

Clearwater County Comprehensive Plan

February 29, 2024

Contents

Introduction	1
Administration and Organization of Correctional Services.....	1
District Organization Chart	2
Advisory Board	3
DOC Training Requirements:	3
Overview of Supervision Population.....	4
Strategic Planning at the State Level	4
Use of Evidenced Based Practices with fidelity: (Normative Feedback).....	4
Council of State Governments (CSG)- Justice Reinvestment Initiative	4
Strategic Planning at the Local Level	5
Pre-Trial, Diversion and Other Services	5
Narrative of Core Interventions and Evidence-based Practices (EBP).....	6
Victim Concerns	9
Correctional Fees	10
Contracted Services and Proposal and Proposals for New Services.....	10
Budget	11
Salary Roster	11
Highlights	11
Appendix A Training Requirements	13
Appendix B Pre-Trial-Standards	14
Appendix C Overview of Supervision Population	17

Introduction

This is a 4-year comprehensive plan for Clearwater County and sets forth specific plans and strategies to provide evidence based correctional services to Clearwater County over the course of the next 4 years. Included will be information about the Minnesota Department of Corrections-Field Services Division (DOC), Clearwater County, and strategies as to how both juvenile and adult correctional services, will be provided within Clearwater County by the MN DOC. Currently, the MN DOC provides all correctional services within Clearwater County.

Clearwater County is located in northwestern MN with a 2020 census population of 8,524. Clearwater County has a total area of 1,030 square miles of which 31 square miles is water. Within the Clearwater County boundaries lies a portion of the Red Lake Nation Reservation, which is a closed reservation and a sovereign nation. Minnesota court and law enforcement jurisdiction does not extend to the reservation area. A portion of the White Earth Nation Reservation is also in Clearwater County. According to the 2020 Census, Clearwater County’s racial population is as follows:

Race and Hispanic Origin	Clearwater
White alone, percent	84.80%
Black or African American alone, percent(a)	0.80%
American Indian and Alaska Native alone, percent(a)	9.70%
Asian alone, percent(a)	0.40%
Native Hawaiian and Other Pacific Islander alone, percent(a)	Z*
Two or More Races, percent	4.20%
Hispanic or Latino, percent(b)	2.60%
White alone, not Hispanic or Latino, percent	83.20%

* Z = value greater than zero but less than half unit of measure shown.

Poverty Statistics (US Census Bureau - 2022)

	Clearwater County	State of Minnesota	United States
Median Household Income	62,723	84,313	75,149
Rate of Persons in Poverty	10.6	9.6	11.5

The prevalence of poverty in Minnesota differs between race and ethnicity groups. The most recent 5-year estimate for Minnesota indicates that just under one in three people that identify as American Indian or Alaska Native (31%) or as Black or African American (29%) are in poverty, significantly higher than poverty among the other racial/ethnic groups. ([People in Poverty in Minnesota: MNData Access - MN Dept. of Health - MN Data \(state.mn.us\)](#)) In 2021, Clearwater County had the 13th highest poverty rate in Minnesota with a poverty rate of 12.9%. Mahnomon County had the highest rate at 21.1%.

Administration and Organization of Correctional Services

DOC Vision

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

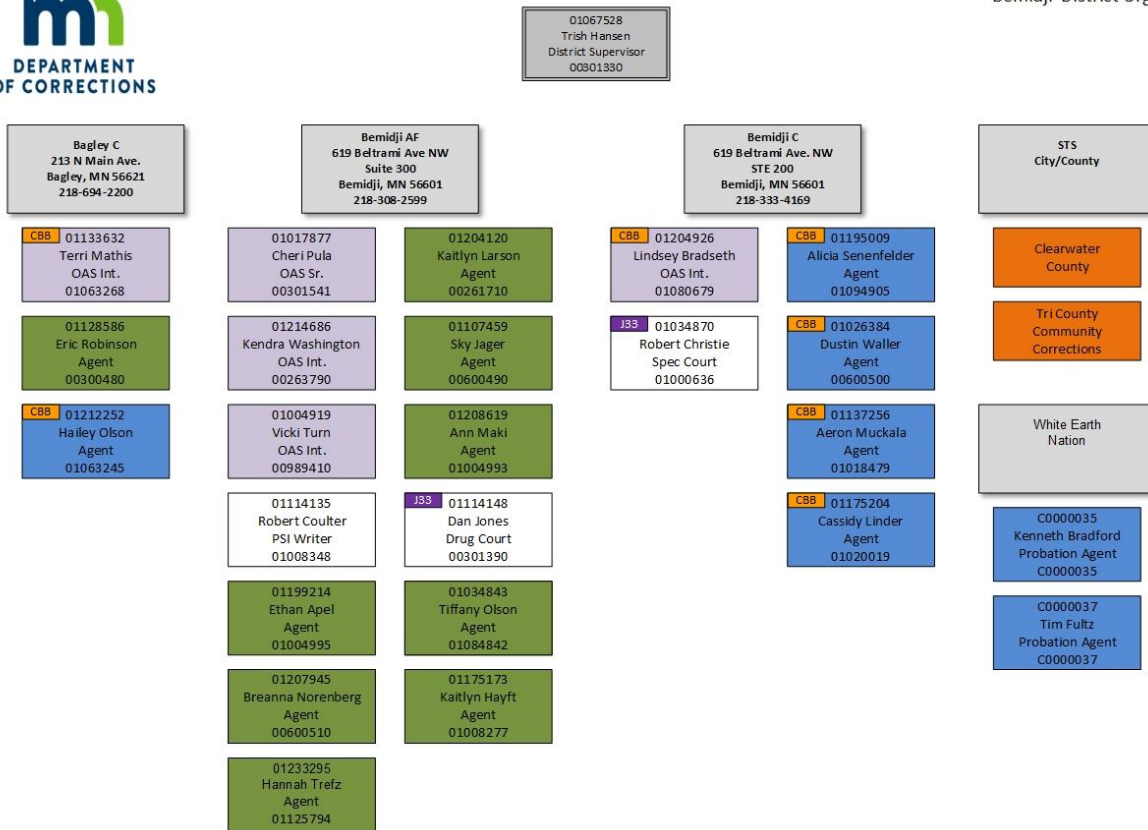
DOC Mission

Transforming lives for a safer Minnesota

District Organization Chart



Bemidji District Org Chart



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.

In Clearwater County, DOC provides all correctional supervision in the community to include felony, gross misdemeanor, misdemeanor, and juvenile probation supervision as well as supervised release, intensive supervised release (ISR) and supervision for those released from the Challenge Incarceration Program (CIP). In addition to correctional supervision, the Clearwater County DOC office is also responsible to complete Pre-Sentence (adults) and pre-Dispositional (juvenile) reports as well as Pre-Trial Bail Evaluations to the Court per statutory requirements. The Clearwater County Sheriff's Department operates a Sentence to Service (STS) program through a Joint Powers Agreement with the State of Minnesota.

The Clearwater County DOC Office operates in part through a contract between the MN Department of Corrections and Clearwater County to provide supervision for misdemeanor and gross misdemeanor adults placed on probation as well as juveniles placed on supervision. Through this contract, Clearwater County receives partial funding from the state to offset the cost for a .8 FTE agent and a .5 FTE support staff. DOC receives the same funding to provide felony level supervision and funds 1.2 FTE agents and a .5 FTE support staff. Enhanced sex offender supervision is provided by a Beltrami County agent at .25 FTE.

It should be noted that in May 2023, the legislature passed a new funding formula allowing for state reimbursement to counties based on the number of clients supervised with a capitated rate per client supervised.

Advisory Board

In January 2024, a local corrections board was established with local stakeholders for the sole purpose to review and provide feedback/input into the 4 year strategic plan outlined in this document. The board currently comprises the following membership:

Judge Robert Tiffany

Judge Eric Schieferdecker

County Attorney, Kathryn Lorsbach

Public Defender, Jennifer Nelson

Clearwater County Court Administrator, Carissa Scholz

Clearwater County Auditor/Treasurer, Allen Paulson

Clearwater County Sheriff, Darin Halvorson

Bagley Chief of Police, Adam Gunderson

White Earth Chief of Public Safety, Merlin Deegan

White Earth Court Administrator, Lori Thompson

Clearwater County Jail Administrator, Candace Coulter

Clearwater County Health and Human Services Director, Jamie Halvorson

Corrections Agent Career, Eric Robinson

Corrections Agent, Hailey Olson

Office Administrative Specialist-Intermediate, Terri Mathis

ISR Supervisor, Cody Underdahl

DOC District Supervisor, Trish Hansen

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.

In July 2023, Clearwater County Corrections Agents were trained in the normative feedback process using the Level of Service Case Management Inventory which is a risk and needs assessment tool. Since that time, agents have continued to be involved in monthly coaching circles to build skills in this area of evidence-based practices.

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 responsibility 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

1. Training Initiatives

- Within the next fiscal year, Agent Hailey Olson will attend and complete the Tribal State Relations Training.
- Within the next 4 years, Agent Hailey Olson will complete the Decision Points Training. This will offer opportunities to expand cognitive based programming both virtually and in-person within Clearwater County.

2. Cognitive Behavioral Programming

- Expand cognitive behavioral intervention opportunities for medium and high-risk clients in their home communities.
- This programming will be Agent facilitated and at no cost to clients.

3. Evaluate and consider expanding Pre-Trial Supervision

- Is there a need for the expansion of pre-trial supervision?
- If expanded, what are the parameters of supervision and how will this be funded?
- What offenses might be targeted to reduce jail overcrowding?

Pre-Trial, Diversion and Other Services

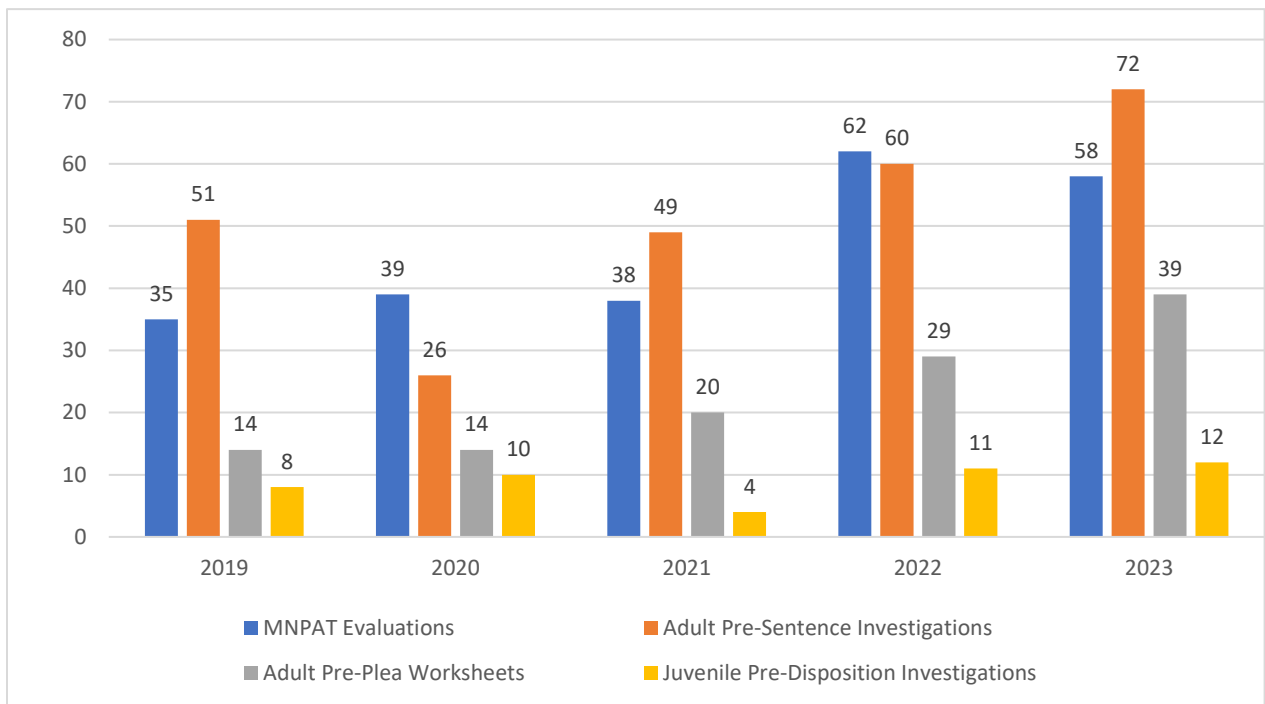
Pretrial standards based on best practices focus on maximizing court appearances and providing referral for services, rather than release condition compliance. Please see Pre Trial-Best Practices in Appendix B

DOC agents complete the statutorily required bail studies for adults who are arrested and incarcerated. The bail studies are available for the Court and attorneys to review prior to the defendant’s first appearance or arraignment in Court. DOC utilizes the statewide tool approved by Judicial Council and authorized by the State Court Administrator’s Office. This tool is referred to as the Minnesota Pre-Trial

Assessment Tool – Revised (MNPAT-R). Below is a graph outlining the number of MNPAT’s completed over the course of the previous 5 years.

DOC agents complete adult pre-sentence investigations when ordered to do so by the Court. Typically, this involves all felony matters as well as all domestic violence related matters, including misdemeanor and gross misdemeanor domestic cases. Below is a breakdown of pre-sentence investigation (PSI) reports for adults, pre-plea sentencing worksheets and pre-dispositional investigations (PDI) for juvenile matters completed in the past 5 years.

DOC agents provide supervision in all supervised release matters to include intensive supervised release (ISR) and challenge incarceration program (CIP) participants. Traditional supervised release is supervised by the Clearwater County DOC office under the supervision of District Supervisor Trish Hansen, while ISR and CIP clients are supervised by a team of ISR Agents under the supervision of District Supervisor Cody Underdahl.



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:

The DOC Key Supervision Principles:

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 releaseses 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.

Clearwater County utilizes the primary assessment tools noted above. In addition, the Clearwater County DWI Court utilizes the Risk and Needs Triage (RANT) tool which classifies clients into one of four risk quadrants based on their substance abuse and criminogenic risk/needs. In addition, domestic violence clients are assessed using the LS/CMI as well as the Domestic Violence Inventory (DVI) as a trailer assessment. The DVI provides client feedback on six different scales: Truthfulness, Violence, Alcohol, Drug, Control, and Stress Coping Abilities.

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 the completion of conditions that do not require a supervision agent to perform.

Clearwater County works to manage caseloads by focusing supervision on medium and high-risk clients. Minimum-risk clients are provided less supervision and are recommended for early discharge when eligible per DOC policy. Medium and high-risk clients are prioritized for cognitive behavioral programming such as Moving On or Decision Points to reduce recidivism within these populations.

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 approximately 30%. Based on this information, DOC sent a Clearwater County agent to train in the Decision Points Cognitive Behavioral Curriculum. In March of 2023, agents from Beltrami and Clearwater Counties collaborated and coordinated services to offer a weekly virtual adult men's cognitive behavioral program. In addition, DOC sent a Clearwater County agent to become trained in a female-specific cognitive behavioral curriculum called Moving On. In February of 2023, Beltrami and Clearwater Counties collaborated with staff from the Northwest Indian Community Development Center to co-facilitate an in-person Moving On group. I would note transportation is a significant barrier to female clients wishing to participate in the Moving On group.

Below are the groups currently available to clients and facilitated or co-facilitated by Beltrami and/or Clearwater County DOC Agents:

Moving On

- Female specific cognitive behavioral based curriculum
- 1 group offered in person at the Northwest Indian Community Development Center (NWICDC) in Bemidji and co-facilitated with NWICDC staff and free of charge to clients.

Decision Points

- Cognitive behavioral based curriculum focused on thinking reports.
- 1 group per week offered virtually to Beltrami and Clearwater County clients.
- Facilitation entirely by corrections agents and free of charge to clients

River of Cruelty

- Domestic violence curriculum with cognitive behavioral component
- 3 different groups offered virtually each week.
- 2 groups are facilitated by agents in partnership with 2 local mental health providers and 1 female specific group is free of charge and facilitated entirely by corrections agents.
- Groups co-facilitated with mental health providers currently charge \$500 for the 24-week program.

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. Clearwater County currently has 1 out of 2 corrections agents that still need to complete Tribal Relations Training currently. DOC Agents work closely with both the Red Lake and White Earth Nations to access a number of different services including chemical and mental health services for Tribal members.

DOC entered into a Memorandum of Understanding with the White Earth Nation in August of 2021 to hire two Assistant Tribal Probation Officers (ATPO) employed through the White Earth Nation. The ATPOs work alongside DOC agents in Clearwater and Mahnommen counties as well as with ISR Agents in a co-supervision and intervention model. Case staffings are held every two weeks to review client progress, discuss interventions, and case plan around the risks and needs of the client. This initiative has been incredibly beneficial for clients to better connect them with the necessary community-based services and supports.

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. Current staffing levels within Clearwater County are sufficient to meet expectations around Pre-Sentence Investigation Reports (PSI's), Pre-Dispositional Investigations (PDI's), supervision and case management of clients.

Early discharge should focus on intervention dosage and not just completion of conditions. Within Clearwater County, clients may be referred to the Court for an early discharge if they are deemed low risk on an above-mentioned risk assessment tool and have been violation free for at least 1 year. Also taken into consideration is the underlying offense. Those who commit crimes against another person, such as assaults and sex crimes, serve longer periods on probation than do property offenders. In any

case, it is ultimately up to the Court as to when an individual may be discharged early from probation supervision. Supervised release clients must serve their entire supervised release period with no opportunity for early release.

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. Clearwater County Agents are regularly engaged with clients in skill development through several cognitive-based programs as mentioned above. Skills learned within the group settings are reinforced by corrections agents during individual meetings with their clients.

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.

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.

DOC Agents work closely with a number of community-based resources in an effort to provide programming and treatment alternatives prior to incarceration and out-of-home placement. Clearwater County agents work with a variety of mental health and chemical health stakeholders to address risk and needs in these areas. Connections with community-based peer support programs have also been established through treatment providers as well as Face It Together in Bemidji, MN. DOC agents also collaborate with Clearwater County Health and Human Services to coordinate treatment for juvenile clients as well as to staff any out-of-home placements prior to placement of the juvenile.

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. Clearwater County is eligible to refer clients to this resource which is at no cost to the county.

Transportation can be a significant barrier for clients to access services as well as connection with their agent. Clearwater County agents often see clients within their homes or at other locations within the community to assist clients with transportation barriers. Agents travel to the Red Lake Nation and White Earth Nation regularly to see clients. Juveniles are often visited within their educational environment within Clearwater County.

Victim Concerns

Per DOC policy, agents are required to send a victim notification packet to all identified victims when completing a PSI or PDI for the Court. Within the victim notification packet a restitution affidavit and victim impact statement are included. In addition to mailing out the victim notification packet, agents are required to attempt phone contact if the packet is not returned.

Connection with victims is critical when supervising clients with sex offenses and/or domestic violence offenses. Every effort is made by agents to reach out to victims when necessary or when critical decisions must be made, such as contact-related concerns for the Court to address. Agents providing enhanced sex offender supervision are closely connected with the local sexual assault program and serve on the B-Smart Team as well. The B-Smart Team reviews agency protocols/procedures to streamline services and to remain victim-centered in system responses.

Correctional Fees

Please describe your agency’s use of correctional fees including the following:

- Types of correctional services for which fees are imposed
- Aggregate amount of fees imposed in CY 2022.
- Aggregate amount of fees collected in CY 2022.

DOC imposes a supervision fee on each adult misdemeanor and gross misdemeanor case supervised within the Clearwater County Office. These fees (\$100 per misdemeanor case and \$200 for gross misdemeanor cases) are charged directly to clients. If clients do not pay prior to the end of supervision, the balance is submitted for revenue recapture through the MN Department of Revenue. Clearwater County has collected, on average, approximately \$2,000 per year since 2021 in supervision fees. These fees are used to pay restitution to victims of juvenile crime upon completion of community work service by the juvenile. It should be noted that DOC supervision fees collected are returned to the State of MN general fund.

Fee Description	2022 Fees Imposed	2022 Fees Collected
County Supervision Fee	5,000.00	1,700.00
DOC Supervision Fee	10,800.00	2,922.00
Total	15,800.00	4,622.00

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. For juvenile and adult clients on probation, Clearwater County utilizes Midwest Monitoring for EHM services. EHM is typically used in juvenile pre-trial matters as well as some juvenile probation cases to reduce detention costs and utilize the least restrictive alternative. In many adult cases, the use of EHM is cost-prohibitive and not seen as an equitable option by the local bench. Due to the poverty issues noted in the introduction, this creates inequities within the system if those that have the ability to pay can be released from jail and those that do not have the ability to pay remain in custody.

Budget

	FTEs	FY24	FY25	Total
Felony	2.14	\$ 294,623.56	\$ 307,881.62	\$ 602,505.19
Agent	1.44	\$ 181,072.26	\$ 189,220.51	\$ 370,292.77
Cost - CE		\$ 28,791.32	\$ 30,086.92	\$ 58,878.24
Cost - Interstate		\$ 10,742.43	\$ 11,225.84	\$ 21,968.27
Cost - Mgt-Admin		\$ 12,982.14	\$ 13,566.34	\$ 26,548.47
OAS Sr.	0.10	\$ 7,755.04	\$ 8,104.02	\$ 15,859.06
Supervisor	0.10	\$ 17,135.77	\$ 17,906.88	\$ 35,042.64
Support	0.50	\$ 36,144.61	\$ 37,771.12	\$ 73,915.73
Non-F	1.44	\$ 125,055.86	\$ 130,683.38	\$ 255,739.24
CBB - Agent	0.80	\$ 82,018.74	\$ 85,709.58	\$ 167,728.32
CBB - Support	0.50	\$ 36,144.61	\$ 37,771.12	\$ 73,915.73
Cost - Mgt-Admin		\$ 1,147.48	\$ 1,199.12	\$ 2,346.60
OAS Sr.	0.07	\$ 5,428.53	\$ 5,672.81	\$ 11,101.34
Supervisor	0.07	\$ 316.50	\$ 330.74	\$ 647.24
Grand Total	3.58	\$ 419,679.43	\$ 438,565.00	\$ 858,244.43

Salary Roster

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

Highlights

- **Enhanced Sex Offender Supervision:** Clearwater County DOC offers enhanced sex offender supervision for all adult sex offender specific clients placed on either probation or supervised release within Clearwater County. In addition to case management and supervision of these clients, agents co-facilitate sex offender treatment groups alongside our local treatment provider to enhance supervision and treatment as well as to provide

opportunities for change while addressing public safety concerns in a swift manner when necessary. Clearwater County DOC utilizes the containment model for sex offender supervision which coordinates services/sanctions through 3 primary agencies: The Courts, Corrections, and Treatment Provider to hold clients accountable and address public safety. DOC Agents currently co-facilitate 3 sex offender groups per week.

- DWI Court: DOC supports the Clearwater County DWI Court. This Court receives grant funds from the Office of Traffic Safety; however, at this time, DOC has not requested reimbursement for agent services and has instead, offered these services as an in-kind contribution to the DWI Court. DWI Court operates using a team approach with membership from the County Attorney's Office, Law Enforcement, Judiciary, Probation, local treatment providers, and the White Earth Nation. DWI Court is an intensive program for repeat DWI offenders focused on accountability as well as a strong holistic treatment component.

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: https://mn.gov/doc/assets/Virtual%20EBP%20Options%204-2023_tcm1089-572601.docx
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 ongoing 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 the level of supervision.

Sequential Bail Review - A 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 adjustments 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 about 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>

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.¹

*Pretrial Agent Tasks

	2020		2020 Total	2021		2021 Total	2022		2022 Total	Grand Total
Adult	Hispanic	Unknown		Unknown			Unknown			
Female		12	12	25	25	36	36	73		
Felony		5	5	13	13	25	25	43		
Am Ind/Alaskan Nat		2	2	7	7	15	15	24		
Unknown				1	1	1	1	2		
White		3	3	5	5	9	9	17		
Gross Misdemeanor		4	4	7	7	7	7	18		
Am Ind/Alaskan Nat		2	2	2	2	4	4	8		
Black				2	2	2	2	4		
White		2	2	3	3	1	1	6		
Misdemeanor		3	3	5	5	4	4	12		
Am Ind/Alaskan Nat		2	2	1	1	2	2	5		
Black		1	1	1	1			2		
White				3	3	2	2	5		
Male	2	79	81	89	89	133	133	303		
Felony		47	47	58	58	92	92	197		
Am Ind/Alaskan Nat		26	26	25	25	58	58	109		
Black				1	1			1		
Unknown				1	1			1		
White		21	21	31	31	34	34	86		
Gross Misdemeanor		18	18	12	12	23	23	53		
Am Ind/Alaskan Nat		9	9	5	5	8	8	22		
Black		1	1			1	1	2		
Unknown		1	1					1		
White		7	7	7	7	14	14	28		
	2	14	16	19	19	18	18	53		

Misdemeanor								
Am Ind/Alaskan Nat		6	6	10	10	6	6	22
Asian/Pacific Islander						1	1	1
Black	2		2					2
Unknown		1	1	1	1	2	2	4
White		7	7	8	8	9	9	24
Grand Total	2	91	93	114	114	169	169	376

**Pretrial Agent Tasks*

	2020	2021	2022	Grand Total
Juvenile	Unknown	Unknown	Unknown	
Female	1	1	3	5
Am Ind/Alaskan Nat		1	2	3
White	1		1	2
Male	10	4	9	23
Am Ind/Alaskan Nat	3	2	7	12
White	7	2	2	11
Grand Total	11	5	12	28

○ 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	Clearwater	Felony	93	13	13	93	65	28	49	2	40	0	2	1	92
2020	DOC	Clearwater	Gross Misd	39	8	7	40	32	8	21	1	16	0	2	0	40
2020	DOC	Clearwater	Misd	10	6	3	13	10	3	9	0	4	0	0	0	13
2020	DOC	Clearwater	Juvenile	13	9	13	9	8	1	5	0	4	0	0	0	9
Total				155	36	36	155	115	40	84	3	64	0	4	1	154

Year	Type	County	Offense Level	Previous Year	Entries	Removals	Year End	Males	Females	White	Black	American Indian	Asian	Other Race	Hispanic	Non Hispanic Unknown
2021	DOC	Clearwater	Felony	99	25	32	93	63	30	55	1	34	1	2	0	93
2021	DOC	Clearwater	Gross Misd	43	11	13	40	33	7	21	2	15	0	2	0	40
2021	DOC	Clearwater	Misd	13	9	7	15	13	2	8	0	7	0	0	0	15
2021	DOC	Clearwater	Juvenile	8	10	10	8	6	2	1	0	7	0	0	0	8
Total				163	55	62	156	115	41	85	3	63	1	4	0	156

Year	Type	County	Offense Level	Previous Year	Entries	Removals	Year End	Males	Females	White	Black	American Indian	Asian	Other Race	Hispanic	Non Hispanic Unknown
2022	DOC	Clearwater	Felony	85	29	26	89	63	26	52	1	33	1	2	0	89
2022	DOC	Clearwater	Gross Misd	40	13	12	41	30	11	23	2	15	0	1	0	41
2022	DOC	Clearwater	Misd	15	5	10	9	9	0	6	0	2	0	1	0	9
2022	DOC	Clearwater	Juvenile	10	15	9	16	11	5	4	0	10	0	2	0	16
Total				150	62	57	155	113	42	85	3	60	1	6	0	155

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

	2020	2020 Total	2021	2021 Total	2022	2022 Total	Grand Total
	Non Hispanic		Non Hispanic		Non Hispanic		
Intensive Supervised Release	1	1	1	1			2
Male	1	1	1	1			2
American Indian or Alaskan Native	1	1					1
American Indian-Non Hispanic			1	1			1
Standard Supervised Release	11	11	11	11	15	15	37
Female	2	2			1	1	3
American Indian or Alaskan Native	2	2					2
White–Non-Hispanic					1	1	1
Male	9	9	11	11	14	14	34
American Indian or Alaskan Native	3	3					3
American Indian-Non Hispanic			4	4	5	5	9
White	6	6					6
White–Non-Hispanic			7	7	9	9	16
Grand Total	12	12	12	12	15	15	39

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		Per Policy-No Assmt Required		Prescreen Low--No Assmt		Unknown		Total #	Total %
	#	%	#	%	#	%	#	%	#	%	#	%		
Adult	10	90.91%	83	97.65%	46	93.88%	2	66.67%	1	100.00%	22	78.57%	164	92.66%
Eric W. Robinson	7	63.64%	9	10.59%	36	73.47%		0.00%	1	100.00%	11	39.29%	64	36.16%
Samantha J. Carraway	1	9.09%	70	82.35%	4	8.16%	2	66.67%		0.00%	11	39.29%	88	49.72%
Sky Jager	2	18.18%	4	4.71%	6	12.24%		0.00%		0.00%		0.00%	12	6.78%
Juvenile	1	9.09%	2	2.35%	3	6.12%	1	33.33%		0.00%	6	21.43%	13	7.34%
Samantha J. Carraway	1	9.09%	2	2.35%	3	6.12%	1	33.33%		0.00%	6	21.43%	13	7.34%
Grand Total	11	100.00%	85	100.00%	49	100.00%	3	100.00%	1	100.00%	28	100.00%	177	100.00%

Adult														
Assignment Type	High		Low		Medium		Per Policy- No LSCMI		Prescreen Low--No Assmt		Unknown		Total #	Total %
	#	%	#	%	#	%	#	%	#	%	#	%		
Felony	8	80.00%	57	68.67%	39	84.78%		0.00%	1	100.00%	11	50.00%	116	70.73%
Enhanced Supervision	4	40.00%		0.00%	1	2.17%		0.00%		0.00%		0.00%	5	3.05%
ESO Phase 1	2	20.00%		0.00%	1	2.17%		0.00%		0.00%		0.00%	3	1.83%
ESO Phase 2		0.00%		0.00%	3	6.52%		0.00%		0.00%		0.00%	3	1.83%
ESO Phase 3		0.00%	4	4.82%		0.00%		0.00%		0.00%		0.00%	4	2.44%
Intake/Pretrial/Investigation Caseload-includes incoming transfers		0.00%		0.00%	1	2.17%		0.00%		0.00%		0.00%	1	0.61%
Pre-Trial Supervision	1	10.00%	2	2.41%	2	4.35%		0.00%		0.00%	4	18.18%	9	5.49%
Specialty Court-Probation	1	10.00%		0.00%	1	2.17%		0.00%	1	100.00%		0.00%	3	1.83%
Traditional Supervision		0.00%	51	61.45%	30	65.22%		0.00%		0.00%	7	31.82%	88	53.66%
Gross Misdemeanor	1	10.00%	22	26.51%	6	13.04%	2	100.00%		0.00%	7	31.82%	38	23.17%
Enhanced Supervision	1	10.00%		0.00%		0.00%		0.00%		0.00%		0.00%	1	0.61%
ESO Phase 2		0.00%		0.00%	1	2.17%		0.00%		0.00%		0.00%	1	0.61%
Intake/Pretrial/Investigation Caseload-includes incoming transfers		0.00%		0.00%		0.00%		0.00%		0.00%	1	4.55%	1	0.61%
Pre-Trial Supervision		0.00%		0.00%		0.00%		0.00%		0.00%	1	4.55%	1	0.61%
Traditional Supervision		0.00%	22	26.51%	5	10.87%	2	100.00%		0.00%	5	22.73%	34	20.73%
Misdemeanor	1	10.00%	4	4.82%	1	2.17%		0.00%		0.00%	4	18.18%	10	6.10%
Enhanced Supervision	1	10.00%		0.00%		0.00%		0.00%		0.00%		0.00%	1	0.61%
Traditional Supervision		0.00%	4	4.82%	1	2.17%		0.00%		0.00%	4	18.18%	9	5.49%
Grand Total	10	100.00%	83	100.00%	46	100.00%	2	100.00%	1	100.00%	22	100.00%	164	100.00%

Assignment Type	Juvenile										Total #	Total %
	High		Low		Medium		Per Policy-No LSCMI		Unknown			
	#	%	#	%	#	%	#	%	#	%		
Enhanced Supervision	1	100.00%		0.00%		0.00%		0.00%		0.00%	1	7.69%
Intake/Pretrial/Investigation Caseload-includes incoming transfers		0.00%		0.00%		0.00%		0.00%	1	16.67%	1	7.69%
Pre-Trial Supervision		0.00%		0.00%		0.00%		0.00%	1	16.67%	1	7.69%
Traditional Supervision		0.00%	2	100.00%	3	100.00%	1	100.00%	4	66.67%	10	76.92%
Grand Total	1	100.00%	2	100.00%	3	100.00%	1	100.00%	6	100.00%	13	100.00%

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	%		
Felony	14	26.92%	9	17.31%	23	44.23%
Discharge	1	1.92%		0.00%	1	1.92%
Discharge-Early	4	7.69%		0.00%	4	7.69%
Discharge-Expiration	6	11.54%		0.00%	6	11.54%
Dismiss	3	5.77%		0.00%	3	5.77%
Executed-Client Demanded-COC serving MCF (Felony Supervision)		0.00%	4	7.69%	4	7.69%
Executed-COC serving MCF (Felony Supervision)		0.00%	5	9.62%	5	9.62%
Gross Misdemeanor	11	21.15%	3	5.77%	14	26.92%
Discharge-Early	2	3.85%		0.00%	2	3.85%
Discharge-Expiration	6	11.54%		0.00%	6	11.54%
Dismiss	3	5.77%		0.00%	3	5.77%
Executed-Client Demanded-LOC (GM/M Supervision)		0.00%	1	1.92%	1	1.92%
Executed-Court-LOC (GM/M Supervision cases)		0.00%	2	3.85%	2	3.85%
Misdemeanor	14	26.92%	1	1.92%	15	28.85%
Discharge-Early	2	3.85%		0.00%	2	3.85%
Discharge-Expiration	11	21.15%		0.00%	11	21.15%
Dismiss	1	1.92%		0.00%	1	1.92%
Executed-Client Demanded-LOC (GM/M Supervision)		0.00%	1	1.92%	1	1.92%
Grand Total	39	75.00%	13	25.00%	52	100.00%

Juvenile	Successful		Total # of cases	Total %
	# of cases	%		
Discharge-Early	2	18.18%	2	18.18%
Discharge-Expiration	3	27.27%	3	27.27%
Dismiss	6	54.55%	6	54.55%
Grand Total	11	100.00%	11	100.00%

