



The Commonwealth of Massachusetts  
Executive Office of Public Safety & Security

Department of Correction  
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TO: All Massachusetts Department of Correction Inmates and Visitors  
FROM: Carol A. Mici, Commissioner of Correction  
Date: February 26, 2019  
RE: 103 CMR 483 – Visiting Procedures

The Department of Correction is instituting the following changes to the Visiting Procedures effective **March 1<sup>st</sup>, 2019**:

1. The maximum number of PRE-APPROVED visitors for **Maximum Security level will be increased to eight (8) 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. **An inmate's visitor list may be revised every 120 days** utilizing the Inmate Visitor Listing Form (Attachment 3 to 103 CMR 483). During the months of **March, July and November**, inmates may submit their requests for changes within the first 15 days of the month to the Director of Security for processing in accordance with facility procedure.

**NOTE:** It is the responsibility of the inmate to notify and inform his/her visitor(s) to submit a Visitor Application.

cc: File