

**Berkshire County Jail & House of Correction**  
**Guidelines of Attorneys and their Agents**

1. Please call ahead. We advise all professional visitors (e.g. attorneys, paralegals, investigators, experts, etc.) to call the facility before making the trip here. We hate to have you travel here only to find out the inmate you want to see is at court, in the hospital, at an outside medical appointment, transferred to another facility, locked down due to quarantine (for health reason such as contagion or active flu), etc.
2. Bring a valid photo identification, along with your Massachusetts bar card and documentation showing you represent the person you are trying to visit.
3. If you are not presently representing the person you are trying to visit **in a pending criminal case**, you need to contact current counsel on the case and have them verify to us (via e-mail, phone or letter) that they approve of your visit. We find that counsel in the criminal case often want to be present or at least be aware when another attorney is meeting with their client. This rule was developed in response to problems we have encountered in the past and has worked well for several years.
4. Know and follow our standard visitation rules.
5. Do not give anything to or take anything from an inmate during visits. Double check to make sure that you take out everything you brought into the visit. Items like pens, pencils, and eyeglasses can be fashioned into deadly weapons.
6. If you are bringing paperwork into a visit to review with the inmate, remove all binder clips, paperclips, staples, rubber bands, etc.
7. If you have legal documents you want to leave for the inmate, drop them off at the front desk in a sealed envelope containing the inmate's name and marked "**attorney-client communication.**" The envelope should contain your name and your business address. All privileged correspondence is opened in the presence of the inmate and checked for contraband.
8. Recording devices, cameras, phones, outside computers, pagers, and other electronic devices are prohibited. The BCSO does provide a laptop for attorneys to use, if necessary, during a visit. The laptop contains software which wipes the computer clean after each use.
9. Your client may be transferred out of the facility due to security concerns. We cannot discuss internal security matters with counsel. We transfer inmates to other facilities to insure safety and security. We transferred an inmate to a facility in Eastern Mass. for safety reasons. The inmate's attorney successfully petitioned the court to have his client remanded to the Hampden County Jail in Ludlow, where his client was then assaulted. We were aware of enemy situations involving that inmate and inmates already housed in

Ludlow and in other local jails and that is why we did not place him locally. In our view, safety and security should take precedence over the convenience of counsel.

10. Major headcounts are conducted at 11 a.m., 4 p.m. and 9:30 p.m. during which times all inmate movement must cease. Visits already underway during these times will not normally be interrupted, but visits not yet in progress will have to wait until the count clears before the visit may proceed.
11. If you are filing a Rule 17 motion for jail records or to have your client transferred to or from our facility or other matters that pertain to our facility, please send a copy of all such motions to our legal counsel:

**Assistant Superintendent Daniel Sheridan**  
**Berkshire County Jail and House of Correction**  
**467 Cheshire Road**  
**Pittsfield, MA 01201**  
**Tel. (413) 443-7220 (ext. 1402)**  
**E-mail: [daniel.sheridan@sdb.state.ma.us](mailto:daniel.sheridan@sdb.state.ma.us)**

12. If you have concerns for your own safety in meeting with an inmate, you may request to have the visit take place in a non-contact booth, where you will be physically separated from your client, but be able to see and communicate with him/her.
13. If you wish to discuss your client's medical or mental health condition or medication, please make sure you have forwarded a signed release from your client.
14. If you plan to drop off clothing and/or shoes for your client for court, please bring those items to the jail at least 48 hours before the scheduled court appearance.
15. Please promptly follow all directions and instructions from our staff. Their job is to help insure the safety and security of all staff, inmates, and visitors.
16. We expect our staff to treat you with respect and courtesy and we expect the same of you.

If you have any questions or concerns, please contact Asst. Supt. Sheridan (contact information listed above).