



MCI - FRAMINGHAM

VISITING PROCEDURES

In accordance with:

103 CMR 483 – VISITING PROCEDURES



OBJECTIVE: To establish visiting procedures for MCI-Framingham in accordance with 103CMR483. The term “inmate” shall apply to both inmates and detainees unless specified otherwise.

APPLICABILITY: All staff, inmates, and visitors of MCI-Framingham

PUBLIC ACCESS: Yes

INTERNAL REVIEWING AUTHORITY: Deputy Superintendent of Operations

EXTERNAL REVIEWING AUTHORITY: Policy Development and Compliance Unit

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I. VISITING PROCEDURES

A. General Population

1. Visiting hours are from 1 to 8:45 p.m.; on Sunday, Tuesday, Thursday and Saturday for all inmates housed in general population.

Holiday schedules shall follow the visiting schedule for the assigned day, unless otherwise authorized by the Superintendent.

2. Visitor processing runs from 12:00p.m. – 8:15 p.m. No visits will be processed after 8:15 p.m. Visiting

trap procedures are as follows:

- a. **Shift Change** – The Visitor Trap will close from 2:50 p.m. - 3:10 p.m. At 2:30 p.m. the Visiting Room OIC shall make an announcement for those opting to exit the visiting room. Those who choose to remain may not egress until directed by the visiting room OIC.
 - b. **Major Count** - The Visitor Trap will close from 4:15 p.m. until the Major count has cleared. At 4:00 p.m. the Visiting Room OIC shall make an announcement for those opting to exit the visiting room. Visitors will be processed through the trap. Inmates who can not be properly processed will remain in the Visiting Room on an out count until which time they can be properly processed. Those who choose to remain may not egress until directed by the visiting room OIC.
 - c. Visitor Processing will continue through the trap closing times. All paperwork will be processed however, inmates will not be called for visits until which time the trap re-opens and visitors will not be processed through the trap during count or shift change.
3. Inmates are allowed a maximum number of five (5) visiting periods per week. A visiting period is 1 - 5 p.m. and/or 4 - 8:45 p.m. An inmate who is on a visit for any portion of either period shall be charged with utilization of one visit (i.e. if the visit runs from 2 to 6 p.m. then the inmate shall be charged with two (2) visiting periods).
4. Maximum number of visitors allowed per visit will be two (2) adults and three (3) children.
5. Visitors may visit for the entire scheduled visiting period. In emergency situations and overcrowding, at the discretion of the Shift Commander, visits may be limited to no less than one (1) hour in duration to accommodate all visitors. Visits that started earliest will be terminated first (excluding visitors who traveled over 100 miles) to provide room when visitors are waiting to enter the visiting room due to overcrowding.
6. Visitors who have been convicted of a felony or who have been sentenced to a penal institution must complete a Felony / Background Form (FRA 483 Att. D) and receive permission from the Superintendent, prior to visiting.
7. Visitors who have an active restraining/harassment order against the inmate they are visiting shall be prohibited from visiting. A Notification of apparent violation of restraining order form (FRA Attachment B) shall be filled out for each prohibited visit. The order should be verified that it is documented in IMS by writing and incident report. If the order is not documented in IMS, it should be entered.
8. Visitors must present photo identification, which, in the opinion of the admitting officer(s) is adequate. A current Massachusetts Driver's license, passport or an identification card issued by the Department of Transitional Assistance shall be sufficient. Inmate visitors are not required to leave this documentation with the visit processing officer for general population visits. If the visitor is escorted to a non-contact visit in CCU, the photo ID (only) will be retained. The ID shall be placed in the designated slot in the visitor trap.

As a condition of entry, every visitor except the officials listed in 103 CMR 483.11 (2)(a), is required by statute to make and subscribe a statement under penalties of perjury stating true name and residence, whether or not he/she has been convicted of a felony and, if visiting an inmate, his/her relationship is by blood or marriage.

The following persons shall not be asked to provide the statement generally required by 103 CMR 483.12 (4): the Governor, a Member of the Governor's Council, a Member of the General Court, a Justice or the Supreme Judicial, Superior or District Court, the Attorney General, a District

Attorney, the Commissioner, a Deputy or Associate Commissioner of Correction, a Member of the Parole Board, a Parole or Probation Officer. Any such officer shall be required to sign his name, state a business address and the office which brings him within the exemption from the normal sign-in requirement. Each visitor shall be asked by the admitting officer before entrance into the institution if he/she has a weapon. All weapons shall be given to the officer prior to entry to the institution. No weapon shall be returned to the visitor unless the visitor can show proof of license.

9. Attorney, law student, and paralegal visits will be conducted in one of the three (3) designated attorney-visiting rooms. This will allow offenders confidential contact with their attorneys / representatives.
10. Visits for inmates admitted to outside hospital shall be conducted in accordance with 103 DOC 521.
11. Outside Agency – If at any time an outside law enforcement agency attempts or requests to visit an Inmate/Detainee refer to the 103 DOC 518.07.
12. The Visiting Room log in the IMS shall be maintained throughout all visits by the Officer in Charge of the visiting room.

B. Special Visits

1. Special visits (i.e., Extended hours/visitors) shall be approved by the Superintendent.
2. Requests for Special Visits must be made in writing one week in advance. Requests made outside this time frame due to a family crisis or emergency shall be handled on an individual basis.

C. Department of Children and Families Visits

In addition to regular visiting hours DCF visits are offered during the following special times:
Monday 1:00pm – 4:00pm
Tuesday and Thursday 9:00am - 12:00pm

1. When visiting a DOC Institution on official business, a Department of Children & Families (DCF)-issued ID card will be an acceptable form of identification.
2. DCF Social Workers are not required to provide their date of birth, social security number, driver's license, home address or any other form of personal identifying information to enter the Institution, unless they do not have a DCF-issued photo ID card on their person.
3. DCF Social Workers must indicate whether or not they have ever been convicted of a felony; however, Criminal Offender Record Information (CORI) checks will not be required of DCF Social Workers as a prerequisite for entry.
4. The DCF Social Worker must provide documentation that the child is in DCF custody. In most cases this will be the form of court order of Mittimus. CORI checks will not be required of children in DCF custody as a prerequisite to entry.
5. When accompanied by a child in DCF custody, a DCF Social Worker may enter the Institution with the following items:
 - Two (2) clear plastic bottles containing milk, formula, juice and/or water. Glass containers are not permitted.
 - A “diaper bag” may contain essential items such as diapers, alcohol-free baby wipes, diaper rash

cream, pacifier, blankets or small toys, all subject to search. The DCF Social Worker may retain the diaper bag throughout the visit once a thorough search has been completed.

- Children with diapers will not be required to have diapers removed for “search purposes” unless there is reasonable suspicion to conduct such a search and prior approval is given by the Superintendent or designee.
- The diaper may be visually inspected, to ensure that no contraband is present.
- If entering with an infant requiring a car seat/carrier, the infant should be removed by the DCF Social Worker to allow the car seat/carrier to be thoroughly searched by the trap officer. Upon completion of the search the Social Worker may keep the car seat/carrier for the infant throughout the visit.
- A DCF Social Worker may also enter with reasonable amount of paperwork, a pencil, and an appointment book, all of which are subject to search.

D. Minor Consent Forms

1. No child who was a victim of the inmate’s offense shall be authorized to visit without the authorization of the Commissioner or designee.
2. A parent entering with their minor child must have a copy of the minor's birth certificate and appropriate identification with them each time they visit.
3. If the adult entering with a minor is the minor's legal guardian, staff shall ensure they have a court document indicating they are the appointed legal guardian, they must present that court document, along with a copy of the minor's birth certificate and appropriate identification, each time they visit.
4. An individual that is not the parent or legal guardian of a minor must submit a completed Minor Request Form (103 CMR 483 Attachment A) to the Superintendent, and obtain the Superintendent's approval to bring the minor in to visit **prior to visiting**. Staff must verify that there is an approved Minor Consent Form on file for the minor, and that the individual accompanying the minor has a copy of the approved minor form, along with the minor's birth certificate and appropriate identification.

NOTE: If there is no approved Minor Consent Form on file, the officer will give the individual a blank form and advise them that the minor’s parent or legal guardian must complete the form then submit the form to the Superintendent with the necessary documentation for approval.

5. If the MCI-Framingham inmate is the parent of the minor and wishes the minor to visit, the inmate may fill out a Minor Consent Form (103 CMR 483 Attachment A) and submit to the Superintendent. The inmate must ensure that:
 - a. The form is filled out completely, noting the name and address of the adult that will bring the minor to MCI-Framingham.
 - b. A copy of the birth certificate is provided for attachment to the Minor Consent Form.
6. Upon the Superintendent's approval, the form will be returned to the inmate; a copy of same, along with the birth certificate, will be sent to the adult approved to bring the minor to visit; and a copy will be placed on file at Visitor Processing.

In any case involving a minor, if the individual who is trying to visit with the minor is not the person authorized on the minor consent form the minor will not be allowed to visit.

E. Vending Machines

1. The machines and their contents are made available for inmates and their visitors for their personal consumption in the visiting room.
2. There will be no food or drink removed from the visiting area by any visitor or inmate. Inmates must consume or dispose of all food/drink prior to entering the strip search waiting area.
3. It is the responsibility of the inmate to ensure that all trash is deposited into the appropriate receptacles.
4. Abuse of the machines may result in the suspension of visiting privileges or use of vending machines.
5. Sharing of food products and or/drinks will not be allowed.
6. Only two (2) people at a time are allowed at the vending machine. Inmates are not allowed to operate or have direct access to the vending machine.

F. Parenting Room

1. Inmates who receive visits, which include children under 14 years of age are encouraged to utilize the parenting room in the visiting area.
2. All children must be supervised by the guardian or parent at all times.
3. All toys are to remain in the parenting room and are to be put away at the end of the visit.
4. Inmates and visitors who abuse the privileges of the parenting room may be subject to loss of visiting privileges.

G. Inmate Dress Code

1. Inmates entering the Visiting Area must wear clothing that is neat and presentable. At a minimum, clothing shall include a shirt or blouse with sleeves, pants, socks, with underpants and bra. The Visiting Room Sergeant/OIC shall make the determination of presentability.
2. Dress shirts do not need to be tucked in, however undershirts must be neatly tucked in.
3. Inmates are allowed to enter the Visiting Area with a handkerchief, religious medal, medic-alert bracelet/necklace, wedding band, and their identification card. Legal material will be allowed for attorney visits.
4. No other items are to be brought to or worn in the Visiting Area, other than those items approved in the dress code.

- H. The Visiting Room Weekly Climate Report (FRA 483, Attachment C) will be filled out by The Visiting Room Sergeant on a weekly basis and forwarded to the Director of Security by Monday of the following week.

II. INSTITUTION RULES AND REGULATIONS

1. Upon entrance to the Visiting Room, inmates will provide the Visiting Room Officer their movement and institutional ID cards.

2. Seating will be on a first come first served basis and only in those areas designated for inmates. As the inmates enter the visiting room they will take a plastic chair from the stack and place it across from their visitor's seat(s). When the visit has ended they will return their plastic chair to the stack and wait to be strip searched prior to exiting the visiting room. The Visiting Room Sergeant or the Officer in Charge will monitor seating.
3. Inmates as well as visitors, are required to sit with their back flat against the chair and their feet flat on the ground. Legs may not be crossed and there is no straddling on the chairs.
4. Inmates are not allowed to take or give any item to visitors. The exception to this is items purchased from the vending machine. Inmates are not allowed to share items from the vending machine with their visitors.
5. Visitors as well as inmates will be allowed to use the designated toilet facilities in the Visiting Room, when necessary.
 - a. **Inmates** shall be strip searched prior to entering the bathroom and a pat search shall be conducted upon exiting the bathroom.
 - b. **Visitors** will be required to consent to a personal search prior to using the bathroom. Documentation of the consent shall be signing the Search Log prior to entering the bathroom. The visitor must submit to the personal search prior resuming the visit.
 - c. Whenever a **child** uses the bathroom an adult shall be present prior to conducting the personal search. If the adult enters the toilet facilities with the child, they are also subject to a personal search.

In the event an infant needs a diaper change visiting room staff will do the following:

- Search the clean diaper prior to the diaper change.
 - The Officer inspecting the diaper will remain in the immediate area but will **NOT** maintain constant observation of the infant during the diaper change.
6. The toilet facilities shall be searched prior to any visitor entering and after the visitor has exited and a personal search of the visitor has been completed.
 7. The introduction of guns, controlled substances, alcohol or other weapons is cause for loss of visiting privileges as well as criminal prosecution.
 8. Smoking or the possession of tobacco or tobacco related products is strictly prohibited.
 9. If a visitor appears to be under the influence of alcohol or any unknown substance or the odor of alcohol is detected they will be denied entrance.
 10. Visitors may purchase a debit card in the lobby for vending machine purchases. Money is not allowed in the visiting room.
 11. Female visitors requesting to breast feed their children will be directed to an attorney room for the privacy of mother and child only.
 12. Visitors may only visit with one inmate at a time during their incarceration at MCI-Framingham unless the Superintendent or her designee has provided special approval. (Visitors cannot visit one inmate on one day and another inmate on another day).
 13. Physical contact between visitors and inmates shall be limited to a brief greeting at the start and at the completion of a visit. Excessive or inappropriate physical contact may be cause for termination of the visit and loss of privileges.

14. Visitors who choose to deposit funds into inmate accounts must do so by making the check or money order payable to inmate and depositing it in the INMATE ACCOUNT BOX located in the main lobby. The funds will be deposited into the inmate account in accordance with 103 DOC 405: Inmate Funds Policy. MCI-Framingham does not accept cash deposits for inmates. Visitors must only deposit money orders into the account of the person they are visiting.
15. Visitors to MCI Framingham, their vehicles and their possessions are subject to search while on state property.
16. Inmates who are scheduled to serve disciplinary sanctions, or are otherwise not able to receive visits, are responsible to notify visitors prior to such a visit, if they desire to avoid limited or otherwise restricted visits.
17. When an inmate's housing status changes abruptly (e.g., from general population to Closed Custody, HSU, etc.), upon the inmate's request, reasonable efforts will be made by the Unit Team staff to contact visitors and have them informed of visiting restrictions.
18. All visitors must park their vehicles in the area assigned for Visitors Parking. All vehicles must be locked while on state property. Visitors will be required to list the registration number of the vehicle they arrived in on the Request to Visit Form. Visitors are not allowed to loiter in the parking lot.
19. Service Dog Programs – Inmates involved with the NEADS/ VET Dog program may bring their dog with them on a visit. The following rules apply,
 - a. The inmate may bring with them a **non-squeaking** dog toy, dog treats and a mat into the visiting room. (No bones are allowed.)
 - b. Puppies will be allowed in the children's room.
 - c. At the discretion of the visiting room OIC, if the puppy becomes a distraction a back-up handler will be called for the puppy to be removed from the Visiting Room.
 - d. Handlers must give the dog the opportunity to "break" prior to entering the visiting room. If the puppy needs to "break", they must notify correctional staff and will be allowed to go into the courtyard on the hour.

III. TRANSPORTATION FROM MCI-FRAMINGHAM

1. Transportation from MCI-Framingham is limited to taxis. The following are companies in Framingham:

Tommy's Taxi	508-872-3500
Town Taxi	508-875-4241

There is an MBTA station approximately one (1) mile from the prison.

The train leaves from downtown Framingham to points East and West several times a day. The last stop on the eastbound route is South Station in Boston. Across from the station is the Peter Pan bus terminal where there are bus routes throughout the state. The last stop on the westbound route is Worcester. The fares and schedules can be found on www.mbta.com.

Bus services are also available in Framingham. The bus terminal is located at Shopper's World in Framingham. Buses are available to Boston. Connecting bus lines are available in Boston and Worcester to all other points.

2. Directions to the Institution:

From the South: 495 N. to Route 9 East (Framingham) and from the North: 495 S. to Route 9 East (Framingham) to Route 126 South (Concord St) pass Store 24 turn left small rotary onto Irving St. Stay straight through three sets of lights, MCI-Framingham will be on your left.

From the East & West Mass Pike to Exit 13: Head towards Framingham on Route 30 to Route 126 South (Concord St, at 5th set of lights) pass Store 24 turn left onto Irving St. Stay straight through three sets of lights, MCI-Framingham will be on your left.

3. Institution Address Information:
MCI-Framingham Phone Number: 508-532-5100
99 Loring Dr.
P. O. Box 9007
Framingham, MA 01701

IV. SEPARATE HOUSING UNITS

A. Closed Custody

1. Inmates in the Closed Custody Unit will receive visits in the non-contact visiting area of the Closed Custody Unit, unless otherwise designated by the Superintendent or his/her designee (i.e., Deputy of Programs, Director of Security). Inmates serving disciplinary sanctions shall only be eligible for attorney visits in accordance with 103 CMR 486.
2. Visiting hours must be scheduled at least 24 hours in advance and are Sunday, Tuesday, Thursday, and Saturday. Visiting hours are at the following times: 1:15. - 2:15; 2:30. - 3:30 p.m.; 6:15. - 7:15 p.m. and 7:30 - 8:30 p.m. Visits will be scheduled through the Closed Custody Unit Officer In Charge.
3. Attorney visits will be conducted in accordance with Attorney Access (103 CMR 486), and will take place in the non-contact visiting area of the CCU.
4. Visits will be limited to duration of one (1) hour each, and only three (3) visits per week. Visitors will be limited to two (2) adults. There will be no splitting of visits (i.e. one visitor remains ½ hour, and another visits for the remaining ½ hour.
5. Visitors shall arrive prior to the time of the appointment at the Visiting Processing window in the Main Lobby. The Visiting Process Officer shall ensure that the visitor is processed in a timely manner to allow the visitor to gain entrance at the appointment time (if the visitor is ½ hour late, the visit is canceled and must be rescheduled). The visitor shall fill out a Request to Visit Form, completely, and submit it along with a valid ID to the Visiting Process Officer. After verifying the identity of the visitor, the Officer will notify CCU that the visitor has arrived. The visitor will enter the Institution via the Visiting Room. The visitor I.D. shall be given to the escorting officer and placed in the designated slot in the Visitor's trap. A CCU Officer shall escort the visitor to the non-contact visiting, ensuring there is no contact between the visitor and other inmates in the institution, The Smith Building Sergeant and/or Correction Officer will clear the corridor for the visitor and escorting Correction Officer.
6. Inmates will be placed in the non-contact visiting room before the visitor arrives. Handcuffs will be removed at the door to the area (extra restraint status will keep leg irons on).
7. Upon completion of the visit, and after the visitor has left the area, the inmate will have the handcuffs applied (at the entrance of the non-contact visiting room) and be returned to her cell.
8. Requests for special visits by clergy shall be submitted for approval to the Superintendent/designee via the Institution Chaplain.

B. Intensive Treatment Unit

1. Accountability/Red, Phase 1/Orange (Constant Observation), Phase 2 Yellow (15 Minute Obs.)
 - a. Visits, if clinically indicated, shall occur in the non-contact visiting area in the Smith Building.
 - b. Inmates in the above phases shall be escorted by two (2) correction officers in full restraints.
2. Phase 3 Green
 - a. Visits, if clinically indicated, shall occur in the general visiting room in the Smith Building.
 - b. Inmates in 3 shall be escorted to the visiting room by 1 correction officer.
3. Phase 4/Blue
 - a. Visits, if clinically indicated, shall occur in the general visiting room in the Smith Building.
 - b. Inmates in Phase 4 shall be released to visits as general population status.

C. Health Service Unit Visits

1. Inmates who are housed in the Health Service Unit due to a security drug watch for either security or mental health reasons shall not be allowed visits, other than those authorized under 103 CMR 486: Attorney Access. The CCU non-contact visiting area shall be used.
2. Inmates who are physically unable to get to the Visiting Room on their own and/or deemed contagious by Medical Personnel shall have visits approved via the Unit Captain. Precaution cases must also be cleared through the Clinical Team Manager and Superintendent.
3. Visits shall be conducted by appointment only and scheduled as necessary via telephone with the Unit Captain during normal business hours.
 - (a) Visitors may call (508) 532-5100 during the hours of 9:00 - 11:00 am and 12:30.-2:30 p.m., Monday – Friday.
 - (b) For visits by attorneys, law students and paralegals refer to 103 CMR 486.
 - (c) Requests for Special Visits by clergy shall be submitted for approval to the Superintendent/designee via the Institution Chaplain.
4. Visiting days are Tuesday, and Sunday.
5. Visiting hours are: 1:15- 2:15 p.m.; 2:30 - 3:30 p.m.
6:15 - 7:15 p.m.; 7:30 - 8:30 p.m.
6. Inmates may only receive two (2) adult visitors during each visiting period.

V. **SEARCHES OF VISITORS**

1. The processing of inmate visitors shall be conducted at the designated visitor processing window located in the Outer Control Lobby. Inmate Visitors are processed on a first come first serve basis. The designated “stamp of the day” is affixed by the processing officer once all necessary paperwork and identification procedures have been completed. The inmate visitors will then remain in the visitor waiting area pending entrance into the facility.
2. The trap officer shall advise all the visitors prior to entering the trap of the items that allowed to be carried on the person prior to entering the visiting room. (Locker key, vending card, approved personal medication, wedding ring/band, and medical alert jewelry). All other items should be secured inside the lockers.

3. Visitors shall be directed by the pedestrian trap officer to remain at the front of the entrance, until the officer gives further direction.
4. Prior to allowing an inmate visitor entrance into the facility, the Outer control OIC must ensure proper staffing in the Visiting Room and Visiting Room Trap/Sally Port. At least one officer must be present to man the Visiting Room Trap/Sally Port prior to allowing visitors access.
5. Officers assigned to the Visitor Pedestrian Trap shall search the clean room and Visitor Pedestrian Trap prior to processing any visitors, and should search these areas periodically and at the conclusion of their tour of duty.
6. A maximum of four (4) visitors to include children will be allowed in the visitor trap at any one time. The pedestrian trap officer may process less than three (3) visitors to maintain proper security, if deemed necessary. The shift commander will be notified for authorization.

NOTE:

In the event drug detection dogs are used by Correctional Staff to conduct searches of visitors no more than 3 persons (including children) shall be allowed in the visitor trap.

7. The visiting trap Officer shall check each individual for the current “stamp of the day” utilizing the hand held black light prior to allowing access into the Visiting Room Trap/Sally Port. Visitors will remove all outer garments, belts, glasses and shoes, placing them on the table. All items in their pockets to include approved medication will be placed into the containers provided in the area. All garments pockets shall be turned inside out. (All pockets that cannot be turned inside out shall be searched by the Trap Officer.) The trap Officer shall search all the personal belongings for contraband (outer garments / all items inside the bucket) and place it on the table near the inner door of visiting room, away from the visitor’s search.
8. Upon entry to MCI-Framingham visitors must disclose to the searching Officers(s) any article they are carrying on their person except the clothes they are wearing. Anyone who attempts to carry any article in or out of the institution without knowledge of the admitting or searching officer shall be liable to arrest and loss of visiting privileges.
9. The Visiting Trap Officer shall then conduct a visual search of the visitor to include that of out turned pockets, open mouth, hairline etc. This shall be accomplished prior to the individual passing thru the metal detector.
10. At a minimum, all visitors must successfully pass through the metal detector and/or hand held scanner. Each Shift Commander shall designate the personal search number of the shift “number of the day”. In this instance the designated personal search will always be a “pat search”. This search is conducted after the individual walks thru the walk thru metal detector. The individual to be searched must sign the trap log book prior to said search.
11. The visiting trap Officer will instruct each visitor to pass through the walk thru metal detector (one at a time). The only exception shall be any individual with an automatic implantable defibrillator and/or pacemaker. Said visitor will be asked to submit to an alternate search. Once cleared, the visitor will be directed to the clean room. Once the search is complete the individual must remain in the clean room until directed otherwise.
12. Visitors who are not able to successfully pass through the metal detector shall be required to submit to a more thorough personal search. More thorough personal and strip searches will be conducted in the clean search room located in the Visiting Trap area. In this circumstance the Shift Commander will be notified for authorization prior to the more thorough personal search being conducted and an incident report shall be written. Any visitor who refuses any type of personal search must be informed that they may leave the institution and forfeit the opportunity to visit rather than submit to the search. This procedure will be followed for each visitor prior to being directed to the clean room. The Shift Commander should be notified as soon as possible prior to visitor leaving.
13. Visitors that have artificial limbs or prosthetic devices shall remove those items for inspection by correctional staff. Such searches shall be done in an area out of view of other visitors, and by a correctional staff member of the same gender as the visitor. Employees conducting searches shall do so in a professional and courteous manner.

14. All searches of minors and infants must be conducted in the presence of the adult (legal guardian / parent) who is accompanying them. Any further search of a child/minor shall be done only with the approval of the parent/legal guardian and in their presence. Children with diapers will not be required to have diapers removed for "search purposes" unless there is reasonable suspicion to conduct such a search and prior approval is given by the Superintendent or designee. The diaper may be visually inspected, to ensure that no contraband is present. This search shall also be conducted out of view of other visitors and consent by the parent/legal guardian shall be recorded in the appropriate log. The parent /Legal Guardian shall sign the log prior to the search taking place.
15. At no time should the minor be placed in the designated clean room with the visitor who is not the parent or legal guardian of the minor. All minors will be processed with their parent or legal guardian only. With the exception of security staff and parent or legal guardian, no other adult visitor should be present while processing minors inside the pedestrian trap.
16. At no time should the officer compromise the security of the institution by allowing the visitor who has not successfully passed the required search to come in contact with the ones who has been directed to the clean room.
17. At no time should the Officer open the inner door to the visiting room, unless all visitors have successfully passed the required search and they have received the "signal of the day."
18. Should for any reason it is determined that the above procedure has been compromised, the trap Officer shall re-search all the visitors inside the trap area prior to giving access inside the visiting room.
19. Visiting room staff shall ensure all areas of the room are searched prior to any visitors or inmates allowed in the area, and again once all visitors and inmates have exited the area. This shall be documented as a common area search in IMS.
20. A personal search of a visitor may not be conducted without prior authorization of the Shift Commander unless it is the designated number of the day. When the Officer conducting the personal search feels an item may be concealed on a visitor, permission must be granted from the Shift Commander to conduct a more extensive search. A more extensive search may include removing an article of clothing or up to and including a strip search. Any visitor who is asked to remove any article of clothing or submit to a strip search must sign the Search Log located in Visiting Trap. The searching employee shall enter the date and time of the search and sign the Search Log as well. Strip searches may take place only with the approval of the Superintendent or his/her designee.
21. The visitor shall be granted the opportunity to leave the institution rather than submit to search and may leave at any time during the strip search unless:
 - a. The employee has those arrest powers granted by the authority of M.G.L. C. 127, S. 127 and;
 - b. The employee has probable cause to believe that the visitor has committed an arrestable offense and the employee has probable cause to believe that the visitor has seizable evidence concealed on his person.
 - c. The employee has probable cause to believe that the visitor has seizable evidence concealed on his/her person.

Under these conditions, a personal search incident to arrest may be conducted.

22. The Officer(s) conducting any strip search shall do so in accordance with 103 FRA 506 S.II (B). The Officer(s) shall file an incident report concerning the search with the Superintendent, prior to the end of the shift. The report shall contain the name of the visitor, the name(s) of the searching Officer(s) and of the official who approved the search, the extent of the search, and what, if anything was found.

Employees may only conduct a visual inspection of a visitor's oral, anal or genital cavities. Any more intrusive form

of search requires a search warrant. The assistance of the District Attorney for the county in which the institution is located shall be requested in that event.

23. If a sanitary napkin or tampon is being worn, the visitor will be required to remove this article in a lavatory in the search area in the presence of an Officer. The Officer will visually inspect the body area of the napkin/tampon for the presence of contraband. Once this procedure is complete and the Officer is satisfied that no contraband is present, the visitor shall be supplied with the new sanitary napkin or tampon.
24. Any person refusing to submit to any aspect of the search procedures shall be denied entrance to the institution. Where the refusal occurs under circumstances indicating that the most likely motive for refusal may be to prevent discovery of concealed articles, where a suspicious pattern of refusals is apparent, or where a visitor engages in offensive or assaultive behavior during the search process, his/her visiting privileges may be suspended or terminated. The procedure outlined in 103 CMR 483.16 shall be followed.
25. Papers and documents carried in or out by any judge, attorney, law student paralegal, the Governor, any legislator or member of the Parole Board may be inspected for concealed articles but shall not be read.

DEFINITIONS:

- a. Article Search: All articles allowed into the Institution will be searched, including the search of coats, sweaters, shoes and other outerwear.
- b. Clothed/Pat search: The trap officer will hand pat the body and will inspect all outer clothing. Males will only search males. Females will search both males and females.
- c. Mini Frisker Search: The Trap Officer will run the Mini Frisker Detector over the outer body area. If interference is detected, the area of interference will be pat searched by the Trap Officer. All items in pockets must be removed.
- d. Metal Detector Search: The entire body must pass through the electronic device located in the Pedestrian Trap. All items shall be removed from pockets prior to passing through the metal detector. Shoes must also be removed prior to passing through the metal detector. The Trap Officer shall inspect all items for contraband. Any person who fails to pass the Metal Detector Search will be subject to a combination Mini Frisker/Pat Search. Any person who cannot pass through the Metal Detector or be searched with a Mini Frisker due to having an automated implanted cardiovascular defibrillator and/or pacemaker will be pat searched.
- e. Random Search: With the approval of the Shift Commander, any of the aforementioned searches may be conducted at random on any individual in conjunction with the search of the shift.
- f. Outerwear: Only light sweaters are allowed and shall be removed.

INSTITUTION: _____

STAFF USE ONLY

MASSACHUSETTS DEPARTMENT OF CORRECTION

REQUEST TO VISIT INMATE

Housing Unit
_____Visitor Number

(As amended by the acts of 1941, 1955 and 1962)

NO PERSON EXCEPT THE GOVERNOR, MEMBERS OF THE GOVERNOR'S COUNCIL, MEMBERS OF THE GENERAL COURT, JUSTICES OF THE SUPREME JUDICIAL COURT, SUPERIOR COURT OR DISTRICT COURT, ATTORNEY GENERAL, DISTRICT ATTORNEY, COMMISSIONER AND DEPUTY COMMISSIONER OF THE DEPARTMENT OF CORRECTION, MEMBERS OF THE PAROLE BOARD, PAROLE OR PROBATION OFFICERS MAY VISIT ANY CORRECTIONAL INSTITUTION OF THE COMMONWEALTH OR ANY JAIL OR HOUSE OF CORRECTION WITHOUT THE PERMISSION OF THE COMMISSIONER OR THE SUPERINTENDENT OF SUCH INSTITUTION OR THE KEEPER OF SUCH JAIL OR HOUSE OF CORRECTION. EVERY VISITOR WHO IS REQUIRED TO OBTAIN SUCH PERMISSION SHALL MAKE AND SUBSCRIBE A STATEMENT UNDER THE PENALTIES OF PERJURY STATING THEIR TRUE NAME AND RESIDENCE, WHETHER OR NOT THEY HAVE BEEN CONVICTED OF A FELONY AND IF VISITING AN INMATE OF SUCH INSTITUTION, THEIR RELATIONSHIP BY BLOOD OR MARRIAGE, IF ANY, TO SUCH INMATE AND IF NOT SO RELATED, THE PURPOSE OF THE VISIT.

WARNING

ANYONE WHO WILLFULLY PROVIDES FALSE INFORMATION ON THE VISITATION FORM SHALL BE GUILTY OF PERJURY AND SUBJECT TO THE PENALTY OF IMPRISONMENT IN A STATE PRISON FOR UP TO TWENTY YEARS, OR A ONE THOUSAND DOLLAR FINE, OR IMPRISONMENT IN A JAIL FOR UP TWO AND ONE HALF YEARS OR BOTH IMPRISONMENT IN A JAIL AND A FINE. M.G.L. C. 268 1, 1A.

I request permission to visit _____

IV. PLEASE ANSWER THE FOLLOWING QUESTIONS

- | | | | | | |
|---|-----|----|---|-----|----|
| 1) Have you been convicted of a felony? | Yes | No | 1a) Have you ever been sentenced to a Correctional facility? | Yes | No |
| | | | 1b) Do you or anyone accompanying you into the visit have an active restraining/harassment order against the above listed inmate? | Yes | No |
| 2) What, if any, is your relationship to the above inmate?
(ex: wife, son, daughter) | | | 3) If not related, what is purpose for visit?
(ex: social, business, attorney) | | |
| 4) Do you visit any other inmate at this facility? | Yes | No | 5) Are you currently barred from any correctional facility? | Yes | No |
| 6) I have locked up my car and my valuables. | Yes | No | 7) Have any Minor Children accompanying you into the visit been a victim of the inmate's present or past offenses? | Yes | No |
| 8) I have read the rules & regulations regarding visits posted in the lobby. | Yes | No | 9) Are you a member of the news media or a media representative? | Yes | No |
| | | | 9a) If yes, are you visiting for the purpose of developing a story for potential publication or broadcast? | Yes | No |

My residence is
(Home Address)

Number	Street	City	State	Zip
--------	--------	------	-------	-----

Visitor's true name

Print	Signature
-------	-----------

Locker #:

License Plate	ID # Type	Date of Birth
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MADE AND SUBSCRIBED UNDER THE PENALTIES OF PERJURY**TIME STAMPS**

Visit Processing	Visitor In	Inmate In	Visitor Out
------------------	------------	-----------	-------------

INSTITUCION: _____

STAFF USE ONLY

**DEPARTAMENTO DE CORRECCION DE MASSACHUSETTS
PETICION PARA VISITAR PRESO**

Housing Unit

Visitor Number

LEYES GENERALES , CAPITULO 127, SECCION 36

(Enmendadas por los actos de 1941,1955 y 1962)

Ninguna persona , excepto el Gobernador , un miembro del Concilio del Gobernador , un miembro de la Corte General,, un Juez de la Corte Suprema, de la Corte Superior o del Distrito, el fiscal General, el Comisionado, el Diputado del Comisionado de Correccion, miembros de la Junta de Libertad Bajo Palabra, Oficiales de Palabra y Probación, pueden visitar cualquiera institución del Estado, o carcel o Casa de Corrección sin el permiso del Comisionado o el Superintendente de esa insitución o el Encargado de la dicha Carcel o Casa de Corrección. Cada visitante que requiere obtener tal permiso deberá tambien hacer y suscribir una declaración bajo la pena de perjurio, estableciendo su verdadero nombre y residencia , si ha sido o no convicto de una felonía y, si visita a un preso de tal institución , su relación consanguínea o por matrimonio, si alguna, al tal preso y si no hay relación, el propósito de la visita.

AVISO

Cualquiera que voluntariamente provee información falsa en el formulario de visita será culpable de perjurio y sujeto a la pena de prisión en una prisión del Estado hasta por veinte años, o mil dólares de multa, o prisión en una cárcel hasta por dos años y medio o ambos prisión en una cárcel y multa. M.G.L.c.268 1,1A

Solicito permiso para visitar a _____

POR FAVOR RESPONDA A LAS SIGUIENTES PREGUNTAS

- | | | | |
|---|-----------------------------------|--|---|
| 1) ¿Ha sido usted convicto de una felonía? | Si No | 1a) ¿Ha sido usted sentenciado a una facilidad correccional? | Si No |
| | | 1b) ¿Usted o alguien que le acompañan tienen una orden de proteccion activa/ fin de hostigamiento en contra del preso que se dispona a visitor | Si No |
| 2) ¿Cuál , si alguna, es su relación con el preso? | _____
(Ej: esposa, hijo, hija) | 3) Si no esta relacionado cual es propósito de su visita ? | _____
(Ej: Social, negocio, abogado) |
| 4) ¿Visita usted a otro a preso en esta facilidad ? | Si No | 5) ¿Ha sido usted suspendido de alguna facilidad correccional? | Si No |
| 6) Yo he cerrado con llave mi automóvil y objetos valiosos | Si No | 7) ¿Ha sido alguno de los niños/as menores que lo/la acompañan en la visita víctima de la ofensa pasada o presente del preso? | Si No |
| 8) Yo he leído la reglas y regulaciones aplicables a visitas puestas en la en la entrada. | Si No | 9) ¿Es usted un miembro de la prensa o un representante del medio? | Si No |
| | | 9a) Si su respuesta es "Si" , ¿es su visita con el proposito de desarrollar una historia para publicar o distribuir? | Si No |

Mi domicilio es: _____
(Casa) Numero Calle Ciudad Estado Zip

Verdadero nombre del visitante _____
Letra Imprenta Firma

Registro del vehiculo _____ Tipo de ID y Numero _____ Fecha denacimiento _____

Locker #:

HECHO Y SUSCRITO BAJO LAS PENAS DE PERJURIO

TIME STAMPS

Visit Processing	Visitor In	Inmate In	Visitor Out
------------------	------------	-----------	-------------

Notification of Apparent Violation of Restraining Order

<insert date>

Clerk of the Court

<insert address of Court>

<insert address of Court>

To Whom It May Concern:

On the ____ day of _____, 20____, _____ (name of visitor) entered our correctional facility and attempted to visit with inmate _____ (name of inmate).

As part of DOC's standard operating procedure, all visitors are screened using the Criminal Justice Information System (CJIS). The CJIS search, revealed an active restraining/harassment order by the visitor against the above-mentioned inmate. The order can be found on docket number _____, filed in the _____ Court, County of _____.

Allowing _____ (name of visitor) to visit would be in apparent violation of this restraining order. It is Department policy to prohibit an inmate to visit with persons who have restraining/harassment orders against that inmate. Likewise, in accordance with G.L. c. 127 §§ 36-37, a Superintendent has the power to regulate visits, and refuse visits "if in his/[her] opinion such admission would be injurious to the best interests of the institution" G.L. c. 127 § 37. The DOC has barred this visitor.

If the visitor wishes to visit the above-named inmate, he/she must present prison officials with official court documents indicating that he or she has already had the order modified or vacated.

Thank you for your prompt attention in this matter.

Sincerely,

<insert name>

Superintendent

cc: <insert inmate name>

<insert visitor name>

MCI FRAMINGHAM
VISITING ROOM WEEKLY CLIMATE REPORT

Week Ending: _____

1. TOTAL NUMBER OF VISITORS AND INMATES:

Contact	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
Visitors		N/A		N/A		N/A		
Children		N/A		N/A		N/A		
Inmates								
Attorneys								

Non-Contact	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
Visitors		N/A		N/A		N/A		
Inmates								
Attorneys								

Civil Comits	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
Visitors	N/A		N/A	N/A	N/A			
Children	N/A		N/A	N/A	N/A			
Inmates								
Attorneys								

2. TOTAL NUMBER OF VISITS DENIED FOR THE WEEK: _____

3. TOTAL NUMBER OF VISITS PAT SEARCHED: _____

3A. TOTAL NUMBER OF ATTORNEYS PAT SEARCHED: _____

4. CLIQUES, RACIAL GROUPS AND THREAT GROUP ACTIVITY:

5. INMATE COMPLAINTS:

6. VISITOR COMPLAINTS:

7. VENDING MACHINE PROBLEMS/COMPLAINTS:

8. CONTRABAND FOUND:

9. CLEANLINESS:

10. PROBLEMATIC INMATES:

12. DISCIPLINARY/INCIDENT REPORTS

13. STAFF MORALE - RATE THE WEEK:

1	2	3	4	5	6	7	8	9	10
<i>Low</i>	<i>Key/Excellent</i>	<i>Above</i>	<i>Average</i>	<i>Average</i>	<i>Average</i>	<i>Below</i>	<i>Average</i>	<i>Intense/Bad</i>	<i>Intense/Bad</i>

14. INMATE MORALE - RATE THE WEEK:

1	2	3	4	5	6	7	8	9	10
<i>Low</i>	<i>Key/Excellent</i>	<i>Above</i>	<i>Average</i>	<i>Average</i>	<i>Average</i>	<i>Below</i>	<i>Average</i>	<i>Intense/Bad</i>	<i>Intense/Bad</i>

15. INMATE NICKNAMES:

<i>Inmate</i>	<i>Nickname</i>	<i>Inmate</i>	<i>Nickname</i>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

16. COMMENTS:

Submitted by: _____
Visiting Room Sgt. _____ Date _____



FELONY/BACKGROUND FORM

Superintendent
MCI Framingham
P.O. Box 9007
Framingham, MA 01704

Date: _____

I would like permission to visit inmate _____ at MCI Framingham.

I hereby release, discharge and exonerate the Massachusetts Department of Correction, its agents or representatives, and any person so furnishing information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records or other information of the investigations made by or on behalf of the Massachusetts Department of Correction. Please ensure all areas are answered completely, truthfully and legibly.

My name is _____
(Please Print)

Previous Name/Alias: _____
(Please Print)

1. The offenses for which you were convicted:
2. Dates of convictions:
3. Courts which you were convicted:
4. Disposition of all felony cases (length of sentence, probation, filed etc.):
5. If incarcerated, date of the release:
6. What, if any, is your relationship to the above inmate?
7. Address: _____
Street and APT.

Date of Birth: _____

ID Number: _____

City State Zip Code

Phone Number: _____

IMPORTANT: The disclosure of your Social Security Number is voluntary in accordance with Federal Law. In the event you disclose your Social Security Number it may be used to perform a background check.

8. This is ☐ an initial application ☐ a re-application for visiting privileges.

9. Father's name: _____ Mother's maiden name: _____

10. Are you currently on parole? _____

SIGNED: _____
Please sign here

*****Do Not Write Below this line *****

Recommendation: ☐ APPROVED ☐ DENIED

If denied, reason:

Staff Signature

Date

You will be notified by mail of the decision. You will not be allowed to visit until you receive written approval from the Superintendent.

CC: Visitor Processing
File

Visitor Dress Code

The following items are **NOT ALLOWED** to be worn by any visitor adult or child:

- Boots worn above the knee (exception – boots below the knee will be permitted October 15 – April 15).
- Work boots will never be permitted.
- Bare feet.
- 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).
- With the exception of undergarments, spandex or spandex type clothing is not allowed.
- 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.
- 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).
- Fatigue or camouflage clothing.
- Double layered clothing on the bottom half of their person (e.g. two (2) pairs of pants, or skirt and slacks, etc.).
- Bibbed clothing of any type: shorts, dress, pants, overalls, jumper etc. (allowable for age 8 and younger).
- Hair accessories that cannot be easily removed to be searched.
- Bobby pins, barrettes and ribbons.
- Umbrellas, jackets, coats, vests or outerwear of any type. Exceptions can be made for those facilities where visitors have to travel outside to get to the visiting area. An area will be designated to store/hang these items not accessible to the visitor and inmate during the visit.
- Male visitors cannot wear any type of blue or black jeans into a facility that houses male inmates, and female visitors cannot wear any type of blue or black jeans into a facility that houses female inmates (allowable for 8 years old or younger).
- 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 on a necklace/chain and medical alert jewelry.
- Dresses, skirts and skirt slits will not exceed 2" above the knee. No wrap-around style skirts are allowed unless worn for religious reasons.
- 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.
- Sweatshirts, sweatpants, wind pants and exercise clothing (allowable for age 8 and younger).
- Clothing with zippers that go the full length of the garment with the exception of outerwear. (Allowable for age 8 and younger).
- Colored T-shirts are allowed in. T-shirts with offensive logos are not allowed.
- Leg warmers.
- Hats and head coverings of any type, unless worn for religious or medical reasons; however they must be searched prior to entering the institution.
- No electronic communication devices or those capable of storing information are allowed.

Dress Requirements for all Visitors:

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

Exceptions to Dress Code

- Sweaters may be worn.

- Hairpieces (i.e., toupees, wigs, extensions, weaves) may be worn but must be searched. It shall be the responsibility of the visitor to inform the officer that they are wearing a hairpiece during the search processing.
- Garments with elastic waists may be worn.

Allowable items

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

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

Medication and or Medical Devices

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