

CPS CLIENT VISITS

Minnesota Sex Offender Program

Issue Date: 8/4/15 Effective Date: 9/1/15 Policy Number: 225-5160

POLICY: Community Preparation Services (CPS) will provide visiting opportunities as outlined in this policy.

AUTHORITY: Minn. Stat. §144.651, subd. 26; 253B.03, subd. 3; 253B.185, subd. 7

APPLICABILITY: Minnesota Sex Offender Program (MSOP), program-wide

PURPOSE: To provide the process for clients at Community Preparation Services (CPS) to receive visits.

DEFINITIONS:

Administrative Visiting Restriction – a restriction prohibiting a person from entering any MSOP-CPS facility as determined by the Reintegration Director, Facility Director, and Facility Clinical Director.

CPS Treatment Team – see MSOP Policy 602.010, “Community Preparation Services.”

Minors – individuals under 18 years of age.

Special request – request for visits with regard to extenuating circumstances and submitted by the client via a Client Request form.

Visiting Restriction – a restriction placed on a specific visitor if the CPS Treatment Team determines the visitor is counter-therapeutic or otherwise inappropriate.

Visitor - any person who has completed the application process and has been approved to visit the MSOP facility or visit with the client during an approved community outing. Types of visitors include:

- A. Immediate family –refer to MSOP Policy 302.100, “Visiting.”
- B. Professional visitor – a professional, such as a probation officer, mental health professional, attorney, judge, county case manager, or spiritual representative, who is on official business and is not included on the client’s visitor list. This may include law students, paralegals, and other agents working under the direct supervision of licensed attorneys.
- C. Support visitor/volunteer – a volunteer who is affiliated with a community support or outreach program, who may meet individually with clients to offer support. (See MSOP Division Policy 410-5043, “Volunteer Services Program.”)
- D. Other visitor – a friend or outside acquaintance not affiliated with a community support or outreach program.

PROCEDURES:

- A. General Rules for Visits
 1. CPS visiting hours are 9:00 a.m. to 9:00 p.m. daily. Visiting requests outside of this established time must be approved by the Unit Director in consultation with the CPS Treatment Team.
 2. All non-professional visitors must be approved via a client request two weeks in advance. Visiting requests outside this time frame may be approved by the Unit Director in consultation with the CPS Treatment Team.

3. CPS Clients must submit a Client Request providing 24-hour advance notice of all professional visitors; the CPS Unit Director or the Officer of the Day (OD) may approve exceptions.
4. Clients will not approach a visitor's car.
5. Any item coming in or going out on a visit must have an approved Client Request from the CPS Unit Director.
6. Visits may be approved to occur at the following locations on the St. Peter Campus for clients with privileges:
 - a) Sunrise visit rooms;
 - b) designated areas on campus pre-approved via a client request;
 - c) Gluek Recreation Center must be requested on an off-campus activity request form – see [MSOP Policy 602.021, "Programming On and Off Campus"](#);
 - d) deck and lawn areas; and/or
 - e) specific unit areas identified for visits.
7. The CPS Treatment Team will review any requested visits including minors in attendance and make recommendations to the Reintegration Director. The Reintegration Director, in consultation with the St. Peter Facility Clinical Director, will approve any visits with minors on a case-by-case basis. Visits with minors in attendance are not allowed on the CPS unit.
8. Failure to follow the listed guidelines may result in a visiting restriction.
9. Visits occurring in the Sunrise visit rooms must be directly supervised by staff and are available during the posted staff times. Minors are not allowed to visit on the CPS unit.
10. CPS staff may refuse visiting to any visitor or prospective visitor for safety or security reasons. Staff must document refusals on incident reports. (See [MSOP Division Policy 410-5300, "Incident Reports."](#))

B. General Rules for Visits Occurring Off Campus

1. CPS clients may request off-campus visits in accordance with their current CPS stage and as outlined in [MSOP Policy 602.021, "CPS Programming On and Off Campus."](#) (See also [MSOP Policy 602.010, "Community Preparation Services."](#))
2. All visitors requesting to visit off campus must be listed on the [MSOP CPS Off-Campus Activity Request Form \(600.021B, attached\)](#) and be on the client's visiting list. If a community outing visit includes a small group (e.g., after a support group meeting in the community), at least one member of the group must be on the client's visiting list and the visitors will have been identified on the outing request form.
3. Off-campus visits shared by two clients do not require visitors to be listed on both clients' visiting lists.
4. Visits approved to occur in a private residence will require all visitors attending the visit to be on the client's visiting list. Prior to the visit occurring, a reintegration specialist, along with a staff member from the Office of Special Investigations (OSI), will visit the location to meet with the

owner of the residence to explain the visit rules and expectations. Once a private residence is approved by the Reintegration Director, assigned staff will complete a Level 1 Incident Report.

C. Visiting List

1. Visitors who no longer wish to be on a client's visiting list must send a written notification to the Reintegration Program Manager. Clients may submit a Client Request to the Reintegration Program Manager to have a visitor removed from his/her visiting list.
2. Visitors removed from a client's visiting list may not reapply for visiting privileges for six months.
3. Former staff, contractors, volunteers, interns and professional visitors may not be on a client's visiting list for a minimum of one year after their professional association with the facility/client has ended. (Exceptions may be approved by the Reintegration Director in consultation with the Facility Clinical Director (refer to MSOP Policy 302.100 "Visiting," especially section F.6.a).)
4. Approved MSOP spiritual resource volunteers, who have been approved to work in the MSOP secure perimeter, may be added to a client's list without completing an additional visiting application.
5. Once a visitor has been approved to be on a CPS client's visiting list, he or she may request to be added to other CPS clients' visiting lists without completing an additional visiting application.

D. Visiting Application and Approval

1. The CPS Visiting Application form (225-5160c, attached) is available to all clients at CPS. Any visitors approved prior to client transfer to CPS must have another background study conducted to determine eligibility for visits outside the MSOP visiting room. This does not require resubmission of the visit application form.
2. The client is responsible for providing application forms to potential visitors.
3. Prospective visitors ages 18 years and older will complete the application and return it to the Reintegration Program Manager for processing. Incomplete applications will not be processed and the applicant will be notified.
4. To be eligible for visiting, a child under 18 years of age must be listed on the application of his or her custodial parent/legal guardian.
 - a) The custodial parent/guardian may give written notarized permission to another specified adult to escort the minor.
 - (1) The specified adult must also complete the visiting application process.
 - (2) The Reintegration Program Manager will verify the notarized permission by contacting the custodial parent/legal guardian.
 - (3) Once notarized escort permission is on file, the authorizing person must submit a separate written notification to rescind.
 - b) Prior to the day of visiting, a copy of each minor's state/county certified birth certificate must be presented to confirm identification before the minor will be allowed to visit.

- c) A client must have a Client Request approved by his or her primary therapist prior to each visit to have any physical contact with a minor. The primary therapist will determine type and extent of physical contact.
5. Upon receipt of the completed application, the Reintegration Program Manager will verify that a valid identification has been listed and the application is complete.
- a) The Reintegration Program Manager will conduct a criminal history check on the applicant.
 - (1) Criminal history reports are confidential and will not be released to the client or used for any other purpose than to determine approval for visiting.
 - (2) Applicants with criminal backgrounds
 - (a) The applications of all applicants with a documented criminal history will be forwarded to the Reintegration Director for review. The Reintegration Director in consultation with the facility director and facility clinical director reserves the right to approve or deny visitations based on criminal history.
 - (b) The following are excluded from consideration:
 - i. co-defendants, accomplices, and known active gang affiliates;
 - ii. persons with a history of smuggling contraband into a secure facility; and
 - iii. persons with active warrants and/or detainers.
 - (c) The following applicants will be reviewed by the Reintegration Director in consultation with the facility director and facility clinical director and may be approved for visiting:
 - i. applicants with pending charges; and
 - ii. persons placed on probation or released from a prison sentence within the past six months.
 - b) The Reintegration Program Manager will update the client visitor list and forward it to the client.
 - c) The Reintegration Program Manager will notify the applicant using the CPS Visitor Application Notification form (225-5160d, attached).
 - d) The Reintegration Program Manager will update the MSOP visiting database to include approved applicants.
 - e) The following are the only acceptable forms of identification recognized by MSOP:
 - (1) a valid driver's license from the state of residence;
 - (2) a valid state photo identification card from the state of residence;
 - (3) a valid photo military identification card (active duty only);
 - (4) a valid passport if a resident of a foreign country; and/or
 - (5) valid tribal identification.

6. The applicant's approved visiting application must be on file with the Reintegration Program Manager prior to a visit.

E. Registration

1. All adult visitors must complete the Visitor Registration Form (302.100P), attached) at the CPS Security Counselor office when visiting with CPS clients.
2. CPS staff will review the CPS Visitor Information Sheet (225-5160b) with visitors upon arrival.
3. All visitors will provide the identification listed on their applications when registering.
4. When a visitor's valid identification is updated, the staff member registering the visitors will forward the updated information to the Reintegration Program Manager.

F. General Visiting Restrictions

The Reintegration Director, in consultation with the CPS Treatment Team will review and update client visiting restrictions (such as no contact with children) at the quarterly review and forward updates to the Reintegration Program Manager. Any restrictions will be noted on the MSOP Client Visit Log (302.100L), attached).

G. Visit Termination

1. A visit in progress will be terminated if the client or visitor fails or refuses to comply with the visiting rules.
2. The Reintegration Director, in consultation with the CPS Treatment Team, will determine when to deny future visits to a visitor.

REVIEW: Annually

REFERENCES: MSOP Division Policy 410-5043, "Volunteer Services Program"
MSOP Policy 602.021, "CPS Programming On and Off Campus"
MSOP Policy 600.030, "Programming Outside the Secure Perimeter"
MSOP Policy 602.010, "Community Preparation Services"
MSOP Policy 302.100, "Visiting"
MSOP Division Policy 420-5099, "Client Requests"
MSOP Policy 602.310, "CPS Contraband"
MSOP Division Policy 410-5300, "Incident Reports"
Minn. Stat. §§ 517.18 and 517.23

ATTACHMENTS: Notice of Violation of Visiting Rules (302.100G)
Visitor Registration Form (302.100P)
MSOP CPS Off-Campus Activity Request Form (600.021B)
CPS Visitor Information Sheet (225-5160b)
CPS Visiting Application (225-5160c)
CPS Visitor Application Notification (225-5160d)
CPS Visiting Restriction Notice (225-5160e)
MSOP Client Visit Log (302.100L)

SUPERSESSION: MSOP Policy 602.100, "CPS Client Visits," 9/2/14.

All facility procedures, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/

Nancy A. Johnston, Executive Director
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