

VISITING

Minnesota Sex Offender Program

Issue Date: 1/8/19 Effective Date: 1/8/19 Policy Number: 420-5100

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

AUTHORITY: Minn. Stat. §§ 246.014, subd. (d), 144.651, subd. 26; 253B.03, subd. 3; 253D.19, subd. 1

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

PURPOSE: To maintain procedures for client visits at MSOP.

DEFINITIONS:

Client Visit Record (Citrix) – 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, ombudsman, 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. Other Visitor – any individual not covered in A or B above.

Volunteer – see MSOP Division Policy 410-5043, “Volunteer Services Program.”

PROCEDURES:

- A. Visiting Application and Approval

1. Clients are responsible for providing 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 facility visiting room supervisor/designee for processing. MSOP returns incomplete applications to the applicants for completion.
3. A minor applicant must be listed on the application of his/her custodial parent/guardian.
 - a) The custodial parent/guardian may give written permission to another specified adult to escort the minor in their absence by submitting a Minor Escort Authorization Form (420-5100c) to the visit room supervisor/designee.
 - (1) The specified adult must also have an approved visiting application if they intend to participate in the visit.
 - (2) The visiting room supervisor/designee verifies the application contents by contacting the custodial parent/guardian.
 - (3) Once the Minor Escort Authorization Form (420-5100c) is in the Client Visit Record (Citrix), the authorizing person must submit separate written notification to rescind.
 - b) The custodial parent/guardian must include a copy of each minor's state/county certified birth certificate with the visitor's application.
 - c) Clients must have a Client Request (420-5099a) approved by his/her primary therapist for visits with a minor.
 - d) When an approved minor visitor turns 18 years of age, it is his/her responsibility to submit his/her own approved Visiting Application (420-5100a).
4. Upon receipt of the completed application, the visiting room supervisor/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/designee forwards the application to the client's primary therapist.
 - d) The primary therapist completes the Primary Therapist Visiting Application Review Form (420-5100d) and forwards to the visiting room supervisor/designee, who enters the information into the visiting database.
 - e) If the visiting room supervisor/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.

- f) 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.
 - g) The visiting room supervisor/designee:
 - (1) forwards an updated Client Visit Record (Citrix) to the client;
 - (2) notifies the applicant using the Visitor Application Notification form (420-5100f); approved notices also include the Visiting Room Expectations (ML – 420-5100g, or SP – 420-5100h) and Visitor Information Sheet (420-5100i);
 - (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 are only notified if there is a change in their status. The visitor’s prior year’s criminal history is replaced by the current year in the Client Visit Record (Citrix).
 - h) 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.
 - (1) The visiting room supervisor/designee notifies both clients’ primary therapists.
 - (2) The primary therapist processes the request following this policy.
 - i) MSOP only recognizes the following forms of identification:
 - (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).
 - j) 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/designee who updates the visiting database. Visiting room staff make a copy of the identification upon first visit (or changes) and file in the Client Visit Record (Citrix).
- 5. The applicant’s approved visiting application must be in the Client Visit Record (Citrix) 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 room supervisor/designee to discuss the accommodation.

B. Registration

- 1. When entering the facility, all adult visitors must register on the Visitor Registration Form (420-5100j) located in the designated area.

2. Each adult visitor must provide the identification listed on his/her application when registering.
3. Visitors must wear proper attire as identified in the Visitor Information Sheet (420-5100i).
4. Limited locker space is 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 consent to a pat search. These visitors are metal-detected with a hand-held wand and a localized pat search is conducted in the area of the condition. (See MSOP Division Policy 415-5012, "Searches – Employees and Visitors.")
 - b) Visitors who are unable, for non-medical reasons, to successfully pass metal detection 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 may result in the visit being denied subject to determination by the facility officer of the day (OD) or administrator on call. Subsequent metal detector failures result in denied visits.
 - c) Staff complete the Visitor Notification of Search (420-5100k) and provide an 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."
 - d) All Moose Lake visitors over the age of five are hand stamped.
 - e) 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. Protective Isolation (PI), Administrative Restriction (AR) status, and clients on levels of observation:
 - a) clients on PI status are not allowed visits;
 - b) clients on AR status follow individual administrative restriction plans; and
 - c) clients on levels of observation may have visits in consultation with clinical or Health Services staff, or as directed in their Levels of Observation Directive (215-5270a-5020c).
3. Visitors exhibiting behaviors creating a safety or security problem, who seriously disrupt the visits of others, who violate the visiting rules, and/or engage 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 (420-5100l) before the visitor leaves the facility (if possible). If it is not possible, the visiting room supervisor/designee mails the form.
 - b) The visiting room supervisor/designee, in consultation with the client's primary therapist:
 - (1) prepares the Visiting Restriction Notice (420-5100m);
 - (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 (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 one year, the visitor's privileges are reinstated at the conclusion of the restriction period. If the restriction is for one 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/her visit terminated or denied.

D. Special Requests

1. Clients may submit a Client Request (420-5099a) to the visiting room supervisor or facility OD for any exceptions or requests outside the limits of this policy.
2. Clients may submit a Client Request (420-5099a) to the facility clinical director/designee to combine a contact visit with one other client. (Each individual client must submit a request.) The visitor limit remains at four and all other visiting rules apply. A separate Client Request (420-5099a) must be approved by the facility clinical director/designee for each combined visit.
3. The facility clinical director/designee scans approved Client Request (420-5099a) to visiting staff prior to the visit. (At DHS_MSOPMLClinicalApprovedClientVisits@state.mn.us or DHS_MSOPSPClinicalApprovedClientVisits@state.mn.us.)

E. General Rules (see also Visiting Information for Clients (420-5100n))

1. Visits must occur within visiting hours as set forth in facility-specific visiting room expectations (ML – 420-5100g or SP – 420-5100h). If visitors are waiting to use the visiting 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, he/she is required to be reprocessed prior to resuming the visit.
4. Beverages
 - a) St. Peter

- (1) Each visitor and client may have one beverage in the visiting room.
- (2) Beverages must be purchased by the client from either vending machines or canteen.
- (3) Upon entrance to the visiting room, clients show beverage containers to visiting room staff to verify seal.
- (4) Beverages must be consumed and disposed of in the visit room, no beverages are allowed out of the visiting room with clients/visitors.

b) Moose Lake

- (1) Vending machines are available in the visiting room.
- (2) Only items purchased from the vending machines may be consumed in the visiting room.
- (3) Vending machine items must be consumed and disposed of in the visit room, no vending machine items are allowed out of the visiting room with clients/visitors.

5. Visitors may bring completed checks or money orders.
6. Visitors may bring up to ten loose photographs (photos) into the visiting room. Photos are subject to search and review for appropriateness consistent with MSOP Division Policy 420-5230, "Media Possession by Clients." All photos must leave the facility with the visitor.
7. Camera(s) are allowed in the visiting room for photography. Staff maintain possession of the camera and take pictures during the last five minutes of the visit. (St. Peter only – for clients in Phase III, Control Center staff maintain possession of the camera and take pictures.)
8. Infant/toddler may have one each:
 - a) pacifier;
 - b) plastic baby bottle; and
 - c) receiving blanket.
9. No coats, jackets, scarves, headwear or sunglasses are allowed in visiting room.

F. Visiting List

1. Each client is allowed 24 approved visitors on his/her list at any one time.
2. Only immediate family members are allowed to be on more than one client's 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/designee.
4. A client may submit a Client Request (420-5099a) to the visiting room supervisor/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 Division Policy 410-5032, "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 visitors are encouraged to schedule their visit in advance. 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 facility OD.

7. Volunteers (See MSOP Division Policy 410-5043, "Volunteer Services Program" and MSOP Division Policy 420-5300, "Spiritual Practices.") Volunteers are not allowed to be on an individual client's visiting list.

8. Former and current MSOP staff are not allowed to visit current program clients without authorization by the facility director, in consultation with the facility clinical director.

9. The facility director/designee, in consultation with the facility clinical director, determines any exceptions to the visiting list.

G. Hospital Visits/Hospital Phone Calls:

1. The facility 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 room 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)

Health Services in consultation with the primary therapist:

- 1. reviews infirmiry visits and/or phone call requests on a case-by-case basis;
- 2. approves visits/phone calls 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 room supervisor/designee of all necessary information.

REVIEW: Annually

REFERENCES: MSOP Division Policy 415-5030, "Contraband"
MSOP Division Policy 415-5010, "Searches - Clients"
MSOP Division Policy 415-5011, "Searches – Areas"
MSOP Division Policy 415-5012, "Searches – Employees and Visitors"
MSOP Division Policy 410-5032, "Event Letters"
MSOP Division Policy 420-5250, "Client Property"
MSOP Division Policy 420-5099, "Client Requests"
MSOP Division Policy 410-5043, "Volunteer Services Program"
MSOP Division Policy 420-5500, "Client Marriage"
MSOP Division Policy 420-5230, "Media Possession by Clients"
MSOP Division Policy 420-5440, "Animals (Pets)"
MSOP Division Policy 420-5300, "Spiritual Practices"
MSOP Division Policy 420-5015, "Outside Orders"

ATTACHMENTS: Visiting Application (420-5100a)
Facility Contact Info and Directions (420-5100b)
Minor Escort Authorization Form (420-5100c)
Primary Therapist Visiting Application Review Form (420-5100d)
Visitor Application Notification (420-5100f)
Visiting Room Expectations – ML Site (420-5100g)
Visiting Room Expectations – SP Site (420-5100h)
Visitor Information Sheet (420-5100i)
Visitor Registration Form (420-5100j)
Visitor Notification of Search (420-5100k)
Notice of Violation of Visiting Rules (420-5100l)
Visiting Restriction Notice (420-5100m)
Visiting Information for Clients (420-5100n)

Client Request (420-5099a)
Client Visit Record (Citrix)
Visitor List (Visiting Database)
Levels of Observation Directive (215-5270a-5020c)

SUPERSESSSION: MSOP Division Policy 420-5100, "Visiting," 6/6/17.
All facility policies, 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