



The Commonwealth of Massachusetts
 Executive Office of Public Safety & Security
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TO: All Massachusetts Department of Correction Inmates and Visitors
FROM: Thomas A. Turco III, Commissioner of Correction
Date: December 5, 2017
RE: Revisions to 103 CMR 483 – Visiting Procedures

The Massachusetts Department of Correction recognizes the importance visitors have on an inmate's well-being and successful reentry into the community, and strongly encourages family reunification. While offering visiting privileges to inmates, the Department is also committed to ensuring the safety of all public, staff, visitors and inmates throughout the Massachusetts Department of Correction.

The Department of Correction is instituting new procedures for processing inmate visitors. Upon promulgation, 103 CMR 483 will be available in all institution inmate libraries and should be reviewed in its entirety. The changes to the visiting procedures will be outlined in 103 CMR 483.10. All applicable forms discussed below will be available in both English and Spanish, and will be available in the inmate libraries and through a Correctional Program Officer. Additionally, visitors will be able to access the applicable forms at www.mass.gov/DOC in English and Spanish.

To facilitate the transition to the new visitor processing system, the following highlights are being brought to your attention with a 90-day rollout period beginning on December 09, 2017:

1. Generally, all visitors must be PRE-APPROVED prior to visiting any inmate. The maximum number of visitors an inmate may have pre-approved is ten (10), depending upon the security level of the institution housing the inmate. The following maximum number of visitors by security level is as follows:

- Maximum-security ----- 5 visitors
- Medium-security ----- 8 visitors
- Minimum/Pre-release ---- 10 visitors

NOTE: If an inmate's immediate family exceeds the maximum number allowed and the inmate only has immediate family listed on his/her visitor list, then exceptions may be made to exceed this number, upon request from the inmate and with the written approval of the Superintendent.

2. It is the responsibility of the inmate to notify the institution as to whom may visit him/her by submitting each visitor's name utilizing the Inmate Visitor Listing Form (Attachment 3 to 103 CMR 483). Visitors may consist of a combination of immediate family members and/or friends.

3. Minors do not require pre-approval, however an original or copy of a birth certificate or of official hospital records verifying the birth of the child, the date of birth of the child, and parent information, are required for children under the age of eighteen (18) years. An adult who is not the parent or guardian having physical custody of the minor must submit a completed "Minor Consent Form" (Attachment 2 to 103 CMR 483). Minor Consent Forms shall not need to be re-submitted upon the inmate's transfer to another Department institution. An inmate may sign the minor consent form if he/she is noted as the parent on the child's birth certificate.
4. It will be the responsibility of the visitor to complete and submit a Visitor Application to the facility in which the inmate is housed. Visitor Applications are located in the visitor processing areas, inmate libraries and via the Department of Correction website at www.mass.gov/DOC. The Visitor Application will be processed and the visitor and inmate will be notified of approval or denial.
5. Inmates newly committed to a Department institution shall be allowed to have two (2) visitors and a reasonable number of visiting children pending the visitor pre-approval process. Inmates shall submit an Inmate Visitor Listing (Attachment 3 to 103 CMR 483) within thirty (30) days of admission to the Department. However, visitors who are added to any subsequent Inmate Visitor Lists shall not be allowed to visit until approved.

The two (2) visitors allowed to visit pending the approval process shall become inactive after forty (40) business days if not properly approved through the application process.
6. An inmate's visitor list may be revised twice per year, utilizing the Inmate Visitor Listing Form (Attachment 3 to 103 CMR 483). Inmates shall submit their requests for changes to the Director of Security for processing in accordance with facility procedure.

There will be a 90-day rollout period for facilities to process Inmate Visitor Lists and Visitor Applications, and to notify visitors and inmates of visitor approval or denial of Visitor Applications. It is the responsibility of the inmate to notify and inform his/her visitor(s) to submit a Visitor Application.

cc: File