

COMMUNITY PREPARATION SERVICES (CPS) CLIENT VISITS

Minnesota Sex Offender Program

Issue Date: 4/11/23 Effective Date: 4/11/23 Policy Number: 225-5160

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

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 maintain procedures for client visits at CPS.

DEFINITIONS:

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.”

Video visit software – see MSOP Division Policy 420-5100, “Visiting.”

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

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

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

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 Visiting Supervisor/designee for processing. MSOP returns incomplete applications to the applicant for completion.
3. 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; and/or
 - (5) valid tribal identification as detailed in Minn. Stat. § 171.072 (b) and (c)).
4. 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 Assistant Facility Director. If one of the clients resides at Moose Lake or St. Peter, the CPS Associate Clinical Director and the CPS Assistant Facility Director consult with the assistant facility director and associate clinical director.
 5. A minor applicant must be listed on the application of the minor's 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 (420-5100c) to the Visiting Supervisor/designee.
 - (1) The specified adult must also have an approved visiting application if the specified adult intends to visit.
 - (2) The Visiting Supervisor/designee verifies the application contents by contacting the custodial parent/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 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 approval from the client's clinical supervisor and operations supervisor for each visit with a minor. Clients are not allowed to hold the minor unless the client has received permission from the client's clinical supervisor on a Client Request (420-5099a), which documents specific allowed interactions with the minor.
 - d) When an approved minor visitor turns 18 years of age, the visitor is responsible to submit an individual approved Visiting Application (420-5100a) for approval.
 6. Upon receipt of the completed application, identified staff complete the following tasks:
 - a) the Visiting Supervisor/designee conducts a criminal history check. Criminal history reports are confidential and are not released to the client or used for any purpose other 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 Assistant Facility Director, must review applications for individuals on correctional community supervision (e.g., on probation, parole, supervised release, or who have pending criminal charges);
 - c) the Visiting Supervisor/designee:
 - (1) notifies the applicant using the Visitor Application Notification (420-5100f) and sends the Visitor Information Sheet (420-5100i) to approved visitors; and

- (2) annually reviews the visitor's application (including a criminal background check) and provides updates to clients. CPS only notifies visitors 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). If a felony-level conviction is discovered during the annual review, the CPS Operations Manager/designee and the CPS Director review the visitor's application.
7. CPS must have the applicant's approved visiting application in the Client Visit Record (Citrix) prior to the client requesting a visit.
8. Prior to the visit, visitors who require a reasonable accommodation for a disability must contact the Visiting Supervisor/designee to discuss the accommodation.

B. Registration

1. In-Person Visiting Registration

- a) All adult visitors must register on the Visitor Registration Form (420-5100j) with the visiting staff.
- b) Each adult visitor must provide the identification listed on the visitor's application when registering.
- c) CPS provides locker space for visitors to secure personal items. Once visitors have cleared metal detection, they cannot access the lockers. MSOP is not responsible for loss or theft of any personal property from the lockers.
- d) Visitors must wear proper attire as outlined on the Visitor Information Sheet (420-5100i).
- e) Visiting room staff directly monitor all visits except for clients in the Preparing for Successful Re-entry Stage. Staff directly supervise all clients visiting with a minor. (See CPS Program Design (225-5020a).)
- f) All visitors must pass a security check (which may include 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")).
 - (1) 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.")
 - (2) Visiting room 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."
 - (3) Service animals are subject to search. (See also MSOP Division Policy 420-5440, "Animals (Pets).")

2. Video Visiting Registration

- a) Each adult visitor must display the identification listed on the visitor's application to visiting staff when registering.
- b) Visitors must wear proper attire as outlined on the Visitor Information Sheet (420-5100i).
- c) Visiting room staff must ensure the background in the video visit is appropriate to the treatment environment.

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 visit room.
2. Visiting room staff may terminate or deny 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 Visiting Supervisor/designee mails the form to the visitor.
 - b) When necessary, the CPS Assistant Facility Director/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. In-Person Visiting Rules

1. Visits must occur within visiting hours listed in the CPS Visiting Room Expectations (225-5160b). Visits are scheduled for a maximum of 1.5 hours. A client may request visits outside of this timeframe by submitting a Client Request (420-5099a) to the Visiting Supervisor/designee.
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 clinical supervisor, may approve visiting requests outside this time frame.
3. 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 visiting room staff is permitted. Clients and their visitors may not engage in verbal or physical sexually suggestive, sexual, or assaultive contact.

4. Clients may not approach a visitor's car, or a visitor walking to the visiting room. Visitors must be processed by the visiting room staff and the clients must wait on their units until called to the visiting room.
5. Food and Beverages Allowed Inside the Visiting Room
 - a) Visitors may not bring food or beverages into the visit room.
 - b) Clients may bring one sealed beverage in per visitor and for the client to the visit room.
6. Visitors may bring up to 20 loose photos 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 Visiting Supervisor/designee.
7. 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 during the last five minutes of the visit.
8. Visitors may not bring coats, jackets, scarves, headwear, purses, bags, or sunglasses in the visiting room.
9. MSOP approves shared visits on a case-by-case basis, determined by the CPS Associate Clinical Director/designee and the CPS Assistant Facility Director/designee. All clients participating in shared visits must be in Demonstrating Change Across Settings or Preparing for Successful 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 Visiting Supervisor/designee.
3. A client may submit a Client Request (420-5099a) to the Visiting Supervisor/designee to have a visitor removed from the client's 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 must schedule visits in advance. Professional visits will normally occur during business hours Monday through Friday, 9:00 a.m. to 5:00 p.m.). Unscheduled professional visits outside of business hours are subject to approval by the facility officer of the day.

7. Volunteers are not allowed to be on an individual client's visiting list (see MSOP Division Policy 410-5043, "Volunteer Services Program" and MSOP Division Policy 420-5300, "Spiritual Practices").
8. The CPS Director/designee determines any exceptions to the visiting list.

F. Video Visiting Rules

1. Video visits must occur within visiting hours listed in the Video Visiting Expectations (420-5100o). Clinically-supported video visits with person(s) not on an approved visiting list, or for special circumstances, are approved as outlined in MSOP Division Policy 420-5107, "Video Visiting."
2. Video visits are limited to 30 minutes. Staff schedule video visits in 45-minute increments to allow for connecting the video equipment.
3. Video visits are offered on state-issued devices and/or equipment using the facility guest wi-fi access.
4. Clients may submit a CPS Visit Request (225-5160a) to the Visiting Supervisor/designee to schedule a video visit. Clients are limited to one scheduled video visit per week.
5. Video visits are intended for family or social support visits only and are not allowed for legal, spiritual, treatment review meetings, etc.
6. Video visits are conducted with only one client at a time. Joint video visits are only permitted as outlined in section D.9 above.
7. Clients and visitors participating in a video visit must remain on-camera for the duration of the visit. The client and visitors must ensure that individuals not approved for the visit do not participate in the video visit either directly in the video or indirectly in the background.
8. Staff directly monitor the video visit at all times.
9. Staff may terminate a video visit during emergencies, equipment malfunction, tampering, loss of video connection, or at staff discretion when deemed necessary.

G. General Rules for Visits Occurring Off Campus

1. Clients may request off-campus visits to address a specific treatment need when they are in Demonstrating Change Across Settings or Preparing for Successful 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 requesting an off campus visit must submit an Off-Campus Treatment Event Request (225-5122a).
4. 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).

5. 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.
6. Clients in Preparing for Successful 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.

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"
MSOP Division Policy 420-5300, "Spiritual Practices"
MSOP Division Policy 420-5107, "Video Visiting"
Minn. Stat. §§ 517.18; 517.23; 171.072 (b) and (c)

ATTACHMENTS: CPS Visit Request (225-5160a)
CPS Visiting Room Expectations (225-5160b)

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)
Video Visiting Expectations (420-5100o)
Incident Report (410-5300a) (Phoenix)

SUPERSESSON: MSOP Division Policy 225-5160, "CPS Client Visits," 2/1/22.
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