

Western Massachusetts Regional Women's Correctional Center

ORIENTATION VISITOR'S FORM

This request is completed and signed by each visitor, including minors, unless the minor visitor is accompanied by an adult (age 18 and above), in which case the accompanying adult shall act for such a minor.

I request to visit: \_\_\_\_\_ D.O.B. \_\_\_\_\_
(INMATE NAME)

- 1. Have you ever been incarcerated? (circle one) (if so which state) YES NO
2. Have you ever been convicted of a felony? (circle one) YES NO
3. Do you have any open cases? YES NO
4. Are you currently on Probation? YES NO
5. Do you have an Active Restraining Order against the above inmate? YES NO
6. Have you visited any other inmates here in the past? (circle one) YES NO
If YES, who: \_\_\_\_\_ when \_\_\_\_\_
7. What is your relationship to the above inmate you are requesting to visit?
(Example: Wife, Mother, Sister, Daughter, Friend, etc.) \_\_\_\_\_



- 8. My true name is: \_\_\_\_\_ 9. My date of birth is: \_\_\_\_/\_\_\_\_/\_\_\_\_
10. My present address is: \_\_\_\_\_
(street) (city) (state) (zip code)
11. My phone number is (include area code): \_\_\_\_\_
12. Made and signed under the penalty of perjury on: \_\_\_\_\_
(today's date)

13. I have read the visiting rules and regulations of the Women's Correctional Center and I agree to abide by them. I received a copy of the visiting rules and regulations and it was explained during the visiting orientation class.

14. Driver's License Number \_\_\_\_\_ SS# \_\_\_\_\_

15. As part of the visitation request process, I acknowledge that permission to visit may require that the Hampden County Sheriff's Department run a criminal records check on me. I hereby give my permission to the Hampden County Sheriff's Department to run a query on me through CJIS for the sole purpose of determining my eligibility to visit.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Orientation Staff Signature & I.D. #: \_\_\_\_\_ Date: \_\_\_\_\_

Security Staff Signature and I.D. #: \_\_\_\_\_

Security Clearance/Denied Date: \_\_\_\_\_

Reason Denied / Comments: \_\_\_\_\_

GENERAL LAWS, CHAPTER 127, SECTION 36
(AS AMENDED BY CHAPTER 770, ACTS OF 1955)

NO PERSON EXCEPT THE GOVERNOR, A MEMBER OF THE GOVERNOR'S COUNCIL, A MEMBER OF THE GENERAL COURT, A JUSTICE OF THE SUPREME JUDICIAL, SUPERIOR OR DISTRICT COURT, THE ATTORNEY GENERAL, THE COMMISSIONER, A DEPUTY COMMISSIONER OF CORRECTION, A MEMBER OF THE PAROLE BOARD, OR A PAROLE OR PROBATION OFFICER, MAY VISIT ANY OF THE CORRECTIONAL INSTITUTIONS OF THE COMMONWEALTH WITHOUT THE PERMISSION OF THE COMMISSIONER OR OF THE SUPERINTENDENT OF SUCH INSTITUTION. EVERY VISITOR WHO IS REQUIRED TO OBTAIN SUCH PERMISSION SHALL ALSO MAKE AND SUBSCRIBE A STATEMENT UNDER THE PENALTIES OF PERJURY STATING TRUE NAME AND RESIDENCE, WHETHER OR NOT HE HAS BEEN CONVICTED OF A FELLONY AND IF VISITING AN INMATE OF SUCH INSTITUTION, HIS RELATIONSHIP BY BLOOD OR MARRIAGE, IF ANY, TO SUCH INMATE IF NOT SO RELATED, THE PURPOSE OF THE VISIT.

# Western Massachusetts Regional Women's Correctional Center

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## ORIENTATION VISITOR'S FORM

General: The Orientation Visitor's Form is completed by every visitor during orientation for verification of identification of the visitor and who he identifies himself to be and to produce information to facilitate an assigned WCC staff to complete a Board of Probation review.

Number & Title	Instructions
(1) Inmates Name	The visitor writes the inmates name he is here to visit with the first name first, middle initial and last name. (i.e. John L. Doe)
(2) D.O.B.	The visitor writes the inmates date of birth with the month/day/year. (02/03/07)
(3) Have you ever been incarcerated?	The visitor circles yes or no if they have ever been incarcerated and the state they were incarcerated.
(4) Have you ever been convicted of a felony?	The visitor circles yes or no if they have ever been convicted of a felony.
(5) Do you have any open cases?	The visitor circles yes or no if they have ever been incarcerated before.
(6) Have you ever been or are you on Probation?	The visitor circles yes or no if they have ever been or not on Probation.
(7) Do you have an Active Restraining Order against the above inmate?	The visitor circles yes or no if they have an Active Restraining Order against the inmate they are visiting.
(8) Have you visited any other inmates here in the past?	The visitor circles yes or no if they have visited any visitor in the past and if they have, the visitor writes the name of the inmate they had visited and when.
(9) What is your relationship to the above inmate, either by blood or marriage?	The visitor writes their relationship to the inmate. (i.e. Husband, Wife)
(10) If not related, what is the purpose of your visit today?	If the visitor is not related to the inmate they are visiting, the visitor writes the purpose of their visit. (i.e. Friend)
(11) My true name is:	The visitor writes their name with first name first, middle initial and last name. (i.e. Jane L. Doe)
(12) My date of birth is:	The visitor writes their date of birth using the numeric date – month/day/year. (i.e. 03/08/75)
(13) My present address is:	The visitor writes their present address with street first, city, state and zip code.
(14) My phone number is:	The visitor writes their phone number with area code, then the number.

**ORIENTATION VISITOR'S FORM**

- (15) Made and signed under the penalty of perjury on: The visitor writes down the date using the numeric date-month/day/year. (i.e. 03/05/07)
- (16) Signed The visitor signs his name with first name first, middle initial and last name. (i.e. Jane L. Doe)
- (17) Date The visitor writes down the date using the numeric date-month/day/year. (i.e. 03/05/07)
- (18) Orientation Staff Signature & I.D. # The assigned WCC staff conducting the Visitors Orientation class signs his name with first name first, middle initial then last name and badge identification number. (i.e. Joe K. King / 0234)
- (19) Date The assigned WCC staff conducting the Visitors Orientation class writes the date using the numeric date-month/day/year. (i.e. 04/09/07)
- (20) Security Staff Signature and I.D. # The assigned Security Staff completing a Board of Probation (B.O.P.) review signs his name with first name first, middle initial then last name and badge identification number. (i.e. John L. Morris)
- (21) Security Clearance Date The assigned Security Staff after completing a B.O.P. review of the visitors enters the date using the numeric date-month/day/year, once the visitor is cleared or denied. (03/07/07)
- (22) Reason Denied / Comments The assigned security Staff after completing a B.O.P. review, and denying a visitor, writes down the reason. (i.e. open case, restraining order) or writes any comments.