

## **Minors Visiting a Minnesota Correctional Facility When Not Accompanied by a Parent**

To be eligible to visit, minors less than 18 years of age must be listed on the visitor application of no more than 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. The form can be downloaded here: <http://www.doc.state.mn.us/offenders/visiting.htm>.

The adult applicant should complete the visiting application and list the minor(s) in the space provided. A *copy* of each minor's birth certificate should accompany the application. If the adult is approved, the minor will also be approved as long as the offender can have minor visits. If the adult applicant is not the parent or not listed on the birth certificate, a *notarized* minor escort form must accompany the adult application and birth certificate. The minor escort form can be completed by the minor's guardian. The guardian will have to supply documents proving guardianship before the *notarized* minor escort form will be accepted.

### **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.

## Facility Contact Information

When contacting a facility for additional information on visitation, contact either the Visitation Department (telephone numbers below) using the automated phone routing systems, or contact the individual offender's caseworker (more information in the next section).

<i>Facility</i>	<i>General Telephone Number</i>
MCF – Faribault	(507) 334-0700
MCF – Lino Lakes	(651) 717-6100
MCF – Moose Lake	(218) 485-5000
MCF – Rush City	(320) 358-0400
MCF – St. Cloud	(320) 240-3000
MCF – Shakopee*	(952) 496-4440
MCF – Stillwater	(651) 779-2700

\* MCF – Shakopee offers additional programming and facilities for mothers, including the Anthony Living Unit. The Anthony Unit allows children, newborn to 11 years old, to stay at the Shakopee facility either overnight or for extended day-time visits. Once children are too old to continue in the Anthony extended stay program, the mothers may participate in the Teen Group. Teen Group is a weekly support group for mothers that then entitles them to monthly visits with their children that are between 12 and 17 years old.

## Contacting an Offender's Case Worker

The Department of Corrections' Offender Locator tool is the easiest means to find an individual offender's case worker and their contact information. The search tool can be found at: <http://www.doc.state.mn.us/publicviewer/main.asp>. Using either the offenders name, date of birth, or Offender Identification Number (OID Number), a member of the public can discover what facility the offender is currently housed in and the identity of their case worker at that institution. After running a search, clicking on the offender's full name will display the offender's personal information as well as the name and telephone number of their case worker.