

COMMUNITY PREPARATION SERVICES (CPS) CLIENT VISITS

Minnesota Sex Offender Program

Issue Date: 2/4/20 Effective Date: 3/3/20 Policy Number: 225-5160

POLICY: To maintain and develop community relationships and healthy supports, the Minnesota Sex Offender Program (MSOP) permits CPS Clients to visit approved family and friends.

AUTHORITY: Minn. Stat. §§ 144.651, subd. 26; 253B.03, subd. 3; 253D.19

APPLICABILITY: MSOP CPS (this policy does not apply to attendance at treatment review meetings or Special Review Board hearings).

PURPOSE: To outline the process for CPS clients to receive visits.

DEFINITIONS:

Administrative visiting restriction – a restriction prohibiting a person from entering any CPS facility as determined by the CPS Director in consultation with the CPS Associate Clinical Director and the CPS Operations Manager.

Client visit record – see MSOP Division Policy 420-5100, “Visiting.”

Criminal history check – see MSOP Division Policy 420-5100, “Visiting.”

Minors – see MSOP Division Policy 420-5100, “Visiting.”

Shared visit – more than one client visiting the same group of visitors.

Special request – see MSOP Division Policy 420-5100, “Visiting.”

Treatment team – see MSOP Division Policy 215-5005, “Treatment Overview.”

Visiting restriction – see MSOP Division Policy 420-5100, “Visiting.”

Visitor - see MSOP Division Policy 420-5100, “Visiting.”

PROCEDURES:

A. Visiting Application and Approval

1. Clients are responsible for providing a Visiting Application (420-5100a) and Facility Contact Info and Directions (420-5100b) to potential visitors.
2. Prospective visitors ages 18 years and older must complete applications and return them to the CPS Operations Manager/designee for processing. CPS returns incomplete applications to the applicant for completion.
3. A minor applicant must be listed on the application of his or her custodial parent/legal guardian.
 - a) The custodial parent/legal guardian may give written notarized permission to another specified adult to escort the minor in their absence by submitting a Minor Escort Authorization (420-5100c) to the CPS Operations Manager/designee.

- (1) The specified adult must also complete the visiting application process.
 - (2) The CPS Operations Manager/designee verifies the application contents by contacting the custodial parent/legal guardian.
 - (3) Once the Minor Escort Authorization (420-5100c) is in the Client Visit Record (Citrix), the authorizing person must submit a separate written notification to rescind.
- b) The visitor must include a copy of each minor's state/county certified birth certificate with the visitor's application.
 - c) Clients must have approval from his/her primary therapist for each visit with a minor. The CPS operations supervisor contacts the primary therapist via email for every visit with a minor in attendance. Clients are not allowed to hold the minor unless the client has received permission from his/her primary therapist on the Client Request (420-5099a), which documents specific allowed interactions with the minor.
 - d) When an approved minor visitor turns 18 years of age, he/she must submit his/her own approved Visiting Application (420-5100a).
4. Upon receipt of the completed application, the CPS Operations Manager/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. CPS does not approve visiting for applicants with active arrest warrants.
 - b) The CPS Director, in consultation with the CPS Associate Clinical Director and CPS Operations Manager, must review applications for individuals on correctional community supervision (e.g., on probation, parole, supervised release, or who have pending criminal charges).
 - c) The CPS Operations Manager/designee:
 - (1) Notifies the applicant using the Visitor Application Notification (420-5100f) and sends the Visitor Information Sheet (420-5100i) to approved visitors.
 - (2) Reviews the visitor's application annually and provides updates to clients. CPS only notifies visitors if there is a change in their status. The visitor's prior criminal history is replaced by the current year in the Client Visit Record (Citrix).
 - d) Clients married to each other (refer to MSOP Division Policy 420-5500, "Client Marriage") may submit a Client Request (420-5099a) to combine their visiting lists. Requests must be approved by the CPS Associate Clinical Director and the CPS Operations Manager. If one of the clients resides in the secure perimeter, the CPS Associate Clinical Director and CPS Operations Manager consult with the assistant facility director and associate clinical director.
 - f) 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; and/or
 - (5) valid tribal identification.
5. CPS must have the applicant's approved visiting application in the Client Visit Record prior to the client requesting a visit.
 6. Prior to the visit, visitors who require a reasonable accommodation for a disability must contact the CPS Operations Manager/designee to discuss the accommodation.

B. Registration

1. All adult visitors must register on the Visitor Registration Form (420-5100j) with the visiting staff.
2. Each adult visitor must provide the identification listed on his/her application when registering.
3. CPS provides locker space for visitors to secure personal items. Once visitors have cleared metal detection they cannot access the lockers.
4. Visitors must wear proper attire as outlined on the Visitor Information Sheet (420-5100i).
5. Staff directly monitor all visits except for Re-entry clients. Staff monitor all Re-entry clients visiting with a minor. (See CPS Program Design (225-5020a).)
6. All visitors must pass a security check (e.g., a metal detector, hand-held wand, or pat search before entering the visiting room (see MSOP Division Policy 420-5100, "Visiting" and "MSOP Division Policy 415-5012, "Searches – Employees and Visitors").
 - a) Visitors with medical conditions (such as metal implants, etc.) which may cause them to not pass metal detection must consent to a pat search. Staff wand these visitors and a localized pat search is conducted in the area of the condition. (See MSOP Division Policy 415-5012, "Searches – Employees and Visitors.")
 - b) Staff complete the "Visitor Notification of Search" form (420-5100k) and provide the original to the visitor for signature before the pat search occurs. Staff search visitors according to search criteria outlined in MSOP Division Policy 415-5012, "Searches – Employees and Visitors."
 - c) Service animals are subject to search. (See also MSOP Division Policy 420-5440, "Animals (Pets).")

C. General Visiting Restrictions

1. Clients with correctional supervised release conditions prohibiting contact with minors must sit as far away as possible from other clients' minor visitors. Staff may assign seating in the visiting area.
2. CPS terminates or denies a visit if visitors exhibit behaviors creating a safety or security problem, seriously disrupt the visits of others, violate the visiting rules, and/or engage in suspicious and/or inappropriate conduct.

- a) Visiting room staff provide the visitor with a Notice of Violation of Visiting Rules (420-5100l) before the visitor leaves the facility (if possible). If it is not possible, the CPS Operations Manager/designee mails the form.
- b) The CPS Operations Manager/designee, in conjunction with the CPS Associate Clinical Director:
 - (1) prepares the Visiting Restriction Notice (420-5100m);
 - (2) forwards the form to the CPS Director for review and approval;
 - (3) provides the visitor and client with a written copy of the Visiting Restriction Notice (420-5100m), 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, CPS reinstates the visitor's privileges at the conclusion of the restriction period. If the restriction is for a year or more, the visitor must re-apply for visiting privileges.

D. General Rules for Visits

1. CPS visiting hours are Monday through Sunday, 1 p.m. to 9 p.m. Additional hours are available on Saturday and Sunday from 8 a.m. to 12:30 p.m. for clients in the Re-entry stage. The CPS Operations Manager, in consultation with the treatment team, must approve visiting requests outside of this established time.
2. All non-professional visitors must be approved via a CPS Visit Request (225-5160a) two weeks in advance. An operations supervisor, in consultation with the treatment team, may approve visiting requests outside this time frame.
3. Four clients may be scheduled for a visit at one time, with a maximum of fourteen visitors. The treatment team may make exceptions to this on a case by case basis via an approved Client Request (420-5099a).
4. CPS clients must submit a Client Request (420-5099a) providing 24-hour advance notice of all professional visitors; the CPS operations supervisor or the facility officer of the day (OD) may approve exceptions.
5. Visits are scheduled for a maximum of three hours. A CPS operations supervisor/designee must approve visits exceeding this time frame via a Client Request (420-5099a).
6. 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 or within view of the supervising staff is permitted. Clients and their visitors may not engage in verbal or physical sexually suggestive, sexual, or assaultive contact. No other contact is allowed.
7. Clients may not approach a visitor's car, or a visitor walking to the visit room. Visitors must be processed by the visiting staff and the clients must wait on their units until called to the visit room.

8. Any item coming in or going out on a visit must have an approved Client Request (420-5099a) from the CPS operations supervisor. Staff secure all items coming in on a Notice and Receipt of Secured Items (420-5250a) and place them on the property shelf to be processed by facility Special Services staff.
9. Food and Beverages
 - a) Visitors may not bring food or beverages into the visit room.
 - b) Clients may bring food and beverages to the visit room. Clients may order food from an outside vendor, but it must arrive to the unit before the visit is scheduled to begin. Clients may not have food orders delivered directly to the visit room.
10. Visitors may bring up to 20 loose photographs into the visiting room. Staff search and review photos for appropriateness consistent with MSOP Division Policy 420-5230, "Media Possession by Clients." The visitor must take all photos with them unless the client has a prior approved Client Request (420-5099a) from the operations supervisor.
11. Visitors must secure all cameras, cellphones or other electronics capable of taking a picture in the provided lockers during the entire visit. If a client and visitor(s) want a picture taken, the staff take the picture at the end of the visit.
12. Visitors may not bring coats, jackets, scarves, headwear, purses, bags, or sunglasses in the visiting room.
13. Failure to follow the listed guidelines may result in a visiting restriction or visiting restructure developed by the client's treatment team.
14. Shared visits are approved on a case by case basis, determined by the CPS Associate Clinical Director and the CPS Operations Manager. All clients participating in shared visits must be in Demonstrating Change Across Settings or Re-entry stage.

E. Visiting List

1. Approved visitors may be on multiple client visiting lists. Each applicant must submit a separate Visiting Application (420-5100a) for each client's visiting list.
2. Visitors who no longer wish to be on a client's visiting list must send a written notification to the CPS Operations Manager/designee.
3. A client may submit a Client Request (420-5099a) to the CPS Operations Manager/designee to have a visitor removed from his/her visiting list.
4. Visitors removed from a client's visiting list may not reapply for visiting privileges for six months.
5. Professional visitors, contractors, and interns must be at least 18 years of age and are allowed entry into the facility in accordance with MSOP Division Policy 410-5032, "Event Letters."
6. 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.

F. General Rules for Visits Occurring Off Campus

1. CPS clients may request off-campus visits to address a specific treatment need when they are in Demonstrating Change Across Settings or Re-entry stage as outlined in MSOP Division Policy 225-5020 “CPS Client Liberties.”
2. Clients are not allowed to take items off campus unless pre-approved via Client Request (420-5099a).
3. Clients are not allowed to receive or give any items to any person while visiting off campus, unless pre-approved via Client Request (420-5099a).
4. All visitors requesting to visit off-campus must be listed on the Off-Campus Treatment Event Request (225-5122a) and be on the client’s approved visiting list.
5. Clients in Re-entry stage may request to visit in a private residence. The treatment team must identify the visitor as an identified support to the client. Prior to the visit occurring, the CPS Operations Manager and operations supervisor visit the location to meet with the owner and explain visit rules and expectations. The CPS Operations Manager then completes a Level 1 Incident Report (410-5300a) (Phoenix) reporting on the home visit. The CPS Director reviews the Incident Report (410-5300a) (Phoenix) and assigns a follow-up ticket in Phoenix. The CPS Director documents on the follow-up ticket whether the client’s visit is approved or disapproved.

G. Hospital Visits/Hospital Phone Calls – clients may have visitors and make/receive phone calls while in the hospital with the following expectations:

1. staff remain with the client during the entire phone call and visit;
2. the visitor leaves coats, bags, food, purses, and beverages away from the client;
3. all visitors must be on the client’s approved visiting list;
4. all visitors must present a valid ID to staff; and
5. visitors are not allowed to bring any property to the client.

REVIEW: Annually

REFERENCES: MSOP Division Policy 410-5043, “Volunteer Services Program”
MSOP Division Policy 225-5020 “CPS Client Liberties”
MSOP Division Policy 420-5100, “Visiting”
MSOP Division Policy 420-5099, “Client Requests and Grievances”
MSOP Division Policy 225-5310, “CPS Contraband”
MSOP Division Policy 420-5500, “Client Marriage”
MSOP Division Policy 410-5300, “Incident Reports”
MSOP Division Policy 225-5122, “CPS Off-Campus Transports”
Minn. Stat. §§ 517.18 and 517.23

ATTACHMENTS: CPS Visit Request (225-5160a)

MSOP Client Visit Record (Citrix)
Client Request (420-5099a)
Visiting Application (420-5100a)
Visitor Application Notification (420-5100f)
Visitor Information Sheet (420-5100i)
Notice of Violation of Visiting Rules (420-5100l)
Visitor Registration Form (420-5100j)
Off-Campus Treatment Event Request (225-5122a)
Visiting Restriction Notice (420-5100m)
Facility Contact Info and Directions (420-5100b)
Minor Escort Authorization (420-5100c)
Notice and Receipt of Secured Items (420-5250a)
Support Visitor/Volunteer Application for Visiting form (420-5100o)
Incident Report (410-5300a) (Phoenix)
CPS Program Design (225-5020a)

SUPERSESSSION: MSOP Division Policy 225-5160, “CPS Client Visits,” 9/4/18.
All facility procedures, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

/s/
Nancy A. Johnston, Executive Director
Minnesota Sex Offender Program