

## 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 will be 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 their 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.

*(This section is for the website)* Visiting Schedules

Each facility has an established visiting schedule. [Click for visiting hours.](#)

[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:

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 and the following Friday

Christmas Day (December 25)

### **General Visiting Room Rules**

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-Lino Lakes.
- b) Leave the institution grounds and return at a designated time. The institution does not allow individuals to wait for a visit 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. Cell phones may be kept in the lockers in the lobby area, if available,

but must be turned off. EXCEPTION: Cell Phones are not allowed in the lobby at Willow River, Lino Lakes, Oak Park Heights and Shakopee.

## **Important Information for All Visitors**

### **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, the following as noted in the State Statute:

- 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 receive a discipline report. An assumption that the contraband was received during the visit will be made. Future visits may be restricted.

### **Application Process**

**(This section is for the website only)** Visiting Applications

[Visiting Privilege Application Form English Version - pdf format.](#)

[Visiting Privilege Application Form Spanish Version - pdf format.](#)

[Parental Authorization Form English Version - pdf format](#)

(Add link for Spanish version of Parental Authorization)

You can download the visiting application form from the worldwide web 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 the visitor wants to visit. It is important to

completely fill out the application and answer all questions honestly. Falsifying an application will result in the applicant being banned from all correctional facilities for a period of 6 months.

To be eligible to visit, children less than 18 years of age must be listed on the application of their parent/legal guardian, and/or one adult visitor who has 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 parental authorization form available above. (The hospital's heirloom certificate is not an official document) The parental authorization form must be notarized by a Notary Public. These documents are also available at the website noted above.

Criminal history checks will be run on each adult applying to visit an offender. When a positive criminal history is found, the application will be 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 6 months before applying to visit the same or another offender. Exception may be made for immediate family members.

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. **THE ONLY FORMS OF IDENTIFICATION ACCEPTED BY THE DEPARTMENT OF CORRECTIONS ARE:**

- a valid driver's license from the state of residence
- a valid state photo identification card from the state of residence
- a valid photo military identification card (active duty only)
- a valid passport if a citizen of a foreign country
- a valid, recognized Minnesota Tribal I.D. card

### **Registration**

All visitors will register at the registration desk when entering the facility and will present the valid photo identification card listed on their application. Each facility restricts items that can be taken into the visiting room. There are lockers available for visitors at most 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.

### **Searches**

All visitors will be required to submit to a security check (e.g. metal detector 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 will be 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 will result in the visit being denied. Subsequent failure to pass through the metal detector will result in denial of the visit. Pat searches will only be 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.

## **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 web site 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 offender in segregation will be non-contact and must be pre-scheduled. Because of space limitation, non-contact visits may be limited to one hour in duration.

## **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. The offender and the visitor(s) will 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 his 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 will 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 is not allowed to move from his 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. Offenders must remain seated until their visitor(s) have left the visit room. Visitor(s) will 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 their visitors. Language must be appropriate for a public place.

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.

***The visit room staff will determine what inappropriate behavior is. Their decision is final.***

Non-contact visiting will follow each institution's guidelines. No touching of the glass in the non-contact booths. There will be no tampering with any security or communication devices located in these areas. Offender and visitor must remain seated at all times.

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 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 six 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 will be permitted.
4. Children are not allowed to play on the floor or climb on the furniture. No play fighting or wrestling will be 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 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.
7. Breast feeding of babies will be allowed away from the main visiting area. Please notify the visiting officer if this accommodation is required.

### **Attire**

All visitors must be fully clothed, including shoes. Any attire that exposes the body to the degree that it violates appropriate dress for a public facility will not be permitted. The visiting staff will determine what is appropriate visiting dress. The staff's decision is final. Visitors who are refused admission will have the opportunity to leave the facility in order to change clothing and return for a visit without penalty. Additional guidelines include, but are not limited to:

No spandex, leggings, or spandex/lycra type or other form fitting clothing (this includes shirts, skirts, dresses, and pants).

All shorts, skirts, or dresses must be mid-knee or longer when seated.

No low cut, v-cut, scooped necklines, or other tops which allow midriff or cleavage to show.

No halter-tops, crop tops, tops with cut out backs, or tops with large armholes, which reveal undergarments.

No sheer or see-through clothing.

No sunglasses.

All visitors must wear undergarments.

No headwear of any type (only exception for religious custom as demonstrated on your valid photo ID).

Slits in dresses or skirts must be mid-knee when seated.

No outdoor coats, jackets, hooded sweatshirts, or hooded exercise jackets.

All visitors, including children, must be fully clothed, to include shoes. Visitor's dress should be appropriate and not provocative or unsettling to others. Any visitor wearing clothing the visiting staff deem inappropriate for the visiting room will not be allowed to visit.

**\*Note: Clothing with an excess amount of rhinestones, metal studs and bib overalls may cause difficulty passing through a metal detector.**

### **Offender Dress Code**

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 will be 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 or sweater into the visiting room, it must be worn for the duration of the visit and tucked in.
10. All offenders must wear underwear and socks.
11. No elastic waist band pants with the exception of state issued jeans.  
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 will be 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.

**(This section is for the website)** Attached to this web site are charts which define specific visiting rule violations and their respective penalties.

[Visiting Restrictions for Visitors - pdf format](#)

[Visiting Restrictions for Offenders - pdf format](#)