to this as well.

E. Outside Hospital Visits

- 1. Incarcerated individuals temporarily confined to an outside hospital, other than the Lemuel Shattuck Hospital, will not be allowed visits unless the incarcerated individuals medically determined to be in critical condition or imminent danger of death.
- 2. Visits for incarcerated individuals admitted to outside hospitals shall require the Superintendent's approval of the institution in which the incarcerated individual is housed and be conducted in accordance with 103 DOC 521, *Outside Hospital Security Procedures*.
- 3. Visit approval will be documented in writing and forwarded to the Shift Commander. The Shift Commander or designee will contact the outside hospital detail with the visit information (i.e., duration of visit, visitor information and any additional special circumstances) this will be documented in the outside hospital detail logbook.

II. VISITOR PROCESSING PROCEDURE

- A. Upon entering the Institution lobby, all visitors shall take a numbered ticket and sign the logbook with the corresponding ticket number. Visitors shall not be permitted on institution grounds prior to one (1) hour before the scheduled visiting period.
- B. Once the logbook is completed, the visitor shall notify the Visitor Processing Officer of their scheduled visit if visiting a Specialized Unit and provide their valid identification for processing.
- C. The Lobby Officer shall call visitors in order of the ticket numbers by using the ticket machine display.
- D. When the visitor's number is displayed, they shall turn in their valid identification for processing.
 - 1. The officer will then lookup the incarcerated individuals housing unit to ensure the location of the incarcerated individual is the side scheduled for visiting hours. The housing unit should be noted on the temporary visiting pass.
 - 2. The officer shall then proceed with checking the pre-approval status of the visitor via the Inmate Management System (IMS) and the non-contact visiting list (Intranet).
 - 3. The officer shall also ensure the visitor has current photographic Identification (ID) such as a driver's license, passport, military identification card or official photographic identification cards originating from any state or federal agency, including government employee ID cards and Immigration and Customs Enforcement documents. Visitors may also be required to produce their vehicle registration. The Superintendent or designee may make exceptions to this at their discretion. If the visit includes a minor child, the visitor shall provide the appropriate documentation and it shall be reviewed.
 - 4. The Processing Officer shall notify visitors when an incarcerated individual or their own visitor status has changed (e.g., visitor barred according to the IMS, or an incarcerated individual change of unit/institution).
- E. When there are no discrepancies, the Processing Officer shall then enter the date, time in the IMS, and complete a "Temporary Visitor Pass" slip.
- F. Once the processing is completed, the Lobby Officer shall call the visitor back to the desk to return their ID/documents.
- G. Once a visitor has been completely processed, they shall not be permitted to leave the Lobby Waiting Area.
- H. Prior to entrance all visitor(s) shall review the visitor information book located in the lobby of the institution to see what is allowed inside the institution (e.g., wedding

bands, engagement rings, prescription glasses, medical alert bracelets) and will ensure that all other articles have been properly secured. Medical appliance, brace, ace bandages, casts, dressings, and medical alert bracelets/necklaces will be subject to search.

1. Carrying guns or other weapons, controlled substances, alcohol, illegal drugs, cell phones and other electronic devices, legal medications without prior authorization, money, jewelry items not on the visitor dress code or other contraband items in or out of the institution or on state property is strictly prohibited, and may result in the loss of visiting privilege and/or criminal prosecution
- I. Visitors are required to lock their cars and secure personal items either in their car or in a locker available in the Main Lobby.
- J. The officers in the Lobby Visitor Processing area shall then call no more than eight (8), including minor children, going in sequence as they were processed and proceed through the search procedures.
- K. Upon clearance, visitors will proceed to the Pedestrian Trap. The Pedestrian Trap Officer will check the hand stamp of all visitors before they exit the institution.
- L. Visitors will be allowed to carry out of the visiting room what they brought in with them.
- M. Once the temporary visitor pass is received in the visiting room, the Visiting Room Officer will notify the unit in which the incarcerated individual is housed of the visit.

III. RULES AND REGULATIONS

- A. All visitors to SBCC are governed by the rules and regulations for visiting a correctional institution as applicable by M.G.L. c. 124, §1 (b), (c) and (q); c. 127, §36 and 37; c. 268, § 31 and 103 CMR 483, Visiting Procedures. Failure to comply with the rules and regulations of the Commonwealth of Massachusetts and Department of Correction may result in, and not be limited to termination of visiting privileges and where applicable, criminal prosecution.
- B. Visitors Access to Rules and Regulations: A copy of the institutional visiting rules and procedures, directions to the institution, and local transportation information will be made available to any visitor upon request.
 1. The MBTA Train schedule and a taxi telephone number list is posted in the locked cabinet in the lobby of the institution.
- C. All institution visiting rules shall be strictly enforced. Please read all rules and regulations carefully.

- D. Any disruptive action which threatens the security of the institution shall result in termination of the visit, after approval of the Shift Commander. Each visiting area officer(s) shall submit a written report detailing the incident to the Superintendent before completing his/her tour of duty.
- E. General population visits are designated as limited contact, upon entering and exiting the Visiting Room, the incarcerated individual and visitor(s) are allowed a brief welcoming and departing embrace which may include a closed mouth kiss.
1. The incarcerated individual and visitor(s) will sit opposite each other in a face-to-face fashion. The incarcerated individual will be seated in the plastic chair located directly across from their visit. Both the incarcerated individual and visitor(s) shall keep both feet flat on the floor, maintaining a correct, upright posture. The plastic chair legs will not be allowed to cross the red out of bound mark placed on the floor.
 2. In order to maintain a pleasant atmosphere conversational voice volume is to be used any distracting loudness will not be permitted.
 3. Staff shall document via an incident report indicating visitor/incarcerated individual patterns of non-compliance after a verbal warning had been given to each individual.
 4. Visitors are allowed to enter the Visiting Room once a day. Once a visitor leaves the Visiting Room and/or institution, they will not be permitted re-entry.
- F. In the event it is count time and a visit is over, the incarcerated individual shall not be allowed to leave the visiting room until the count is complete.

G. Bathroom Facilities

1. Visitors shall notify the Visiting Room Officer prior to using the bathroom area. Children under the age of ten (10) must be accompanied by the parent or guardian other than the incarcerated individual.
2. The officer will unlock the bathroom door and allow the visitor to enter. The officer will remain outside the bathroom door.
3. All visitors, except for attorneys, will be subject to a personal search inside the restroom before being allowed back into the visiting room. Visitors will be required to consent to a personal search after utilizing the bathroom. Documentation of the signed consent will be documented in the Personal Search logbook prior to entering the bathroom. Staff of the same gender shall conduct this search. The officer shall keep the restroom open during the search, yet still afford the visitor privacy.
4. Whenever a child uses the bathroom, an adult shall be present prior to conducting the personal search. If the adult enters the bathroom facilities with the child, they are also subject to a personal search.

5. Visitors are expected to keep these areas clean.
6. The restroom facilities are available for use at the discretion of the Officer in Charge. If in the event the visitor is unable to wait until such time that 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 for the remainder of the day.
7. Visitors will not be allowed to use the restrooms ½ hour prior to the end of visits until the visiting period is over.
8. Incarcerated individuals are not authorized to utilize restrooms within the visiting room. Incarcerated individuals may leave the visiting room to use the facilities in their housing unit. They will not be permitted to return to the visiting room.

H. Children Visitation:

1. Restrictions

- a. No child who was a victim of the incarcerated individual's offense shall be authorized to visit without the authorization of the Commissioner or designee.
- b. All children (17 years or younger) wishing to visit must be accompanied by an adult in possession of a copy of the child's birth certificate.
- c. Children accompanied by an adult other than their parent/legal guardian must have written permission from the parent/legal guardian. A Minor Request Form must be filled out, notarized, and sent to the institution for the Superintendent's signature in advance of the visit. The visitor must bring the approved signed/notarized minor consent form and copy of the birth certificate or official hospital record (verifying the birth of the child, the date of birth of the child, and the parent information) with them to the visit.
- d. 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.

**** NO MINOR MAY BE LEFT UNATTENDED IN ANY AREAS **
ON STATE PROPERTY INCLUDING BUT NOT LIMITED TO
VEHICLES, LOBBY, ETC.**

2. Infants

- a. If a visitor needs to breast-feed their child during a visit, the visitor must exit the visiting room, and nurse their child in the designated nursing area located

in the front lobby. Before the incarcerated individual's visitor leaves the visiting room, the Visiting Room Sergeant\Officer will inform the visitor that they will be allowed to return to the visiting room if time permits. The incarcerated individual will be placed in the non-contact visiting area until the visit returns to the visiting room.

- b. If time permits, upon completion of the baby's feeding, the visitor shall be placed at the top of the visiting process list and be reprocessed through the Pedestrian Trap.
- c. If the child's diaper needs to be changed during the visit, the parent (visitor) and child will be escorted to the visiting room bathroom equipped with the diaper changing station, where the child will be changed under staff supervision within the immediate area however affording the visitor privacy.

3. Children's Area

- a. The children's area shall consist of four (4) small round tables with chairs at the front of the visiting room. This is to allow supervision by the visiting parent/guardian.
- b. The visiting parent/guardian and the Visiting Room Officers shall supervise the children's play area. The visiting parent/guardian shall be always responsible for their children's conduct and actions.

I. Rule Violations

- 1. Any violation of visiting rules by incarcerated individuals may result in disciplinary action and/or loss of visiting privilege.
- 2. Any violation of visiting rules by visitors may result in termination of the visit and loss of visiting privilege.
- 3. Visitor Smoking: The smoking, possession, or other use of tobacco products by visitors is prohibited in all Department of Correction (DOC) facilities and on all DOC property.
- 4. Cell phones, laptop computers/tablets, smart watches or paraphernalia related to such are not permitted inside the institution Administration Building including the Lobby/Visitor Waiting Area, visitor bathrooms and visitor lockers.

J. Visitor Parking:

- 1. All incarcerated individual visitors shall park in the visitor parking area located designated as "Lot B", along the back row closest to the main access road. Signs are in place defining the parking designation. If there are no available parking

spaces, visitors will utilize available spaces within “Lot B”.

2. A vehicle should never be left running unless it is occupied. Therefore, all incarcerated individual visitors in the institution parking lot are prohibited the use of remote control or keyless ignition type starters.
3. People who are providing a ride to an incarcerated individual’s visitor, who are waiting for the visiting period to end, must leave state property.
4. Upon completion of the visitor’s visiting period, visitors are not permitted to loiter within the administration building and/or parking lot area and must leave state property. Violators to this directive may be subject to loss of visiting privileges.

IV. SBCC VISITOR/INCARCERATED INDIVIDUAL DRESS CODE (483.14)

- A. All visitors shall comply with the Department of Correction Visitor Dress Code as defined in the *103 DOC 483, Visiting Procedures* (attachment #1).

(This shall apply to all visits including those by law students, clergy, media, volunteers, and tour groups, and to special events at correctional institutions, in which outsiders are allowed to participate, except where Department regulations specifically addressing those subjects provide otherwise.)

- B. 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.

C. Incarcerated individual Dress Code

Incarcerated individuals are permitted to wear one scrub top, one scrub bottom, one T-shirt, and one pair of boxer underwear with socks and appropriate footwear to the Visiting Room. “Double Layers”, thermal tops, thermal bottoms, gym shorts or watches are not permitted. Incarcerated individuals may bring their ID card, wedding band, medical alert necklace/bracelet, one religious medal with chain, and headwear that is religious in nature.

**Souza Baranowski Correctional Center (SBCC)
Harvard Road
P.O. Box 8000
Shirley, MA 01464
(978) 514-6500**

Directions:

From Boston - Take Storrow Drive West to Alewife Brook Parkway and Rte. 2 West. Take Rte. 2 West to Exit 105 (Shirley). Bear right off exit ramp. Turn left at the stop sign. Take your next right at sign saying Shirley Complex. SBCC is the first large institution on your right.

From the North - Take Rte. 495 South to Exit 78B (Rte. 2 West). Follow Rte. 2 to Exit 105 (Shirley). Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying Shirley Complex. SBCC is the first large institution on your right.

From the South - Take Rte. 495 North to Exit 78B (Rte. 2 West). Follow Rte. 2 to Exit 105 (Shirley). Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying Shirley Complex. SBCC is the first large institution on your right.

From the East - Take Rte. 2 West to Exit 105 (Shirley). Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying Shirley Complex. SBCC is the first large institution on your right.

From the West - Take Rte. 2 to Exit 105 (Shirley). Bear right off exit ramp going over Rte. 2. Take first right - sign saying Shirley Complex. SBCC is the first large institution on your right.

**SOUZA BARANOWSKI CORRECTIONAL CENTER
VISITING SCHEDULE**

<u>AREA</u>	<u>VISITING DAYS</u>	<u>VISITING HOURS</u>
South Housing Units G2, H2, J2 (Low Sector)	Thursday	12:30 p.m. – 3:30 p.m.
	Sunday & Tuesday	6:00 p.m. – 8:30 p.m.
South Housing Units G2, H2, J2 (High Sector)	Sunday & Friday	12:30 p.m. – 3:30 p.m.
	Thursday	6:00 p.m. – 8:30 p.m.
South Housing Units H1, J1, K1 *KI – ONLY (Additional Visiting Hr.)	Tuesday & Saturday	12:30 p.m. – 3:30 p.m.
	Wednesday	6:00 p.m. – 8:30 p.m.
	*Tuesday & Saturday	3:30 p.m. – 4:30 p.m.
South Housing Unit G1 (In accordance with sector, see below)	Wednesday <i>(Low Sector: Contact; High & Back: Non-Contact)</i>	12:30 p.m. – 3:30 p.m.
	Friday <i>(High Sector: Contact; Low & Back: Non-Contact)</i>	6:00 p.m. – 8:30 p.m.
	Saturday <i>(Back Sector: Contact; High & Low: Non-Contact)</i>	6:00 p.m. – 8:30 p.m.
North Housing Units L2, N2, P2 (Non-Contact)	Sunday & Saturday	12:30 p.m. – 3:30 p.m.
	Wednesday	6:00 p.m. – 8:30 p.m.
North Housing Units L1, N1, P1 (Non-Contact)	Tuesday	12:30 p.m. – 3:30 p.m.
	Sunday & Thursday	6:00 p.m. – 8:30 p.m.
Secure Adjustment Unit (SAU) Behavioral Management Unit (BMU) (Currently closed)	Sunday	8:30 a.m. – 11:00 a.m.
	Thursday	12:30 p.m. – 3:30 p.m.
	Tuesday	6:00 p.m. – 8:30 p.m. Call the S. SAU/BMU Sgt. @ ext. 6445 or N. SAU @ ext. 6067 between 8:00 a.m. through 10:00 a.m. or 6:00 p.m. through 8:00 p.m.
Secure Treatment Program (STP)	Sunday *Non-Contact shall be scheduled by appointment, 24 hrs. in advance with the unit Sergeant.	8:30 a.m. – 11:00 a.m. Call the STP Sergeant @ ext. 6069 between 8:00 a.m. through 10:00 a.m. or 6:00 p.m. through 8:00 p.m.
Health Service Unit (HSU)	Scheduled by appointment only to coincide with the incarcerated individuals Housing Unit assignment prior to the HSU placement. Visit to occur in the Visiting Room, if medically approved.	Call the HSU Sergeant @ ext. 6350 between 8:00 a.m. through 10:00 a.m. or 6:00 p.m. through 8:00 p.m.
Incarcerated individuals are allowed three (3) visit periods per week with one (1) visit period per day.		
The sectors are as follows: Low Sector – Cell Assignment #1 thru #16 & #33 thru #48 High Sector – Cell Assignment #17 thru #32 & #49 thru #64 ***NON-CONTACT VISITS MUST BE SCHEDULED 24 HOURS IN ADVANCE with the Visiting Room Staff. Visits can be scheduled by calling the Visiting Room Sergeant between 1:00 p.m. through 8:00 p.m. seven (7) days a week.		
G1 Housing Unit ONLY , the sectors are as follows: Low Sector - Cell Assignment #1 thru #11 Back Sector - Cell Assignment #12 thru #19 High Sector - Cell Assignment #20 thru #32		

**BEHAVIOR ASSESSMENT UNIT (BAU)
VISITING SCHEDULE**

<u>VISITING DAYS</u>	<u>VISITING HOURS</u>
SUNDAY	8:30 a.m. - 11:00 a.m.
MONDAY	NO VISITS
TUESDAY	6:30 p.m. - 8:30 p.m.
WEDNESDAY	NO VISITS
THURSDAY	2:30 p.m. - 3:30 p.m.
FRIDAY	NO VISITS
SATURDAY	NO VISITS
ALL VISITS MUST BE SCHEDULED A MINIMUM OF 24 HOURS IN ADVANCE with the BAU/BMU staff, but not more than 10 days in advance. Visits can be scheduled by calling the BAU Sergeant at extension 6030 between 8:00 a.m. through 10:00 a.m. or 6:00 p.m. through 8:00 p.m. seven (7) days a week.	

A. **HOLIDAYS OBSERVED:** News Years Day, Martin Luther King Day, Washington’s Birthday, Patriots Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. Holiday visits shall rotate between North and South side housing units, prior to the holiday the scheduled times shall be posted in the housing units and visitor lobby.

A maximum of two (2) adults with, four (4) visitors total (ex: 2 adults and up to 2 children or 1 adult and up to 3 children) will be allowed to visit at any one time. Incarcerated individuals are allowed three (3) visits per week, one (1) visit per day, including holidays.

If the visiting room becomes crowded, the visit that commenced first will be terminated; however, visits shall be at least one (1) hour in duration. The visiting room shall be cleared of all visits by 11:00 a.m., 4:00 p.m., and then again by 8:35 p.m.

Visitors will not be allowed to gain entrance between 2:40 p.m. and 3:30 p.m., during change of shifts and after 8:00 p.m.

Visitors are allowed to enter the Visiting Room once a day. Once a visitor leaves the Visiting Room and/or institution, they will not be permitted re-entry.

Money deposits may be mailed to the incarcerated individual at the Institution. Money deposits may also be dropped off during visiting hours by depositing the funds in the appropriate box located in the main lobby. Cashier’s checks, money orders or postal orders are preferable; however, personal checks will be accepted. There is a seven (7) day hold on all personal checks. **Please do not send cash.**

We are not responsible for lost cash. Also, credit or debit card money deposits may be made through “Secure Deposits” services via the internet at ACCESSCORRECTIONS.COM or by telephone (866) 345-1884. Cash deposits are available at Dollar General or Family Dollar

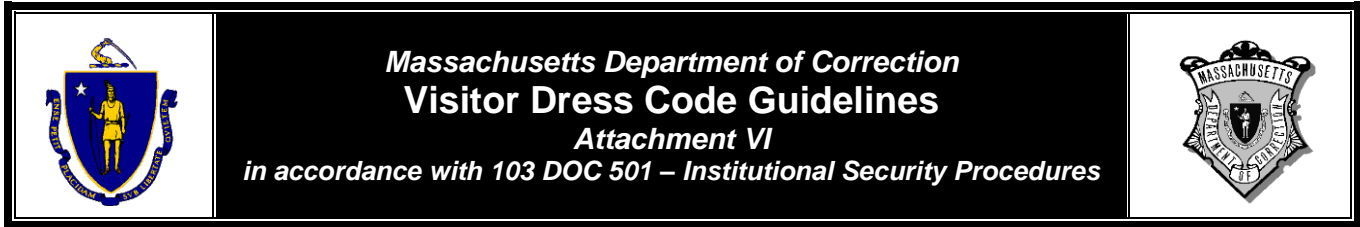
stores by first registering at CashPayToday.com. Money deposits such as Cashier's checks, money orders or postal orders shall be mailed to:

MASS DOC
P.O. Box 12486
St. Louis, MO 63132

B. The following pertains to the Specialized Units (BAU, BMU, SAU, STP, HSU) visitation:

Visitors arriving 20 minutes late for their scheduled visit will not be allowed to visit and must reschedule a new visiting period.

For security reasons, due to the location of Specialized Units in the institution, a maximum of one (1) adult is allowed to visit a incarcerated individual at a time. Visits are limited to one (1) hour in duration and are allowed three (3) visiting periods per week. No visit can be scheduled more than ten (10) days in advance.



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 incarcerated individual 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 institutions 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 incarcerated individual 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 (i.e., toupees, wigs, extensions, weaves) may be worn but must be searched. It is the visitor's responsibility to inform the officer that they are wearing a hairpiece during the search 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:

1. 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

2. 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.