



PONDVILLE CORRECTIONAL CENTER



VISITING PROCEDURES

In accordance with:

103 CMR 483 – VISITING PROCEDURES

I. Visiting Rules and Regulations (483.07)

A. Address and Directions

1. The address of the facility is:
Pondville Correctional Center
Industries Drive
Norfolk, MA 02056
508-660-3924

2. Directions to the facility:

From the Boston area:

Rte. 93 South to Rte. 95 South (Providence). Rte. 95 South to Exit 9 (Rte. 1 South). Right onto Pine Street to Rte. 1-A. Right on Rte. 1-A North. Pondville Correctional Center's entrance is on the left. Follow road approximately 7/10 mile. Pondville Correctional Center is on the right. Drive around to the front parking lot.

From Lawrence area:

Follow Rte. 495 South to Rte. 1-A, Exit 14. Follow Rte. 1-A north. Pondville Correctional Center's entrance is on the left. Follow road approximately 7/10 mile. Pondville Correctional Center is on the right. Drive around to the front parking lot.

From Cape Cod:

Follow Rte. 495 North to Rte. 1, Exit 13. Follow Rte. 1 North to Pine Street. Take a left onto Pine Street and a right on Rte. 1-A North. Pondville Correctional Center's entrance is on the left. Follow road approximately 7/10 mile. Pondville Correctional Center is on the right. Drive around to the front parking lot.

3. Public Transportation

Rail service from Boston stops in Norfolk Center approximately 4 miles away. Information on transportation, including cab companies, train schedule and private bus service from Boston is posted in Pondville Correctional Center's Lobby area.

B. Visiting Hours

Visiting hours at Pondville Correctional Center are as follows:

WEEKDAYS*

6:00 p.m. - 9:00 p.m.

*Note: No visits on Tuesdays and Wednesdays

WEEKENDS*

Saturday: 1:00 p.m. - 4:00 p.m. (Units 1-1, 1-2, 1-3)
6:00 p.m. - 9:00 p.m. (Units 2-1, 2-2, 2-3 and 2-4)

Sunday: 1:00 p.m. - 4:00 p.m. (Units 2-1, 2-2, 2-3 and 2-4)
6:00 p.m. - 9:00 p.m. (Units 1-1, 1-2, 1-3)

*Holiday and Weekday visiting schedule will remain the same

HOLIDAYS*

1:00 p.m. - 4:00 p.m.
6:00 p.m. - 9:00 p.m.

*Note: Visits are restricted to one visiting period on Holidays. Visitors shall not enter the building more than five (5) minutes prior to visiting hours and shall leave the property promptly at the conclusion of visiting hours.

C. Vehicles

1. Careless or reckless operation of vehicles on State property is subject to prosecution and/or loss of visiting privileges.
2. There is a fifteen- (15) mile per hour speed limit while on State property.
3. All vehicles shall be locked while unattended. Handicap parking is provided at the main entrance of the facility. Only vehicles with a valid handicap registration, or approval by the Superintendent or his/her designee, may utilize handicap-parking spaces. All other visitor's vehicles shall park in the available spaces in the main parking lot in front of the facility. Do not use spaces reserved for State vehicles or for staff members.

D. Sign-in Procedures

1. All visitors are responsible for being familiar with the Visiting Rules and Regulations, and shall conduct themselves accordingly while visiting at the Pondville Correctional Center. A copy of PCC 483 Visiting Procedures is posted in the entrance foyer and will be made available to all visitors upon request.
2. Visitors shall proceed directly from their vehicle to the main entrance of the facility. Visitors are not allowed to wait in the parking lot for extended periods of time prior to their scheduled visits. If a visitor is observed in the parking lot or on state property before 5:45 pm during weekday visits or 12:45 pm for weekend and holiday visits, they will be asked to leave.

Repeated violations may result in the visitor's visiting privileges being suspended.

3. Before being admitted to Pondville Correctional Center, a visitor shall be required to produce identification, which, in the opinion of the admitting staff member(s) is adequate. A valid photographic identification, such as a Massachusetts Driver's license or a passport, shall be sufficient. Exceptions may be made by the Superintendent.
4. As a condition of entry, each visitor (except those excluded by 103 CMR 483.11, 2(a) is required by Statute to make and subscribe a statement under penalties of perjury stating their true name and residence, whether or not he/she has been convicted of a felony and, if visiting an inmate, his/her relationship to the inmate.
5. If a visitor has been convicted of a felony, the Shift Commander shall inform the visitor that he/she must write to the Superintendent to request permission to visit. The letter must contain a statement of the crime(s) for which he/she was convicted and sentence(s) imposed. No visits shall be permitted without the Superintendent's approval.
6. Any inmate visitor who has a weapon shall not be allowed to visit and will be directed to leave the property promptly.
7. Falsification of any information on the visiting slip may result in termination of the visit and/or suspension of visiting privileges. Falsification may also result in criminal penalties.
8. The 11x7 Shift Commander shall run all CJIS/BOP checks on any new inmate visitors. If there are any positive checks, the 11x7 Shift Commander shall print and forward any positive checks to the Director of Security for further processing.
9. Prior to the conclusion each visiting period, the Shift Commander shall review all visiting slips to ensure all required information is correctly filled out and legible.

E. Designated Visiting Areas

1. Visiting Room - There is only one visiting area available at Pondville Correctional Center.

F. Personal Effects

1. All visitors are expected to leave personal effects securely locked in their vehicles or in the lockers provided at the Main Entrance. The lockers at the Main Entrance require two quarters to operate.
2. The institution assumes no responsibility for lost or stolen items. No personal items shall be left in the Control Desk area.
3. Cameras, radios, pagers, cellular phones and other types of video/audio equipment are not allowed.

4. Toxic, caustic and flammable materials are not allowed.

G. Searches

1. All packages, parcels and other carry-in items are subject to search at any time while on State property.
2. All visitors are subject to search at any time while on State property.
3. All vehicles are subject to search at any time while on State property.

H. Medications

1. Medication of an emergency nature (i.e., heart medication) should be declared at control. The visitor shall keep this medication on their person at all times.
2. All non-emergency medications should be secured in the visitor's vehicle unless instructed otherwise by the Shift Commander.

I. Money

1. Passing money directly to an inmate is not allowed, and may result in termination of visit and/or suspension of visiting privileges. An inmate fund drop box is located in the control area for visitors to deposit checks or money orders for deposit into inmate accounts.
2. Visitors shall be allowed to declare up to twenty dollars (\$20.00) per person, per visit for the purpose of purchasing debit cards to be used in the institution vending machines. Debit cards must be purchased prior to entering the Visiting Room. Once visitors enter the Visiting Room they are not allowed to leave to purchase another card. No cash is to be brought into the Visiting Room. A five-dollar bill is required to purchase an initial Debit Card. Debit cards will only allow a maximum amount of \$20.00 on the card. There is a 50-cent fee for the purchase of a debit card.
3. Inmates are allowed to bring their debit cards into the visiting room.

J. Visitor Dress Code

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

1. Boots worn above the knee (exception - boots below the knee will be permitted October 15 - April 15)
2. Work boots will 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. Exceptions may 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.
 14. Male visitors cannot wear any type of blue or black jeans into a facility that incarcerates males. Female visitors cannot wear any type of blue or black jeans into a facility that incarcerates females, (allowable for 8 years old or younger).
 15. Earrings, facial/body jewelry, necklaces, bracelets and watches are not allowed. The only exception regarding jewelry is a traditional engagement ring/wedding band, religious medallion and medical alert jewelry.
 16. Dresses, skirts and skirt slits will not exceed 2" above the knee. 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.

Dress Requirements for all Visitors:

1. Undergarments must be worn.

2. Clothing shall not be ripped, torn, have holes or missing buttons.

Exceptions to Dress Code

1. Sweaters may be worn.
2. 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.
3. Garments with elastic waists may be worn.
4. Jackets or blazers may be worn as part of a suit or outfit by students participating in a clinical/internship program.

Allowable items

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

- Two (2) clear plastic bottles with either formula, milk, water or juice, one 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.

K. Food

1. Vending machines are available in the Visiting Room. Only food items purchased from the vending machines are allowed in the visiting area.
2. Beverages are also available from the vending machines.

L. Smoking

1. Tobacco and tobacco products are contraband and are not allowed in the facility. Visitors are prohibited from smoking in the parking lot or on State Property.

M. Nursing

1. Any visitor requesting to breast-feed their child will be afforded the opportunity to do so in a private area. At Pondville Correctional Center, the designated area will be located in the Classification Office located on the 1stst floor next to the Control Area. The Shift Commander will designate an officer to escort the mother and baby to that private area. A chair will be provided and any further assistance required may be requested from the Shift Commander.

N. General Conduct

1. It is a felony in Massachusetts for any person to deliver any article whatsoever to an inmate without the permission of the Superintendent or Commissioner or their designees (or to procure an article to be delivered, to possess it with intent to deliver it, or to deposit or conceal it with intent that an inmate shall obtain it). It is also a felony for any person to receive from an inmate any article with intent to carry it out of the institution, unless the Superintendent or Commissioner or their designee gives permission.
2. Adults are responsible for the supervision of all children in their care.
3. Visitors are expected to conduct themselves properly at all times.
4. Inmates and visitors must conduct themselves reasonably and not engage in physical contact that is excessive or inappropriate for

a public place. Serious deviations from appropriate standards of behavior may result in administrative action, such as warning, termination of a visit, or suspension or loss of visiting privileges by the Superintendent.

5. Visitors and inmates are expected to keep their general area clean and orderly. All refuse is to be disposed of in proper containers.
6. No pets are allowed on visits. Service dogs are the exception.

0. Special Restrictions

1. Visits are normally limited to two (2) adults and three (3) children (under 18) per inmate, per visiting period. (Exceptions can be considered for compelling reasons and with sufficient prior notice request to the Superintendent's office, via the Visiting Coordinator or directly by mail.
2. All children (under 18) must be accompanied by an adult.
3. Children must be accompanied by the parent or legal guardian who has physical custody. Otherwise the minor must have the written consent of a parent or legal guardian who has physical custody. Written consent may be obtained by completing a Minor Consent Form and submitting it to the Superintendent. Upon the Superintendent's approval, the visit must carry the approved form and the minor's Birth Certificate when visiting with the minor. A Minor Consent Form may be obtained at the Control Desk.
4. An individual with a prior felony conviction must obtain the approval of the Superintendent prior to visiting. If previously incarcerated, approval shall not normally be given within 6 months of release
5. The Shift Commander reserves the right to limit the number or length of visits in the event of overcrowding or other restrictive circumstances.
6. Inmates who fail to report to a scheduled work assignment shall not be eligible for visits on the same day.
7. Inmates who have obtained a medical Special Order for bed rest shall not be eligible for visits on the same day.
8. Inmates are not allowed to visit during their scheduled work/program assignment.
9. Inmates are not allowed in the visiting room until they have been paged by the Control Desk or Visiting Officer.
10. Inmates are not allowed to meet visitors at the entrance to the facility or to escort visits from the visiting area when the visit has concluded.
11. Visitors must remain with the inmate they are visiting.

12. Inmates and visitors are not allowed to leave the visiting room except for use of the bathroom. Visitors are responsible for escorting children to the bathroom.
13. Inmates may not return to their room or go elsewhere within the building (except for use of the bathroom in the holding cell) while on visits. Permission from the Visiting Room staff member must be obtained. Inmates leaving the visiting room shall be strip searched prior to re-entering the visiting room. The holding cell shall also be searched.
14. The institution reserves the right to cancel any visiting period without prior notice due to emergencies, which may include inclement weather.

P. Special Visits

1. Attorney Visits

- a. Attorneys shall be permitted to visit inmates housed in the general population during institutional visiting hours for inmates and upon one hour notice at any other time between the hours of 9:00 A.M. and 8:30 P.M. If visiting other than the normal visiting hours, it is requested that the Attorney call within 1 hour of the visit.
- b. Attorney visits shall occur in designated visiting areas to assure the confidentiality/privacy of the inmate-attorney contact. Designated attorney visit areas shall be as follows:
- c. During non-visiting hours the Visiting Room shall be utilized for attorney visits.
- d. During visiting hours, a quiet area in the visiting room may be used if this is acceptable to the Attorney/Inmate. If the attorney or inmate requests a more private area, the Classification Office shall be utilized for the Attorney/Inmate visit.
- e. All attorneys requesting special visiting accommodations may be asked to provide appropriate credentials such as a Mass Bar Association Card or other documentation giving him/her attorney privileges.

2. Persons Coming from Long Distances

- a. Any person intending to visit, and who may have to travel a long distance, may request special permission from the Superintendent for an extended and/or alternate visiting period. Such requests shall be made at least two weeks prior to the intended visit.
- b. The Superintendent or designee, shall pre-approve special visit requests.

- c. Shift Commanders shall have the discretion to grant special visits in the absence of a pre-approved Special Visit form.
3. Visits to Hospitalized Inmates
 - a. The Superintendent of the Lemuel Shattuck Hospital Correctional Unit, or of any reception/diagnostic center, may restrict visiting to family members, attorneys and others visiting in a professional capacity.
 - b. No one may visit an inmate temporarily confined in an outside hospital (other than the Lemuel Shattuck Hospital Correctional Unit, as noted above), without the prior approval of the Superintendent.
 4. Visits to Inmates in Disciplinary Status
 - a. Unless otherwise stipulated by a disciplinary sanction (i.e., loss of visiting privileges, room restriction), inmates with pending disciplinary matters or appeals may continue to receive visits as usual.

Q. Contraband

1. Visitors shall not introduce or otherwise have in their possession or in their vehicle, any item of contraband including, but not limited to:
 - guns, knives or other weapons
 - controlled substances
 - alcohol
 - explosive or incendiary devices
 - tobacco products, packages, parcels or mail intended for the inmate which have not been inspected for contraband
 - any item not allowed for the possession or retention by inmates
2. Visitors may not carry out any inmate property items, or deliver any inmate property items. Property items either delivered or removed from/to the inmate shall be deemed contraband and may result in suspension of visiting privileges.
3. Questions regarding any item which may be potentially classified as contraband shall be addressed to the Shift Commander. The Shift Commander's decision shall rule at the time of the question. Appeals may be directed to the Superintendent.
4. Violation of any State and/or Federal Law may result in criminal prosecution.

R. Suspension of Visits and Appeals

1. Violation of any rule or regulation governing visits at Pondville Correctional Center may result in refusal of visiting privileges, termination from current or future visits.

2. The Shift Commander has the authority to restrict or suspend visiting privileges pending review and/or appeal to the Superintendent.
3. Visitors whose visiting privileges have been suspended are restricted from entering any Department of Correction facility prior to reinstatement of their visiting privileges. Application for reinstatement may occur upon expiration of the period of suspension, unless reinstatement has previously been determined to be automatic. Application is made to the facility Superintendent where the inmate currently resides.
4. Visitors whose visiting privileges have been suspended may seek a review of the suspension or restrictions by the Superintendent by sending him/her a letter within fifteen working days. The visitor's letter shall include a detailed narrative describing the incident and setting forth the reasons the visitor feels the suspension or restriction should be lifted. The visitor may also request an informal meeting with the Superintendent or his/her designee.

S. Inmate Dress Code

1. Inmates receiving visits must also wear proper attire. This shall include, at a minimum, a shirt (no white t-shirts), pants and footwear (no sweatpants, sweat-shorts or flip flops). The following will **NOT** be considered as presentable dress in the visiting area:
 - No altered or torn clothing;
 - Excessively baggy or tight clothing;
 - Hats;
 - Thermal tops worn as outer garments;
 - Undershirts worn as outer garments;
 - Jewelry other than wedding ring, religious medal or medical alert bracelet/necklace.

T. Inmate Photo Program

- A. Inmates will be allowed to have 2 pictures per visiting period including pictures with visits if desired. The inmate will put in a money slip to the Treasurer's office by 8am on Mondays (for the coming week) in the Treasurer's Box located in the main corridor. The money will be deducted from the inmate's account at a cost of \$1.50 per photograph with a limit of two (2) photographs per visiting period.
- B. A list of approved inmates will be submitted to the inmate Photo Program Coordinator by the Treasurer. The Photo Program Coordinator will coordinate with approved inmates and schedule the photos on evenings when there are visits. Pictures that are requested to be taken without the presence of a visitor will be coordinated by the Photo Program Coordinator with the individual inmate

- C. The Photo Program Coordinator will approach the Shift Commander to acquire the Inmate Photo Camera from the locked file cabinet in the Shift Commander's office. The Photo Program Coordinator will then give the camera to the assigned inmate and the assigned inmate will take the photos in the visiting room on the far wall next to the door to the main corridor. This designated location shall be the only approved location for inmate photos. The photo program coordinator will inspect the designated area prior to the photos being taken and will ensure visitors not involved in the photo are out of the area.

- D. The inmate assigned to the camera will then give the camera and all pictures (good and bad photos) to the Photo Program Coordinator for review. This review will ensure the photo is appropriate in nature and that no suspected security threat group hand signals are present. Once the photos have been approved they will be given to the inmate. The Photo Program Coordinator will then initial and date the inmate's photo ticket then return the ticket to the Treasurer. The Treasurer will then log the date the photo was taken in the Inmate Photo Log Book. The Photo Program Coordinator will then return the camera to the Shift Commander's Office to be placed back in the secured file cabinet.