DEPARTMENT OF CORRECTIONS

Policy Number:	**302.101**
Title:	**Visiting Restrictions**
Effective Date:	**03/31/26**

PURPOSE: To maintain institutional security; protect the safety of staff, incarcerated people/residents, and visitors; prevent the introduction of contraband; and support the orderly operation of facilities.

APPLICABILITY: All employees, incarcerated people/residents, and visitors to the department of corrections (DOC) adult and juvenile correctional facilities

DEFINITIONS:

Close supervision (CS) – an assigned seating arrangement that allows staff to closely observe the visit.

Facility Visiting Restriction Review Committee (VRRC) – a committee within a correctional facility responsible for reviewing decisions regarding visiting restrictions for incarcerated people/residents housed there and visitors entering the facility. The committee is chaired by the visiting unit lieutenant and includes the psychological services director; a representative from case management; and the corrections program director. Representatives from the family support and victim services units may be added as needed. Designees may be assigned as scheduling requires. Support staff may be included to assist the committees.

Non-contact (NC) status – an in-person visiting status that prohibits physical contact between the visitor and the incarcerated person/resident.

No visits (NV) status – an assigned status prohibiting in-person visiting for the incarcerated person/resident.

PROCEDURES:

A. General Rules

1. Written information regarding visiting and visiting restrictions are made available to the incarcerated person/resident within 24 hours after arrival at the facility. Incarcerated people/residents may also request visiting and visiting restriction information from their caseworker or their facility library.

2. For all facilities, the Statewide Visiting Room Rules (attached to Policy 302.100, “Visiting Process”), Visiting Restrictions for Incarcerated People Grid (attached and available on the DOC’s public website), and Visiting Restrictions for Visitors Grid (attached and available on the DOC’s public website) must be posted in all living units and visiting room areas.

3. Violation of this policy by incarcerated people/residents may result in visiting restrictions, termination of the visit, disciplinary action, and/or criminal charges.

4. Violation of this policy by applicants and visitors may result in visiting restrictions and/or criminal prosecution.

5. Certain disciplinary violations by incarcerated people/residents may result in disciplinary action, visiting restrictions, and/or criminal charges.

B. Governance

1. Unless otherwise stated, the facility visiting restriction review committees (VRRCs) review visiting restrictions imposed on incarcerated people/residents, as required under this policy. The warden is the appeal authority for facility VRRC reviews and decisions when stated in this policy.

2. The warden reviews visiting restrictions imposed on applicants and visitors, as required under this policy. The commissioner is the appeal authority for warden decisions when stated in this policy.

3. The facility VRRC and the warden must promptly review and respond to requests in writing, including a statement of reasons for any denials.

4. The written response from the facility VRRC and warden regarding a request to review a restriction is retained electronically.

5. All members of the facility VRRCs must receive initial training on understanding this policy and the importance of visiting to rehabilitation and reinforcing prosocial relationships. Training is documented in the agency's approved electronic training management system.

C. Minor Contact Restrictions

Incarcerated people/residents who present a safety risk to minors may be subject to minor contact restrictions that impact visiting in accordance with Policy 302.110, "Prohibited Contact." The minor contact restrictions process is separate from the guidelines outlined in this policy.

D. Visiting Restrictions for Incarcerated People in Administrative Segregation/Restrictive Housing/Step-Down Management

1. All incarcerated people in administrative segregation/restrictive housing/step-down management according to Policies 301.083, "Restrictive Housing Management," 301.085, "Administrative Segregation," and 301.088, "Restrictive Housing Step-Down Management Program," are placed on non-contact (NC) status for visits.

2. These visits are pre-scheduled, as required by the facility.

3. NC visiting hours vary per facility.

4. NC visits while in admin/seg, etc. cannot last more than one hour in duration.

E. Visiting Restrictions – Incarcerated People/Residents – Visiting Room Rules, Policy, and Disciplinary Infractions

1. The visiting room staff address incarcerated person/resident and visitor conduct according to the Statewide Visiting Room Rules (attached to Policy 302.100, "Visiting Process"), Visiting Restriction Grid for Incarcerated People/Residents (attached, and available on the DOC's public website) and Visiting Restriction Grid for Visitors (attached, and available on the DOC's public website). Violations may result in:
   a) Termination of the visit;

   b) Visiting restrictions, such as placement of the incarcerated person/resident on close supervision (CS), NC, or no visit (NV) status; and/or

   c) Discipline and criminal prosecution.

2. Close supervision
   DOC staff may assign CS status for seating in the visiting room space to:
   a) Protect the security and orderly operation of the facility; and

   b) Prevent the introduction of contraband.

3. Non-contact visits
   a) The visiting lieutenant may assign NC status using the Non-Contact Visiting Notice form (attached) when a more controlled environment is necessary:
      (1) To protect the security and orderly operation of the facility;
      (2) To prevent the introduction of contraband; and/or
      (3) As an alternative to the suspension of visiting privileges.

   b) The duration of NC visiting status is determined by the visiting lieutenant in accordance with the Visiting Restriction for Incarcerated People/Residents Grid (attached, and available on the DOC's public website).

   c) Incarcerated people/residents may appeal their placement on NC status to the visiting captain within 15 working days of receipt of the notice of restriction.

   d) The visiting captain provides the incarcerated person/resident with a written response within 30 calendar days. This decision is final.

4. Visiting suspensions
   a) The visiting lieutenant may assign NV status using the Incarcerated Person/Resident Loss of Privileges Notice (attached, and available on the DOC's public website) when an incarcerated person/resident commits certain policy or disciplinary infractions.

   b) The duration of NV status is determined by the visiting lieutenant in accordance with the Visiting Restrictions for Incarcerated People/Residents Grid.

   c) Incarcerated people/residents may appeal their placement on NV status to the visiting captain within 15 working days of receipt of the notice of restrictions or suspension.

d) The visiting captain provides the incarcerated person/resident with a written response within 30 calendar days. This decision is final.

5. Review of visiting restrictions

a) The incarcerated person may annually request a review by the facility VRRC of NC or NV visiting statuses that exceed one year in duration by submitting the Visiting Restriction Review Request for Incarcerated People/Residents form (attached, and available on the DOC's public website) to the visiting lieutenant.

b) Facility VRRCs must consider the following factors when deciding whether to restore visiting privileges prior to completion of the assigned visiting restriction duration:

(1) The individual's views submitted in the Restriction Review Request about the restriction, their rehabilitation, and any diminished safety concerns they want the committee to consider;
(2) Programming and demonstrated progress in treatment that addresses their individual criminogenic needs;
(3) The impact of continued restriction on the person's rehabilitation;
(4) The impact of continued restriction on safety or security for the person, visitor, or others in the visiting space, including consideration of their disciplinary history; and
(5) Any other individualized factors deemed relevant by the committee.

c) The facility VRRC uses the Incarcerated Person/Resident – Visiting Restriction Review Decision form (attached, and available on the DOC's public website) to document VRRC decisions for the incarcerated person/resident.

d) Incarcerated people/residents may appeal a decision by the facility VRRC to maintain the restriction within 15 working days of receipt of the decision.

e) The warden or designee provides the incarcerated person/resident with a written response. This decision is final.

F. Visiting Restrictions – Suspended Visitors

1. When there is reason to believe that a visitor has initiated activities intended to subvert facility security or has engaged in other suspicious and/or inappropriate conduct, the visiting room officer-in-charge provides the visitor with a Notice of Violation of Visiting Rules (attached, and available on the DOC's public website) before the visitor leaves the facility, when possible. If this not possible, the notice will be sent to the visitor by mail and/or email.

2. The visiting lieutenant reviews the Notice of Violation of Visiting Rules and staff accounts of the incident to make a determination on the duration of the visiting suspension in accordance with the Visiting Restriction Grid for Visitors (302.101E, attached).

3. The visitor is provided with the Visitor Suspension Notice (attached, and available on the DOC's public website), which includes the reason for and the length of the suspension. Suspended visitors are not allowed on the grounds of any Minnesota Correctional Facility (MCF).
   a) The suspended visitor may appeal to the warden within 15 working days of receiving the Visitor Suspension Notice.

   b) At the conclusion of the suspension period, the visitor must re-apply for visiting privileges if the suspension was six months or longer.

4. Review of visiting suspension
   a) Visitors may annually request a review by the warden for visiting suspensions longer than one year.

   b) The warden must consider the following factors when deciding whether to remove the visiting suspension prior to completion of the assigned visiting restriction duration:
      (1) The individual's views submitted in the Visitor – Visiting Restrictions Review Request form (attached, and available on the DOC's public website) about the restriction, their commitment to positive behavior and any diminished safety concerns they want the warden to consider;
      (2) The impact of continued restriction on the incarcerated person's/resident's rehabilitation;
      (3) The impact of continued restrictions on safety or security for the person, the incarcerated person/resident they want to visit, or others in the visiting space; and
      (4) Any other individualized factors deemed relevant by the warden.

   c) The warden uses the Visitor – Visiting Restrictions Review Decision form (attached, and available on the DOC's public website) to document their decision for the visitor.

   d) Visitors may appeal a decision by the warden to maintain the visiting suspension to the commissioner within 15 working days of the determination.

   e) The commissioner provides the visitor with a written response. This decision is final.

G. All signed, approved forms are scanned into the offender document management system (ODocS). Other documents are retained in incarcerated person/resident files, as appropriate.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: 6.04.02 and 6.04.03

INTERNAL CONTROLS:

A. All signed, approved forms are scanned into ODocS. Other documents are retained in incarcerated person/resident files, as appropriate.

REFERENCES: Minn. Stat. §§ 171.072 (b) and (c); 243.48; 243.21; 243.55; and 299C.10, subd. 1 (e)
Policy 301.030, "Contraband"
Policy 103.223, "Personal Associations between Staff and Offenders"
Policy 301.010, "Searches"
Policy 300.040, "Volunteer Services Program"
Interim Guidance Memo 300.040.01, Volunteer Services Program
"Access to Correctional Facilities and Other Department Locations by Non-DOC Persons"
Policy 301.096, "Medical Transportation"
Policy 203.010, "Case Management Process"
Policy 302.100, "Visiting Process"
Policy 302.110, "Prohibited Contact"

REPLACES: Deleted portions of Policy 302.100, "Visiting," 1/20/20.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS:
Incarcerated Person/Resident Loss of Privileges Notice (302.101A) (Also available in Spanish, Hmong, and Somali)
Non-Contact Visiting Notice (302.101B) (Also available in Spanish, Hmong, and Somali)
Notice of Violation of Visiting Rules (302.101C) (Also available in Spanish, Hmong, and Somali)
Visiting Restriction Grid for Incarcerated People/Residents (302.101D) (Also available in Spanish, Hmong, and Somali)
Visiting Restriction Grid for Visitors (302.101E) (Also available in Spanish, Hmong, and Somali)
Visiting Restriction Review Request for Incarcerated People/Residents (302.101F) (Also available in Spanish, Hmong, and Somali)
Incarcerated Person/Resident – Visiting Restriction Review Decision (302.101G) (Also available in Spanish, Hmong, and Somali)
Visitor – Visiting Restriction Review Decision (302.101H) (Also available in Spanish, Hmong, and Somali)
Visitor Suspension Notice (302.101I) (Also available in Spanish, Hmong, and Somali)
Visitor - Visiting Restriction Review Request (302.101J) (Also available in Spanish, Hmong, and Somali)

APPROVED BY:
Commissioner of Corrections