

**Plymouth County Sheriff's Department**  
**Plymouth County Correctional Facility**

26 Long Pond Road  
Plymouth, Massachusetts 02360

**Sheriff Joseph D. McDonald Jr.**

**Special Sheriff Gerald Pudolsky**

**Superintendent Brian H. Gillen**  
**Facility Administrator**



**VISITOR'S INFORMATION BOOKLET**

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*Please take a moment and read this pamphlet, it may answer most questions you have regarding access to the facility.*



## **VISITING SCHEDULE**

### **ALL VISITS**

#### **VISIT PROCESSING**

All visitors must complete a "Visitor Pre-Approval Form / Request to Visit Questionnaire".

All visitors must be listed on the inmate's five (5) person pre-approval list.

All visitors must provide positive photographic identification, as listed in the "Posted Visiting Rules and Regulations".

Visit processing will commence one (1) hour prior to the visiting period.

Visit processing will end fifteen (15) minutes prior to the last possible seating time, within the scheduled visiting period.

All visitors will be required to remain in the Visitors Lobby once processed and waiting to be sent to the visit.

| VISIT PROCESSING | Visiting Time | Processing Start Time | Processing End Time |
|------------------|---------------|-----------------------|---------------------|
|                  | 9 AM – 11 AM  | 8:00 am               | 10:15 am            |
|                  | 1 PM – 4 PM   | 12:00 pm              | 3:15 pm             |
|                  | 6 PM – 10 PM  | 5:00pm                | 9:15pm              |

Contact & Non-Contact are for a thirty (30) minute (1/2 hour) time frame.

Inmates are allowed one (1) visit per scheduled visiting day, a total of two (2) visits per week.

Visitors are allowed to visit one (1) inmate per day.

| CONTACT VISIT POPULATION                                | Day       | Visiting Time |           |            |
|---|-----------|---------------|-----------|------------|
| INMATES HOUSED IN UNITS<br>BN2 & BS2                    | THURSDAYS |               |           | 6PM – 10PM |
|   | SATURDAYS |               |           | 6PM – 10PM |
| NON - CONTACT VISIT POPULATION                          | Day       | Visiting Time |           |            |
| LAST NAMES BEGINNING WITH THE LETTER<br>"A" THROUGH "L" | TUESDAYS  | 9AM - 11AM    | 1PM - 4PM | 6PM – 10PM |
|   | SATURDAYS | 9AM - 11AM    | 1PM - 4PM |            |
| LAST NAMES BEGINNING WITH THE LETTER<br>"M" THROUGH "Z" | THURSDAYS | 9AM - 11AM    | 1PM - 4PM |            |
|   | SUNDAYS   | 9AM - 11AM    | 1PM - 4PM | 6PM – 10PM |
| RESIDENTS HOUSED IN THE<br>JUVENILE SECURE UNIT         | THURSDAYS |               |           | 6PM – 10PM |
|   | SATURDAYS |               |           | 6PM – 10PM |

#### **VISIT SEATING**

All visitors will be sent to their visit and seated on a first come first serve basis.

Seating will be determined by availability in a specified visiting room / area.

When necessary, visits will be seated in accordance with schedule listed below, on the hours and half hours.

The final seating for all visiting periods will be one half (1/2) hour prior to the end of a visiting period.

| VISIT SEATING | Visiting Time | SEATING TIMES |        |         |         |        |        |        |        |
|---------------|---------------|---------------|--------|---------|---------|--------|--------|--------|--------|
|               | 9 AM – 11 AM  | 9:00am        | 9:30am | 10:00am | 10:30am |        |        |        |        |
|               | 1 PM – 4 PM   | 1:00pm        | 1:30pm | 2:00pm  | 2:30pm  | 3:00pm | 3:30pm |        |        |
|               | 6 PM – 10 PM  | 6:00pm        | 6:30pm | 7:00pm  | 7:30pm  | 8:00pm | 8:30pm | 9:00pm | 9:30pm |

## POSTED VISITOR DRESS CODE

The Superintendent or designee has established a dress code for visitors of the Plymouth County Correctional Facility. The established dress code lists the minimum requirements for clothing allowed and / or clothing prohibited during a facility visit. The Assistant Superintendent or designee may, upon approval of the Superintendent, incorporate any other visitor dress code restrictions that are appropriate into visiting rules, regulations and procedures.

When the Officer assigned to visits deems clothing questionable to the requirements, they will refer to their supervisor and or Shift Commander for approval or denial of a visit.

The Dress Code listed below is applicable to all visitors entering the facility for the strict purpose of visiting an inmate.

Official visitors, volunteers, professional staff and contracted staff, as defined by policy, will be required to enter the facility in business attire.

Lockers are provided in the lobby area for the temporary storage of personal items. Use of a locker as temporary storage will require a .50 cents coin (2 quarters). The person using the locker must retain the key while they complete their visit.

### **ALL CLOTHING WORN BY VISITORS MUST MEET THE FOLLOWING REQUIREMENTS.**

1. Clothing is worn in the manner in which it was intended at all times.
  - a. Infants, toddlers and children will be appropriately dressed within the parameters of this code.
  - b. Any clothing with printed words or pictures that are or could be construed to be offensive to inmates, staff and / or visitors is prohibited.
  - c. No clothing that is similar to Uniformed staff or Inmate clothing will be allowed. No camouflage clothing
  - d. No scrubs
2. Clothing is worn on the upper body at all times, bare tops, bare shoulders, halter tops, tank tops, tube tops, short tops, cropped tops, body T-shirts, see-through tops, sleeveless tops, bathing or swimsuit-like tops are prohibited. Blouses, shirts dresses showing too much skin and / or cleavage will be prohibited
3. Dresses and skirts with a hemline above the knee are prohibited. Mini-skirts are prohibited.
4. Shorts with a hemline above half-thigh are prohibited. (Short shorts or sometimes called Daisy Dukes)
5. Outer garments including coats, jackets, sweaters, rainwear, ponchos, hooded sweatshirts and over-shirts are prohibited. Visitors will be restricted to one layer of clothing.
6. Hats, caps, kerchiefs, scarves, bandannas, rollers, curlers, barrettes, scrunchies, rubber / elastic or any type of head-bands, clips, pins, and similar decorations are prohibited. Belts of any fashion must be removed by any person not visiting for professional reasons. Men not visiting for professional reasons will be prohibited from maintaining their ties.
7. Wedding bands, medical alert bracelets, handkerchiefs and locker keys are the only items authorized to be brought in to a visit area. No jewelry or forms of currency are allowed (coin or paper). All clothing pockets must be empty.

8. When a visitor is in possession of any of the items above, and is able to remove the item (s) to comply with the dress code, they will be allowed to do so and store the item (s) in a locker provided in the lobby at their expense.
9. Only shoes that cover the entire foot are allowed in the facility. Shower style shoes, Flip Flops, Sandals, Clogs, High Heels with straps, and bare feet are prohibited.

NOTE: During CONTACT visiting periods, dresses, skirts and shorts are strictly prohibited.

### VISITOR PRE-APPROVAL

1. All visitors must be pre-approved for a visit and must be on the inmate visiting list. Inmates are limited to five (5) persons being pre-approved for visits, (excluding official visitors).
2. All Visitors will be required to complete a **Visitor Pre-Approval / Request to Visit Questionnaire** and submit it to the Plymouth County Correctional Facility beginning July 1, 2010.
  - a. At the time of submission the visitor is required to provide a Self Addressed Stamped Envelope. This envelope will be used to notify each visitor of their status as an “Approved” visitor or they will receive notification that they have been “Denied” permission to visit the Plymouth County Correctional Facility.
  - b. Upon receipt of the Visitor Pre-Approval form, a Criminal History / Background check will be conducted by the Plymouth County Sheriff’s Department, utilizing the information provided on the form.
  - c. Background checks will be conducted using the information provided on this form at any time deemed necessary by the Plymouth County Sheriff’s Department.
  - d. Visiting privileges will be “Approved” or “Denied” upon completion of the Criminal History / Background check and verification of information provided on this form.
  - e. You, the visitor, will be notified via mail regarding your status as “Approved” or “Denied”, utilizing the Self Addressed Stamped Envelope you provide.
  - f. Any person who has been “Denied” permission will receive instructions on appealing the decision.
3. Any person who submits a **Visitor Pre-Approval / Request to Visit Questionnaire** without the **Self Addressed Stamped Envelope** will not be processed and considered not approved.
4. All forms may be submitted in person or through the mail and must include a self addressed stamped envelope when mailed or hand delivered to the facility..

|  |   |
|--|---|
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Full Name</b><br/><b>Address</b><br/><b>City, State, Zip code</b></p> <p style="text-align: center;"><i>Inmate Visits</i><br/><i>Plymouth County Correctional Facility</i><br/><i>26 Long Pond Road</i><br/><i>Plymouth, MA 02360</i></p> </div> <p><i>Completed Forms may be mailed to the above address:<br/>All forms must include a self addressed stamped envelope when mailed<br/>or hand delivered to the facility.</i></p> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b>PCCF</b></p> <p style="text-align: center;"><b>Your Name</b><br/><b>Mailing Address</b><br/><b>City / Town, State, Zip Code</b></p> </div> <p style="text-align: center;"><i>Example: Self Addressed Stamped Envelope</i></p> |
|--|---|

## **APPEAL PROCESS**

- A. The Assistant Superintendent or designee's notice of denial for visiting privileges will be issued pursuant to the applicable section of facility procedure, and advises the visitor that s/he may seek a review or reconsideration of the denial by sending the Superintendent a letter within fifteen (15) working days.
1. The visitor's letter must include a detailed narrative describing the incident and setting forth the reason the visitor feels the denial should be lifted.
  2. The visitor may also request an informal hearing or conference with the Superintendent.
- B. The Superintendent reviews all visitor letters and responds no later than two (2) weeks to a letter seeking review or reconsideration of any bar, suspension or restriction still in effect.

## **POSTED VISITING RULES AND REGULATIONS**

### **THE FOLLOWING VISITING RULES & REGULATIONS APPLY TO ALL VISITORS AND INMATES.**

1. Inmates of the Plymouth County Correctional Facility (PCCF) are allowed one (1) visit per day, two (2) visits per week. An inmate may refuse to see any visitor. A visitor may visit one (1) inmate per day, (excluding official visitors).
2. Any and all visitors who are on Plymouth County Sheriff's Department property or in the Plymouth County Correctional Facility for a visit are subject to being searched.
3. Vehicles entering the property are subject to search, prior to being allowed to access and / or prior to being allowed to leave the facility and / or any location on Plymouth County Sheriffs' Department Property.
4. All visitors are required to submit, in writing, personal information; this information will be used to screen visitors through a Warrant Check. All visitors to the Plymouth County Correctional Facility and / or Plymouth County Sheriff's Department property are subject to having a Warrant Check initiated, as verification of information provided by the visitor.
5. Two (2) adults, two (2) adults with one (1) child or one (1) adult with two children may visit an inmate at the same visit time, provided they register together at the Reception Desk. Children are considered minors under the age of eighteen (18), and must be accompanied by a parent or legal guardian at each time of visit.
  - a. Proof of the minor's relationship to the inmate (birth certificate, adoption papers / only original documents or certified copies with a raised seal of the issuing authority will be accepted) must be presented at each visit.
  - b. Persons, unwilling or unable to control children under their supervision will be asked to leave facility property and will not be allowed to visit.

- c. In the absence of a parent or legal guardian, a visit for a minor child or sibling may be granted. Prior to a visit being granted a letter of approval and permission from the parent or legal guardian must be submitted to the Superintendent or designee. The letter must specify the person (s) authorized to bring the minor to the facility and the inmate to be seen at a visit, and must be notarized by a Notary of the Public.
  - c1. When a written response is made on an institutional “Blue Card”, by the Superintendent or designee, the “Blue Card” will be maintained at the reception officer’s station with the Superintendent or designee’s instructions regarding the visit.
  - c2. The notarized letter must be presented by the visitor at each time of visit
- d. Minors will only be allowed in the facility to visit their parent, stepparent, grandparent, legal guardian or sibling.
  - d1. Grandchildren will be allowed to visit, only after a blood relationship to the inmate has been proved. The parent must prove blood relationship to the inmate, and also prove that s/he is the parent of the child.
  - d2. Stepchildren will be allowed access to the facility to visit their stepparent, only when accompanied by their parent.
    - d2a. The parent will be required to prove that they are the parent of the child being brought to visit, by birth certificate.
    - d2b. The parent will also be required to show proof of marriage to the inmate, in the form of a marriage license.
- 6. Visitors must conform to the dress code approved by the Superintendent. This dress code is posted in the Public Visit Lobby.
- 7. Any visitor with a prior felony conviction is not allowed to visit without the prior written approval of the Superintendent or designee.
- 8. Any visitor who has been confined in the Plymouth County Correctional Facility during the previous year must have permission from the Superintendent or designee prior to visiting.
- 9. Approved forms of picture identification for visitors include a valid driver's license, state identification card, or other official identification with picture, e.g., current passport, military ID, etc.
- 10. Any person thought to be under the influence of alcohol or a controlled substance or visitors who are disruptive or who cause any type of disturbance are not allowed to visit. When staff suspect a visitor of any such activity will contact the Shift Commander, who will speak with the individual to determine eligibility to visit at that time.
- 11. Inmates who are disruptive or who cause any type of disturbance will have their visit immediately terminated, and are subject to a loss of visiting privileges.
- 12. Visitors and inmates will not engage themselves in physical contact that is or could be construed by facility staff to be excessive or inappropriate for a public place. Such behavior results in immediate termination of the visit, and loss or suspension of visiting privileges

13. Any types of video and or audio equipment are not allowed on the property, including cameras, tape recorders, video cameras, lap top computers, etc., except with the approval of the Superintendent or designee.
  - a. Materials and / or equipment needed for programs, services and / or in conjunction with contracted services must be pre-approved by the Superintendent or designee, prior to being allowed within the facility.
14. Personal property belonging to visitors in the facility for the purpose of visiting an inmate, including jewelry, money (paper and / or coin), wallets, purses, etc., are not allowed beyond the Public Visit Lobby.
15. It is a felony in Massachusetts for any person to deliver any article whatsoever to an inmate without the permission of the Sheriff or his designee, or to procure an article to be delivered, to possess it, with intent to deliver it, or to deposit or conceal it anywhere with the intent that an inmate will obtain or receive it. In addition, it is a felony in Massachusetts for any person to receive from an inmate any article with the intent to convey it out of the facility without the permission of the Sheriff or his authorized designee (MGL c.268, ss. 26, 28, 29, and 31).
16. Visitors, after admission to the facility, are required to proceed directly to their assigned visiting area and booth. Any visitor found in an area other than one assigned is in violation of facility rules. The visit is terminated and the visitor is required to leave the facility.
17. On entering and before being searched, each visitor is required to disclose to the Reception Officer and/or Visit Process Officer any article they are carrying on their person except the clothing that they are wearing. Anyone who carries, or attempts to carry, in or out of the facility any article without the consent of the Sheriff or designee is liable for arrest, prosecution, and loss of visiting privileges. A minor's parent or adult guardian is responsible to make such disclosure for the minor. Any and all visitors on PCCF property are subject to being searched.
18. Violation of any visiting rules, regulations and or procedures of the Plymouth County Correctional Facility will result in the visitor being removed from the facility, and any further visiting privileges will be denied.
20. Inmates will be required, during the orientation process, to submit a list of visitors for pre-approval to visit.
  - a. Inmates will be required to provide the visitor's name, address, age / date of birth, relationship and telephone number.
  - b. Pre-approved visitors will be the only persons allowed to visit. (Excluding Official visits)

## **RELEASE PROCEDURES**

1. Releases for sentenced inmates commence after 9am, Monday through Friday.
2. Parole releases will commence after 12pm, Monday through Friday.




## BAIL PROCEDURES

1. Bails are conducted when a bail commissioner is available. A bail takes an average of one to two hours to be processed. Bails take place at the Release Lobby.
2. All bails require cash:
  - a. The bail commissioner's fee is \$40.00. This amount must be cash, separate and in addition to the amount of the bail.
  - b. The person providing the bail must be at least 18 years of age.
  - c. It is recommended to call the facility regarding the bail, to ensure that the inmate isailable and you are aware of the proper bail amount(s).
  - d. Any exception to these bail guidelines are the sole province of the bail commissioner.
3. Surety must have a valid form of picture identification. (Driver's license, passport, welfare I.D.)

## INMATE MAIL

1. You may communicate with an inmate via the U.S. Mail.
2. Mail is received Monday through Saturday (excluding holidays) from the Post Office.
3. All incoming mail is opened, and checked for contraband, prior to being delivered to an inmate.
4. *Bank checks, money orders and treasurer's checks may be mailed to inmates. Cash should not be sent through the mail, but will be accepted. Personal Checks will not be accepted, and will be returned to the addresser, with the envelope as it was mailed.*
5. All privileged mail is opened in the presence of the inmate and checked for contraband, prior to the inmate receiving it.
6. Polaroid type instant photographs will not be accepted in the facility.
7. *Any pictures, drawings, publications depicting nudity are prohibited. Gang related materials are strictly prohibited.*
8. *Handmade drawings, pictures materials which use wax, paints, or other adhered substances, to include but not limited to crayon, watercolors, plastic adhesives, stamps, and / or liquid air dried drawings.*
9. *All addressed mail should include the inmate's full first & last name, middle initial, the Inmate's ID # and housing unit.*
10. Mail without a return address on the envelope will not be accepted. (Full name of the person sending the mail).

The following is an example of a properly addressed envelope.

|                              |   |
|------------------------------|---|
| <b>Full Name</b>             |  |
| <b>Address</b>               | <b>Inmate's Full Name and ID #</b>  |
| <b>City, State, Zip code</b> | <b>Unit and Room #</b>  |
|                              | <b>PCCF</b>   |
|                              | <b>26 Long Pond Road</b>  |
|                              | <b>Plymouth MA 02360</b>  |

## ACCEPTANCE OF INMATE PERSONAL / COURT CLOTHING

1. An inmate's personal clothing may be exchanged on a one for one basis.
2. All clothing exchanges must be initiated by the inmate. The inmate must first identify the person allowed to exchange the clothing, in accordance with applicable facility procedures.
3. The individual making a property exchange must provide valid picture identification.
4. All clothing exchanges take place from the RELEASE LOBBY: MONDAY THROUGH FRIDAY 9AM THROUGH 2:30PM

## ACCEPTANCE OF INMATE FUNDS IN THE VISITING LOBBY

1. Funds to be placed in an inmate's account can be deposited into the kiosk located in the Visiting Lobby. Funds will be accepted between the hours of 7:00am and 10:00pm, seven (7) days per week.
2. Funds accepted through the kiosk are in the form of credit or debit cards or cash in denominations of \$5, 10, 20, 50, and 100.
3. There is a service fee to deposit money into an inmate's account through the kiosk, Western Union, on-line or over the telephone.
  - a. Funds in the form of cash, money orders, or certified checks can also be mailed to the inmate through the United States Postal Service. Cash sent through the mail is not recommended, but is accepted.
    1. Certified checks and money orders intended for deposit into an individual inmate account must be:
      - a. Made payable to the inmate (name) and the Plymouth County Correctional Facility (PCCF),
      - b. Dated no more than one hundred and eighty (180) days prior to the next business day,
      - c. Properly endorsed, and contain the name and address of the person from whom sent.
    2. Checks and money orders not properly completed will be returned to sender.
4. Funds can be electronically deposited through Western Union (at designated locations, website: [www.westernunion.com](http://www.westernunion.com) or phone: 800-634-3422 option 2)
5. Funds can be electronically deposited through ACCESS SECUREDEPOSITS (website: [www.inmatedeposits.com](http://www.inmatedeposits.com) or phone: 866-345-1884).

## INMATE TELEPHONE ACCESS

**ALL TELEPHONES at the Plymouth County Correctional Facility are recorded, including all visit phones. Conversation recordings will be maintained by the Plymouth County Sheriff's Department. Conversation recordings may be requested by criminal justice agencies outside the Plymouth County Sheriff's Department who show a compelling need and have filed a legal documentation. Tapes of conversations which have been recorded will be provided to criminal justice agencies outside the Plymouth County Sheriff's Department within the scope of a legally authorized request. Legally authorized requests will include court orders and subpoenas.**

1. You may communicate with an inmate through telephone conversations.
2. All telephone calls must be initiated by the inmate, via the telephones provided at the facility.
3. Inmates are not allowed to receive calls.
4. All outgoing calls from inmates are made on collect only telephones. All inmate telephone calls from the facility are recorded (excluding approved legal representatives and clergy).
5. For information on visits, visitors can telephone (508) 830-6200, request the Visit Reception Desk.
6. In an emergency, visitors can telephone (508) 830-6200.

**Privileged conversation between attorneys, clergy and inmates or detainees must not be made through visit booth telephones, as they do not provide for non-recorded sessions. Inmates are provided privileged contact with attorneys and clergy through the Inmate Telephone System and / or authorized and approved contact visits.**

## ACCESS TO THE PLYMOUTH COUNTY SHERIFF'S DEPARTMENT PROPERTY

The following sign is posted at the entrance of the Plymouth County Correctional Facility Property.

### **WARNING : ALL VEHICLES BEYOND THIS POINT ARE SUBJECT TO SEARCH**

Any and all vehicles entering Sheriff's Department Property are subject to being searched. Vehicles are subject to search prior to being allowed access. Vehicles are subject to search at any time they are located on Plymouth County Sheriff's Department property.

Any person within a vehicle is required to disclose their identity, prior to being allowed entry to the property. Any person being allowed access to the property is required to disclose the reason for accessing the property.

The principle party within a vehicle is required to disclose any items contained within the vehicle. This policy is in effect to enhance the safety of the visiting public, the staff and inmates housed by the Plymouth County Sheriff's Department.

## SMOKING POLICY

**SMOKING IS PROHIBITED** on Plymouth County Sheriff's Department property, to include:

All grounds

All buildings and structures

All facilities

All vehicles on department property

***The Plymouth County Correctional Facility***

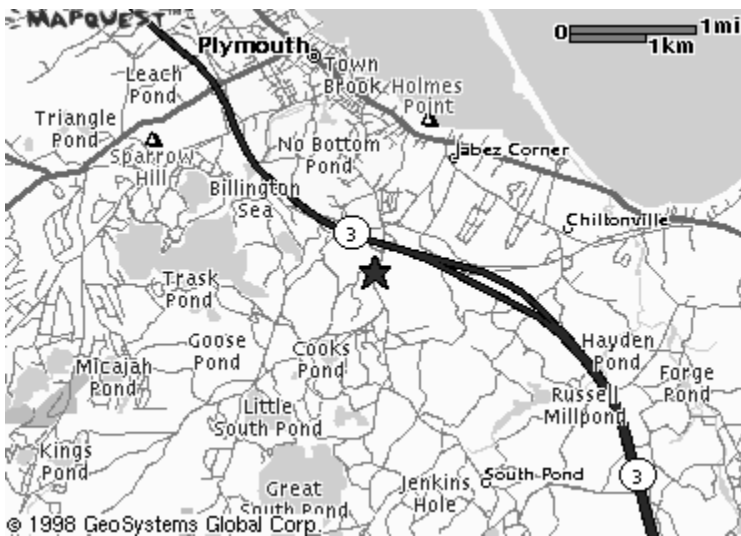
*is a*

***SMOKE FREE ENVIRONMENT***

**"It is prohibited to bring cigarettes, chewing tobacco or any form of tobacco products into this institution."**

### Directions

#### Directions to Plymouth County Correctional Facility & Headquarters



**From north of Plymouth:** Take Route 3 south to Exit 5 (Long Pond Road). Turn right at the end of the ramp. Go past Plymouth Police station. Take your next left, at the sign for the facility.

**From south of Plymouth:** Take Route 3 north to Exit 5 (Long pond Road). Turn left at the end of the ramp. Go under Route 3 and past the Plymouth Police Station. Take your next left, at the sign for the facility.

508.830.6200 phone 508.830.6201 PCCF fax

(The correctional facility is manned 24 hours a day.)

**For further information regarding topics not mentioned in this pamphlet,  
see the Visit Officer or call**

**1-508-830-6200**

**Your questions will be answered or you will be directed to the appropriate department.**

**or**

**on the World Wide Web : [www.pcsdma.org](http://www.pcsdma.org)**