

X. OFFICIAL VISITS (ATTORNEY/CLERGY)

- A. Official visits are permitted from 9:00AM to 10:00PM seven (7) days per week. Officials may, with prior approval of the Superintendent or designee, be allowed a visit at other times.
- B. Arrangements for official visits at other than the times listed in this section, or for which there may be special requirements, should be made in advance whenever possible.
1. Official visits are permitted from 9:00AM to 10:00PM seven (7) days per week. Officials may, with prior approval of the Superintendent, Assistant Superintendent or designee, be allowed a visit at other times.
 2. Arrangements for official visits at other than the times listed in this section, or for which there may be special requirements, should be made in advance whenever possible and prior approval of the Superintendent, Assistant Superintendent or designee is required.
 3. Visit personnel will notify the Shift Commander any time an Official visitor remains in the building past 10pm.
 4. The Shift Commander will determine the amount of time that will be allowed for the Official Visit to continue when it is already in progress.
 5. Any requests made by Official Visitors to visit at times outside of the 9am-10pm hours will be referred to the Shift Commander.
 6. The Superintendent, Assistant Superintendent or designee once notified by the Shift Commander will determine if the visit will be permitted.
 7. Professional Staff, other than the Facility Physician will be required to conclude all business prior to the 2200hr (10pm) headcount. This will include, but not be limited to: all Clinicians, Mental Health Staff, Educational Staff, Program Staff or any other identified by the Shift Commander.
 8. All other procedures in PCCF 483 will remain in effect regarding the identified people in this procedure.
- C. In addition to the above listed procedures, the following procedures will apply:
1. Attorneys are required to present their up-to-date Massachusetts Bar Overseers Card, in addition to current photographic identification.
 1. Members of the clergy are required to receive approval from the Department Chaplain, prior to a contact visit taking place.
 - a. Once approved through the Department Chaplain, a "Blue Card" will be completed, which will be forwarded to the Volunteer Coordinator. The Volunteer Coordinator will ensure that Policy and PCCF 485 requirements are met, prior to final approval for the visit being made.
 - b. Members of the clergy who are not pre-approved will be required to visit in a non-contact visit area until such approval is received.
 - c. A list of pre-approved clergy and volunteers will be maintained and updated regularly.

- d. A copy will be maintained on file at the visit reception desk.
 3. Law students, paralegals, and private investigators working under the direction of an attorney, and with the attorney's written authorization on their person, may visit inmate clients of that attorney under the provisions of this section.
 4. All contact official visits occur on the first floor in the Attorney Visiting Room adjacent to Central Control, except contact official visits for inmates in Unit G occur on the first floor in the Multipurpose Room in Unit G.
 - a. Inmates in Protective Custody will receive contact attorney visits in a secure area, without the presence of general population inmates.
 - b. Inmates in the Juvenile Secure Unit will receive Official Visits within the confines of the housing unit, as designated at the time of the Official Visit.
 5. Any official visitor represented in this subsection of procedure will be required to submit their photographic identification and their document of position (bar card, clergy certification, etc.) to the Reception Officer. In return they will receive a Visitor Badge, which is to be worn conspicuously during their visit to the institution.
 - a. The picture form of identification will be placed in the visitor badge, as a means of immediate identification while the person is within the facility.
 - b. Any visitor who has been issued Department Identification will be required to turn in personal picture identification to the visit officer who will in turn issue the department identification badge.
 - c. The visit officer will maintain the personal identification at the reception desk until the visitor exits, at which time the department issued ID badge will be exchanged for the personal ID.
 6. CERT 1-1 will check, confirm and return the picture identification to the visitor prior to egress from the secured perimeter is allowed by Central Control.
 7. All visitor badges will be returned to the visit officer in exchange for the form of identification retained by the visit staff.
- D. Any Attorney or Accredited Representative of an ICE Detainee must complete Form G-28: Notice of Entry of Appearance as Attorney or Accredited Representative on their first visit to the facility.
 1. The Form G-28 must be completed prior to the first visit taking place and filed in the inmates 6-Part Folder, with the original copy being forwarded to the ICE Agent assigned to the facility.