

STATEWIDE VISITING ROOM RULES

Visiting in DOC facilities must be conducted in as accommodating a manner as possible while maintaining order, the safety of persons, the security of the facilities, and the requirements of correctional activities and operations. It is a privilege, not a right, for offenders to have personal visits while confined in DOC facilities. Visits are supervised to ensure the security and welfare of all concerned. Offenders are responsible for informing their visitors of all rules and regulations. The offender may be held responsible for his/her visitor's conduct.

If you have specific questions, telephone numbers are provided. We hope you will assist us in making your visiting experience a pleasant one for you, your family, friends, and the person you are visiting.

Each facility has an established visiting schedule. Contact the specific facility for further information or visit the web at:

<http://www.doc.state.mn.us/offenders/visiting/htm>

[MCF- Faribault](#)

[MCF-Lino Lakes](#)

[MCF-Oak Park Heights](#)

[MCF-Rush City](#)

[MCF-St. Cloud](#)

[MCF-Shakopee](#)

[MCF-Stillwater](#)

[MCF-Willow River/Moose Lake](#)

[Challenge Incarceration Program \(CIP\)](#)

There is no visiting on the following State holidays, with the exception of CIP Willow River and Togo, who continue to have visiting on scheduled visiting days that fall on a holiday:

New Year's Day (January 1)

President's Day

Martin Luther King, Jr. Holiday

Memorial Day

July 4 (Independence Day)

Labor Day

Veteran's Day (November 11)

Thanksgiving Day and the following Friday

Christmas Day (December 25)

Application Process

You can download the visiting application form from the internet at:

<http://www.doc.state.mn.us/offenders/visiting.htm>

Offenders may send applications to family members and friends, or applications can be picked up at each facility. **Faxes are not accepted.** All adult visitors (18 years and older) must complete the application and mail it to the visiting unit of the facility you want to visit. It is important to completely fill out the application and answer all questions honestly. Falsifying an application results in the applicant being banned from all correctional facilities for a period of six months.

To be eligible to visit, minors less than 18 years of age must be listed on the application of their parent/legal guardian, and/or three adult visitors who have the notarized permission of the child's custodial parent/guardian (not the offender). Accompanying documentation must include a copy of the **COUNTY/STATE** birth certificate and the Notarized Minor Escort Authorization form. (The hospital's heirloom birth certificate/crib card is not an official document and is not accepted.) The Minor Escort Authorization form must be notarized by a Notary Public. These documents are also available at the website noted above.

Criminal history checks are run on each adult applying to visit an offender. When a positive criminal history is found, the application is reviewed and a decision made on a case-by-case basis. The information on the applicant's criminal history is treated as confidential and will not be released to the offender.

Offenders are responsible for advising applicants that their applications have been approved or were incomplete. The applicant's approved department visiting application must be on file prior to visiting.

Visitors may have their names removed from an offender's visiting list by making that request in writing. Once the name is removed, the visitor must wait three months from the date of his/her last visit, before applying to visit the same or another offender. Exceptions may be made for immediate family members by the warden/designee on a case-by-case basis.

Visitors who require a reasonable accommodation for a disability must contact the visiting supervisor.

Identification

All visitors must present valid identification each time they visit. Expired or canceled identification is not accepted. **THE ONLY FORMS OF IDENTIFICATION ACCEPTED BY THE DEPARTMENT OF CORRECTIONS ARE:**

- A driver's license from the state of residence/U.S. territory;
- A state photo identification card from the state/U.S. territory of residence;
- An active duty military identification card;
- A current passport (only accepted if you are a citizen/resident of a foreign country);
- A recognized Minnesota Tribal I.D. card; and
- A Matricula consular ID card.

Vehicles

Individuals that are not going to visit, but are going to wait for an individual who is visiting must:

- a) Wait in the visiting lobby (must be 18 years or older or accompanied by an adult).
EXCEPTION: Waiting in the lobby is not allowed at MCF's Lino Lakes, Oak Park Heights, and Willow River CIP.
- b) Leave the institution grounds and return at a designated time. The institution does not allow individuals to wait for a visitor in the parking lot. No minors or animals may be left in vehicles in the parking lot.
- c) All vehicles in the institution parking lot must be locked and the windows rolled up. Visitors must leave all cigarettes, lighters, matches, etc. locked in their vehicles before entering the facility.

Registration

All visitors must register at the registration desk when entering the facility and present a valid photo identification card listed on the application. Each facility restricts items that can be taken into the visiting room.

- a) There are lockers available for visitors at all facilities. If lockers are not available, you may be required to leave your non-allowable items in your vehicle. The Department of Corrections is not responsible for the loss or theft of any personal property, tokens, or quarters.
- b) Cell phones are not to be used inside of any facility, but may be kept in the lockers in the lobby area, if available. All cell phones must be turned off. EXCEPTION: Cell phones are not allowed in the lobby at Willow River, Lino Lakes, Oak Park Heights, and Faribault.
- c) If the visitor's behavior indicates that he/she may be under the influence of any mood altering substance, to include alcohol, the watch commander and/or local authorities will be notified and the visitor will be asked to leave the institution and its grounds. Violation of this rule may result in future sanctions.

Searches

All visitors are required to submit to a security check (e.g. metal detector, hand-held metal detection, and/or pat search) before entering the secure perimeter. Visitors may be pat searched when reasonable suspicion exists or when the visitor fails to pass through the metal detector. Visitors who are required but are unable, for documented medical reasons, to pass through the metal detector will undergo a hand held metal detection and will be asked to submit to a pat search prior to visiting. A documented medical reason requires a visitor to obtain a medical verification document from a licensed medical provider.

Visitors who are unable, for reasons other than medical, to successfully pass through the metal detector are asked to submit to a pat search and allowed to visit on non-contact status for that visit only. Failure to comply with the search request results in the visit being denied. Subsequent failure to pass through the metal detector results in denial of the visit. Pat searches are only conducted on visitors by staff of the same sex and only when authorized by the warden/superintendent or designee.

Visitors may decline to be searched. However, they will be denied the visit and may be banned from future visits.

All facilities reserve the right to refuse visiting privileges for security reasons. This includes failure to abide by all visiting rules.

Types of Visits

Contact Visits

Contact visits mean the visitor may visit the offender in the visiting room or other defined area. Refer to each facility's website for specific information.

Non-Contact Visits

Non-contact visits are conducted in non-contact booths via telephone or video camera. Non-contact visits must be scheduled 24 hours in advance. Offenders and visitors who have violated the rules during contact visiting may be required to visit on non-contact status. Visits for offenders in segregation are non-contact and must be pre-scheduled. Because of space limitation, non-contact visits may be limited to one hour in duration. Non-contact visiting follows each institution's guidelines. No touching of the glass in the non-contact booths. There must be no tampering with any security or communication devices located in these areas. Offender and visitor must remain seated at all times.

General Visiting Room Rules/Contraband

As part of the visitor's application process, all visitors and offenders are informed that the introduction of contraband to a facility or its grounds is an offense punishable by law. The exchange of any item in the visiting room, without prior approval, may be treated as a smuggling offense.

Contraband items include, but are not limited to:

- Any controlled substance including tobacco and tobacco related products such as lighters, matches, and cigarette papers
- Alcohol or malt beverages
- Drugs
- Firearms
- Weapons and explosives of any kind
- Any items that could be used in the commission of a crime
- Escape material
- Money
- Chewing gum and/or any other food/drink products
- Cell phones and cameras

Offenders and visitors are not allowed to bring any items in or out of the visit room without staff approval. The institution is not responsible for any lost, stolen, or damaged items.

Any offender found with contraband during or after the visit will be reviewed for possible sanctions or discipline. An assumption that the contraband was received during the visit is made. Future visits may be restricted.

General Visiting Regulations

There is a limit of four (4) visitors per visiting session with the exception of an additional two (2) children under the age of two (2). A non-contact visit is limited to two (2) visitors with the exception of an additional child under the age of two (2).

Visits are to be held in the area assigned by the visiting room officer. Visitors and offenders are not allowed to choose their seating area. The offender and the visitor(s) must sit across the aisle from each other. You may not exchange seats or move any furniture without approval of visiting staff. The offender is required to clean the area after the visitor has left the visiting room.

Intimacy is limited to one brief kiss on the cheek, a hug, and a handshake at arrival and departure.

Everyone must sit in a manner that the officer's view is not blocked. Feet must remain on the floor and everyone must sit in an upright position with hands in full view. Offender and visitor's legs/feet may not touch or be intertwined with each other.

Once an offender is seated, he/she is not allowed to move from his/her assigned seat (without permission from the visiting room officer) until the visit is terminated.

Offenders are responsible to keep track of the length of their visit and end their visit on time. Visitors are to be notified five (5) minutes prior to the end of the visiting day, at which time all remaining visitors must leave the visit room promptly.

No one shall create a disturbance in any of the visiting areas. This includes, but is not limited to, loud and abusive language, loud noises, sexual or disturbing behavior of any kind, which in the judgment of the visit room staff interferes with other visits. No visitor or offender may communicate in any form with other offenders or the other offender's visitors. Language must be appropriate for a public place.

The visit room staff determines what inappropriate behavior is. Their decision is final.

Absolutely no communicating (yelling, waving, etc.) between the offender, visitor, and/or public through the perimeter fence or any other barriers (windows, doors, sally ports, etc).

An offender photographer may be available to take pictures in the visiting room. Everyone is responsible for knowing and abiding by the rules governing photos. These rules are available for review in the visiting room. Failure to abide by these rules may result in the forfeiture of the pictures and/or a disciplinary report. During non-contact visiting status, no photos will be taken.

The restroom areas are off limits to the offenders and their visitors during the course of the visit. Restrooms are available in the lobby. If the visitor leaves the visit room for any reason, the visit will be considered terminated and the visitor will not be allowed to register for another visit that day.

Visits are limited to one visit with the same offender per visitor per day.

Visiting Rules for Visits with Minors

1. Offenders and visitors are responsible for providing supervision of the minor visitor(s). All children are to remain in the offender's assigned area. **It is the offender and the adult visitor who is responsible for the child at all times.**
2. There will be no physical discipline of children of any kind in the visiting room or anywhere on the facility grounds. In the event of this happening, the visit will be terminated, a formal report will be written, and the watch commander and proper authorities will be notified.
3. Children, age nine and under, may sit beside the offender or on their lap. An offender may not touch a child while they are sitting on the adult visitor's lap. A visitor may not touch a child, while it is on the offender's lap with the exception of passing or receiving the child. No kissing of the child on the lips is permitted.
4. Children are not allowed to play on the floor or climb on the furniture. No play fighting or wrestling is allowed. Children will not be tossed, thrown, or held above the shoulders.
5. The adult escort of children under the age of two (2) will be allowed to bring in 1 pacifier, 1 clear, non-tinted bottle or clear spill proof cup, 1 one-ply receiving blanket, 2 diapers, and wet wipes.
6. Diaper changing is allowed only at diaper changing stations. Please notify staff before using one of these areas.
7. Breast feeding of babies is allowed away from the main visiting area. Please notify the visiting officer if this accommodation is required.

Visitor Attire

Conservative clothing will be required for all ages. Clothing must cover the upper body to include shoulders, upper and lower back, midriff and cleavage. Visiting staff has the authority to refuse admission to anyone whose attire violates the visiting dress code. At the discretion of the visiting staff, the visitor may be allowed to leave the facility in order to change clothing and return for a visit without penalty. This will be decided on a case by case basis.

Additional guidelines include, but are not limited to:

- See through clothing, sheer fabric material, clothing with holes or lace that would expose any part of skin is prohibited.
- Tight or form fitting clothing such as jeggings, lycra, or spandex material are prohibited.
- All pants, jeans or slacks must be worn at waist level.
- Undergarments must be worn at all times; no revealing tops are allowed.
- All shorts, skirts or dresses must be at knee length when seated.
- No hooded garments are allowed inside the visiting room.
- No hats, scarves, bandanas, or headgear of any kind. Religious headgear must not interfere with verification of identity and is subjected to search.
- All blazers, suit jackets, and sweaters are subjected to search and/or removal.
- No outdoor jackets and/or coats (this includes ponchos and shawls).
- Footwear must not present a security or safety concern. Boots that are worn above the knee, fold at the top, or have fur are prohibited.
- No sunglasses of any kind are allowed.

*Note: All visitors are required to pass through and clear a metal detector prior to entering the visiting area. Visitors who cannot clear the metal detector maybe offered a onetime non-contact visit. If the visitor has a medical reason for being unable to pass the detector, he/she must provide written proof from a licensed medical provider.

Offender Attire

1. No headgear of any type. No hooded garments.
2. No shorts allowed.
3. No tank tops, mesh tops, or crop tops.
4. No work related or religious clothing is allowed in the visiting area.
5. Shirts must be buttoned up and tucked in before entering the visiting room.
6. Pants must not be worn low on the hips.
7. No shower shoes.
8. No sunglasses unless they are prescription and unless they are required by health services.
9. If the offender chooses to wear a sweatshirt into the visiting room, it must be worn for the duration of the visit.
10. All offenders must wear underwear and socks.
11. No elastic waist band pants with the exception of state issued jeans.
12. Offender clothing must be clean and in good state of repair.

Banned Visitors

When there is reason to believe a visitor has initiated activities that are intended to subvert facility security, or has engaged in other suspicious and/or inappropriate conduct, the visiting room supervisor may ban the visitor. The visitor is provided written notification including the reason and the length of the ban. This decision may be appealed to the warden/superintendent or designee within 15 days of receipt of the notice. At the end of the ban period, the visitor must re-apply for visitation. Banned visitors are not allowed on the grounds of any state correctional facility.