

# EVENT LETTERS

## Minnesota Sex Offender Program

Issue Date: 8/1/23      Effective Date: 9/5/23      Policy Number: 410-5032

**POLICY:** The Minnesota Sex Offender Program (MSOP) may grant individuals authorization to enter a MSOP facility (except for outside the secure perimeter in MSOP Moose Lake) for legitimate required business purposes.

**AUTHORITY:** Minn. Stat. §§ 246B.04, Subd 1; 253D.02, Subd. 12  
Minn. Rule 9515.3080, Subp 1

**APPLICABILITY:** MSOP, program-wide

**PURPOSE:** To outline procedures for admitting individuals into a MSOP facility.

**DEFINITIONS:**

Escorted – see Direct Care and Treatment (DCT) Policy 115-1045, “Non-Employee Training.” At MSOP the supervision must include sight and sound of the non-employee in all authorized areas of the facility.

Event Letter – a one-time authorization allowing an individual entry into an MSOP facility at a specific date, time and duration.

MSOP facility – any MSOP building identified as a client area.

Non-employees – individuals who are not on the DCT payroll, but act in a service, education, or professional development roles, including but not limited to: contractors, consultants, interns, and volunteers. Professional visitors, as defined below, are not considered non-employees.

Professional courtesy – authorization allowing non-employees into a MSOP facility without having to pass metal detection.

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

Secure perimeter – see MSOP Division Security Policy 415-5045, “Perimeter Management.”

Standing Event Letter – authorization allowing one individual multiple entries into a MSOP facility as scheduled over a designated period, not to exceed one year.

Unescorted – see Direct Care and Treatment (DCT) Policy 115-1045, “Non-Employee Training.”

Valid identification – valid photo drivers’ license from the state of residence, valid photo state identification card from the state of residence, a valid military photo identification card (active duty only), a valid passport, or a valid tribal identification card as detailed in Minn. Stat. § 171.072 (b) and (c).

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

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

**PROCEDURES:****A. Eligibility**

1. Applicants for Event Letters or Standing Event Letters, including professional visitors, must be at least eighteen years of age, have valid identification, and must not be on a client's visiting list.
  - a) If previously on a client's visiting list, the applicant must have been removed from the visiting list for a minimum of one year.
  - b) Exceptions include visitors attending client quarterly and/or annual treatment progress reviews. The facility director/designee may authorize other exceptions.
2. MSOP does not allow admission to known criminal accomplices and co-defendants of any current client.
3. The facility security director/designee (in consultation with the facility director and the facility clinical director) reviews a request for admission into a MSOP facility from an applicant with a documented criminal history and makes a decision on a case-by-case basis.
4. MSOP automatically denies admission to an applicant if he/she:
  - a) has a pending, unresolved felony or gross misdemeanor criminal charge;
  - b) has been discharged from supervised release, conditional release, or parole within the last 12 months;
  - c) has been released or discharged from a correctional facility or secure treatment facility, including MSOP, within the last 12 months, however, this would not include individuals who have successfully petitioned the Commitment Appeal Panel for provisional discharge or discharge from sexually dangerous person/sexual psychopathic personality commitment;
  - d) has an active warrant; or
  - e) has been convicted of smuggling or attempting to smuggle contraband into a secure perimeter.
5. The facility security director/designee (in consultation with the facility director and facility clinical director) may terminate an approved Event Letter or Standing Event Letters and deny the applicant access to a secure MSOP facility if there is an incident affecting his or her criminal history status.
6. The facility director, in consultation with the facility clinical director/designee, reviews requests and may authorize exemptions for clinical reasons.
7. DCT Staff Working at an MSOP Facility or St. Peter Campus:
  - a) DCT staff whose work location is assigned at an MSOP facility or St. Peter campus do not require an Event Letter (410-5032a) and are granted professional courtesy when entering the secured perimeter.
  - b) These staff include, but are not limited to: DCT Ambulatory Care/Dental, Office of Special Investigations, maintenance workers, campus MNIT staff, kitchen supervisor (St.

Peter only) and dietitian (SP only). The security director/designee may approve additional positions.

- c) DCT staff who meet the criteria listed in section C.3 below are not required to be escorted.

## B. Approval Process

1. Staff initiating an Event Letter (410-5032a) must:
  - a) submit the Event Letter (410-5032a) prior to the event to an office and administrative specialist (OAS)/designee in either clinical, security, operations, forensics, administration, legal, Health Services, or maintenance in order to request authorization to enter the MSOP facility; and
  - b) for individuals required to have an Event Letter (410-5032a) coming in for a facility tour, must follow DCT Policy 415-1000, "Stakeholder Outreach and Facility Tours," complete the DCT Visitor Confidentiality Agreement (415-1000a), and check the "facility tour" box as the event type on the Event Letter (410-5032a) prior to entry.
  - c) For DCT staff or Department of Human Services (DHS) Licensing staff with business-related need to enter the secure perimeter:
    - (1) the date of birth and driver's license portion of the Event Letter (410-5032a) is not needed; and
    - (2) a public background check is not required.
2. The OAS/designee:
  - a) reviews the Event Letter (410-5032a) for completeness and returns it to the author if it is incomplete;
  - b) conducts a public background check on the individual(s) listed on the Event Letter and attaches a printout of each background check to the Event Letter (410-5032a). (St. Peter MSOP only: honors Forensics Event Letter (415-3045a) after doing a background check and requiring a signature.);
  - c) forwards the Event Letter (410-5032a) to the facility director, facility security director, Community Preparation Services (CPS) Operations Manager (for CPS), or their designee for approval;
  - d) uploads the Event Letter (410-5032a) to the Master Control SharePoint site; and
  - e) ensures meeting space has been arranged and enters event letter information into:
    - (1) MSOP Moose Lake: OD Outlook calendar.
    - (2) MSOP St. Peter: Master Control and OD SharePoint calendars.
    - (3) CPS security counselor office (copy).
3. Applicants approved for a Standing Event Letter must review the Information for Event Letters/Standing Event Letters (410-5032c) prior to the Standing Event Letter being effective. Control Center staff document when the Information for Event Letters/Standing Event Letters (410-5032c) was reviewed. Refer to the Decision Flowchart for Event Letter/Standing Event Letter (410-5032d).

4. MSOP approves a Standing Event Letter for up to one year by checking the “standing event letter” box as the event type on the Event Letter (410-5032a) and must be signed and dated with each authorization as applicable.

C. Training

1. Non-employees whose role involves entering MSOP unescorted, with a Standing Event Letter, receive required training as defined by the MSOP Annual Training Plan (see DCT Policy 115-1045, “Non-Employee Training”).
2. The facility volunteer services coordinator/designee schedules and completes annual face-to-face volunteer orientation training with all volunteers who have a Standing Event Letter (see MSOP Division Policy 410-5043, “Volunteer Services Program” and DCT Policy 115-1045, “Non-Employee Training”).
3. DCT staff must receive training per the MSOP Annual Training Plan if they will be unescorted inside a secure perimeter or at CPS.

D. Master Control/Control Center/CPS Security Counselor Desk

1. MSOP keeps the Information for Event Letters/Standing Event Letters (410-5032c) along with corresponding policies listed on the Information for Event Letters/Standing Event Letters (410-5032c) in binders in the control center(s) responsible for processing the visitor(s).
  - a) Non-employees are required to review the Information for Event Letters/Standing Event Letters (410-5032c) prior to the Event Letter (410-5032a) being effective.
  - b) Professional visitors are not required to review the Information for Event Letters/Standing Event Letters (410-5032c). Control Center staff offer professional visitors this information and document on the Event Letter (410-5032a) if the professional visitor declines to review.
  - c) Visitor(s) listed on an Event Letter (410-5032a) for a one-time entry are not required to review the Information for Event Letters/Standing Event Letters (410-5032c) or corresponding policies. The OAS/designee marks the “not required” box on the Event Letter (410-5032a) prior to final approval signature.
2. DCT staff or DHS Licensing staff must present his/her state ID badge in exchange for an MSOP visitor badge (escort only). In lieu of a state ID badge, the facility security director/designee may approve other forms of identification on a case-by-case basis.
3. If the DCT staff or DHS Licensing staff has a state-issued mobile device(s), he/she may bring the item(s) into the perimeter as outlined in MSOP Division Policy 415-5025, “Mobile Device Use at Program Sites” and have it documented on the Event Letter (410-5032a).
4. Professional visitors who have been approved to use a mobile device (including iPads with a service provider) inside the secure perimeter must complete a Request to Carry a Mobile Device within the Perimeter (415-5025a) and a copy must be attached to the Event Letter (410-5032a) prior to entry. (An iPad with wi-fi only capability is treated as a laptop). See MSOP Division Policy 415-5025, “Mobile Device Use at Program Sites.”

5. (Excluding CPS) Applicants who are required to pass through the metal detector, but are unable for documented medical reasons, must inform control center staff prior to processing. Control Center staff attach or note this information on the Event Letter (410-5032a). Control Center staff process the applicant as outlined in MSOP Division Policy 415-5012, "Searches – Employees and Visitors."
  6. Any other approved item (such as laptop, voice recorder, tools, cell phone (CPS only), etc.) to be brought inside the secure perimeter (and/or CPS) must be documented on the Event Letter (410-5032a) under the "professional materials" section.
  7. Staff inventory all tools brought into the secured perimeter per MSOP Division Security Policy 415-5040, "Tools and Equipment."
- E. Professional Courtesy - the facility director, facility security director, or designee may approve professional courtesy.
- F. Conduct of approved applicants - all approved applicants must abide by facility policies. Violations of facility policies or rules or any conduct deemed a threat to the safety, security and/or orderly operation of the facility may result in termination of the event, the applicant being restricted from the facility and/or grounds, or both.
- G. Event Letter Exceptions – the facility officer of the day (OD) or CPS Operations Manager may authorize exceptions to MSOP facilities without an approved Event Letter (410-5032a) in the event of an emergency.

**REVIEW:** Annually

**REFERENCES:** MSOP Division Policy 420-5100, "Visiting"  
MSOP Division Policy 225-5160, "CPS Client Visits"  
MSOP Division Policy 410-5043, "Volunteer Services Program"  
MSOP Division Policy 415-5030, "Contraband"  
MSOP Division Policy 225-5310, "CPS Contraband"  
MSOP Division Policy 415-5012, "Searches – Employees and Visitors"  
MSOP Division Policy 415-5025, "Mobile Device Use at Program Sites"  
DCT Policy 115-1045, "Non-Employee Training"  
MSOP Division Security Policy 415-5045, "Perimeter Management"  
MSOP Division Security Policy 415-5040, "Tools and Equipment"  
DCT Policy 415-1000, "Stakeholder Outreach and Facility Tours"  
DCT Policy 115-1045, "Non-Employee Training"

**ATTACHMENTS:** Event Letter (410-5032a)  
Information for Event Letters/Standing Event Letters (410-5032c)  
Decision Flow Chart for Event Letter/Standing Event Letter (410-5032d)

Forensics Event Letter (415-3045a)  
DCT Visitor Confidentiality Agreement (415-1000a)  
Support Visitor/Volunteer Application for Visiting (420-5100o)  
Visiting Application (420-5100a)  
Request to Carry a Mobile Device within the Perimeter (415-5025a)

**SUPERSESION:** MSOP Division Policy 410-5032, "Event Letters," 9/7/21.  
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