

Minnesota Sex Offender Program

Policy:	302.100	Title: Visiting
Issue Date:	10/7/14	
Effective Date:	11/4/14	

AUTHORITY: Minn. Stat. §§[144.651](#), subd. 26; [253B.03](#), subd. 3; [253D.19, subd. 1](#)

PURPOSE: To maintain procedures for client visits at the Minnesota Sex Offender Program (MSOP).

APPLICABILITY: MSOP program-wide, excluding MSOP Community Preparation Services (CPS). This policy does not apply to attendance at annual reviews or Special Review Board hearings.

POLICY: To maintain family and community relationships, MSOP clients may visit approved family and friends subject to limitations necessary to provide a safe and secure therapeutic environment.

DEFINITIONS:

Client Visit Record – information and documentation, stored electronically or in hard copy, regarding client visits including, but not limited to, applications, logs of visits, authorization documents, visit requests and support documents for the application process.

Criminal History Check – review of the publicly-available criminal history records.

Minors – individuals under 18 years of age.

Non-Contact – a client visiting status prohibiting physical contact between the visitor and the client.

Special request – a request for a visit outside of the regular visiting rules or process.

Visiting Restriction – a restriction placed on specific visits or visitor(s), such as non-contact. Restrictions may be implemented due to client behavior, visitor behavior, or if the primary therapist determines the visit or visitor could interfere with treatment progress.

Visitor – any person who has completed the application process and has been approved to enter MSOP facilities.

- A. Immediate family – spouse (Minn. Stat. §§[517.18](#) and [517.23](#)); and birth, step, or adopted: children, parents, siblings (including half siblings), grandparents and grandchildren.
- B. Professional visitor – professionals such as probation officers, mental health professionals, attorneys, judges, county case managers, or spiritual representatives, who are on official business and are 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 or mental health professionals.
- C. Support visitor/volunteer – a volunteer affiliated with a community support or outreach program. (See MSOP Policy 300.043, “Volunteer Services Program.”)
- D. Other Visitor – a friend or outside acquaintance not affiliated with a community support or outreach program.

PROCEDURES:

A. Visiting Application and Approval

1. Clients are responsible for providing Visiting Application forms (302.100A, attached) to potential visitors.
2. Prospective visitors ages 18 years and older must complete applications and return them to the facility visiting room supervisor or designee for processing. Incomplete applications are returned to the applicants for completion.
3. A minor applicant 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 have an approved visiting application if they intend to participate in the visit.
 - (2) The visiting room supervisor or designee verifies the application contents by contacting the custodial parent/legal guardian.
 - (3) Once notarized escort permission is in the Client Visit Record, the authorizing person must submit separate written notification to rescind.
 - b) A copy of each minor's state/county certified birth certificate must be included with the visitor's application.
 - c) Clients must have a Client Request (303.101A, attached) approved by his or her primary therapist prior to each visit for physical contact with minors outside the visiting rules. The primary therapist may also approve a "standing" authorization.
4. Upon receipt of the completed application, the visiting room supervisor or designee conducts a criminal history check.
 - a) Criminal history reports are confidential and are not released to the client or used for any other purpose than to determine approval for visiting.
 - b) Applicants with active arrest warrants are not approved for visiting.
 - c) After completing the criminal history check, the visiting room supervisor, or designee, forwards the application to the Office of Special Investigations (OSI) and the primary therapist for consideration.
 - d) OSI verifies the client's conditions of release and notifies the visiting room supervisor or designee. The visiting room supervisor or designee enters the information into the visiting database.
 - e) The primary therapist completes the Primary Therapist Review Form (302.100S, attached) and forwards to the visiting room supervisor, or designee, who enters the information into the visiting database.

- f) If the visiting room supervisor or designee and the primary therapist are not in agreement on approval of a visiting application, the facility director and facility clinical director make the final determination.
- g) The facility director and facility clinical director must review for approval any applicants on correctional community supervision (e.g., probation, parole, supervised release) or who have pending criminal charges.
- h) The visiting room supervisor or designee:
 - (1) forwards an updated Visitor List (302.100N, attached) to the client;
 - (2) notifies the applicant using the Visitor Application Notification form (302.100O, attached); approved notices will also include the Visiting Room Expectations (ML – 302.100I, attached, or SP – 302.100M, attached) and Visitor Information Sheet (302.100K, attached);
 - (3) forwards the updated Visitor List to Master Control; the visitor lists must include both MSOP facility sites; and
 - (4) annually reviews the visitor's application and provides updates to clients. Visitors will only be notified if there is a change in their status. The visitor's prior year's criminal history will be replaced by the current year's in the Client Visit Record.
- i) Clients married to each other (refer to MSOP Policy 302.500, "Client Marriage") may submit a Client Request to combine their visiting lists.
 - (1) The visiting room supervisor or designee notifies OSI and both clients' primary therapists.
 - (2) OSI processes the request according to Procedure A.4.d) above.
 - (3) The primary therapist processes the request according to Procedure A.4.e) above.
- j) 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; or
 - (5) valid tribal identification card as detailed in [Minn. Stat. §171.072 \(b\) and \(c\)](#).
- k) Visitors may update name or address changes by presenting an updated form of identification (as listed above) to processing staff. Processing staff notify the visiting room supervisor or designee who updates the visiting database.

5. The applicant's approved visiting application must be in the Client Visit Record prior to a visit.
6. Prior to the visit, visitors to the facility who require a reasonable accommodation for a disability must contact the visiting supervisor or designee to discuss the accommodation.

B. Registration

1. When entering the facility, all adult visitors must register on the Visitor Registration Form (302.100P, attached) located in the designated area.
2. Each adult visitor must provide the identification listed on his or her application when registering.
3. Visitors must wear proper attire as identified in the Visitor Information Sheet (302.100K, attached).
4. Lockers are available to secure personal items. The facility is not responsible for the loss or theft of any personal property.
5. All visitors must pass a security check (e.g., a metal detector, hand-held wand, or pat search) before entering the visiting room.
 - a) Visitors with medical conditions (such as metal implants, etc.) which may cause them to not pass metal detection must provide documentation to that effect. These visitors are wanded and a localized pat search is conducted in the area of the condition. (See MSOP Policy 301.012, "Searches – Employees and Visitors.")
 - b) Visitors who are unable, for non-medical reasons, to successfully pass through the metal detector may be asked to submit to a pat search and allowed to visit on Non-Contact status for one visit only. Failure to comply with the requested pat search results in the visit being denied. Subsequent metal detector failures result in denied visits.
 - c) Staff complete the "Visitor Notification of Search" form (302.100D, attached) and provide an original to the visitor for signature before the pat search occurs. Staff search visitors according to search criteria outlined in MSOP Policy 301.012, "Searches – Employees and Visitors."
 - d) All Moose Lake visitors over the age of five are hand stamped.
 - e) Service animals are subject to search.

C. General Visiting Restrictions

1. Clients who have correctional supervised release conditions prohibiting contact with minors are allowed indirect contact with minors during visits. Indirect contact is specified as having the client's visit in the same room as other clients who may be visiting with minors. Clients with correctional supervised release conditions prohibiting contact with minors will sit as far away as possible from other clients' minor visitors. Staff may assign seating in the visiting area.
2. Protective Isolation (PI) and Administrative Restriction (AR) status:

- a) clients on PI status who reside in the High Security Area are not allowed visits;
 - b) clients on AR status follow individual administrative restriction plans; and
 - c) the officer of the day (OD) reviews on a case-by-case basis any clients on levels of observation.
3. A visitor who exhibits behaviors that create a safety or security problem, who seriously disrupts the visits of others, who violates the visiting rules, and/or for whom there is reasonable suspicion the visitor has engaged in suspicious and/or inappropriate conduct will have the visit terminated or denied.
- a) Visiting room staff provide the visitor with a Notice of Violation of Visiting Rules (302.100G, attached) before the visitor leaves the facility (if possible). If it is not possible, the visiting room supervisor mails the form.
 - b) The visiting room supervisor or designee, in conjunction with the client's primary therapist,:
 - (1) prepares the Visiting Restriction Notice (302.100E, attached);
 - (2) forwards the form to the facility director for review and approval;
 - (3) provides the visitor and client with a written copy of the Visiting Restriction Notice (302.100E), which includes the reason and length of the restriction and any conditions necessary to terminate the restriction; and
 - (4) maintains current records of restricted visitors.
 - c) If the restriction is for less than a year, the visitor's privileges are reinstated at the conclusion of the restriction period. If the restriction is for a year or more, the visitor must re-apply for visiting privileges.
4. A client who exhibits behaviors creating a safety or security problem, seriously disrupting the visits of others, and/or violating the visiting rules will have his or her visit terminated or denied.

D. Special Requests

1. Clients may submit a Client Request form to the visiting room supervisor or OD for any exceptions or requests which may be outside of the limits of this Policy. Examples include bringing in items such as a deck of cards, treatment materials, etc. Processing staff search all items prior to allowing them into the visiting room.
2. Clients may submit a Client Request to the facility clinical director or designee to combine a contact visit with one other client. The visitor limit remains at four and all other visiting rules apply.
3. Approved client requests must be presented to visiting staff prior to the visit starting.

E. General Rules

1. Visits must occur within visiting hours as set forth in facility-specific visiting room expectations (ML – 302.100I or SP – 302.100M). The visiting room supervisor or OD

must approve any exceptions to visits occurring outside of the visiting room schedule. If visitors are waiting to use the visit room, visits are limited to one hour.

2. Socially-appropriate physical contact is permitted between clients and visitors. Visitors are allowed one greeting and departing embrace and a brief closed mouth kiss. Holding hands above the table is permitted. Clients and their visitors may not engage in verbal or physical sexually suggestive, sexual, or assaultive contact. No other contact is allowed.
3. If the client or visitor leaves the visiting area for any reason, they are required to be reprocessed prior to resuming the visit.
4. St. Peter does not allow food or beverages in the visiting room. Moose Lake has vending machines in the visiting room. Only items purchased from the vending machines may be consumed in the visiting room.
5. Visitors may bring clothing, checks/money orders, and approved medical devices or equipment, refer to MSOP Policy 302.250, "Client Property." No items may be given to a client during a visit.
6. Up to ten loose photographs (photos) may be brought to the visit. Photos are subject to search and review for appropriateness. No nude photos or photos which are sexually suggestive or include provocative poses/dress are allowed. All photos must leave the facility with the visitor.

F. Visiting List

1. Each client is allowed 24 approved/support visitors on his or her list at any one time.
2. Only immediate family members or support visitors are allowed to be on more than one client visiting list.
3. Visitors who no longer wish to be on a client's visiting list must send a written notification to the facility visiting room supervisor or designee.
4. A client may submit a Client Request to the visiting room supervisor or designee to have a visitor removed from the client's visiting list.
5. Visitors removed from a client's visiting list may not reapply for visiting privileges for six months.
6. Professional visitors, contractors, and interns must be at least 18 years of age and are allowed entry into the facility in accordance with MSOP Policy 300.032, "Event Letters."
 - a) Professional visitors are not allowed on any client's visiting list for a minimum of one year after their association with the facility has ended.
 - b) Professional visits will normally occur during business hours (Monday through Friday, 9 a.m. to 5 p.m.). Unscheduled professional visits outside of normal business hours are subject to approval by the OD.
 - c) Spiritual representatives may elect to apply for regular visiting privileges as outlined in this policy, or, if they request other accommodations (such as visiting

more than one client), they may request "professional visitor" status per MSOP Policy 300.032, "Event Letters."

7. Support Visitors/Volunteers

Volunteers must complete the Support Visitor/Volunteer Application for Visiting form (302.100F, attached). The volunteer must submit the form to the volunteer coordinator at the facility where the client is located. The facility volunteer coordinator notifies the volunteer and the visiting room supervisor or designee of the approval or non-approval. The facility director may waive the six month waiting period for the volunteer to go from one visiting list to another.

8. Former staff may apply to be on a client's visiting list after a minimum of one year from ending employment with the facility and are subject to approval.
9. The facility director or designee, in consultation with the facility clinical director, determines any exceptions to the visiting list.

G. Hospital Visits/Hospital Phone Calls:

1. The OD in consultation with the primary therapist and/or the Administrator on Call:
 - a) reviews hospital visit and/or phone call requests on a case-by-case basis;
 - b) must approve visits/phone calls before they may occur;
 - c) must approve items to be brought for the client;
 - d) designates dates and/or times of visits or phone calls; and
 - e) notifies client coverage staff and the visiting supervisor of all necessary information.
2. Client coverage staff:
 - a) ensure approval is given before the visit/phone call occurs;
 - b) check each visitor's ID for the approved visitor name;
 - c) wand each visitor;
 - d) have the visitor leave coats, bags, food and beverages away from the client;
 - e) search approved items brought for the client before giving them to the client; and
 - f) answer the phone and ask the caller's name before giving the phone to the client.

H. Infirmiry Visits at MSOP (Moose Lake only)

The nursing department in consultation with the primary therapist:

1. reviews infirmiry visit and/or phone call requests on a case-by-case basis;
2. must approve visits/phone call before they may occur;
3. designates dates and/or times of visits or phone calls; and

4. notifies the OD, infirmity staff and the visiting supervisor of all necessary information.

REVIEW: Annually

REFERENCES: MSOP Policy 301.030, “Contraband”
MSOP Policy 301.010, “Searches - Clients”
MSOP Policy 301.011, “Searches – Areas”
MSOP Policy 301.012, “Searches – Employees and Visitors”
MSOP Policy 300.032, “Event Letters”
MSOP Policy 302.250, “Client Property”
MSOP Policy 303.101, “Client Requests”
MSOP Policy 300.043, “Volunteer Services Program”
MSOP Policy 302.500, “Client Marriage”

SUPERSESSON: MSOP Policy 302.100, “Visiting,” 7/1/14.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Visiting Application (302.100A)
Visitor Notification of Search (302.100D)
Visiting Restriction Notice (302.100E)
Support Visitor/Volunteer Application for Visiting (302.100F)
Notice of Violation of Visiting Rules (302.100G)
Visiting Room Expectations – ML Site (302.100I)
Facility Contact Info and Directions (302.100J)
Visitor Information Sheet (302.100K)
Visiting Room Expectations – SP Site (302.100M)
Visitor List (302.100N)
Visitor Application Notification (302.100O)
Visitor Registration Form (302.100P)
Visiting Information for Clients (302.100Q)
Primary Therapist Review Form (302.100S)
Client Request form (303.101A)

/s/

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Minnesota Sex Offender Program