


<p>Massachusetts Department Of Correction</p> <p>Souza Baranowski Correctional Center PROCEDURE</p>		<p>Superintendent Approval Date</p> <p>2/13/2021</p>	
		<p>Reviewing Authority Approval Date</p> <p>2/23/2021</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>	
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TABLE OF CONTENTS

I.	Institution Procedures (483.06)	3
II.	SBCC Visitor / Inmate Dress Code (483.14)	14
III.	Rule Violations (483.10)	18

I. INSTITUTION PROCEDURES (483.07)

A. Inmate Visitor Processing

1. Each inmate 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.
2. Pre-approved visitors may consist of a combination of immediate family members and/or friends. This list may be revised upon an inmate'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 in 103 CMR 483) available at each inmate library. Requests for changes shall be submitted to the Director of Security for processing.
3. Once the inmate submits their list of desired visitors, prospective visitors shall complete and submit a "Visitor Application" form (Attachment in 103 CMR 483), along with a copy of a current photo identification card to SBCC's Director of Security. Any medical documentation must also be submitted at this time; applications shall be approved or denied within a reasonable amount of time.
4. Upon entering the Institution lobby, all visitors shall take a numbered ticket and sign the logbook with the corresponding ticket number. If the visit is scheduled, a check shall be placed in the corresponding box. Visitors shall not be permitted on institution grounds prior to one (1) hour before the scheduled visiting period.
5. Once the logbook is completed, the visitor shall notify the processing officer of their scheduled visit, and provide their valid identification for processing.
6. The Lobby Officer shall call visitors in order of the ticket numbers by using the ticket machine display.
7. When the visitor's number is displayed, they shall turn in their valid identification for processing.

The officer will then check the housing unit roster to ensure the location of the inmate is the side scheduled for visiting hours. The housing unit should be noted on the temporary visiting pass.

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).

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 reviewed.

8. The processing officer shall notify visitors when an inmate or their own visitor status has changed (e.g. visitor barred according to the IMS or an inmate change of unit/institution).
9. When there are no discrepancies, the processing officer shall then enter the date, time in the IMS, and complete a "Temporary Visitor Pass" slip.
10. Once the processing is completed, the Lobby Officer shall call the visitor back to the desk to return their ID/documents.
11. 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 facility (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.
 - a. 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
12. Visitors are required to lock their cars and secure personal items either in their car or in a locker available in the Main Lobby.

B. General Visiting Procedures

1. The officers in the Exterior 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.

2. 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.
3. Visitors will be allowed to carry out of the visiting room what they brought in with them.
4. Once the temporary visitor pass is received in the visiting room, the Visiting Room Officer will notify the unit in which the inmate is housed of the visit.
5. In the event the visiting room is at full capacity, visits will be terminated in order by IMS timestamp. The first visitors in will be the first visitors terminated, after a one-hour duration.
6. General population visits are designated as limited contact (Upon entering and exiting the Visiting Room, the inmate and visitor(s) are allowed a brief welcoming and departing embrace which may include a closed mouth kiss).

The inmate and visitor(s) will sit opposite each other in a face-to-face fashion. The inmate will be seated in the plastic chair located directly across from their visit. Both the inmate and visitor(s) shall keep both feet flat on the floor, maintaining a correct, upright posture with their backs against the chair. The plastic chair legs will not be allowed to cross the red out of bound mark placed on the floor.

Inmates and visitors shall be allowed to hold hands, however, rubbing of arms or legs of the other will not be permitted. In order to maintain a pleasant atmosphere conversational voice volume is to be used any distracting loudness will not be permitted.

Staff shall document via an IMS incident report indicating visitor/inmate patterns non-compliance after a verbal warning had been given to each individual.

7. In the event it is count time and a visit is over, the inmate shall not be allowed to leave until the count is completed.

C. Visiting Hours

1. General Population – Contact Visits

- a. Inmates are allowed three (3) visiting periods per week with only one period allowed per day. A maximum of two (2) adults, with four (4) visitor's total, may visit an inmate 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. Any variation to the authorized number of visitors must be approved in writing as a special visit request. Such requests must be submitted to the Deputy Superintendent of Operations.

- b. Any variation to the authorized number of visitors must be approved in writing as a special visit request. Such requests must be submitted 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 inmate, the visitor processing desk and Outer Control.
- c. The first visiting period will begin at 1:00 p.m. and end at 4:00 p.m. unless the inmate is housed in a designated unit and is approved for extended visiting privilege; the second visiting period will begin at 5:50 p.m. and end at 8:35 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 inmates will end their visits during this time.
- d. Additional visiting periods for North and South General Population Units have been added, on an alternating schedule, on Tuesday 8:30a.m. – 11:00 a.m. The schedule for the additional visiting period is posted in the Lobby and Housing Units.
- e. If the visiting room becomes crowded, the visits that commenced first will be terminated; however, visits will be at least one (1) hour in duration.
- f. Visitors will not be allowed to gain entrance between the hours of 2:40-3:30 p.m. and after 8:00p.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 or 7:50 p.m. to be allowed entrance for the 1:00 – 4:00 p.m. or 5:50 – 8:35 p.m. visiting session.
- g. Inmates will be allowed visits according to their housing assignment as indicated below.

NORTH HOUSING

Sunday
Wednesday
Friday

SOUTH HOUSING

Tuesday
Thursday
Saturday

There are no visits on Monday unless a holiday falls on that date. Holiday visits will be charged to the inmates' weekly visiting allowance. North and South Housing holiday visits will alternate from the first visiting period, 1:00-4:00 p.m., and the second visiting period, 5:50-8:35 p.m., each holiday. Notices are posted in the Lobby and Housing Units prior to the holiday with the times.

h. Counsel and Confidential Contact Rooms

Souza-Baranowski Correctional Center (SBCC) General Population Visiting Room has conference rooms designated as confidential contact visiting areas for use by the inmates and Attorneys (and/or the Attorneys' representatives).

2. Visiting Hours For Restricted Housing Unit (RHU) Inmates and Secure Treatment Program (STP):

a. Inmates housed in the RHU or the STP shall receive non-contact visits. For security reasons, due to the location of the RHU and STP, only one adult will be allowed to visit an inmate at a time. The visit will be held in the non-contact visiting area of RHU or STP. Visits must be scheduled 24 hours in advance and will be one (1) hour in duration. Inmates are allowed three (3) visits per week. No visit can be scheduled more than ten (10) days in advance. 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.

b. Visiting appointments will be made according to the following three (3) day schedule.

Sunday Wednesday Friday

9:00a.m. -10:00a.m. ----->
10:00a.m.-11:00a.m. ----->
1:00p.m.-2:00p.m. ----->
6:30p.m.-7:30p.m. ----->
7:30p.m.-8:30p.m. ----->

c. Visits can be scheduled by calling the Sergeant of the North or South RHU and STP Monday through Friday between 8:00 a.m. and 10:00 a.m. or between 6:00 p.m. and 8:00 p.m.

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

3. Health Services Unit (HSU) Inmate Visitation
 - a. Inmates 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 between the hours of 10:00 am and 2:00 pm, Monday through Saturday. Visiting periods cannot be scheduled more than ten (10) days in advance. Scheduling appointments will facilitate availability of escorting staff due to the inmate residing apart from the general population. (See attached schedule for general population visits). 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, he/she shall complete the visitor's log and notify the visitor-processing officer that they have a scheduled visit.
4. Special Housing Unit (SHU)
 - a. Inmates housed in the SHU shall receive visits in the general population visiting room to include the same amount of visiting periods and authorized individuals as those inmates in general population.
 - b. Visits for the SHU housing unit will take place Tuesday evenings from 5:50-8:35 p.m., and Thursday and Saturday Mornings from 8:30 - 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 inmates will end their visits during this time.
 - c. The SHU will have holiday visits from 11:00 a.m. to 1:00 p.m.
5. Re-Entry Unit
 - a. Inmates housed in the Reentry unit shall receive visits in the general population visiting room to include the same amount of visiting periods and authorized individuals as those inmates in general population.
 - b. Visits for the Reentry housing unit will take place Wednesday evenings from 5:50-8:35 p.m., and Sunday and Friday mornings from 8:30-11:00 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 inmates will end their visits during this time.

- c. The Reentry unit will have holiday visits from 9:00am to 11:00am.

D. 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 inmate.*
- b. *Visitors must meet the following eligibility requirements in order to participate in a video visitation:*
- i. *Must be currently registered in the Securus Technologies Video Visitation website at <http://videovisitanywhere.com/>.*
 - ii. *Visitors that are not currently registered in the Securus Technologies system must apply online.*
 - iii. *All visitors are required to submit an acceptable picture and a photo of a valid government identification card or passport.*
 - iv. *Visitors must be already on the inmates 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.*
 - v. *Visitors barred from entering any Department of Correction facility will not be authorized to visit.*
- c. *With the approval of the facility and Securus, ONLY those individuals on an inmate'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 to the Video Visitation schedule corresponding to an inmates' designated housing unit.*
- i. *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.*
 - ii. *Inmates are allowed two (2) visiting period per week.*

- iii. *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. Block out times will be 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.*
- iv. *Exceptions to the visiting schedule and duration of visits, and/or other requests must be approved in writing as a special visit request. Such requests must be submitted in writing to the Superintendent or designee. If approved, all special visit approvals will be documented in writing and a copy will be sent to the requesting visitor, the inmate, and the Director of Security's office.*

- e. *Visitors and/or inmates who engage in inappropriate behavior or rule violation during a video visit may result in disciplinary action and/or loss of visiting privileges.*

- f. *Inmates that are on loss of visit restriction are ineligible to participate in video visitation until the sanction completion.*

- g. *Video visitation kiosks are located in all the general housing units (two (2) terminals on the south side; one (1) terminal on the north side) to include the South and North RHU.*

- h. *Video visits shall not be cancelled if an inmate is on quarantine status. Staff will ensure the area is sanitized after each visit.*

- i. *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.*

- j. *Only the pre-approved visitor should be on camera for the video visit.*

- i. *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. *Health Services Unit Video Visitation*

- a. *Upon medical approval, Inmates housed in the HSU shall receive video visitation in accordance to the procedures set forth and the Video Visitation schedule.*
- b. *Visits will be held in the North Level 3 video visit area*

3. *Restrictive Housing Unit Video Visitation*

- a. *Inmates housed in the RHU shall receive video visitation in accordance to the procedures set forth and the video visitation schedule.*
- b. *All visits will take place in either the North or South RHU respectively.*

4. *TERMS AND CONDITIONS OF AGREEMENT*

Facility T & C – Friends and Family - REMOTE Sessions

General Rules:

- a. *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.*
- 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 inmate 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 inmate and visitor may be suspended from video visits.

5. Disturbances and Emergencies

- a. *During a disturbance, IPS shall shut off any active visits within the facility.*

- b. *If an emergency in the general housing units exists, the video visit of the inmate will be cancelled by visiting room staff. IPS and Unit Team Sergeants will have access to this as well.*

E. Children Visitation

1. Restrictions

- a. No child who was a victim of the inmate'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. Children's Area

- a. The children's area shall consist of four 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 responsible for their children's conduct and actions at all times.
- c. The institution shall provide children's reading material, coloring books, and crayons approved by the Superintendent for the children's play area. These shall remain in the area of the children's play tables at all times during the visiting periods.
- d. The children's reading materials, coloring books, and crayons shall be secured and stored by the visiting room staff after the visiting period is over.

3. Bathroom Facilities

- a. 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 inmate.
- b. The officer will unlock the bathroom door and allow the visitor to enter. The officer will remain outside the bathroom door.
- c. All visitors, with the exception of 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.

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.

- d. Visitors are expected to keep these areas clean.
- e. 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.
- f. Visitors will not be allowed to use the restrooms from ½ hour prior to the end of visits until the visiting period is over.
- g. Inmates are not authorized to utilize restrooms within the visiting room. Inmates may leave the visiting room to use the facilities in his housing unit. He will not be permitted to return to the visiting room.

4. Transportation

a. Visitor Parking

- i. All inmate visitors shall park in the visitor parking area located directly in front of the institution.
- ii. A vehicle should never be left running unless it is occupied. Therefore, all inmate visitors in the institution parking lot are prohibited the use of remote control or keyless ignition type starters.
- iii. People who are providing a ride to an inmate’s visitor, who are waiting for the visiting period to end, must leave state property.

b. Public Transportation

The MBTA Train schedule and a taxi telephone numbers listing is posted in the locked cabinet near the payphones in the lobby of the institution.

II. SBCC VISITOR / INMATE DRESS CODE (483.14)

- A. The following restrictions shall apply to all visitors as defined in the *103 DOC 483, Visiting Procedures* entering SBCC.

(103 CMR 483 is applicable to all employees, visitors and inmates at all state correctional institutions. They shall apply to all visits including those by law students, paralegals, 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.)

The following items are NOT ALLOWED to be worn.

1. Boots worn above the knee (exception – boots below the knee will 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 their person (e.g. two (2) pairs of pants, or skirt and slacks, etc.);
10. Bibbed clothing of any type: shorts, dress, pants, overalls, jumper 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;
14. Visitors cannot wear any type of blue or black jeans. (Allowable for age 8 and 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 with necklace/ chain and medical alert jewelry;
16. Dresses, skirts and skirt slits will not exceed 3" 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 in. 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 or those capable of storing information are allowed; and
24. No wearing of any type of glitter make-up materials to include Chap Stick or lip balms, facial makeup, 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 button(s).

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

D. Any visitor who does not conform to appropriate visiting regulations will be barred for the day. Visitors will not have the opportunity to change into appropriate clothing that they may have in the vehicle, etc.

E. Visitors are only allowed to visit one (1) inmate housed at SBCC. Exception will be if the visitor is immediate family (i.e. brother, father, or step-parent), as outlined in 103 CMR 483. Visitors will be required to request permission from the Superintendent in writing if they choose to visit another inmate.

F. 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.

G. Inmate Dress Code

Inmates 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. Inmates may bring their ID card, wedding band, medical alert necklace/bracelet, one religious medal with chain, and headwear that is religious in nature.

H. Visitor Medication 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).

1. 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.
2. 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).
3. 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.
4. If this is a first time visit to a correctional facility by the visitor, the Shift Commander shall be notified for authorization to enter with the necessary device(s) provided the visitor has agreed to a personal search prior to entering. This one time approval shall be documented via an incident report and made available to processing staff. The visitor shall be advised that they must obtain the required approval prior to their next visit.
5. Visitors who have life-saving medication shall keep it on their person at all times.
6. The officer shall note all medication or medical device(s) upon entry in the Inmate Management System (IMS) visitor log and verify upon exit of the visiting room.

I. Infants

1. Visitors entering with infants will be allowed to enter with the following items:
 - a. Two (2) clear plastic bottles with formula, milk, water or juice;
 - b. One (1) empty sippy cup;

- c. Two (2) infant diaper diapers and infant wipes in a clear plastic bag;
 - d. One (1) receiving blanket;
 - e. One (1) pacifier;
 - f. Two (2) plastic, sealed jars/pouches of baby food;
 - g. One (1) plastic spoon; and
 - h. One (1) bib.
2. If a female visitor needs to breast-feed her child during a visit, the visitor must exit the visiting room, and nurse her child in the designated nursing area located in the front lobby. Before the inmate's visitor leaves the visiting room, the Visiting Room Sergeant\officer-in-charge (OIC) will inform her that she will be allowed to return to the visiting room if time permits. The inmate will be placed in the Non-Contact visiting area until the visit returns back to the visiting Room.
 3. 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.
 4. 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.

III. RULE VIOLATIONS (483.10)

- A. Any violation of visiting rules by inmates may result in disciplinary action and/or loss of visiting privilege.
- B. Any violation of visiting rules by visitors may result in termination of the visit and loss of visiting privilege.

C. 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.

D. Visitors Access to Rules and Regulations

A copy of the institutional visiting rules and procedures shall be made available to any visitor who requests one. Along with this, requests for directions to the facility and local transportation information shall be provided.

- E. Cell Phones or Cell Phone paraphernalia are not permitted inside the institution Administration Building to include the Lobby (Visitor Waiting Area), Visitor

Bathrooms and Visitor Lockers.

- F. Once a Visitor has entered the Lobby Area, received their number to be processed and has had their paperwork processed they shall not be permitted to leave the Lobby Waiting Area.
- G. Outside Hospital Visits
 - 1. Inmates temporarily confined to an outside hospital, other than the Lemuel Shattuck Hospital, will not be allowed visits unless the inmates medically determined to be in critical condition or imminent danger of death.
 - 2. Outside Hospital, visit requests can be made by contacting the Superintendent's office. Visit approval will be document 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.

IV. SPECIAL VISITS (483.09)

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 inmate, the visitor processing desk and Outer Control.

**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 36 (Shirley). Bear right off exit ramp. Turn left at the stop sign. Take your next right at sign saying MCI-Shirley. SBCC is the first large facility on your right.

From the North - Take Rte. 495 South to Exit 29B (Rte. 2 West). Follow Rte. 2 to Exit 36 (Shirley). Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying MCI-Shirley. SBCC is the first large facility on your right.

From the South - Take Rte. 495 North to Exit 29B (Rte. 2 West). Follow Rte. 2 to Exit 36 (Shirley). Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying MCI-Shirley. SBCC is the first large facility on your right.

From the East - Take Rte. 2 West to Exit 36 (Shirley). Bear right off exit ramp. Turn left at stop sign. Take your right immediately at sign saying MCI-Shirley. SBCC is the first large facility on your right.

From the West - Take Rte. 2 to Exit 36 (Shirley). Bear right off exit ramp going over Rte. 2. Take first right - sign saying MCI-Shirley. SBCC is the first large facility on your right.

**SOUZA-BARANOWSKI CORRECTIONAL CENTER
VISITING SCHEDULE**

<u>AREA</u>	VISITATION DAYS	VISITATION HOURS
<u>General Population</u> 3 visit periods per week, with 1 period per day	South Housing Units : Tuesday Thursday & Saturday	1:00 p.m. – 4:00 p.m. 1:00 p.m. – 4:00 p.m. / 5:50 p.m. – 8:35 p.m.
<u>No visits on Monday unless a holiday falls on that date.</u>	North Housing Units: Sunday & Friday Wednesday	1:00 p.m. – 4:00 p.m. / 5:50 p.m. – 8:35 p.m. 1:00 p.m. – 4:00 p.m.
<u>Reentry Unit</u>	Sunday & Friday Wednesday	8:30 – 11:00 a.m. 5:50 p.m. – 8:35 p.m.
<u>SHU</u>	Tuesday Thursday & Saturday	5:50 p.m. – 8:35 p.m. 8:30 – 11:00 a.m.
Alternating Visitation Schedule: Tuesday 8:30 a.m. – 11:00 a.m.		

Restrictive Housing Unit (RHU) Visiting Schedule

DAY	TIME
SUNDAY	9:00 am to 10:00 am / 10:00 am to 11:00 am / 1:00 pm to 2:00 pm / 6:30 pm to 7:30 pm / 7:30 pm to 8:30 pm
MONDAY	NO VISITS
TUESDAY	NO VISITS
WEDNESDAY	9:00 am to 10:00 am / 10:00 am to 11:00 am / 1:00 pm to 2:00 pm
THURSDAY	NO VISITS
FRIDAY	9:00 am to 10:00 am / 10:00 am to 11:00 am / 1:00 pm to 2:00 pm / 6:30 pm to 7:30 pm / 7:30 pm to 8:30 pm
SATURDAY	NO VISITS

- A. **HOLIDAYS OBSERVED:** News Years Day, Martin Luther King Day, Washington’s Birthday, Patriots Day, Memorial Day, 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. Inmates 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 inmate 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

Alternating additional visiting periods are posted in Visiting Room, Lobby, and Housing Units. The visiting periods are on Tuesday from 8:30 a.m. – 11:00 a.m. and shall rotate between North and South General Population Units.

B. The following pertains to the RHU visitation:

ALL VISITS MUST BE SCHEDULED A MINIMUM OF 24 HOURS IN ADVANCE WITH THE RHU UNIT, but not more than 10 days in advance. Visits can be scheduled by calling the Sergeant of the North or South RHU seven days a week between 8:00 a.m. and 10:00 a.m. or between 6:00 p.m. and 8:00 p.m.

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 the RHU in the institution, a maximum of one (1) adult is allowed to visit a RHU inmate at a time. Visits are limited to one (1) hour in duration. RHU inmates, as well as non-contact population visit inmates, are allowed three (3) visiting periods per week.