

Cass County  
Comprehensive Plan  
February 21, 2024

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## Introduction

Cass County is comprised of 2021 square miles. The county includes a large portion of the Leech Lake Band of Ojibwe Reservation. The median household income is \$61,970 annually. A total of 31.7% of the population have a high school degree and 17.6% have a bachelor’s degree of higher. 10.5% of Cass County’s population are Veterans. Cass County is the 6<sup>th</sup> largest county in Minnesota by total area.

<https://www.casscountymn.gov/1437/Statistics>

Race and Hispanic Origin	Cass
White alone, percent	84.50%
Black or African American alone, percent(a)	0.50%
American Indian and Alaska Native alone, percent(a)	11.70%
Asian alone, percent(a)	0.50%
Native Hawaiian and Other Pacific Islander alone, percent(a)	<b>Z</b>
Two or More Races, percent	2.80%
Hispanic or Latino, percent(b)	2.50%
White alone, not Hispanic or Latino, percent	83.20%

Geography	
Population per square mile, 2020	14.9
Land area in square miles, 2020	2,021.47
FIPS Code	27021

**Z** Value greater than zero but less than half unit of measure shown

## Administration and Organization of Correctional Services

### *DOC Vision*

Achieving justice through promotion of racial equity, restoration from harm, and community connectedness

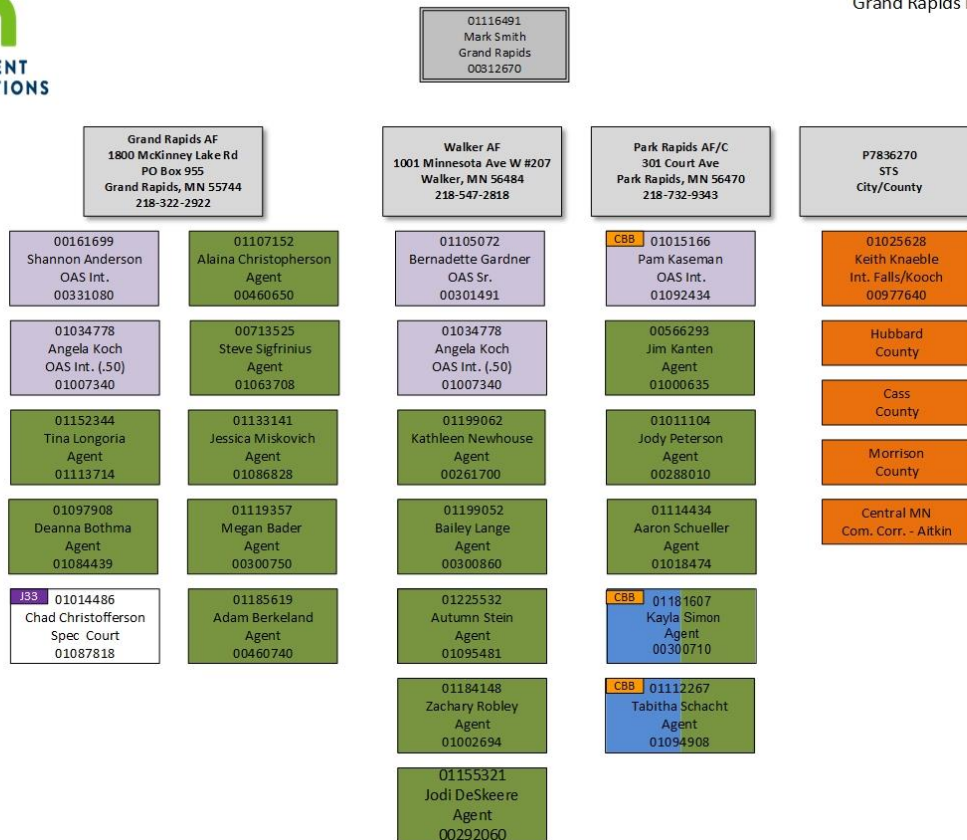
### *DOC Mission*

Transforming lives for a safer Minnesota

# District Organization Chart



Grand Rapids District Org Chart



## Walker Office – Cass County

Name:

- Mark Smith
- Autumn Stein
- Jodi DeSkeere
- Bailey Lange
- Zachary Robley
- Kathleen (Katie) Newhouse
- Bernadette Gardner

Title:

- District Supervisor
- Corrections Agent
- Corrections Agent Career
- Corrections Agent Senior
- Corrections Agent Senior
- Corrections Agent
- Office & Admin Specialist Sr

The Minnesota Department of Corrections (DOC) provides felony and supervised release supervision in 51 of the 87 Minnesota counties, and in 30 of those counties, the DOC also provides juvenile, and misdemeanor sentenced supervision. On any given day there are approximately 20,000 persons under probation and supervised release supervision. In addition, the DOC provides Intensive Supervised Release (ISR) supervision in 75 of the 87 counties for those persons that are released from prison with the highest level of risk for repeat sexual and violent offenses. The DOC also provides supervision in 82 of our 87 counties for those persons released from prison early to serve their time in the community after participating in the DOC Challenge Incarceration Program (CIP). Lastly, the DOC operates 21 Sentence to Service (STS) crews across the state.

The DOC office in Cass County consists of 1 Office Manager, 5 Corrections Agents and a District Supervisor. This office is responsible for felony supervision of clients who are placed on probation in Cass County. This would include clients who have a felony probation file and are sentenced on a Gross Misdemeanor or Misdemeanor file. The local DOC office also supervises all clients who have been released from prison. The DOC utilizes Intensive Supervised Release for the highest risk clients who are released from prison. Once these clients have demonstrated a period of stability, they are transferred to local supervision.

## Advisory Board

- Cass County Commissioners or designees Neal Gaalswyk and Rick Haaland
- County Administrator or designee Joshua Stevenson
- Cass County Sheriff or designee Bryan Welk
- Leech Lake Band of Ojibwe Police Chief or designee Ken Washington
- Cass County Attorney or designee Ben Lindstrom
- Cass County District Court Judges Judge Jana Austad and Judge Christopher Strandlie
- Leech Lake Band of Ojibwe Tribal Court Judge Judge Rebecca McConkey- Greene
- Superintendent of a Cass County School District or designee Sue Chase, Cass Lake/Bena
- Cass County Probation Director or designee Jim Schneider
- Leech Lake Tribal Council Member or designee Chairman Faron Jackson
- Leech Lake Band of Ojibwe Member Gary Charwood
- Cass County Citizen Reno Wells
- Cass County HHVS - Director or designee Brian Buhmann
- Minnesota Department of Corrections -District Supervisor or designee Mark Smith
- Regional Native Public Defense James Hughes

## DOC Training Requirements:

Agents new to the DOC participate in a Statewide Training (STA) Academy. STA is spread out over three months, is hybrid in nature (courses in person & virtual platform) and consists of over 140 hours of instruction on evidence best practices (EBP) and how to effectively work with persons under supervision to assess and reduce their probability for future criminality, agent safety, as well as other general knowledge courses. Agents are required to complete 40 hours of training each year; 20 of which are to be EBP related. STS crew leaders are required to complete 40 hours of training, which includes an annual two-day Advanced Crew Leader training at Camp Ripley with instruction on chainsaws, tree felling, small engine repair, safety, and best approaches to working with clients and stakeholders.

Support staff are required to complete 16 hours of training relevant to their position. See the FY 24 required training for Field Services in Appendix A.

## Overview of Supervision Population

See Appendix C

## Strategic Planning at the State Level

Each county may have goals addressing specific needs in their community. As an agency, Field Services' main approach to transforming lives is targeting the drivers of criminality and providing interventions to address those needs to lower that person's level of risk for criminality. As with most agencies, it is not just knowing what those strategies are, but who to prioritize for resources and how to effectively implement those strategies with high fidelity within an organization that leads to greater success.

### Use of Evidenced Based Practices with fidelity: (Normative Feedback)

All DOC Supervisors attended the Alliance for Community and Justice Innovation (ACJI's) Implementation Leadership Academy on best approaches to implementation and sustaining culture change and will continue with coaching from ACJI. For all DOC counties, one of the main objectives is to continue to ensure that staff are using evidenced best practices with fidelity. In fiscal year 2024, all DOC counties will be ensuring that staff review the risk assessment results with the person being assessed. (Normative Feedback). This helps the person under supervision have a better understanding of behaviors and thinking that place them at risk for ongoing criminality. At a local level, training is on-going in this area. We have begun using a Normative Feedback chronological entry that seeks to capture and identify the underlying thoughts and beliefs that are driving the behavior. This entry also serves as an on-going case planning process between the agent and the client. Over the next year, the agents will be tasked for implementing an on-going training process to ensure that implementation is effective and consistent.

### Council of State Governments (CSG)- Justice Reinvestment Initiative

All three MN delivery systems have partnered together and are currently receiving technical assistance from CSG and the Bureau of Justice Assistance (BJA) to continue to implement the recommendations for MN made by CSG after assessing the state's supervision procedures through the Justice Reinvestment Initiative. Legislatively, an oversight body, the Community Services Advisory Council (CSAC), was created with specific goals. That oversight group will provide both direction and approve recommendations from various statewide workgroups. Technical assistance was awarded to all 3 delivery systems to implement a statewide Risk/Needs Assessment tool. A workgroup was formed for this initiative and is actively working to implement one tool within the next year. All delivery systems have agreed to move forward with using the Level of Service/Case Management Inventory (LS/CMI) as MN's risk and needs tool. The workgroup is currently working to create a "Request for Proposal" for outside parties to submit interest in validating this tool for the state of MN. Once validated, MN will utilize this tool to determine risk and need areas and level of supervision for justice-involved adults. Additional tools may also be utilized for offense specific cases and other responsivity areas.

There is also a Phase II workgroup that is designated to assist in the implementation of many of CSG's original recommendations. Initially, this group is looking at creating a single standard of supervision for

MN, regardless of what county/agency a client is supervised in. Additionally, implementation of a statewide behavior modification tool or incentives/sanctions grid, is being considered.

CSG is also aiding Minnesota in development of statewide supervision outcome data. A statewide data committee has been established to create statewide outcomes that are able to measure supervision success and return on investment. The committee has worked with CSG staff to identify outcomes that impact success, such as housing or mental health rates, the percent of persons under supervision that are successfully completing cognitive behavior or other treatment services to address their pathways to criminality, and data on recidivism, violation rates, and percent of those who successfully completed required conditions of supervision. The committee is currently working on where the data is located, the ability to gather data statewide and standards on data input for each agency to follow.

Lastly ISR Transformation has been focused on supervision standards across all ISR agencies where the supervision is structured at an individual level rather than a “program”. The purpose of ISR Transformation is to develop standards and guidelines for the administration of ISR that increases success (desistance), enhances equity, and appropriately balances the need for public safety with person-centered approaches. ISR Transformation is currently working on implementing the changes established by the working group in CY 2024.

## Strategic Planning at the Local Level

The Minnesota Department of Corrections operating in Cass County seeks to hold clients accountable while offering opportunities for change. Restoring justice for victims and contributing to a safer Minnesota is another key component to supervision. Specifically, the MN Department of Corrections in Cass County works with the Judges, Court Administration, Law Enforcement, County Attorney’s Office, Public Defender’s Office, strategic partners, and community stakeholders to continue advancing priority initiatives during 2024. These priority initiatives would include the advancement of additional chemical use counseling and mental health services in the County. Specifically, local providers who can work hand in hand with our office to encourage and promote engagement in these services. This office will continue to promote partnership and collaboration with our local criminal justice partners so that we are able to offer more services that have been proven to be best practices. These would include further expansion of cognitive thinking groups and programming.

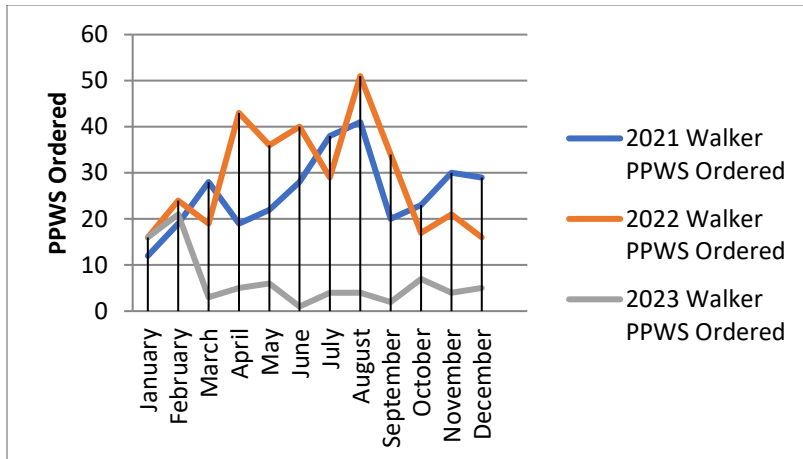
Over the past year, our office has worked collaboratively to provide trainings on Decision Points and Moving On to staff from the Leech Lake reservation, Cass County Probation and Cass County Health Human and Veterans Services. This collaboration should provide more services at a local level.

## Pre-Trial, Diversion and Other Services

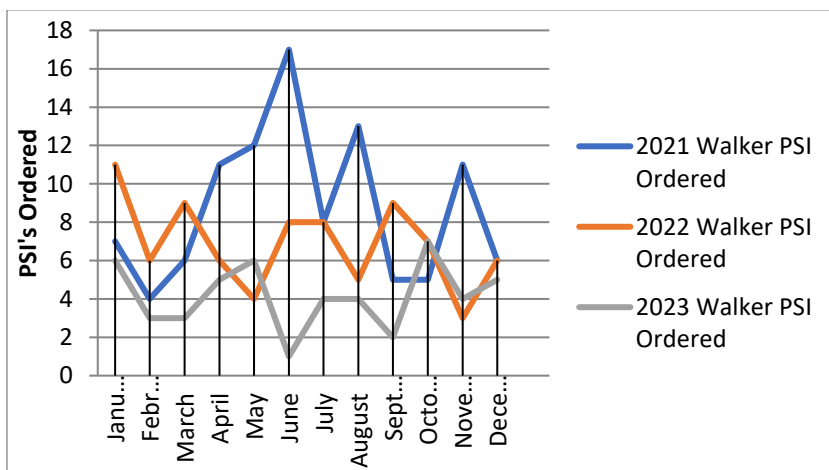
Pretrial standards based on best practices focus on maximizing court appearances and providing referral for services, rather than release condition compliance. Cass County operates a pre-trial supervision program through a Community Crime Prevention Grant in the county probation office. The DOC office continues to supervise any clients who have pending new charges. Pre-sentence investigations are written by the felony agents at the DOC. Pre-sentence investigations include a social history, victim impact, the criminogenic factors, and a recommendation based on risk need responsivity and adherent to the sentencing guidelines. MN DOC and ISR agents supervise clients placed on conditional release who are under the jurisdiction of the Commissioner of Corrections. The agents provide supervision

pursuant to the Department of Corrections contact standards. Agents assist the client with finding appropriate housing, chemical and mental health assessments including any recommended treatment, employment, and reentry into the community.

The graph below represents Pre-Plea Worksheets completed by the DOC.



The graph below represents Pre-Sentence Investigations completed by DOC.



## Narrative of Core Interventions and Evidence-based Practices (EBP)

The DOC uses risk, need, and responsivity principles for effective case management that adhere to the following:

**Use of validated risk needs and responsivity assessment tools that are validated and evaluated for disparities.** Primary assessment tools are LS/CMI and Youth Level of Service/Case Management Inventory (YLS/CMI) as the overall tool for most persons under supervision. For sex-specific crimes, the



DOC uses the Static 99 and Stable, and the DOC MNSTARR 2.0 for risk on supervised releasees from a MN Correctional Facility. Field Services' policy is to have the assessment completed within 30 days of the person being placed under supervision and reassessed annually for adults and every six months for juveniles. The CSAC has prioritized validation of the LS/CMI tool for MN's justice-involved population in 2024. All agents have been trained to proficiency in the assessment tools specific to their caseloads. Supervision levels are established based on the clients' score; however, agents frequently adjust supervision to accommodate the day-to-day struggles that their clients encounter. Working with clients to avoid further crisis or criminal activity promotes a stronger working relationship with the client as well as lowering the risk to the public.

**Supervision intensity and case management contacts vary based on level of risk per normed cut off scores.** Interventions are most effective in reducing recidivism when they match a person's assessed level of risk. The focus of supervision should be on moderate, moderate-high, and high-risk persons. Contacts include office, home, and virtual contacts. Low risk persons should receive support and assistance in completion of conditions that do not require a supervision agent to perform. At a local level, the LSCMI is used to determine risk/supervision level. This is just a guide as clients under supervision typically struggle with daily stressors. By developing a relationship with the client, the hope is that the client will reach out to their agent and process the stressor so the agent can provide guidance and support making a good decision.

**Adherence to general responsivity and providing cognitive behavior interventions.** Agents use core correctional practices, motivational interviewing, and skill directed interventions that include modeling, practice, and homework. All DOC agents are trained and provided electronic Carey Guides and 170 agents have Tools on Devices. The National Institute of Corrections notes that justice involved clients who are moderate to high risk and complete cognitive behavioral programming can potentially reduce their recidivism by 30%. At a local level, all agents have been trained and are proficient in the use of motivational interviewing. Implementation of Carey Guides has been a struggle due to some local technological struggles. The format for the Carey Guides is electronic and many of our clients don't have data plans/minutes that allow for this to happen. A second hurdle is the caseload sizes have prohibited agent time to become fully familiar with the electronic process. The DOC partnered with the NWICDC to provide the River of Cruelty Training to their staff. This has provided another option for domestic violence classes. The classes are free if the client agrees to enter a service agreement with them. DOC agents have partnered with Leech Lake counselors to begin offering Moving On (female cognitive skills curriculum) and Decision Points (cognitive skills curriculum). Both programs are supported by best practices.

**Addressing specific responsivity such as mental health, housing, gender, and culturally specific services.** The Minnesota Department of Corrections supports housing first initiatives and collaboration for addressing mental health needs, gender specific interventions that target unique pathways into the justice system and working with Tribal Nations on supervision and intervention partnerships. The DOC has four full time staff that help work with persons and communities around housing needs. DOC supervisors and staff that work closely with our Tribal Nations participated in Tribal Relations training offered by the University of Minnesota in this last year and DOC has started to track tribal affiliation in our data management system for future gap analysis of programming needs.

**Local collaboration with Tribal Nations and programs.** Over the past year, efforts towards collaboration have continued to increase. Examples of this are the White Earth assistant tribal probation agent project. This is allowing Native staff to partner with a DOC agent to work within local communities to increase cultural understanding and reduce the number of violations in tribal communities. Locally, the DOC has partnered with Leech Lake in the co-facilitation of 2 cognitive skills programs (Moving On and Decision Points). In addition, we are working with the Northwest Indian Community Development Center to provide better services for our Native clients returning from prison. The Healing House, which is in Bemidji, provides a safe place for Native women returning to the local community. They are provided clothing, housing, and services to assist them in reuniting with their children and finding a safe place to live. The DOC and County Probation office are partnering with Leech Lake in the development of a shelter care program in hopes to keep some children from being placed outside of their local reservation. Additionally, we have been working to identify spiritual advisors who can assist our local jails in establishing services for the Native population. We continue to engage our tribal partners in developing best practices around supervision of Native American clients and addressing specific needs. Over the past year, we have also partnered with Leech Lake Police Department to participate in educational trainings around drug and gang identification. Agents attend a multi-disciplinary meeting each month to discuss high risk clients and areas. Leech Lake PD has been an excellent partner and often assists agents in high-risk searches as well as helping us track down and detain high risk clients who have outstanding warrants.

**Caseload sizes for supervision intensity should be capped based on normed supervision and task workload studies.** Minnesota Department of Corrections uses supervision workload points tracked in CSTS to manage caseload sizes. Caseload numbers in Cass County continue to be very high. Each agent supervises a mixed caseload based on area. Over the last year, caseload numbers average 110 clients. Many of these clients have multiple files that they need to comply with. Given the high caseload numbers, agents spend a significant amount of time completing documents for the Court and referrals to programming. This takes time away from supervising and working with the clients in the community to make sure they are complying with directives of the Court and making pro-social/healthy choices. To free up more time for agents to spend with clients, the DOC is making efforts to hire an additional part-time position. If numbers and funding remain consistent, the hope would be to add an additional full-time position to the Cass Office.

**Early discharge should focus on intervention dosage and not just completion of conditions.** The DOC along with Dodge & Olmsted County are partnering with National Institute of Corrections, Center for Effective Public Policy and the Carey Group on a readiness assessment and implementation of Dosage probation. This promising practice focuses on prescribed intervention hours that target clients' highest criminogenic need areas which is "dosed" according to the client's risk level. Successful completion of hours results in the client's discharge from probation. Cass County has followed best practices in relation to early discharges for several years. Our office works closely with the local judiciary to ensure that the Court is satisfied with the progress clients have made prior to submission of early discharge recommendations. This process has been vetted with the local county attorney's office.

**The focus of supervision is skill development.** While supervision focuses on conditions, agents work with clients in developing new skills to avoid future recidivism is the key to long term success. Agents continue to work with clients to develop a working rapport that encourages positive choices. This area will also expand as agents continue to work through the case planning process.

**Use of incentives and adherence to the 4 to 1 positive ratios.** Agents are trained in using reinforcements which have proven to be more effective in supporting behavior changes than the use of punishment. Agents are trained using Core Correctional Practices and motivational interviewing which has provided agents the skills to apply incentives through supervision. There is no current documents practice that has been implemented and agents continue to utilize positive reinforcement as the primary means to deliver incentives.

**Utilize community-based interventions compared to the reliance on out of home placements including incarceration for technical violations.** Programming and services in one’s local community should be exhausted prior to recommending revocation. In 2023, the Department of Corrections funded a 45-day intervention center at the Northeast Regional Correctional Center (NERCC) for supervised release clients who are classified as high and very high risk and who are at risk for revocation to prison for technical violations. These clients are required to comply with applicable programming, assessments or education dependent on their risk and needs. Cass County is eligible to refer clients to this resource which is at no cost to the county.

## Victim Concerns

By statute, the County Attorney’s office is required to notify victims of their rights including their right to request restitution and submit victim impact statements. The Victim Services Coordinator files restitution requests and victim impact statements with the court. Victims have many other statutorily required rights that the Victim Services office must comply with including notification of hearings, if requested, plea agreements, decisions not to charge and overall input. Cass County Agents reach out to Victim Services on an almost daily basis for info when they are completing a PSI, and in more serious cases, will get the victims contact information to speak with them directly. Agents will meet with victims in specific cases and will keep them updated as requested. Agents monitor restitution payments and will return clients to Court if they are not paying as directed.

## Correctional Fees

The DOC has not collected correctional or supervision fees since 2022.

Fee Description	2022 Fees Imposed	2022 Fees Collected
<b>DOC Supervision Fee</b>	58,700.00	19,319.40
<b>Total</b>	<b>58,700.00</b>	<b>19,319.40</b>

## Contracted Services and Proposal and Proposals for New Services

The Minnesota Department of Corrections covers all electronic monitoring costs for supervised release clients through a contract with BI Incorporated. All counties, regardless of delivery system, have access to the contract. Monitoring is generally established prior to the client’s release from the MN Correctional Facility or through a violation hearing or restructure recommendation. Cass County utilizes Midwest Monitoring for EHM services in an effort to keep clients in the community and as an alternative to jail when appropriate.

## STS Contract

Cass County and the DOC are in a Joint Powers agreement to provide STS services to the residents of Cass County. The current amount of reimbursement is \$20,796 for fiscal year 2024. This reimbursement is paid back to the county quarterly.

## Budget

Classification	Budget Label	Min	Max
Office & Admin Specialist Int	Support	\$40,862.00	\$54,184.00
Office & Admin Specialist Sr	OAS Sr.	\$43,764.00	\$59,237.00
Corr Agent	Agent, CBB Agent	\$50,530.00	\$81,557.00
Corr Program Director	Supervisor	\$75,126.00	\$108,221.00
District Supervisor	Supervisor	\$90,390.00	\$129,247.00
Regional Manager	Cost - Mgt-Admin	\$96,800.00	\$138,883.00
Director	Cost - Mgt-Admin	\$115,800.00	\$165,683.00
Management Analyst 1	Cost - Mgt-Admin	\$47,210.00	\$68,298.00
Management Analyst 3	Cost - Mgt-Admin	\$55,624.00	\$81,557.00

	FTEs	FY24	FY25	Total
<b>Felony</b>	<b>6.19</b>	<b>\$ 820,893.25</b>	<b>\$ 857,833.45</b>	<b>\$ 1,678,726.70</b>
Agent	5.17	\$ 617,605.64	\$ 645,397.90	\$ 1,263,003.54
Cost - CE		\$ 49,803.61	\$ 52,044.77	\$ 101,848.38
Cost - Interstate		\$ 18,582.40	\$ 19,418.61	\$ 38,001.01
Cost - Mgt-Admin		\$ 37,582.97	\$ 39,274.21	\$ 76,857.18
OAS Sr.	0.26	\$ 19,201.32	\$ 20,065.38	\$ 39,266.70
Supervisor	0.26	\$ 42,247.23	\$ 44,148.36	\$ 86,395.59
Support	0.50	\$ 35,870.07	\$ 37,484.23	\$ 73,354.30
<b>Grand Total</b>	<b>6.19</b>	<b>\$ 820,893.25</b>	<b>\$ 857,833.45</b>	<b>\$ 1,678,726.70</b>

## Highlights

Over the past year, there have been several legislative changes that have significantly affected the operations of probation and the Courts. One change was the probation cap legislation that was enacted in 2023. This resulted in a 5-year cap on many sentences and a ton of additional work for our office and the Courts to discharge clients who were past the 5-year probation term. Secondly, the restoration of Voting Rights legislation was also enacted and required our office to send out hundreds of letters to inform past clients that their right to vote had been restored. Most significantly was the legislative formula for funding that changed. This resulted in Cass County getting reimbursed for County Probation services at a 50% rate as compared to roughly a 27% rate in prior years. The funding formula showed

that our local DOC office was operating roughly \$140,00 under budget based on our caseload numbers. In the future, we hope to be able to add additional positions to better serve Cass County. Through all these changes, our office was still able to move forward in looking at new ways to better serve our clients by providing services proven effective and supported by best practices. Over the next year, we are looking to further implement the practice of Normative Feedback. We will continue to collaborate with local partners to offer cognitive based groups like Moving On and Decision Points. Over the past year, we have noted that we need to do a better job of communicating with the County Attorney's office, specifically victims' services, when restitution is not being paid. We are also excited about the formation of the Advisory Board and hope this serves to provide more insight into our operations at a local level.

#### Committees/Services/Meetings:

- Pre-trial Supervision
- Supervised Probation
- Supervision of Supervised Releasees
- Sex Offender treatment groups
- Cass County Wellness Court
- Cass County Wellness Court Steering Committee
- Cass County Criminal Justice Meeting
- Moving On
- Decision Points
- Closing the GAP
- Ninth Judicial Sex Offender Collaborative
- MN Sex Offender Supervision Collaborative
- Quarterly POR compliance checks
- Monthly Intel meeting with Leech Lake Police Department
- Monthly collaborative meeting with Leech Lake Chemical Health
- Northwestern MN Juvenile Center Board Meeting
- ATD collaborative with Leech Lake
- Cass County Inter-Department staffing
- Monthly County mental health meeting

## Appendix A Training Requirements

Title	Hours	Applicability	Description
Defensive Tactics	8	All DT trained staff	Recertification for all staff previously trained in defensive tactics.
Office Safety	3	All office staff (STS discretionary)	Office safety training w/scenarios
EBP Trainings	20	All Agents	2 hrs of training for each of the following: Case Planning, MI, CCP, Carey Guides, LSCMI/YLSCMI, formal/informal boosters, COPs Staff will be required to obtain the remaining 10 hours through self-learning opportunities and/or formal learning (literature review, webinars, EBP Café videos, additional boosters, other training opportunities). Staff can access EBP resource information: <a href="https://mn.gov/doc/assets/Virtual%20EBP%20Options%204-2023_tcm1089-572601.docx">https://mn.gov/doc/assets/Virtual%20EBP%20Options%204-2023_tcm1089-572601.docx</a>
Interstate Compact	2.5	All ICOTS Users	2.5 hours of refresher or advanced course regarding Adult Interstate Compact
Trauma Informed Care	1-2	All Staff	TBD
Intrastate Transfer/Release Planning	4	Agents	Updated policy changes (Spring 2024)
MNPAT	1	Staff who complete Bail Evaluations	Release January 2024 (training Dec 2023)

**The below will be discretionary training.**

Title	Hours	Applicability	Description
NARCAN	1	All staff carrying Narcan or requesting to carry	Naloxone training to administer nasal spray in OD incidents. Review of Opioid exposure and signs/symptoms
Chemical Irritant	1	All staff issued CI	TBD-is this needed for re-cert
Mental Health Training	TBD	All staff who have contact with clients	TBD
Tribal State Relations Training	TBD	All agent staff who work with Tribal Nations	Culturally Specific Training

Adverse Childhood Experience Training (ACES)	TBD	Agent Staff	Understanding the tool and what it means when working with clients
Sovereign Citizen Training	TBD	Agent Staff	Understanding the culture of sovereign citizens and how to work with this population

## Appendix B Pre Trial-Standards

### Operationalized Mission

The DOC's mission as it relates to pretrial monitoring is to enhance public safety through evidence-based strategies that minimize re-arrest, ensure court appearance, and provide support for released defendants.

Staff will be educated in best practices regarding pre-trial monitoring and will share this knowledge with local stakeholders. It is strongly recommended that stakeholders meet and regularly discuss the framework within which pretrial monitoring will occur as well as to discuss responses to pretrial failures. Information pertaining to community safety issues regarding pretrial monitoring should be discussed with stakeholders on an on-going basis.

### Universal Screening

A designated risk assessment tool approved by Judicial Council will be completed on all offenses required by Minnesota Statute 629.74, with encouragement for use on all assault related misdemeanor and gross misdemeanor offenses to include DANCO Violations. Court involved stakeholders will be encouraged to utilize the risk assessment scores, in addition to other information presented at the preliminary hearing, when making decisions regarding Release on Recognizance, Pre-trial Monitoring or Remanding a defendant.

### Validated Pre-Trial Risk Assessments

Once placed on pre-trial monitoring, the designated risk assessment tool approved by Judicial Council will be used to determine level of supervision.

### Sequential Bail Review

Process by which agents can target scheduled court hearings to address non-emergency violations of pre-trial monitoring, progress reports or make a recommendation to the Court to end pretrial monitoring in the community due to positive adjustment. Agents will not be requesting any changes to monetary bail. Agents may also request adjustment regarding conditions of supervision. Emergency issues will be addressed with the Court as needed.

### Risk-Based Monitoring - Minimum Standards

Following a court order for pre-trial monitoring, a validated risk assessment as noted above will be utilized to place defendants into one of three categories for pre-trial monitoring:

- Only the highest risk defendants, based on the validated risk assessment, will receive formal pre-trial monitoring support. Low and Medium scores will result in minimal interaction with corrections staff.



- Low & Medium: Contact with the defendant will occur as needed and necessary to accomplish or assist in compliance with pre-trial monitoring conditions. These levels will involve monitoring of conditions as ordered by the Court, such as EHM, drug testing, and violations regarding new criminal behavior.
- Monitoring may take place electronically, by phone and/or virtually. Ideally, low scoring defendants will not be placed on pre-trial monitoring to DOC.
- High: Contact with the defendant will occur a minimum of once per month. Contact may be virtual and/or office visit. This level will involve monitoring of conditions as ordered by the Court, such as EHM, drug testing, and violations regarding new criminal behavior.

#### Focus for Contacts:

- Reminder of next Court date
- Update phone/address/employment information. Agent will remind client to contact Court Administration with updated address. Agent will provide updated address information to Court Administration as well.
- Inquire as to if they have had any new arrests/citations.
- Provide information around housing, employment and any other resources requested by the client.
- Follow up with any court ordered obligations as appropriate (i.e., chemical and/or mental health assessments, color wheel testing, etc.)
- Increase/decrease pre-trial monitoring in the community based on adjustment and/or risk assessment.

#### Boundaries of Pre-Trial Monitoring:

- Absolutely no discussion regarding any details of their alleged criminal offense. All defendants will be referred to their defense attorney for these types of discussions.
- Agents will not provide an opinion regarding plea agreements during the pre-trial monitoring process.
- Agents MAY comment on cooperation regarding pre-trial monitoring.
- Court Reporting Process (violations/progress/discharges)
- Violation/Progress/Discharge reports will be filed as needed by the agent directly with the Court for review and decision making. Copies will be served to the prosecuting attorney and defense attorney.
- Performance Measurement and Feedback
- Percentage of pre-trial defendants who made all Court appearances (CSTS enhancement is needed to track this information)
- Percentage of pre-trial defendants who remained compliant with Court conditions during pre-trial monitoring (not to include re-arrest)

- Percentage of pre-trial defendants who remained law abiding during their pre-trial monitoring.
- Validate the risk assessment tool approved by Judicial Council to target high risk defendants for placement on pre-trial monitoring.
- Comparisons between districts regarding successes in each risk level category.
- Develop specialized training program for Pre-Trial Division with technical assistance from the National Institute of Corrections (NIC).

<https://nicic.gov/pretrial-justice-how-maximize-public-safety-court-appearance-and-release-internet-broadcast>

#### Best Practices Based on NIC Article Reviews

##### Pre-Trial Monitoring

Committee Findings: Studies were a bit dated with mixed results. Pre-Trial Monitoring did not appear to impact re-arrest rates. Studies did not look at specific conditions when Pre-Trial Monitoring was ordered.

##### Recommendations:

- Pre-Trial Monitoring should be used only in those cases scoring high risk on a validated assessment tool.
- Pre-Trial Monitoring should be used to offer support services such as referrals for mental health, chemical health, employment, housing, etc.
- Pre-Trial Monitoring conditions should be individualized to the defendant vs. having blanket conditions for everyone.

##### Court Date Notification Systems

##### Committee Findings:

Court notification systems were found to significantly impact court appearance rates. It worked best when specific information was provided, such as next court date, location of courthouse, & consequences for non-appearance. Additionally, a notice sent following a missed court appearance along with instructions as to how to resolve this issue, decreased the number of warrants issued. Electronic notices (texts/voicemails/broadcast messaging) are good, but live reminders are better and resulted in the defendant being twice as likely to show up for court. This was the most well researched and effective intervention regarding court appearances. Proven to save jail beds as well as minimize the impact to the defendant regarding employment, housing, and family responsibilities.

## Recommendations:

- Post information in lobby areas describing how to sign up for State Court Administration e-court reminders.
- If placed on Pre-Trial Monitoring, assist defendant in setting up the e-reminders.

## Pre-Trial Assessment Tools

Committee Findings: Pre-Trial assessment tools can improve outcomes and guide the investment of resources. Implementation with fidelity as well as a process for quality assurance is crucial. Assessment tools need to be validated on the populations they serve to ensure minority communities are not negatively impacted and cut off scores are normed.

## Recommendations:

Factors to review regarding validation of the Judicial Council approved assessment tool:

- Disparity regarding minority populations
- Cut off scores for low, medium, and high.
- AUC score
- Quality Assurance - annual booster trainings

Implementation –training staff on the validated assessment tool following approval of the tool by Judicial Council.

## Pre-Trial Detention

Committee Findings: Pre-Trial Detention should be reserved for serious/violent crimes. Detaining low/moderate risk defendants can make them worse given they are likely to be detained with higher risk individuals and defendant's social supports are removed during this time. When defendants are detained with bail, they are unable to pay, many plead guilty to get out of jail. Defendants who were detained were more likely to experience the following collateral consequences:

- Harsher and/or longer sentences.
- Increased likelihood of re-arrest long term – increased recidivism

Difficulties maintaining employment/housing.

- Recommendations:  
Quality risk assessments provided to the Court can assist in judicial decision-making regarding detention.

## Pre-Trial Drug Testing

Committee Findings: Based on research from the 1980's and 1990's, there is no connection between drug testing and pre-trial success and/or failure. Information regarding the specifics

of who was selected for drug testing is lacking. For example, was drug testing a blanket condition or individualized to the defendant's risk/need? There was a correlation between those that showed up for drug testing and court appearances. If defendants showed up for drug testing, they also tended to show up for court. If defendants failed to show up for drug testing, they also tended to not appear for court.

Various additional studies indicate a direct relationship between the use of illegal substances and crime. Of particular note, is the high propensity for violence when individuals are under the influence of opiates and/or methamphetamine.

Recommendations:

- Drug testing should be reserved for high-risk defendants.
- Drug testing should be individualized to target defendant's risk/need and not used as a blanket condition for pre-trial monitoring.
- Drug testing can improve outcomes for defendants when a positive relationship is built, and pre-trial agents respond to positive test results in a supportive manner.
- Drug testing can serve as a support for defendants who choose to address their chemical dependency issues.

Pre-Trial Location Monitoring (EHM)

Committee Findings: There is very little research on EHM at the pre-trial stage. Studies have mixed outcomes and depending on which study you read, defendants on EHM are more, less, or equally likely to appear for court and/or remain law abiding than those not placed on EHM. Of further note, defendants placed on EHM had increased technical violations compared to defendants not placed on EHM. Many of these technical violations were due to equipment issues.

Recommendations:

Electronic Home Monitoring / Electronic Alcohol Monitoring should be reserved for high-risk defendants unless otherwise statutorily required.

## Appendix C Overview of Supervision Population

(INCLUDING SR, ISR and pre-trial)

Describe your agency's supervision year-end population for calendar years (CY) 2020, 2021, and 2022 broken out as follows in table or graph form. Follow the same instructions/parameters as you use for reporting on the annual probation survey.<sup>1</sup>

- Pre-trial Population

\*Pretrial Agent Tasks

	2020		2020 Total	2021		2021 Total	2022		2022 Total	Grand Total
Adult	Hispanic	Unknown		Hispanic	Unknown		Hispanic	Unknown		
Female		66	66		85	85		112	112	263
Felony		48	48		70	70		95	95	213
Am Ind/Alaskan Nat		26	26		42	42		66	66	134
Black					2	2		1	1	3
White		22	22		26	26		28	28	76
Gross Misdemeanor		16	16		14	14		14	14	44
Am Ind/Alaskan Nat		13	13		8	8		10	10	31
Unknown								2	2	2
White		3	3		6	6		2	2	11
Misdemeanor		2	2		1	1		3	3	6
Am Ind/Alaskan Nat		2	2					3	3	5
Black					1	1				1
Male	2	220	222	4	247	251	2	253	255	728
Felony	1	177	178	2	220	222	2	214	216	616
Am Ind/Alaskan Nat		92	92		117	117		117	117	326
Asian/Pacific Islander		3	3		1	1		2	2	6
Black		11	11		8	8		8	8	27
Unknown		1	1		1	1		1	1	3
White	1	70	71	2	93	95	2	86	88	254
Gross Misdemeanor		30	30	1	21	22		31	31	83
Am Ind/Alaskan Nat		18	18	1	15	16		20	20	54
Unknown					1	1				1
White		12	12		5	5		11	11	28
Misdemeanor	1	13	14	1	5	6		7	7	27
Am Ind/Alaskan Nat		9	9		5	5		2	2	16
White	1	4	5	1		1		5	5	11
Petty Misdemeanor					1	1		1	1	2
White					1	1		1	1	2
<b>Grand Total</b>	<b>2</b>	<b>286</b>	<b>288</b>	<b>4</b>	<b>332</b>	<b>336</b>	<b>2</b>	<b>365</b>	<b>367</b>	<b>991</b>

○ Probation Population

Year	Type	County	Offense Level	Previous Year	Entries	Removals	Year End	Males	Females	White	Black	American Indian	Asian	Other Race	Hispanic	Non Hispanic Unknown
2020	DOC	Cass	Felony	384	116	144	359	253	106	161	3	193	0	2	5	354
2021	DOC	Cass	Felony	347	182	133	401	272	129	168	11	220	1	1	6	395
2022	DOC	Cass	Felony	422	195	172	461	293	168	195	11	250	2	3	5	456
<b>Total</b>				<b>1153</b>	<b>493</b>	<b>449</b>	<b>1221</b>	<b>818</b>	<b>403</b>	<b>524</b>	<b>25</b>	<b>663</b>	<b>3</b>	<b>6</b>	<b>16</b>	<b>1205</b>

○ Supervised Release (SR), Parole, and Intensive Supervised Release (ISR) Population

	2020 Hispanic	2020 Total Non Hispanic	2020 Total	2021 Hispanic	2021 Total Non Hispanic	2021 Total	2022 Non Hispanic	2022 Total	Grand Total
<b>Intensive Supervised Release</b>		<b>4</b>	<b>4</b>		<b>7</b>	<b>7</b>	<b>10</b>	<b>10</b>	<b>21</b>
<b>Male</b>		<b>4</b>	<b>4</b>		<b>7</b>	<b>7</b>	<b>10</b>	<b>10</b>	<b>21</b>
American Indian or Alaskan Native		4	4						4
American Indian-Non Hispanic					4	4	7	7	11
Black-Non Hispanic					2	2			2
White-Non-Hispanic					1	1	3	3	4
<b>Standard Supervised Release</b>	<b>1</b>	<b>57</b>	<b>58</b>	<b>1</b>	<b>51</b>	<b>52</b>	<b>48</b>	<b>48</b>	<b>158</b>
<b>Female</b>		<b>10</b>	<b>10</b>		<b>8</b>	<b>8</b>	<b>10</b>	<b>10</b>	<b>28</b>
American Indian or Alaskan Native		8	8						8
American Indian-Non Hispanic					7	7	6	6	13
White		2	2						2
White-Non-Hispanic					1	1	4	4	5
<b>Male</b>	<b>1</b>	<b>47</b>	<b>48</b>	<b>1</b>	<b>43</b>	<b>44</b>	<b>38</b>	<b>38</b>	<b>130</b>
American Indian or Alaskan Native		24	24						24
American Indian-Non Hispanic					24	24	16	16	40
Black		2	2						2
White	1	21	22						22
White-Hispanic				1		1			1
White-Non-Hispanic					19	19	22	22	41
<b>Grand Total</b>	<b>1</b>	<b>61</b>	<b>62</b>	<b>1</b>	<b>58</b>	<b>59</b>	<b>58</b>	<b>58</b>	<b>179</b>

In addition, please provide the following:

- Average Caseload Sizes by Caseload Type
- Percentage and number of probation clients by Risk Levels (Very High/High, Medium, Low, and Unknown)

*\*Select agents supervise clients across multiple counties. \*Risk Level snapshot in Dec 2022.*

Risk Level	High		Low		Medium		Prescreen Low--No Assmt		Unknown		Total #	Total %
	#	%	#	%	#	%	#	%	#	%		
<b>Adult</b>	<b>75</b>	<b>100.00%</b>	<b>168</b>	<b>100.00%</b>	<b>177</b>	<b>100.00%</b>	<b>7</b>	<b>100.00%</b>	<b>36</b>	<b>100.00%</b>	<b>463</b>	<b>100.00%</b>
Bailey Lange	19	25.33%	24	14.29%	53	29.94%	3	42.86%	5	13.89%	104	22.46%
Ivory M. Loftus	16	21.33%	21	12.50%	26	14.69%	1	14.29%	8	22.22%	72	15.55%
Jodi J. DeSkeere	7	9.33%	27	16.07%	5	2.82%		0.00%	1	2.78%	40	8.64%
Todd Bodin	22	29.33%	36	21.43%	51	28.81%	2	28.57%	8	22.22%	119	25.70%
Zachary Robley	11	14.67%	60	35.71%	42	23.73%	1	14.29%	14	38.89%	128	27.65%
<b>Grand Total</b>	<b>75</b>	<b>100.00%</b>	<b>168</b>	<b>100.00%</b>	<b>177</b>	<b>100.00%</b>	<b>7</b>	<b>100.00%</b>	<b>36</b>	<b>100.00%</b>	<b>463</b>	<b>100.00%</b>

Assignment Type	Adult				Prescreen Low--No Assmt				Unknown		Total #	Total %
	High #	%	Low #	%	Medium #	%	Assmt #	%	#	%		
Felony	73	97.33%	159	94.64%	163	92.09%	6	85.71%	36	100.00%	437	94.38%
Administrative Caseload (includes STS only/unsup probation/juvenile monitoring)		0.00%	1	0.60%		0.00%		0.00%	3	8.33%	4	0.86%
Enhanced Supervision	59	78.67%	2	1.19%	1	0.56%		0.00%		0.00%	62	13.39%
ESO Phase 1	6	8.00%	2	1.19%	1	0.56%		0.00%	1	2.78%	10	2.16%
ESO Phase 2		0.00%		0.00%	1	0.56%		0.00%		0.00%	1	0.22%
ESO Phase 3		0.00%	9	5.36%	1	0.56%		0.00%		0.00%	10	2.16%
ESO Phase 4	1	1.33%	14	8.33%		0.00%		0.00%		0.00%	15	3.24%
Specialty Court-Probation	1	1.33%		0.00%	2	1.13%		0.00%	1	2.78%	4	0.86%
Traditional Supervision	6	8.00%	131	77.98%	157	88.70%	6	85.71%	31	86.11%	331	71.49%
Gross Misdemeanor	2	2.67%	7	4.17%	14	7.91%	1	14.29%		0.00%	24	5.18%
Enhanced Supervision	2	2.67%		0.00%		0.00%		0.00%		0.00%	2	0.43%
ESO Phase 3		0.00%	1	0.60%		0.00%		0.00%		0.00%	1	0.22%
Traditional Supervision		0.00%	6	3.57%	14	7.91%	1	14.29%		0.00%	21	4.54%
Misdemeanor		0.00%	2	1.19%		0.00%		0.00%		0.00%	2	0.43%
Traditional Supervision		0.00%	2	1.19%		0.00%		0.00%		0.00%	2	0.43%
<b>Grand Total</b>	<b>75</b>	<b>100.00%</b>	<b>168</b>	<b>100.00%</b>	<b>177</b>	<b>100.00%</b>	<b>7</b>	<b>100.00%</b>	<b>36</b>	<b>100.00%</b>	<b>463</b>	<b>100.00%</b>

Please also provide the following outcomes for CY 2022:

- Percent of adult probation cases successfully closed and unsuccessfully closed.
- Percent of juvenile probation cases successfully closed and unsuccessfully closed.

Adult	Successful		Unsuccessful		Total # of cases	Total %
	# of cases	%	# of cases	%		
<b>Felony</b>	<b>83</b>	<b>39.90%</b>	<b>36</b>	<b>17.31%</b>	<b>119</b>	<b>57.21%</b>
Discharge-Early	34	16.35%		0.00%	34	16.35%
Discharge-Expiration	37	17.79%		0.00%	37	17.79%
Dismiss	12	5.77%		0.00%	12	5.77%
Executed-Client Demanded-COC serving MCF (Felony Supervision)		0.00%	23	11.06%	23	11.06%
Executed-COC serving MCF (Felony Supervision)		0.00%	13	6.25%	13	6.25%
<b>Gross Misdemeanor</b>	<b>62</b>	<b>29.81%</b>	<b>7</b>	<b>3.37%</b>	<b>69</b>	<b>33.17%</b>
Discharge-Early	11	5.29%		0.00%	11	5.29%
Discharge-Expiration	42	20.19%		0.00%	42	20.19%
Dismiss	9	4.33%		0.00%	9	4.33%
Executed-Client Demanded-LOC (GM/M Supervision)		0.00%	5	2.40%	5	2.40%
Executed-Court-LOC (GM/M Supervision cases)		0.00%	2	0.96%	2	0.96%
<b>Misdemeanor</b>	<b>18</b>	<b>8.65%</b>	<b>2</b>	<b>0.96%</b>	<b>20</b>	<b>9.62%</b>
Discharge-Early	2	0.96%		0.00%	2	0.96%
Discharge-Expiration	15	7.21%		0.00%	15	7.21%
Dismiss	1	0.48%		0.00%	1	0.48%
Executed-Court-LOC (GM/M Supervision cases)		0.00%	2	0.96%	2	0.96%
<b>Grand Total</b>	<b>163</b>	<b>78.37%</b>	<b>45</b>	<b>21.63%</b>	<b>208</b>	<b>100.00%</b>