



OLD COLONY **CORRECTIONAL CENTER**



VISITING PROCEDURES ***In accordance with:*** **103 CMR 483 – VISITING PROCEDURES**

Purpose: To establish visiting procedures at Old Colony Correctional Center, which reflect the importance of prison visitation and the need for security and order within a visiting program.

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I. Institutional Information

- A. Address: Old Colony Correctional Center
One Administration Road
Bridgewater, MA 02324
- B. Telephone Number: (508) 279 - 6000 / Fax: (508) 279 - 6754
- C. Directions: Old Colony Correctional Center is located thirty-five (35) miles southwest of Boston and is easily accessible via automobile from the following major cities:

BOSTON - Follow Route 93 South (Southeast Expressway) to Route 128. Take Route 128 North to Route 24. Take Route 24 South to Route 106. Take Route 106 East to Route 28. Take Route 28 South through Bridgewater Center continuing approximately five (5) miles. The Bridgewater Complex's access road is located on the left, marked by a large sign listing all of the institutions located on the complex, the first institution is Old Colony Correctional Center.

WORCESTER - Follow Route 495 South to Route 44. Take Route 44 East approximately two (2) miles to the Middleboro rotary. Follow the rotary 3/4 around exiting on Route 28/18 North. Follow 28/18 for approximately five (5) miles. The Bridgewater Complex's access road is located on the right, marked by a large sign listing all of the institutions located on the complex, the first institution is Old Colony Correctional Center.

NEW BEDFORD / FALL RIVER - Follow Route 24 North to Route 44. Take Route 44 East to the Middleboro rotary. Follow the rotary 3/4 around exiting on Route 28/18 North. Follow Route 28/18 North for approximately five (5) miles. The Bridgewater Complex's access road is located on the right, marked by a large sign listing all of the institutions located on the complex, the first institution is Old Colony Correctional Center.

- D. Visitor Parking
1. All medium facility inmate visitors shall park in the designated visitor parking area adjacent to the main staff parking lot. Handicap parking is available on the left side of the main entrance to the facility.
 2. All minimum inmate visitors shall park in the designated visitor parking area across from the Minimum Visiting Room.
 3. The use of remote or keyless ignition start shall be prohibited by all visitors at Old Colony Correctional Center.
 4. All vehicles shall be locked (secured) at all times.
 5. Pets are not allowed on state property and shall not be left unattended in any vehicle. In the event that you leave your pet in a vehicle, you will be asked to leave the property immediately. This action shall result in the immediate termination of your visit and suspension of your visiting privileges. The Bridgewater Police Department shall also be contacted and a complaint will be lodged against you.

E. Public Transportation

1. Public Transportation to and from Old Colony is limited, but available. The Massachusetts Bay Transportation Authority (MBTA) stops in Bridgewater at the Great Hills Parking Lot located in Bridgewater State University. A copy of the transportation schedule can be viewed in Old Colony Correctional Center's main lobby.

II. Visiting Periods

Visiting days and times may be subject to change; please contact the facility to verify visiting schedules. Visitors may remain in the Visiting Room from one (1) visiting period to another (with the exception of Sundays); however, the inmate shall be charged with two (2) visiting periods. The amount of visits allowed per week shall be strictly enforced.

A. General Population / Recovery Unit (RU)

1. Schedule:

Day	First Period		Second Period	
Sunday	1:00PM	4:30PM	5:30PM	8:45PM
Monday	1:00PM	4:30PM	5:30PM	8:45PM
Friday	1:00PM	4:30PM	5:30PM	8:45PM
Saturday	1:00PM	4:30PM		

2. Limitations:

- a. Inmates in general population and the RU are allowed up to five (5) visiting periods per week. There shall be no back-to-back visits allowed on Sundays.

B. Sampson Unit (SHU) - Special Housing Unit

1. Schedule:

Schedule:						
Day	First Period		Second Period		Third Period	
Sunday	9:00AM	12:00PM				
Wednesday	9:00AM	12:00PM	1:00PM	4:30PM	5:30PM	8:45PM
Saturday					5:30PM	8:45PM

2. Limitations:

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

C. Special Management Unit (SMU) / Intensive Stabilization and Observation Unit (ISOU)

1. Schedule:

Day	First Period		Second Period		Third Period	
Sunday	1:15PM	2:15PM	2:30PM	3:30PM	3:45PM	4:45PM
Monday	5:15PM	6:15PM	6:30PM	7:30PM	7:45PM	8:45PM
Friday	1:15PM	2:15PM	2:30PM	3:30PM	3:45PM	4:45PM

2. Limitations:
 - a. Inmates in the Special Management Unit are allowed up to two (2), one (1) hour visiting periods per week.
 - b. Inmates on Disciplinary Detention shall be allowed attorney visits only.
3. Appointments:
 - a. SMU and ISOU visits shall be scheduled in advance with the Special Management Unit OIC. The days and times for scheduling a visit are Mondays and Tuesdays between 9:00AM and 12:00PM. The phone number to schedule a visit is (508) 279-6000, ext. 6966.

D. Minimum Unit

1. Schedule:

Day	Visiting Period	
Sunday	1:00PM	9:00PM
Monday	3:30PM	9:00PM
Saturday	1:00PM	9:00PM

E. Health Services Unit

1. Inmates housed in the Health Services Unit for medical reasons and cleared by the Health Services Administrator may go to the Visiting Room for visits.

F. Outside Hospital Visits

1. When an inmate is at an outside hospital and is determined by the attending physician to be at risk of imminent death, only the Superintendent may authorize a special visit. All requests for these visits must be made through the Superintendent's Office.

G. Special Visits

1. Special visit requests shall be made in writing to the Superintendent twenty-four (24) hours in advance, with the exception of family emergencies (i.e. death / critical illness).
2. The criteria for these visits are: out-of-state residences, non-visiting hours, extended visits (i.e. double time periods) and more than the allotted visitors per visiting period.

H. Holiday Visits

1. All approved holidays shall follow a Sunday visiting schedule, with the exception of Thanksgiving, Christmas and New Year's.
2. The visiting schedule for Thanksgiving, Christmas and New Year's, unless otherwise directed by the Superintendent, shall be as follows:

- a. Sampson Unit Visits: 9:00AM -12:00PM.
 - b. General Population / Minimum Unit Visits: 1:00PM - 4:00PM.
3. The approved holidays in accordance with 103 CMR 483.06 are as follows: New Year's Day, Martin Luther King Day, Washington's Birthday, Evacuation Day, Patriot's Day, Memorial Day, Bunker Hill Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

I. Limitations:

- 1. In the event the Visiting Room is at full capacity, visits shall be terminated by slip number, the first visitor to enter the Visiting Room is the first visit required to leave to make room for others. Visitors shall not be asked to leave until they have had at least one (1) hour to visit. An inmate participating in a special visit approved by the Superintendent shall be exempt from this.
- 2. Visitors are only allowed to visit one (1) inmate housed at the institution. Exceptions shall be if the visitor is a blood relative. Visitors shall be required to request permission from the Superintendent in writing if they choose to visit another inmate.
- 3. Visitors are allowed to enter the Visiting Room once a day. Once a visitor leaves the Visiting Room and / or institution, they shall not be permitted back until the next visiting day.
- 4. Only four (4) adult visitors per inmate are allowed at one (1) time. No limitations on the quantity of children shall exist; however, the quantity of children any parents/guardians are bringing into the institution must be of an amount that can be adequately supervised.
- 5. No visits are allowed for inmates on disciplinary detention or room detention status. When an inmate is on disciplinary / room detention and cannot receive visits, every effort shall be made to allow the inmate to notify his visitors of his non-visiting status. In circumstances where an inmate cannot make a phone call, at the inmate's request, the inmate's assigned CPO shall notify the visitor.
- 6. There are two (2) rooms adjacent to the Visiting Room Officer's Break Room designated as Attorney Visiting Rooms.

III. Mental Health Status Inmates

- A. In accordance with 103 DOC 650 - Mental Health Services, inmates on a Mental Health Watch shall be allowed attorney visits and family visits unless there are security reasons precluding those activities, or if they are clinically contraindicated by the qualified mental health professional conducting the mental health watch evaluation.

IV. Visitor Entrance Procedures

- A. Visitor Processing

1. The 7x3 Shift Commander shall determine the frequency of visitor pat searches at the beginning of the 7x3 shift. This number shall be noted in the Outer Control Room IMS Activity Log and shall also be utilized by 3x11 shift.
2. Inmate visitors shall not enter the institution's lobby until 12:00PM for the 1:00PM visiting period and not until 5:00PM for the 5:30PM visiting period.
3. Visitors shall not be allowed to gain entrance into the Visiting Room between the hours of 2:30PM - 3:15PM and 3:45PM - 5:30PM or after 8:00PM, with the exception of scheduled 7:45PM non-contact visits, which shall be allowed to enter until 8:15PM.
4. Any exceptions to the entry times shall be at the discretion of the Shift Commander.
5. All visitors are subject to being searched at any time while on state property.
 - a. Tobacco and tobacco related products are considered contraband and shall remain secured in your vehicle. These items shall never be allowed into the institution or the Visiting Room and smoking on state property is prohibited.
 - b. Video cameras, cameras, two-way radios and any other audio / video equipment are prohibited on state property and in Old Colony Correctional Center.
 - c. The carrying of guns or other weapons, ammunition, controlled substances, alcohol, cellular phones, pagers / beepers, or any other article into or out of the institution may result in loss of visiting privileges as well as criminal prosecution.
6. Visitors are required to lock their cars and secure personal effects whether in their car or in a locker available in the Outer Control Lobby and the Minimum Visiting Room Foyer.
7. Visitors shall be processed on a first come, first serve basis. A ticket counter shall be utilized to establish this order. All first time visitors will be run in CJIS prior to entering the facility.
 - a. Upon arrival, all visitors must obtain a numbered ticket from the ticket dispenser located in the visitor processing area and complete a Request to Visit Inmate form.
 - b. The Visitor Processing Officer shall display and announce a corresponding ticket number. The visitor with the identified ticket number will present themselves to the Visitor Processing Officer and submit his or her completed Request to Visit Inmate form with a valid form of identification (i.e. photographic identification such as a driver's license, passport, state ID from the Registry of Motor Vehicles, Military ID or ID card issued by the Department of Transitional Assistance, etc.).

- c. The officer shall immediately check the Request to Visit Inmate form and identification to verify the identity of the visit and to ensure the form has been completed properly. The officer will stamp the visitor in the designated area with the stamp of the day (children under the age of ten (10) shall not be required to be stamped) and instruct the visitor to be seated until they are called up for processing.
 - d. The officer shall reference the Disciplinary Sanction List, IPS Notification List, Daily Transportation List, and the Barred Visitor List on the PASS System to ensure the visitor is cleared to continue the entrance process.
 - e. The Request to Visit Inmate form shall be logged by the officer in the IMS Visitor Log screen and on the Inmate / Visitor Roster with the date, time, processing number, inmate's name and visitor's name. The officer shall then time stamp the lower right hand corner of the form indicating the slip has been processed.
 - f. Once the Request to Visit Inmate form has been approved, the unit in which the inmate is housed shall be notified via telephone in order for the inmate to prepare for his visit and the form shall be returned to the visitor waiting to be processed.
8. The Visitor Processing Officer shall call visitors by number, in sequential order, in groups of five (5). In incidents where there are less than five (5) visitors, those visitors shall be processed immediately.
9. The officer shall inform the visitor(s) of what items are allowed inside the facility (i.e. wedding bands, engagement rings, religious medallions, prescription glasses, and one (1) linen handkerchief) and shall ensure all other articles have been properly secured.
10. Visitors shall be permitted to enter the institution with one (1) debit card only. Money of any kind is considered contraband and shall not be allowed to enter the institution. Debit cards are available in the main lobby and shall be signed by the visitor. Only the person who signs the debit card may bring that card into the Visiting Room. Debit cards shall only be used for the purpose of buying food items in the Visiting Room. Non-contact visitors are not permitted to bring debit cards into the Visiting Room.
11. All visitors shall conform to the DOC's Visitor Standardized Dress Code (Attachment A). Inmates receiving visits shall adhere to the requirements of the Inmate Dress Code (Attachment B).
- a. Visitors who violate the dress code shall be given an opportunity to change into appropriate clothing. If the visitor refuses to adhere to the dress code, they shall be barred from visiting for that day.
 - b. Inmates who violate the dress code shall be given the opportunity to change into appropriate clothing. If the inmate refuses to adhere to the dress code, they shall not be allowed to proceed to the Visiting Room and the visit will be denied.

12. Upon the visitor entering the process area, they shall remove all outer garments and shoes placing them on the table. All items in their pockets shall be removed and placed into the buckets provided in the processing area and all garment pockets shall be turned inside out. The officer shall search all pockets that cannot be turned inside out and all articles will be searched for contraband.
13. All visitors, regardless of the search of the day, shall successfully pass through the metal detector.
14. Once the search has been completed and the visitor has successfully passed through the metal detector, the visitor shall regain possession of their property. If a visitor is unable to successfully pass the metal detector, an officer shall use the hand wand to ensure no contraband is entering the institution.
15. Visitors unable to pass the metal detector and / or hand wand shall be required to submit to a more extensive search. The search may include removing an article of clothing or up to and including a strip search.
 - a. All personal searches shall be conducted within the curtained area located in the visitor processing area.
 - b. The Shift Commander shall approve all staff requesting visitors to submit to a more extensive search. An incident report shall be submitted explaining the circumstances and outcome of any searches.
 - c. All strip searches shall be conducted, with two (2) officers of the same sex being present, in the appropriate bathroom located in the main lobby.
 - d. Any visitor who is asked to remove any article of clothing or submit to a strip search must read and sign the log located in Outer Control. Visitors shall be informed that they may leave the institution rather than submit to a more extensive search.
 - e. Any visitor who refuses to be strip-searched shall be informed that she / he may not attempt to visit again until she / he has written permission from the Superintendent or designee.
16. When all required search procedures have been completed, the visitor shall enter the Pedestrian Trap and show the Outer Control OIC the visitors stamp under the ultraviolet light.
17. The visitor shall report to the Visiting Room Officer's desk and give the officer the completed Request to Visit Inmate form. The Visiting Room Officer shall time stamp the form indicating the visitor's arrival and log the arrival time in the IMS Visitor Log screen.
18. When a visitor enters the Visiting Room before the inmate, upon arrival the officer shall time stamp the Request to Visit Inmate form indicating the visitor's arrival. If the inmate arrives before the visitor, staff shall note the arrival time and ensure the time is written on the Request to Visit Inmate form upon the visitor's arrival in the Visiting Room.

19. If a visitor waits in excess of twenty (20) minutes for the inmate, an incident report shall be submitted explaining the circumstances for the delay and an entry shall be made in the IMS Visiting Room Activity Log.
20. No visitor or inmate shall be allowed to leave the Visiting Room during a major count. All visitors are to remain seated during a major count. The Visiting Room shall be secured during the count and stay secured until the official count is cleared.
21. Five (5) minutes prior to the end of the visiting period, the Visiting Room OIC shall make an announcement to all inmates and their visitors that the Visiting Room will be closing.
22. Visitors shall be allowed to carry out of the Visiting Room only those items they brought in with them. The items purchased from the vending machines must be consumed in the Visiting Room or be discarded at the end of visit. The time the visitor exits the Visiting Room shall be stamped on the Request to Visit Inmate form and documented in the IMS Visitor Log screen.
23. At 8:45PM, the Visiting Room shall be cleared of all visitors and closed.
24. The Outer Control OIC shall conduct a wrist check on all visitors leaving the institution.

B. Visitor / Volunteer Confined to a Wheelchair or other Mobility Device

1. All visitors and volunteers attempting to enter Old Colony Correctional Center, who are confined to a wheelchair or motorized scooter chair without the ability to easily remove themselves from it, shall be required to submit medical evidence signed by a Medical Doctor to the Superintendent prior to being allowed entrance.
2. Permission to enter with such devices, as a wheelchair or motorized scooter chair, shall be authorized in writing by the Superintendent and the visitor and/or volunteer will produce the written approval each time they visit.
3. If this is a first - time visit by the visitor or volunteer, the Shift Commander shall be notified for authorization to enter with the necessary device(s), provided the visitor has agreed to a personal search prior to entering. This one (1) time approval shall be documented via an incident report and made available to processing staff. The visitor / volunteer shall be advised that they must obtain the required approval prior to their next visit.
4. Whenever possible, the person being searched shall be asked to stand so that their person and the wheelchair / scooter chair can be searched in accordance with 103 DOC 501 - Institution Security Procedures.
5. When it is physically not possible for the person to remove themselves from the chair, they shall be brought behind the curtained area with two (2) staff members, as well as the visitor / volunteer's escort. The visitor / volunteer shall be asked to lean forward so the back of the chair and the visitor's back area can be checked for contraband. Both legs and leg attachments to the chair shall also be

examined up to the seat. All under carriage areas shall be searched with the use of search mirrors or other devices to confirm no contraband is secreted there.

6. The visitor / volunteer seating area and seat cushions shall also be searched. When possible, the visitor shall move from side to side exposing the cushion so the officer can inspect the area.
7. At the conclusion of the search, the Outer Control OIC shall notify the Shift Commander of the search results. The Shift Commander will notify the Superintendent or IDO prior to denying any disabled visitor / volunteer access to the institution.
8. The Shift Commander shall be the only person to deny entrance to any visitor / volunteer arriving in a wheelchair for any reason.

C. Ex - Offenders / Open Court Cases

1. An ex - offender is any individual whose Criminal History Systems Board's (CHSB) Criminal Justice Information System (CJIS) check reveals that they have, or have had any type of court case(s). This includes open court cases and closed court cases that are either misdemeanors and / or felony convictions. All court cases that appear as open shall be closed in CJIS before a visitor shall be allowed access to the institution. Paperwork from the court documenting that a case(s) is closed will not be accepted.
2. In the event that a potential visitor has been determined to be an ex-offender, the ex-offender must complete and submit an "Application for Visiting Privileges" and mail it to the Superintendent for consideration prior to being allowed to visit. No ex-offender shall be allowed to visit without a pre-approved application for visiting.

D. Children Visitors

1. All children (age seventeen (17) years or younger) wishing to visit must be accompanied by an adult. At no time shall a child be left unattended in the Administration Building, Visiting Room, or on state property by the parent, legal guardian, or any other adult.
2. Children accompanying an adult other than their legal guardian must have written permission from the legal guardian and an approved Minor Consent Form (103 CMR 483 - Attachment A) must be notarized in advance of the visit with the forms signed by the Superintendent. These original forms, along with children's birth certificates, shall be required for each visit. The birth certificate may be a copy and must be legible.
3. Children in the visiting area shall be the responsibility of the adult visitor and shall not be allowed to engage in disruptive behavior or the visit will be terminated.

E. Visitor's Access to Rules and Regulations

1. A copy of Old Colony Correctional Center's Visiting Procedures and Visiting

Room Rules and Regulations (Attachment C) shall be made available to any visitor who requests the information.

F. Violation of Rules

1. Any violation of visiting rules by visitors shall result in the termination of the current visit and / or the visitor being barred from future visits.
2. Any violation of visiting rules by inmates shall result in disciplinary action and / or loss of visiting privileges.
3. All violations of Visiting Room rules shall be documented in the IMS Visiting Room Activity Log identifying the inmate and visitor(s) involved, action taken by staff (i.e. verbal warning, termination of visit, etc.), and a description of the specific rule violation.

V. Introduction of Legal Documents

A. Visitor Procedure

1. When a visitor requests to bring legal documents into the Visiting Room, they shall notify the Outer Control OIC. The Outer Control OIC shall open and inspect the documents for contraband. The Shift Commander shall determine the limit of documentation allowed into the institution. Once the legal documents have been approved to enter the institution, the Outer Control OIC shall ensure the documents are hand delivered by a staff member to the Visiting Room OIC.
2. The inmate shall review and / or sign the legal documents. After this is completed, the Visiting Room OIC shall inspect the documents and have them hand delivered, by a staff member, to the Outer Control OIC. The visitor shall retrieve the documents from the Outer Control OIC at the conclusion of the visit.

B. Inmate Procedure

1. When an inmate requests to bring legal documents into the Visiting Room, they shall notify the Upper Control OIC. The Upper Control OIC shall open and inspect the legal documents. The Shift Commander shall be contacted in order to either approve or deny the request. If the request is approved, the Upper Control OIC shall return the documents to the inmate and allow him to proceed to the Visiting Room.
2. The inmate and visitor shall review and / or sign the documents. Upon completion of the visit, the documents shall be inspected by the Visiting Room OIC. The Visiting Room OIC shall return the documents to either the inmate or the visitor, depending on who was authorized by the Shift Commander to retain the documents. If the inmate retains the legal material, the Visiting Room Officer shall ensure the documents have been inspected and a strip search was conducted of the inmate prior to allowing the inmate to return to his housing unit.

VI. Funds

- A. Visitors may drop off a check or money order (cash is not permitted) for an inmate housed at Old Colony Correctional Center into the box labeled "Inmate Checks" located

in the Outer Control Lobby. Checks and money orders shall be in a sealed envelope clearly labeled with the inmate's name and commitment number.

- B. Only documented relatives or friends of the inmate shall drop off funds or property for inmates. If an individual visits an inmate, he / she shall not be allowed to drop off funds for any inmate, other than the one (1) inmate he / she visits.

VII. Medication for Inmates

- A. Inmates requiring special medication (i.e. Insulin, etc.) shall be allowed to receive their medication and return to their visit. However, the same entrance procedures for inmates arriving for a visit shall be followed.

VIII. Bathroom Facilities for Visitors and Inmates

A. Visitors

1. Restrooms for visitors are located near the Lower Control Room. Visitors are expected to keep these areas clean.
2. Female visitors shall utilize the female restroom located near the Lower Control Room; at no time shall the male restroom be utilized. Male visitors shall utilize the male restroom located near the Lower Control Room; at no time shall the female restroom be utilized.
3. The restroom facilities are available for use at the discretion of the Visiting Room OIC. Visitors shall notify the Visiting Room Officer prior to using the bathroom area.
4. The Visiting Room Officer shall verify with the Lower Control Officer that the bathroom facilities are available. Visitors must wait in the Visiting Room if the facilities are in use. When available, the Visiting Room Officer shall escort the visitor to the bathroom facilities. Children must be accompanied by a guardian or parent, other than the inmate, at all times.
5. In the event the visitor is unable to wait until such time when the restroom facilities are available, the visitor has the option to end the visit and leave the institution. The visitor will not be allowed to re-enter the institution until the next visiting day.
6. All visitors will be pat searched inside the restroom before being allowed back into the Visiting Room.
7. Inmates and visitors shall not be allowed to use the restrooms during shift change (2:45PM - 3:15PM), during major counts and after 8:00PM.

B. Infant Diaper Change

1. When an infant's diaper needs to be changed, if the parent or legal guardian is a female, they are required to utilize the female restroom located near the Lower

Control Room. If the parent or legal guardian is a male, they are required to utilize the male restroom located near the Lower Control Room.

C. Inmates

1. All inmates entering the Visiting Room shall be pat searched.
2. Inmates shall use only those facilities designated for inmate use.
3. Inmates are expected to assist in keeping these areas clean.
4. The restroom facilities are available at the discretion of the Visiting Room OIC.
5. All inmates shall be strip searched prior to using the restrooms. If the facilities are occupied and an inmate is unable to wait until such time that the restroom facilities are available, the inmate shall end his visit and leave the Visiting Room to use the facilities in his housing unit. He shall not be permitted to return to the Visiting Room until the next day and shall be strip searched prior to exiting the Visiting Room area.

D. Nursing of Infant Children

1. Female visitors shall be allowed to nurse their child in the Visiting Room, privately, in a designated Attorney Visiting Room. The room shall be searched before and after it is used. Only the child and mother are allowed in the room. The Visiting Room Officer shall be posted outside of the room to ensure no one gains access into the room.

IX. Visiting Room Activities / Games

A. Children's Play Area

1. The children's play area shall be open during all visiting periods. Children in the play area shall be the responsibility of the adult visitor and shall not be allowed to engage in disruptive behavior or the visit shall be terminated.
2. The children's play area shall be supervised by the Visiting Room Officers. All toys, games, coloring books and tables shall remain in the play area. Any misuse or willful destruction of any toy or game may result in termination of the visit and disciplinary action. Inmates and visitors shall be responsible for the general housekeeping of the play area. The Visiting Room Officers shall be responsible for the use of the DVD player with the selection of children's movies. The child's parent or guardian shall request, through Visiting Room staff, that a video be played. Once a movie has been selected, it will play in its entirety, unless all parties agree to change the movie. The volume must be kept to the lowest level possible to not disturb other visits.
3. Coloring books, paper, and crayons are available for use in the play area. One (1) sheet of paper with a coloring or drawing shall be allowed to leave the institution with the child visitor and one (1) with the inmate to bring back to his cell. All colorings and drawings shall be approved by the Visiting Room OIC prior to exiting the Visiting Room. Any coloring or drawing deemed inappropriate shall

be confiscated and forwarded to IPS. An incident report shall be submitted in IMS documenting the incident.

B. Inmate Photograph Requests and Processing

1. Inmates may request a photo charge slip from their assigned CPO to have picture(s) taken in the Visiting Room. The charge slip shall indicate the number of photo's (maximum of three (3) allowed) the inmate is requesting. Once the inmate completes the photo charge slip he will place it in the photo box at the top of the Program Corridor Ramp in front of the Health Services Unit.
2. Inmates shall receive a yellow copy of their approved charge slip and must bring the copy to their visit as proof of purchase. These slips will be given to the Visiting Room OIC in exchange for a photo.
3. The camera and the printer shall be handled by the inmate photographer only, and shall remain secured in the Visiting Room.
4. All refunds for unused or damaged photographs shall be processed in a timely manner. The refund will be credited to the inmate's personal account. All requests for refunds shall be authorized by the Director of Treatment.

X. Minimum Unit Visiting Procedures

A. Visitor Processing

1. At 1:00PM, visitors may obtain a Request to Visit Inmate form at the Minimum Visiting Room Officer's desk. The visitor shall complete the form and return it to the Visiting Room Officer with a valid form of identification (i.e. photographic identification such as a driver's license, passport, state ID from the Registry of Motor Vehicles, Military ID, or ID card issued by the Department of Transitional Assistance, etc.). All forms will be processed on a first come, first serve basis.
2. The Minimum Visiting Room Officer shall reference the Disciplinary Sanction List, IPS Notification List, Daily Transportation List, and the Barred Visitor List on the PASS System to ensure the visitor is cleared to continue the entrance process. All first-time visitors will be run in CJIS before allowing the visit to occur.
3. Once the visitor's Request to Visit Inmate form has been processed, the visitor shall then proceed to the seating area. The Request to Visit Inmate form shall be logged by the officer in the IMS Visitor Log screen and on the Inmate / Visitor Tracking Sheet with the date, time, processing number, inmate's name and visitor's name. The officer shall then time stamp the lower right hand corner of the form indicating the slip has been processed.
4. All visitors are required to store any personal items in their vehicles or in the lockers available in the visitor locker area in the Minimum Visiting Room. Personal items include, but are not limited to the following articles:
 - a. All hats, gloves, handbags, keys, wallets, as well as all documents utilized during the processing period.

- b. At no time shall contact be made with an inmate prior to the storage of visitor's personal articles.
 - c. No packages or parcels shall be accepted from visitors for delivery to inmates.
- 5. Visitors are allowed to maintain possession of one (1) debit card per adult visitor for use in the vending machines.
- 6. The Minimum Visiting Room Officer shall notify the Minimum A / B or Minimum C Unit Officer via telephone that the inmate has a visit.
- B. All minimum inmates shall enter and exit the Visiting Room through the door located on the left side of the Minimum C Unit, clearly marked, "Inmate Entrance / Exit - Visiting Room". When an inmate enters the Visiting Room, he shall proceed directly to the Visiting Room Officer's desk and submit his identification card to the officer. The inmate shall then proceed to the seating area. The officer shall time stamp the Request to Visit Inmate form to document the time the inmate arrived in the Visiting Room.
 - 1. If a visitor waits in excess of twenty (20) minutes for the inmate, an incident report shall be submitted explaining the circumstances for the delay and an entry shall be made in the IMS Visiting Room Activity Log.
- C. At the conclusion of an inmate's visit, the visitor(s) shall inform the Visiting Room Officer that he / she is ready to leave. The Visiting Room Officer shall notify the Minimum A / B or Minimum C Unit Officer that the inmate is returning to the unit. The visitor(s) shall remain in the Visiting Room until the inmate's physical return to the applicable Minimum Unit has been confirmed by staff. The visitor will then exit the Visiting Room through the door accessing the handicap ramp leading to the visitor parking area. The time the visitor exits the Visiting Room shall be stamped on the Request to Visit Inmate form and documented in the IMS Visitor Log screen.
- D. All visitors shall conform to the DOC's Visitor Standardized Dress Code (Attachment A). Inmates receiving visits shall adhere to the requirements of the Inmate Dress Code (Attachment B). All visitors and inmates shall adhere to the Visiting Room Rules (Attachment C); failure to do so shall result in termination of the current visit and / or inmate disciplinary action and barring the inmate visitor from future visits.
 - 1. All violations of Visiting Room rules shall be documented in the IMS Visiting Room Activity Log identifying the inmate and visitor(s) involved, action taken by staff (i.e. verbal warning, termination of visit, etc.), and a description of the specific rule violation.
- E. Staff assigned to the Minimum Visiting Room shall return all processed Minimum Visitor paperwork to Outer Control upon closing the Visiting Room. Staff assigned to the Minimum Unit on the 11x7 shift shall pick up the paperwork and bring it to the Minimum.
- F. Bathroom Facilities for Minimum Visitors and Inmates

1. Visitors and inmates shall notify the Visiting Room Officer prior to using the bathroom facilities. Inmates and visitors are expected to assist with keeping these areas clean. Inmates shall use only those facilities designated for inmate use.
2. Visitors and inmates shall not use the bathroom facilities at the same time.
3. Visitors and inmates must return directly to the visiting area immediately after using the facilities.
4. In the event a minor requests to use the facilities, the non-inmate parent or guardian must be present during the use of the facilities (either inside the lavatory with children needing assistance or directly outside of the facilities for children using the bathroom without assistance).

Superintendent

Date

Reviewing Authority

Date



OC 483 VISITING PROCEDURES – ATTACHMENT A

VISITOR STANDARDIZED DRESS CODE



A. 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, jumpers, etc. (allowable for age 8 and younger).
11. Hair accessories that cannot be easily removed to be searched.
12. Bobby pins, barrettes and ribbons.
13. Umbrellas, jackets, coats, vests, or outerwear of any type. Exceptions 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.
14. Male visitors cannot wear any type of blue or black jeans into a facility that incarcerates males (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 shall not exceed three (3") inches above the knee when standing. No wrap-around style skirts are allowed unless worn for religious reasons.
17. Tank tops, halter tops, muscle shirts, or clothing that reveals the midriff or excessively exposes the back. Tube tops of any type are not allowed. Sleeveless clothing is not allowed unless covered by an article of clothing, such as a sweater, that shall not be removed.
18. Sweatshirts, sweatpants, wind pants, and exercise clothing (allowable for age 8 and younger).
19. Clothing with zippers that go the full length of the garment with the exception of outerwear (allowable for age 8 and younger).
20. Colored T-shirts are allowed. T-shirts with offensive logos are not allowed.
21. Leg warmers.
22. Hats and head coverings of any type, unless worn for religious or medical reasons; however they must be searched prior to entering the institution.
23. No electronic communication devices (e.g. cell phones, electronic devices) or those capable of storing information are allowed.

B. Dress Requirements for all Visitors

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

C. Exceptions to 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.

D. Allowable items

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

- a. 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 of baby food, (1) plastic spoon, and one (1) bib.

E. Medication and or Medical Devices

1. 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, oxygen tank, casts, braces, medically necessary shoes, canes, walkers, guide dogs, etc., shall obtain prior approval from the Superintendent to visit with such medication / device(s).
2. 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.
3. 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).
4. 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.
5. 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.
6. Visitors who have life-saving medication shall keep it on their person at all times.
7. The officer shall note all medication or medical device(s) upon entry on the visiting form and verify upon exit of the Visiting Room.
8. In all instances, the Shift Commander will make final determination for admittance.



OC 483 VISITING PROCEDURES – ATTACHMENT B

INMATE DRESS CODE



- A. All clothing shall be neat and presentable while on a visit. Below is a list of clothing authorized to be worn in the Visiting Room. Inmates in violation of the dress code shall be returned to their unit for proper attire. Inmates who continuously violate the dress code may be subject to disciplinary action and or loss of visiting privileges.
- B. Inmates entering the Visiting Room are allowed to bring:
1. Issued ID Card
 2. Comb
 3. Handkerchief
 4. Wedding Band
 5. Religious Medallion
 6. Medical Alert Necklace or Bracelet
 7. Photo Ticket
- C. Approved clothing
1. Pants
 - a. Dress: Black, Navy Blue
 - b. Jeans: Black, Plain Blue
 - c. Scrubs: Gray, Green
 2. Shirts
 - a. Collared Shirts: Black, Navy Blue, White and Chambray
 - b. T-Shirts: Black, Navy Blue and White with pocket
 - c. Scrubs: Gray, Green
 3. Sweaters: Gray
 4. Sweatshirts: Black, Navy Blue, Gray
 5. Underwear: Proper undergarments shall be worn.
 6. Footwear: Must be worn
 7. Socks: Socks are optional
 8. Hats: Religious headwear only

D. Restrictions and Limitations

1. Inmate Detainees (52A): Shall be required to wear their state issued clothes (green scrubs).
2. Inmates that wear state issued clothes (scrubs) shall wear the matching top and bottoms.
3. All shirts shall be tucked in at all times when on a visit.
4. White T-shirts without a pocket shall only be worn under a collared shirt.
5. No tank tops or sleeveless shirts.
6. Thermal tops shall only be worn as a T-shirt under a collared shirt.
7. No Jackets.
8. No combination of black or blue dress pants with a T-shirt or chambray colored shirt.
9. No sweatpants or shorts.
10. No clothing that is excessively torn, ripped, or baggy shall be allowed.
11. No pants that have ripped or missing pockets.
12. Double layered clothing.



OC 483 VISITING PROCEDURES – ATTACHMENT C

VISITOR ROOM RULES



1. No straddling chairs and benches.
2. No sitting with legs crossed over one another.
3. Feet shall be on the ground at all times, not on chairs or benches.
4. No lying across or sitting on another's lap (allowable for age 8 and younger).
5. No sitting or lying on the floor.
6. Hands shall be in plain sight at all times.
7. Sit in an upright position with back against the chair.
8. Visitors' coats, jackets and outerwear shall be hung on appropriate coat racks located at the entrance to the Visiting Room.
9. Behavior that may be offensive to another visitor or inappropriate in the presence of children shall not be tolerated.
10. Any contact that is more than commonly acceptable as a public display of affection and which is embarrassing to others (i.e. massaging, rubbing etc.) shall not be tolerated. Inmates are allowed to kiss their visitor(s) in a closed-mouth fashion only, once upon greeting their visitor(s) and once again at the conclusion of their visit.
11. No article shall be passed between a visitor and an inmate without the permission of the Visiting Room Officer.
12. Disruptive behavior of any kind will not be tolerated.
13. Once seated, visitors and inmates may not change their seating without the prior approval of the Visiting Room Officer.
14. Upon entering the Visiting Room, the inmate will provide his ID to the search officer and proceed to the Visiting Room Officer's desk, where he will leave his ID until the completion of the visit.
15. Serious deviation from appropriate standards of behavior may result in administrative action such as a warning, termination of visit, suspension, or loss of visiting privileges.
16. Inmates and visitors are responsible to clean up and throw away all trash and wrappers and left over vending machine items that have been purchased during their visit.

17. At the conclusion of the inmate's visit, the inmate shall remain seated until his visitor has left the Visiting Room unless otherwise instructed by the Visiting Room Officer.
18. No cross visiting between inmates and visitors.
19. No sharing of beverages or bagged food items.
20. Inmates are not allowed to bring anything into or take anything out of the Visiting Room, with the exception of photos taken in the Visiting Room.
21. Inmates and visitors are not allowed to put their arms around each other when sitting or standing. The only exception that will made is once upon greeting their visitor(s) and once again at the conclusion of their visit.
22. Inmates and visitors shall follow the orders of the officers assigned to the Visiting Room and its related areas.
23. Parents of children shall be responsible for the child's behavior at all times. Children will remain with their parent or guardian at all times and shall not be allowed to roam the Visiting Room unattended.
24. Inmates are not allowed to have contact with the vending machines, microwave or area around these items. This is considered out of bounds to all inmates during the visiting period. Any debit card shall be considered contraband in the possession of an inmate and will be confiscated.
25. Food shall be consumed in the Visiting Room. Inmates or visitors shall not be allowed to take food out of the Visiting Room.

Rules for Photographs

1. No displaying of STG hand-signs, colors, inappropriate touching, etc.
2. Inmates and visitors shall be standing side by side only. Inmates are not allowed to be photographed while standing behind one another with hands placed on their body areas, or facing one another with arms wrapped around each other during an embrace.
3. Only one (1) inmate will be allowed per photograph.
4. Proper dress required (i.e. shirts must be worn).
5. Photographs will only be taken for the inmates with approved charge slips. NO EXCEPTIONS.
6. Inmates are only allowed to refuse the photograph due to operator error.
7. The Visiting Room Officer monitoring the photo session will inspect all photographs prior to the inmate receiving the photo.
8. Photographs that are deemed inappropriate shall be confiscated and be reviewed by IPS prior to the inmate receiving the photograph.

9. The photos may be given to visitors, mailed out of the institution or kept with the inmate's property.