



SOUTH MIDDLESEX **CORRECTIONAL CENTER**



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

South Middlesex Correctional Center (SMCC) Visiting Procedure shall be in accordance with 103 CMR 483 - Visiting Procedure. In addition, the following procedure shall be adhered to:

I. INSTITUTIONAL VISITING RULES AND PROCEDURES (483.07)

South Middlesex Correctional Center
P.O. Box 788, 135 Western Avenue
Framingham, MA 01701
(508) 879-1241 (508) 875-2883

A. Directions

From points along the Massachusetts Turnpike: MA Pike (I 90) west to Route 30 (Framingham/Natick Exit). After the tollbooth, follow the Framingham Route 30 West signs to a set of lights at the intersection of Routes 30 & 126. Turn left onto Route 126 and continue on Route 126 by the Framingham District Court and into downtown Framingham. Continue through downtown Framingham, over a set of railroad tracks and through the Route 135 intersection. Turn left onto Irving St. Follow Irving St. to the third set of lights and turn left (Framingham Fire Station). Continue along the MCI-Framingham perimeter fence. Bear right at the fork. SMCC and the visitor parking lot are on the left.

B. Transportation

Public transportation is available via Amtrak trains, the Massachusetts Bay Transit Authority (MBTA) Commuter Rail (purple line) and several taxi companies in the Framingham area. Transportation schedules for public transportation (taxi, trains) shall be posted on the visitors' bulletin board located in the Visiting Room.

C. Visiting Hours

Monday through Thursday:	6:00 p.m. – 9:00 p.m.	Last Name A-M Only
Saturday:	1:00 p.m. – 4:00 p.m.	Last Name N-Z Only
	6:00 p.m. – 9:00 p.m.	Last Name N-Z Only
Sunday:	1:00 p.m. – 4:00 p.m.	Last Name A-M Only
	6:00 p.m. – 9:00 p.m.	Last Name A-M Only

Holidays:	1:00PM – 4:00PM	All inmates
	6:00 – 9:00PM	All inmates

In addition to the rules and regulations of 103 CMR 483, the following rules are applicable:

- D. There will be no limitations on the number of visits an inmate may receive on any given day or on a weekly basis. However, only one group of visitors will be allowed to visit at any one time.
 - 1. Inmates anticipating receiving five (5) or more visitors during one session should make prior arrangements with the Director of Security (DOS).
 - 2. Visitors may only visit with one inmate at a time unless the inmates are related, the familial relationship can be verified, and prior approval is given by the DOS.

- E. The Shift Commander may at his / her discretion terminate visits if overcrowding occurs. Criteria for terminating visits shall be as follows:
 - 1. Visitors who arrived first will be asked leave first.
 - 2. Visitors will have a minimum of one (1) hour visiting time before the visit is terminated.
 - 3. The Shift Commander shall write an incident report any time a visit is terminated.

- F. In the event an inmate is unable to receive visits, for any reason, the inmate shall be responsible for notifying their visitors.

- G. No child who was a victim of the inmate's offense shall be authorized to visit without the authorization of the Commissioner or his designee.

- H. Visitors may not bring in property for inmates during a visit. Additionally, visitors may not bring in:
 - 1. Alcohol
 - 2. Weapons
 - 3. Drugs
 - 4. Drug related paraphernalia
 - 5. Electrical appliances, TV's, radios, cameras
 - 6. Handcuff keys
 - 7. Beepers and / or Cellular phones
 - 8. Cigarettes, Tobacco or Tobacco products

****Visitors are required to store all belongings to include Identification, keys, wallets, and purses in the lockers provided. This institution is not responsible for any articles placed in the lockers. Cellular phones may be stored in the lockers provided only for visitors arriving on foot, by bus, train, or taxi and must be powered off.**

I. The following personal items may be brought into the facility and retained by visitors during the course of a visit:

1. Children's articles (diapers, bottles, etc., see section I.)
2. Jewelry (traditional engagement ring/wedding band, religious medallion on a necklace or chain, or medical alert jewelry)
3. Debitek Cards. Visitors must use the Debitek System for vending purchases. Visitors may not give money directly to inmates at any time or leave inmates their Debitek Card.

J. All visitors wishing to leave money for an inmate shall deposit it in the income box located next to the front door in the Main Lobby. All money left for inmates by visitors must be in the form of money orders, personal checks, bank checks or certified checks. The inmate's name and commitment number shall be printed on the check or money order as well as the donor's name. **NO CASH WILL BE ACCEPTED.**

K. Visitors must park their vehicles in the Visitor's Parking Area. All vehicles be secured at all times. Neither SMCC nor the Department of Correction (DOC) shall be responsible for theft or damage incurred while parked on the property. All vehicles, while parked on state property, shall be subject to search.

L. Visitors are expected to dress appropriately. The visitor dress code is as follows:

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 males and female visitors cannot wear any type of blue or black jeans into a facility that houses females (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 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 are as follows:

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

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). If necessary, the Superintendent shall authorize an alternate search due to a 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.

NOTE: The Shift Commander has the authority to refuse entrance or terminate a visit when he/she believes a visitor is inappropriately attired.

- M. Inmates shall dress appropriately for visits. Inmates shall wear pants, shoes and a shirt. The Shift Commander has the authority to terminate a visit when he/she believes the inmate is inappropriately dressed.
 - 1. During summer months, inmates may wear shorts of acceptable length. Inmates shall not lay under blankets with visitors, or sit on top of picnic tables. While sitting at the picnic tables, inmates shall have both feet under the table not straddling the bench.
- N. Personal radios, walkmans, hot pots or TV's may not be used in the Visiting Room. The TV in the Visiting Room shall remain powered off during visitation periods.
- O. Visiting in the parking lot area(s) shall be prohibited.
- P. Visiting will take place in the Visiting Room or the designated outside visiting area only. All visitors and inmates must return to the Visiting Room at dusk or when the Shift Commander closes the yard.
- Q. All visitors must be off SMCC grounds immediately following the conclusion of the visitation period. Visitors and inmates shall not linger in the Main Lobby at the conclusion of or immediately following the conclusion of the visitation period.
- R. Visitors with children must ensure that the children are supervised and remain with them at all times.
- S. Smoking is prohibited at SMCC.
- T. Conduct or behavior that is disruptive to the orderly running of the facility shall not be tolerated and may result in the termination of the visit.
- U. Inmates and visitors are expected to conduct themselves reasonably and not engage in physical contact that is inappropriate or excessive. Deviations from appropriate standards of behavior may result in disciplinary action, termination of the visit, or suspension or loss of visiting privileges.
- V. In order for a minor to gain permission to visit SMCC, he/she shall demonstrate that they have consent of a parent or legal guardian that has physical custody. In addition, he/she must be accompanied by the parent or legal guardian or by an adult pre-approved by the parent or legal guardian to visit.

In cases where the parent or legal guardian is accompanying the minor child, he/she must present the minor child's birth certificate verifying parentage or guardianship. In cases where the parent or legal guardian is not accompanying the minor, a "Minor Consent Form"(103 CMR 483 – Attachment A) must be completed/notarized and submitted to the Superintendent for approval and the copy presented to the processing officer each time they visit.

- W. A copy of the institution's visiting rules and procedures shall be made available to any visitor requesting one.
 - X. Inmates shall not leave the visiting area once their visit commences. Inmates shall only use the designated inmate bathroom during a visit. Inmates found using the bathroom designated for visitors may face disciplinary action and shall have the visit terminated.
 - Y. Food and property items may not be brought from the inmate's room into the visiting room or outside visiting area. Exceptions can only be authorized at the discretion of the Shift Commander.
 - Z. Upon request, reasonable accommodations shall be made to a nursing mother to provide access to an area that is private and separate from the visiting area to nurse her infant child. Upon conclusion of breast feeding, an appropriate area search will be conducted by staff.
- AA. Special Visits
- 1. Attorney visits
 - a. All attorneys seeking visitation with an inmate shall contact the DOS and schedule a time for a visit. All attorney visits shall be conducted during normal visiting hours, except where prior approval has been granted by the Superintendent or his/her designee.
 - b. Attorney visits shall normally occur in the Visiting Room. On special request, a separate area may be provided to ensure attorney/client privacy.
 - c. All attorneys requesting visitation with an inmate shall be required to provide appropriate credentials such as: Mass Bar Association Card, evidence of attorney intern status, 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 DOS for an extended and/or alternative visiting period. Written requests must be submitted from the inmate (Attachment 1) and the person intending to visit. Such requests shall be made at least two weeks prior to the intended visit and must be approved by the DOS.

3. Visits to Hospitalized Inmates

- a. Notwithstanding the general policy 103 CMR 483, the Superintendent of the Lemuel Shattuck Hospital Correctional Unit, or of any reception/diagnostic center, may restrict visiting to family members, and 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.) Inmates who are medically determined to be in critical condition or in imminent danger of death may be allowed to have visits if the Superintendent of SMCC has provided authorization

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.

BB. Family Reunification House Visiting Procedure

1. Eligibility

- a. To be eligible for participation in the Family Reunification House (FRH) Program, inmates must successfully complete South Middlesex Correctional Center's Parenting Education program or MCI-Framingham's Parenting Inside Out Program.
- b. The maximum age of children allowed to participate in the Family Reunification House program is up until the child's 13th birthday. Grandchildren are not eligible for program participation.
- c. Inmates shall not be eligible for the program if their current charges involve children.

2. Program Approval Process

- a. Inmate applies for the FRH program by completing a Screening for Family Reunification House Program Form (Attach. 3) and submitting the form to the Spectrum Family Preservation Counselor.

- b. The Family Preservation Counselor meets with the inmate's assigned Correctional Program Officer to review the inmate's institutional record along with her criminal history.
- c. The Correctional Program Officer and The Family Preservation Counselor shall make a recommendation to the Deputy Superintendent who shall make the final determination.
- d. In the event of Department of Children and Families involvement the Family Preservation Counselor shall contact the caseworker for approval.
- e. Upon approval of the Deputy Superintendent, the Family Preservation Counselor shall meet with the inmate and complete the Initial Intake Form (Attach. 4) and have the inmate sign the Consent to Disclose Form (Attach. 5). The Family Preservation Counselor shall also have the inmate read and sign the Family Reunification House Rules (Attach. 6).
- f. Upon signing the Consent to Disclosure Form, the Family Preservation Counselor shall contact the child's guardian or caretaker and schedule a Caretakers Interview (Attach. 7). This interview is preferred to take place at South Middlesex Correctional Center but may be approved to take place through the mail on a case by case basis as approved by the Deputy Superintendent. The child's guardian or caretaker would also be responsible for providing the Family Preservation Counselor with copies of the child's Birth Certificate, Social Security Card, Medical/ Insurance Cards and any guardianship paperwork.

3. Use of the Family Reunification House

- a. Whenever possible, Family Reunification House (FRH) visits shall be scheduled by Family Preservation Counselor at the convenience of the inmate and family. Inmates may submit a schedule request to the Family Preservation Counselor utilizing Family Reunification House Schedule Form (Attach. 8).
- b. The maximum number of children allowed to visit will not exceed the number of beds in the FRH. Inmates participating in the FRH program shall be permitted visits on the following basis:

1 st visit	Limited up to 12 hours, until 8:00PM (Not overnight)
2 nd visit	Limited up to 24 hours, until 8:00PM
3 rd and subsequent visits	Limited up to 48 hours, until 8:00PM

A subsequent visit shall not be scheduled until the current visit is successfully completed. It is the inmate's responsibility to schedule visits around their programming.

- c. A standard menu shall be prepared by food services staff prior to the visit. This menu shall consist of nationally recommended dietary allowance to

ensure that food allowances required for basic nutrition are met. The inmate will choose her menu items and submit her selections to the Family Preservation Counselor, utilizing the Standard Food Reunification House Menu Form (Attach. 9), who will then forward the request to kitchen staff. Menu items shall be brought to the Control Center by food services staff. The inmate shall be responsible for picking up the food from the Control Center and bringing it to the FRH prior to the visit. Families are not permitted to bring in any additional food for the visit without prior permission from the Family Preservation Counselor or Director of Treatment (DOT). Inmates shall not be permitted to bring any food based canteen or vending machine items to the FRH. All food products must remain in the FRH. Inmates are not permitted to bring food back to their housing unit.

- d. Upon arrival at SMCC, the caretaker transporting the child/children shall arrive at the Control Center, sign the Institution Visitor Sheet and have all packages inspected. Items authorized to bring into the FRH shall be limited to clothing, school items (books, homework), baby food and formula.

The inmate's belongings/person shall be searched prior to entrance to the FRH. When the Family Preservation Coordinator is on duty, he/she shall escort the inmate and child/children to the FRH. In his/her absence, the Shift Commander or designee shall assume this duty. Caretaker entrance into the FRH is strictly prohibited. Upon conclusion of the visit, the Shift Commander or designee shall escort the inmate and child/children back to the Control Center for pick-up by the caretaker transporting the child/children. The inmate and her child/children shall remain at the FRH only and shall not mix with general population inmates for the duration of the visit.

4. Termination of FRH Visits

Failure to comply with FRH visiting procedures may result in termination of the visit and disciplinary action. The receipt of a disciplinary report shall result in the termination of any ongoing and/or upcoming visits. Subsequent visits shall not be scheduled until the disciplinary process is completed. A continuance without a finding (CWOFF) or guilty finding on a disciplinary report shall result in a 60 day suspension of FRH privileges. The inmate's next visit following the resolution of the disciplinary process shall be considered a first visit and subject to the appropriate time restrictions. If an inmate incurs a total of 3 disciplinary reports she may be discharged from the FRH program. At the time of discharge, the inmate may be required to wait a period of 90 days. Upon completion of the 90 days, the inmate shall attend 2 monthly Parenting Support Groups prior to re-admission being considered for the Family Reunification House Program.

- CC. At the conclusion of any visit, inmates shall report to the area outside the holding cell. Visitors shall retrieve their property from the locker and coat rack. Once visitor

property has been collected there shall be no further contact between the inmate and visitors. The visitor shall depart the institution upon collection of property.

II. IDENTIFICATION AND SIGN IN REQUIREMENTS (483.12)

In addition to the requirements of 103 CMR 483 – Visiting Procedures, the following is applicable:

- A. All visitors must report directly to the Control Center Visitor Processing area upon arrival and completed a "Visit Request Form" (Attachment 2).
- B. Visitors are required to present picture identification that, in the opinion of the processing Correction Program Officer (CPO), is adequate to positively prove the identity of the individual requesting visitation. This includes a current Massachusetts (or other state) driver's license, passport, Massachusetts Identification Card, Welfare Card, Department of Transitional Assistance Identification Card, etc. In addition, if applicable, visitors are required to present the vehicle registration of the vehicle parked on state property by which the visitor arrived at SMCC.
- C. All visitors shall be asked by the processing CPO if they are in possession of any contraband, to include weapons, cuff keys, drugs, cell phones or beepers or any medication that requires constant visitor retention.
 - 1. Inmate visitors in possession of a weapon may not visit. The weapon cannot be kept on the premises.
 - 2. Visitors with medication not requiring constant retention shall turn it in to the Control Center CPO until the conclusion of the visit. The visitor may come to the Control Center during the course of the visit and the medication shall be made available, as needed.
 - 3. If the medication requires constant visitor retention, a letter from a physician, stating the type of medication and the amount to be retained, must be presented at the time of visiting to the processing CPO. Notation of retention of medication shall be noted on the Visit Request Form by the processing CPO.
- D. The introduction of guns or other weapons, controlled substances, alcohol, tobacco, or any other contraband into or out of SMCC may result in the loss of visiting privileges, as well as criminal prosecution.

III. VISITOR SEARCHES (483.14)

- A. Initial Screening of Visitors:
 - 1. Visitors entering SMCC shall complete a Visit Request Form and provide

valid identification to the processing CPO. The visitor shall obtain a Debitek Card, if applicable, and secure all personal effects (i.e. pocketbooks, wallets, keys, money, cellular phones (if applicable), identification, and jewelry) in a locker in the Main Lobby. After all personal effects are secured in a locker, the visitor shall notify the processing CPO. The processing CPO shall then perform a personal search of any outerwear to be hung in the Visiting Room, as well as any items to be retained by the visitor during the visit. Upon successful completion of a search, the processing CPO shall page the inmate to the Control Center. Refusal to present any item to the processing CPO or refusal to submit to a search by the processing CPO shall result in denial of the visit.

B. Subsequent Searches:

Personal Searches

1. In the event that a staff member suspects (either by the visitor's behavior, physical appearance, or other observation) that the visitor may be concealing contraband and failed to present them for inspection, he / she shall notify the Shift Commander immediately and request that a personal (pat) search be conducted prior to entry.
2. Personal searches of visitors may not be conducted without the authorization of the Shift Commander.
3. A visitor shall be granted the opportunity to leave the institution rather than submit to a personal search, unless:
 - a. The employee has those arrest powers granted under the authority of MGL Chapter 127, Section 127: Special state police officers; powers and duties.
 - b. The employee has probable cause to believe that the visitor has committed an arrestable offense
 - c. The employee has probable cause to believe that the visitor has seizable evidence concealed on his person.

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

4. Any Shift Commander approving the use of a personal search prior to the entry of a visitor to SMCC shall file an incident report. The observing Officer shall file a full report of him/her observations with the Shift Commander prior to the end of the tour of duty. The report shall contain the name of the visitor, the names of the searching officer(s), the extent of the search and what, if any

contraband was found.

Strip Searches

1. As part of the admission criteria, CPO's may ask a visitor seeking admission to submit to a strip search, in order to ensure that the visitor is not smuggling any articles of contraband.
2. Before conducting a strip search of a visitor, the observing officer shall relate to his/her Shift Commander the reasons for the request.
3. Strip searches of visitors may only be conducted upon the authorization of the Superintendent or his designee, during business hours and the Institution Duty Officer (IDO) during non-business hours.
4. A visitor shall be granted the opportunity to leave the institution rather than submit to a strip search, unless:
 - a. The employee has those arrest powers granted under the authority of MGL Chapter 127, Section 127: Special state police officers; powers and duties.
 - b. The employee has probable cause to believe that the visitor has committed an arrest able offense.
 - c. The employee has probable cause to believe that the visitor has seizable evidence concealed on his person.

Under these conditions, a strip search incidental to arrest may be conducted.

5. The officer(s) conducting the strip search shall file an incident report concerning the search with the Superintendent prior to the end of the tour of duty. The report shall contain the name of the visitor, the names of the searching officer(s), the administrator who approved the search, the extent of the search and what, if any contraband, was found.
 6. Officers 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 of Middlesex County shall be requested in that event.
- C. Any persons refusing to submit to any aspect of the search procedures shall be denied entrance to SMCC for visitation. Where the refusal occurs, under circumstances indicating the most likely motive for refusal may be to prevent the 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, their visiting privileges may be suspended or terminated.

- D. Employees conducting searches shall do so in a professional and courteous manner.
- E. All personal and strip searches shall be conducted by employees of the same sex as the visitor.
- F. All personal and strip searches will be conducted in private.
- G. Papers and documents carried in or out of the visit by a judge, attorney, law student, paralegal, the Governor, any legislator, or member of the Parole Board, shall be inspected for concealed articles but shall not be read.