

COMMUNITY CORRECTIONS

2023-2024 Comprehensive Plan

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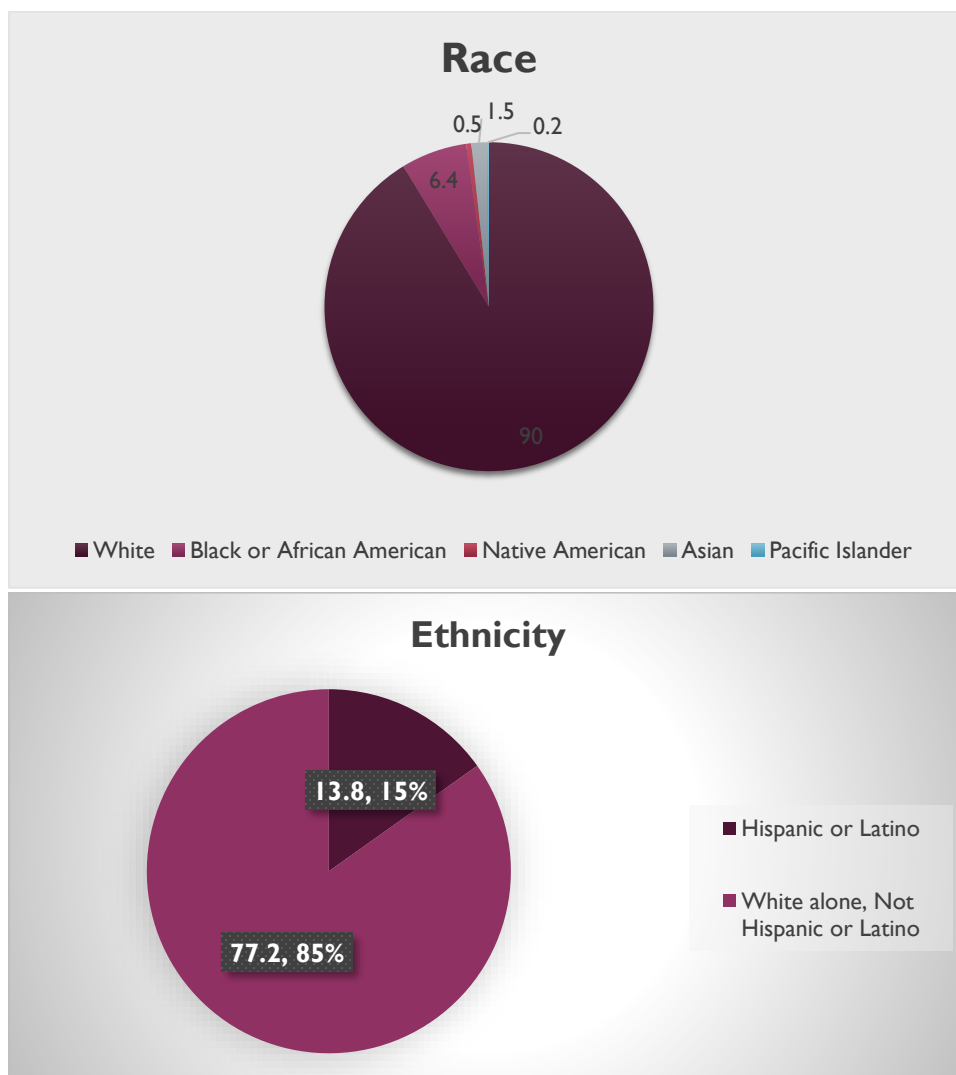
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INTRODUCTION

Kandiyohi County Community Corrections is dedicated to delivering exceptional services to Justice Involved Individuals in a manner that aligns with recognized evidence-based practices (EBP). Training in EBP, and implementation of EBP with fidelity are ongoing goals for KCCC. Long term community safety is best achieved by improving outcomes for Justice Involved Individual and providing quality evidence-based practices that reduce the harm and cost to the community.

Size and Geographical Location

Kandiyohi County has a total area of 862 square miles (2,230 km 2), of which 797 square miles (2,060 km 2) are land and 66 square miles (170 km 2) (7.6%) are covered by water. As of 2022, there were 43,839 people, 17,128 households and 20,440 housing units in the county.



KANDIYOHI COUNTY COMMUNITY CORRECTIONS

VISION:

It is the vision of Kandiyohi County Community Corrections to be a comprehensive community corrections organization that works in collaboration with criminal justice agencies, communities and service providers to prevent and deter the criminal behavior of Individuals. The department will promote change and create opportunity for Justice Involved Individuals through the principles of evidence-based practices and restorative justice. We believe in the ability of individuals to change and communities to be involved in the process.

MISSION:

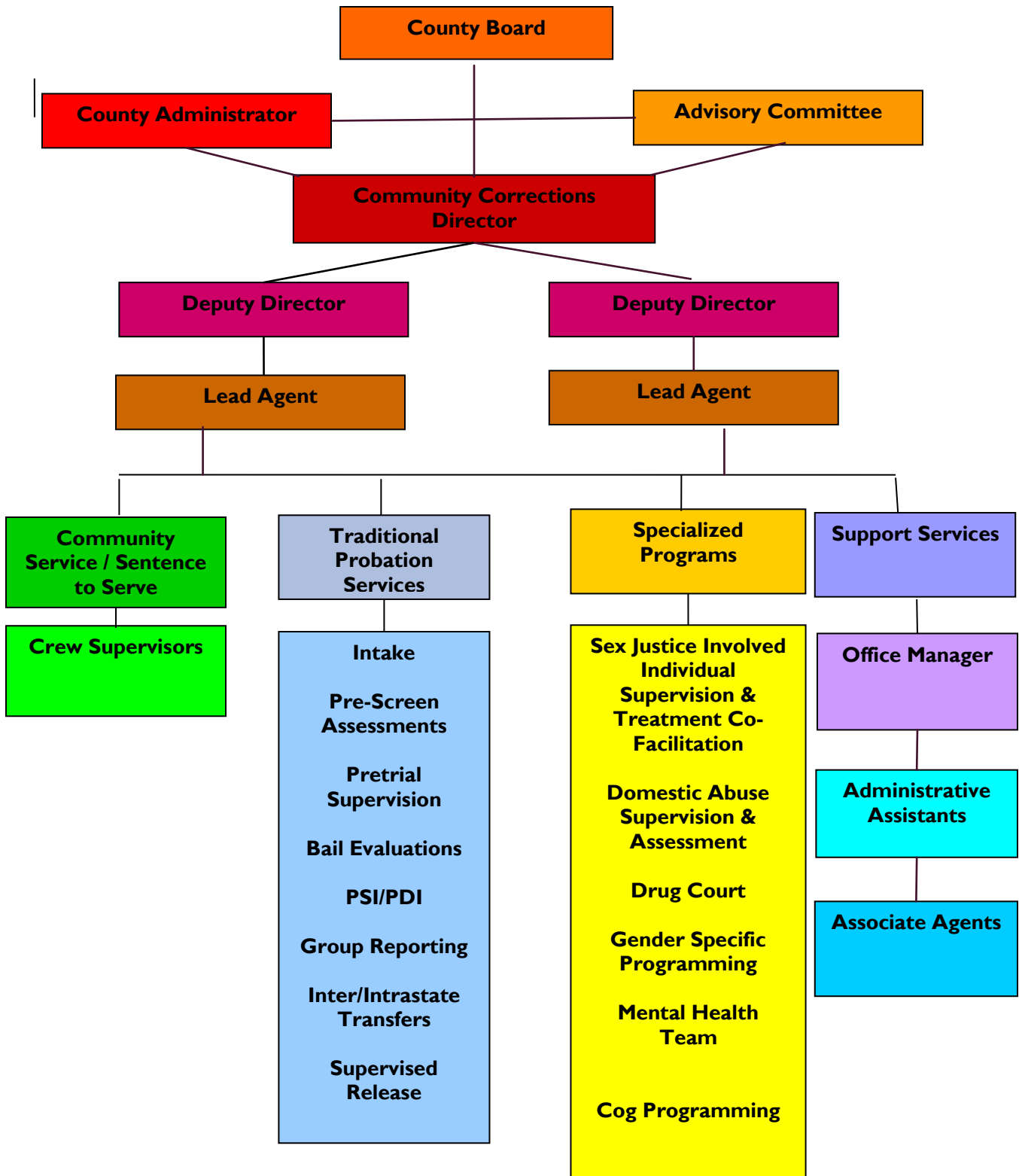
Kandiyohi County Community Corrections, in partnership with our community, provides services to Justice Involved Individuals and victims. Our primary goals are to: promote public safety, adhere to evidence-based practices, strive for impartial accountability, respect individual potential, and reduce recidivism.

PROFESSIONAL PRINCIPLES:

Kandiyohi County Community Corrections recognizes that all of its employees are essential to achieving the mission and embraces these principles:

- ▶ DIGNITY We respect the dignity of each individual.
- ▶ PRIDE We take pride in our ability to work together as a team.
- ▶ HUMOR We maintain perspective on our task, ourselves, each other.
- ▶ INTEGRITY We value honesty in all we do.
- ▶ ACCOUNTABILITY We measure ourselves according to our highest standards.
- ▶ CREATIVITY We encourage and support innovations based on evidence.
- ▶ LEADERSHIP We strive for excellence in the criminal justice community.

KANDIYOHI COUNTY COMMUNITY CORRECTIONS ORGANIZATIONAL CHART



Kandiyohi County Community Corrections Advisory Committee

The Advisory Board consists of 20 members, some from various departments in the justice system, and some from the community at large. The Board generally meets every other month; in 2020, meetings were canceled due to the pandemic. We hope to find a way to meet safely in the future.

Mike Kutzke	Chairperson, Citizen Member (<i>education</i>)
Honorable Jennifer Fischer	Judge, Eighth Judicial District (<i>judiciary</i>)
Honorable Rodney Hanson	Judge, Eighth Judicial District (<i>judiciary</i>)
Honorable Stephen Wentzell	Judge, Eighth Judicial District (<i>judiciary</i>)
Tami Jo Lieberg	Director, Community Corrections
Christel Roelofs	Deputy Director, Community Corrections
Allison Deal	Deputy Director, Community Corrections
Lilbon Clark	Retired Corrections (<i>citizen member, ethnicity</i>)
Kelsey Baker	Kandiyohi County Administrator
Corky Berg	Kandiyohi County Commissioner
Roger Imdieke	Kandiyohi County Commissioner
Jim Felt	Chief of Police-Willmar (<i>law enforcement</i>)
Eric Tollefson	Kandiyohi County Sheriff (<i>law enforcement</i>)
Kent Bauman	Chief Deputy, Kandiyohi County Sheriff (<i>law enforcement</i>)
Les Gruwell	Department of Corrections
Shane Baker	Kandiyohi County Attorney (<i>prosecution</i>)
Andrew Hodny	Public Defender
Doug Carlson	Public Defender
Justice Walker	City of Willmar (<i>citizen member, ethnicity</i>)
Caroline Chan	Director, Kandiyohi County Family Services (<i>social services</i>)
Corinne Torkelson	Kandiyohi County Family Services (<i>social services</i>)
Kim Hanson	Woodland Centers (<i>Citizen Member</i>)

Agency Training Requirements

Probation officers are required to complete 40 hours of job-related continuing education per year. Many of these educational opportunities are found at corrections-related statewide conferences and seminars. Some are conducted locally by inviting speakers on relevant topics, and by arranging for regional trainings and skill practice sessions.

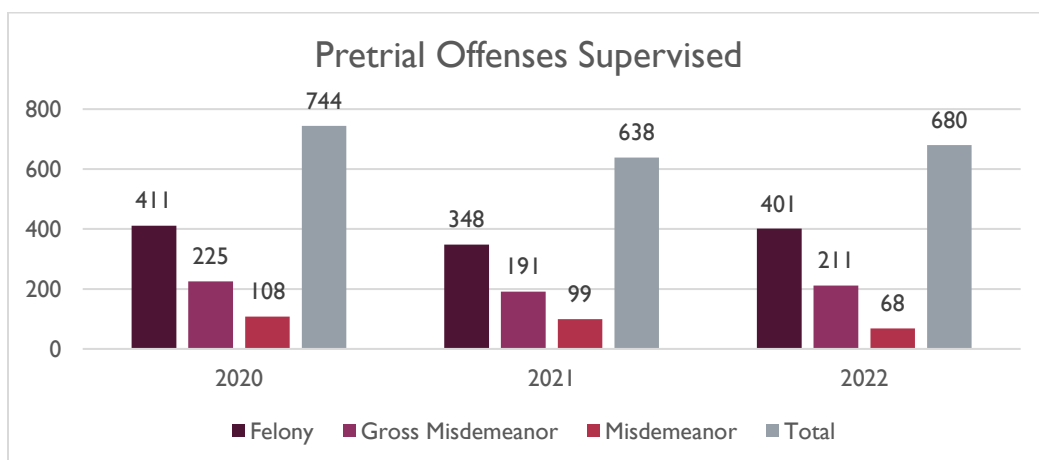
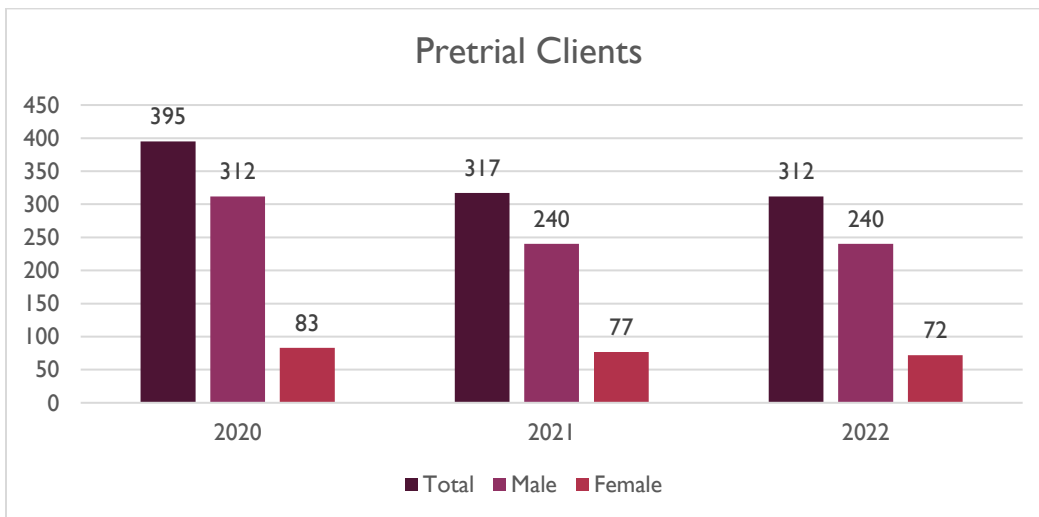
PRETRIAL POPULATION

Pretrial Supervision and Bail Evaluations

Prior to a newly-incarcerated individual's first Court appearance, KCCC prepares a Bail Evaluation report which reflects factors that could impact whether an individual is more or less likely to return for future Court appearances. The report is forwarded to the court to use in determining the amount of bail to order, and conditions under which an individual might be released with or without bail.

If a Justice Involved Individual is released from jail with conditions, compliance with those conditions is monitored by the pretrial unit in KCCC. Conditions can include: electronic monitoring, drug testing, no contact with victims, firearm restrictions, and maintaining contact with probation as directed.

In the fall of 2018, a multi-disciplinary task force met to review pretrial monitoring practices throughout the state, with a focus on EBP. The team included judges, attorneys, probation officers, and jail administrators. One outcome was the development and implementation of the Minnesota Pretrial Release Evaluation Form and Assessment (MNPAT), a standardized bail evaluation tool. KCCC provides monthly MNPAT statistical information to the state as required.



Pretrial Clients by Race and Ethnicity

2020

	White	Black	American Indian	Asian	Other
Adult					
Felony	288	65	7	0	0
Gross Misdemeanor	163	25	2	1	2
Misdemeanor	69	13	4	2	0
Juvenile	12	0	0	0	0
Total	532	103	13	3	2

2021

	White	Black	American Indian	Asian	Other
Adult					
Felony	233	52	11	2	0
Gross Misdemeanor	143	12	1	0	0
Misdemeanor	62	11	6	1	0
Juvenile	6	0	0	0	0
Total	444	75	18	3	0

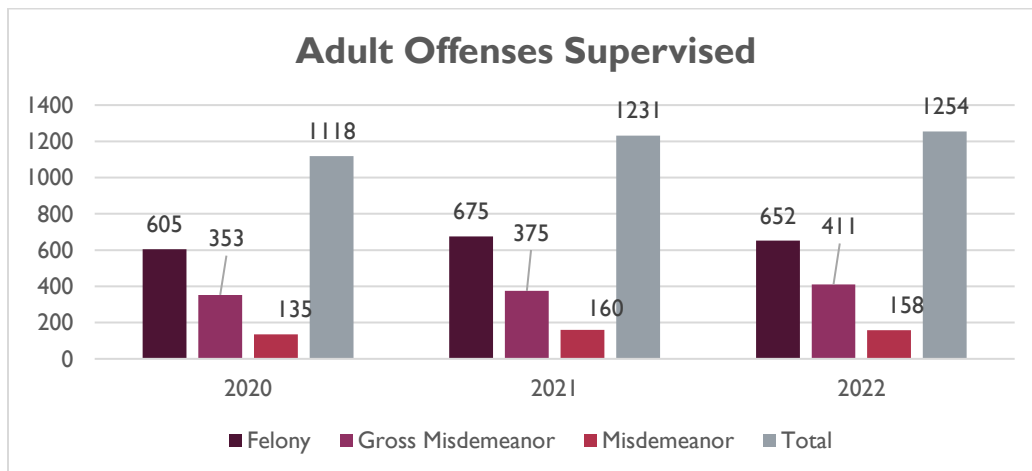
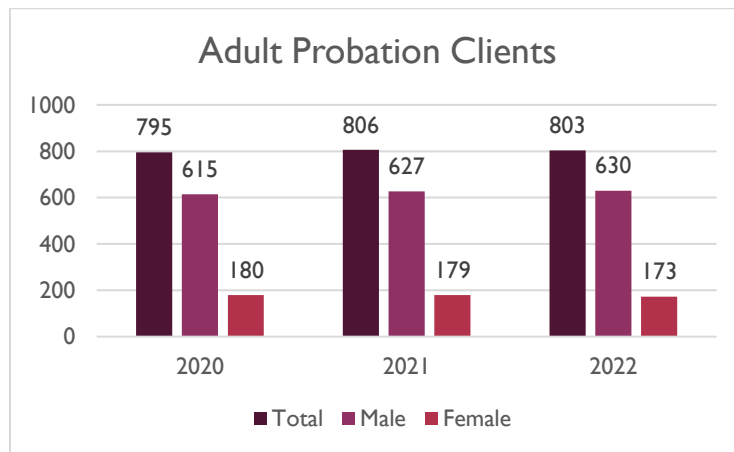
2022

	White	Black	American Indian	Asian	Other
Adult					
Felony	260	65	12	1	0
Gross Misdemeanor	148	15	1	1	0
Misdemeanor	40	5	5	0	1
Juvenile	10	2	0	0	0
Total	458	87	18	2	1

Probation Population

Kandiyohi County Community Corrections provides supervision for individuals placed on probation by the court. During the pretrial and intake phases of a court case, a probation officer will complete a validated, standardized assessment to determine a Justice Involved Individual’s risk, need and responsibility level. This assessment is also used to assign an appropriate level of supervision (high, medium, low). Early discharge for adults and juveniles in 2020 were 176, 2021, 150 and 220 130. Adult and juvenile cases successfully completed probation and discharges were filed with the court in 2020-280, 2021-215, 2022-221. These numbers can be deceiving as it is the policy in this jurisdiction that not all probation files have a formal discharge filed with the court upon successful completion of probation.

While supervising Justice Involved Individuals, a probation officer will oversee completion of and compliance with court-ordered conditions as well as provide education and treatment programs for the Individual, using evidence-based practices, often in collaboration with community resources. Probation officers’ responsibilities also include researching and preparing written reports, such as: Pre-Sentence/Pre-Disposition Investigations, Sentencing Worksheets, Intrastate and Interstate transfer investigations, Violation Reports, Sanctions Conferences, Progress Reports and Discharge Reports.



Adult and Juvenile Clients by Race and Ethnicity 2020

Adult	White	Black	American Indian	Asian	Other	Hispanic	Non-Hispanic
Felony	393	28	11	3	12	162	285
Gross Misdemeanor	195	12	4	2	27	62	178
Misdemeanor	77	11	2	0	18	33	75
Juvenile	12	2	0	0	7	6	15
Total	677	53	17	5	64	263	553

2021

Adult	White	Black	American Indian	Asian	Other	Hispanic	Non-Hispanic
Felony	383	25	7	3	10	169	259
Gross Misdemeanor	199	17	5	2	23	67	179
Misdemeanor	92	11	3	3	23	42	90
Juvenile	16	2	1	0	0	5	14
Total	690	55	16	8	56	283	542

2022

Adult	White	Black	American Indian	Asian	Other	Hispanic	Non-Hispanic
Felony	354	28	9	4	8	159	244
Gross Misdemeanor	216	16	3	2	38	75	200
Misdemeanor	83	11	3	2	26	42	83
Juvenile	23	2	1	1	1	14	14
Total	676	57	16	9	73	290	541

The number of staff compared to the number of active cases has created challenges for the Probation Department. High and medium risk cases are assigned to traditional probation officers, who oversee up to 70 Justice Involved Individuals and generally meet with them monthly or bi-weekly. Low risk cases are placed on group supervision, and those Individuals meet quarterly with the Group Supervision probation officer. The average caseload size for group supervision is approximately 125-150.

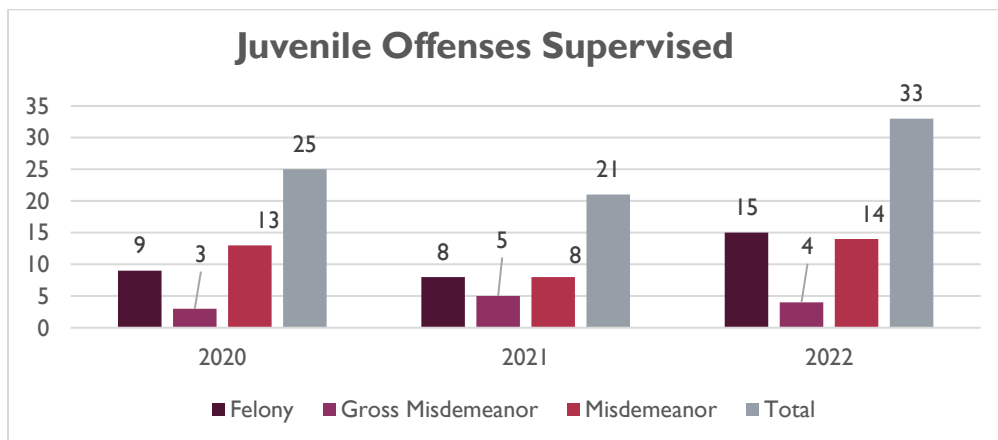
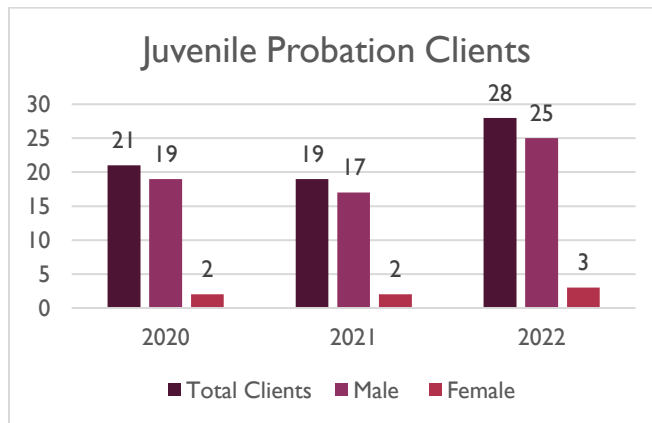
Probation Reports	2020	2021	2022
<i>RIASI Prescreen for DWI-misdemeanor</i>	10	25	20
<i>Wisconsin Prescreen / Reassessment</i>	95	192	368
<i>LS/CMI / Reassessment</i>	234	373	340
<i>Intake from Court</i>	849	1094	985
<i>Bail Evaluations</i>	453	412	294
<i>Pretrial Violations</i>	202	259	215
<i>PreSentence Investigations / PrePlea Points Calculation / MN Sentencing Guidelines Worksheets / Sentencing Worksheet Reports</i>	173	334	290
<i>Domestic Abuse Assessments</i>	24	78	52
<i>Violations</i>	385	446	457
<i>Discharges</i>	216	211	181
<i>Interstate Violations/Progress Reports/Transfers</i>	12	17	21

Juvenile Probation

One probation officer supervises Justice Involved Individuals age 18 and younger. Prior to the juvenile’s sentencing, this probation officer may be asked to complete a Pre-Disposition Investigation report, which is the equivalent of the adult PSI. With certain serious offenses, the county attorney’s office may make a motion to move a juvenile to adult court, in which case the probation officer is ordered to complete a certification study to advise the court on this motion.

Once placed on supervision, juveniles are assessed for risk level using the Youth Level of Service (YLS) tool. The probation officer monitors the juvenile’s compliance with Court-ordered conditions, and makes referrals to treatment, counseling, and other services in the community. As needed, the probation officer submits violation reports to the Court.

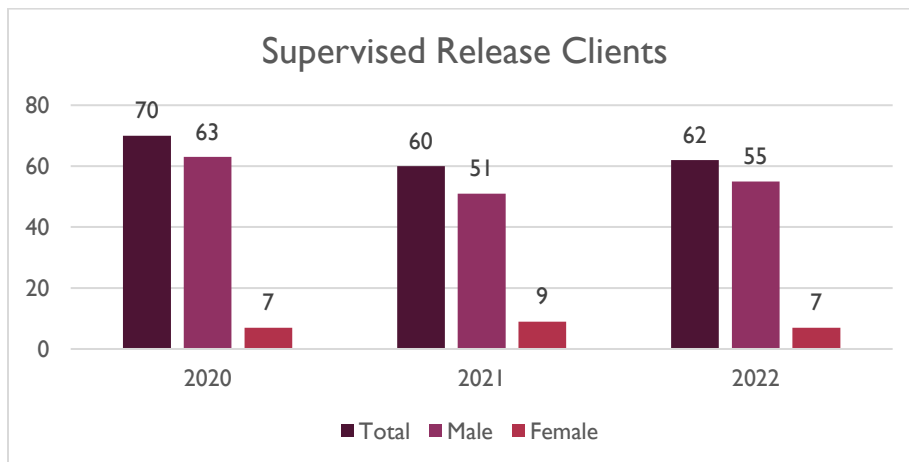
The probation officer serves as a liaison with law enforcement and school resource officers. This probation officer is part of the Kandiyohi County Placement Team partnering with Family Services. This team is tasked with the responsibility of determining out-of-home placements for juveniles. This probation officer also serves on the Crossover Youth Services Team and Drug Free Coalition.



Supervised Release

When a individual incarcerated at a state prison run by the Minnesota Department of Corrections (DOC) complete two-thirds of a sentence, they are eligible for supervised release for the last third of the sentence. If an individual to be wants released to supervision in Kandiyohi County, then several weeks prior to the anticipated release date, a caseworker at the prison will request that KCCC conduct an investigation of the Justice Involved Individual 's proposed residence plan. A KCCC agent will then visit the proposed residence, speak with family members or friends of the individual, and communicate with the caseworker to determine whether the individual 's plan is viable. If the plan is approved, the KCCC agent may add conditions to the release plan to better ensure both community safety and the individual 's good adjustment, and the probation officer then sends reporting instructions to the caseworker, specifying how and when the individual will report to KCCC agent on the date of the release from prison.

During the period of supervised release, the KCCC agent closely monitors the Justice Involved Individual 's compliance with the conditions of release and discusses any violation with a Hearing Officer at DOC for possible restructure of the release plan. If necessary for public safety or to enforce discipline, the Justice Involved Individual may be taken into custody for either a restructure or a formal violation hearing with a DOC Officer. If the individual is found in violation at a formal violation hearing, the individual may be returned to prison for a period of time, returned to the community or could be held until expiration.



	White	Black	American Indian	Asian	Other
2020	64	4	1	1	0
2021	57	1	2	0	0
2022	56	5	1	0	0
Total	177	10	4	1	0

Contracted Services and Proposals for New Services

Currently, KCCC does not have any outside contracts to provide services.

Electronic Home Monitoring / Electronic Alcohol Monitoring / GPS Monitoring

Since 2005, the Kandiyohi County Sheriff's Department/Kandiyohi County Jail has handled electronic monitoring for criminal Justice Involved Individuals, through a contract with Community Compliance Services. The Court can order electronic monitoring both pre- and post-sentence, and monitoring can consist of frequent alcohol testing, house arrest, or both. Referrals to Community Compliance for electronic monitoring are made by KCCC probation officers, after which installation and oversight are handled by Kandiyohi County Jail staff. Monitoring violations are reported by Community Compliance to the supervising probation officer, who makes the decision on the subsequent course of action.

Non-English Speaking Supervision

The ever-changing demographic landscape of Kandiyohi County is reflected in the diversity of the individuals supervised by KCCC. Our non-English speaking Justice Involved Individuals include those who speak Karen, Quiche, Somali, and Spanish. The probation officer assigned to this population of Justice Involved Individuals relies heavily on the Language Select phone interpretation services to act as the interpreter during phone and in person conversations.

Victim Specific Services

Victim Justice Involved Individual Dialogue

The Kandiyohi County Attorney's Office employs two Victim Services Coordinators, who maintain contact with crime victims throughout the course of criminal proceedings and assist victims in having their voices heard. Another responsibility of the Victim Services Coordinators is to facilitate Victim-Offender Dialogue (VOD), which is an in-person mediated apology process. If the Court orders VOD as a part of a Justice Involved Individual's sentence, the Individual's probation officer will first instruct the Individual in how to write an apology letter. Once the probation officer approves the apology letter, it is forwarded to the Victim Services Coordinators, along with the referral for VOD. A Coordinator then contacts the victim to determine whether the victim is open to participating in VOD. If the victim is willing to participate, the coordinator arranges the VOD meeting, and guides the discussion with the goal of obtaining a good outcome for all parties. If the victim is not interested in VOD, the apology letter is then mailed to the victim by the coordinator.

Safe Avenues

Safe Avenues provides domestic and sexual violence victim advocacy services. Emergency housing is available for men, women and children. Advocates are available 24/7 to provide services to law enforcement and victims of domestic or sexual assault. Safety planning and assistance with orders for protection is available. Harmony Visitation provides supervised parenting time. One agent is active on the Board of Directors and KCCC is active in the Kandiyohi County Domestic Violence/Sexual Assault Coalition.

Safe Harbor

Lutheran Social Service of Minnesota is the designated East Regional Navigator of the Safe Harbor program that supports youth who have been sexually exploited. The program offers services for these identified youth to assist in safety planning and rebuilding life outside of the trafficking circles.

Juvenile Specific Services

Pact for Families

KCCC participates in Pact for Families collaborative. The collaborative is a unique organization developed by its many partners to fill gaps in services and reduce duplication. Members include: county social service, public health, and corrections agencies; school districts; mental health providers; and other child-serving agencies. PACT for Families and its partners are dedicated to changing systems to be more prevention-focused and family-friendly.

Juvenile Detention

Juveniles who present a danger to themselves and/or the public or who are unlikely to appear for future court hearings, may be held in a detention setting while the Court determines the outcome of their cases. Kandiyohi County uses Prairie Lakes Youth Programs (PLYP), both the secure and non-secure units, and Greater Minnesota Shelter Care, both in Willmar.

Lutheran Social Service / Street Outreach

Lutheran Social Service in Willmar provides support and assistance for youth who have run away from home or are without a stable place. This agency will also work with youth up to age 24 who have a documented disability or are at-risk and homeless to locate and establish housing.

Pre-Trial Diversion and Restorative Justice Diversion Program

The Kandiyohi County Attorney's Office houses both the Pretrial Diversion and Restorative Justice Diversion Program for Kandiyohi County. The program offers education through on-line classes offered by 3rd Millennium Classrooms, utilizes volunteer work, collects restitution, and provides support to both victims and Justice Involved Individuals.

Strategic Planning

During the next few years, KCCC will focus on quality assurance of evidenced based practices by adding supervisory staff to increase coaching with probation officers and staff within the department. Adding internal capacity for direct supervision and coaching of staff will assist in improving and addressing quality assurance of evidenced-based practices within the department.

KCCC has worked over the past several years to implement and increase the use of evidence-based practices. Utilizing a coaching model will assist the department in providing additional support and quality assurance for probation officers. In addition, additional supervisory staff will assist in monitoring outcomes through statistical analysis.

KCCC currently utilizes multiple cognitive behavior groups, a group to encourage community engagement and pro-social skills, individual interventions, and motivational interviewing. These evidenced based practices work to provide services to individuals involved in the criminal justice system and living in our communities to reduce recidivism. The goal is to create a balanced equitable approach while addressing the criminogenic needs of the individual.

Core Interventions and Evidence-Based Practices Programming

Risk/ Needs Assessment

KCCC uses the Level of Service/Case Management Inventory (LS/CMI) to identify an individual's risk, needs and responsibility and to determine level of supervision (high, medium, low). The LS/CMI is required for all felony offenses, and gross misdemeanor or misdemeanor person offenses (targeted offenses.) All other offenses are assessed by the Wisconsin Prescreen Assessment. Clients that score high on the Wisconsin are reassessed with a LS/CMI. Individuals scoring medium or high on the LS/CMI are provided cognitive skills interventions to address the identified criminogenic needs.

Case Planning

All staff have been trained in case planning, which is a systematic approach to helping an Justice Involved Individual identify goals for change and break goals down into achievable steps. SMART Goals are completed both in individual office visits and in cognitive programming.

All staff at KCCC have been trained in using the Carey Guides, which are worksheets designed to help Justice Involved Individuals examine their criminogenic risks and needs and decide whether and how to make changes in their lives. Probation officers work individually with Justice Involved Individuals to choose which Carey Guides to use, to review and discuss an Individuals' responses on the worksheets, and to support the individuals' plans for change. Training and implementation of the Carey Guides has provided an interactive means to connect all the evidence-based practices together in our office visits.

Motivational Interviewing

All probation officers at KCCC have completed training in Motivational Interviewing I and II. The community service supervisors were also trained in Motivational Interviewing I. Five probation officers received additional training in Motivational Interviewing Coaching, equipping them to help staff continue to refine their skills. One agent has gone through the process to be a trainer at the state level. Skill building exercises have been built into our staff meetings to encourage ongoing use of these skills.

Cognitive Programs

Currently KCCC runs four cognitive skill groups per week: *Thinking for a Change*, *Moving On*, *Decision Points* and a 24 week domestic violence group.

Thinking for a Change provides an opportunity for clients to address social skills, problem solving and recognizing risk in thinking. This is a closed, 25 session group, alternating between male and female participants.

Decision Points focuses on recognizing risk in thinking and finding new alternatives in situations participants bring each week. The program is based on 4 steps, is open-ended and combines aspects of cognitive skills training and cognitive restructuring. The duration of time spent in the program is based on each client's individual progress and needs.

Moving On is a 6 module, 25-week cognitive skills program specifically designed for women who are involved in the criminal justice system. The goal of the program is to assist these women in mobilizing and developing personal and social resources through strength-based, trauma-informed, and relational

skill-building. Each module addresses different social, emotional, and behavioral challenges faced by these women.

DV Group is a 16-week program focused on domestic abuse Justice Involved Individuals recommended to complete programming through a domestic abuse assessment. The program addresses domestic violence and victim impact, how to build and maintain healthy relationships and also focuses on cognitive thinking and restructuring.

KCCC has also utilized the Briefcase series from the Mark Carey Group, a 12-session program which gives probation officers the opportunity to review and practice their EBP skills with each other in smaller groups, Communities of Practice.

Online Programming

KCCC and the Kandiyohi County Diversion Program use online courses through *3rd Millennium Classrooms* and *Classes for Courts* to provide educational classes for offenses related to marijuana possession, chemical use, shoplifting, and general theft related offenses. The courses combine evidence-based techniques, personalized feedback, and interactive exercises to engage the student.

Services Addressing Criminogenic Needs:

<p>Antisocial Cognition Thoughts & Beliefs</p> <p>Antisocial Personality</p> <p>Coping/Self-Control</p>	<p><i>Thinking for a Change</i> <i>Moving On</i> <i>Decision Points</i> Carey Guides; Carey Bits A New Direction- Hazelden DBT-Woodland Centers Lutheran Social Service Woodland Centers Crossroads New Directions</p>	<p>Education Employment</p>	<p>CareerForce Command Center Doherty Staffing Solutions Employment Plus G & S Staffing Services West Central Jobs & Training Weststaff Employment Agency Community Education</p>
<p>Antisocial Associates Friends</p> <p>Leisure Recreation</p>	<p>SEARCH YMCA YMCA Mentors Peer Recovery Specialist PACT 4: GOALS,GUIA</p>	<p>Substance Use</p>	<p>Divine Hope Project Turnabout Woodland Centers The Fortress The Well Cheri’s Place CentraCare Health Substance Abuse Program</p>
<p>Family Marital</p>	<p>KCCC DV Cognitive Skills Group Early Childhood Family Education (ECFE) Planned Parenthood Lutheran Social Services Safe Avenues Crossroads</p>	<p>New Directions Project Turnabout Woodland Centers Community Education Hope Pregnancy Center</p>	

Drug Court

Kandiyohi County is part of the 8th Judicial District Drug Court, which was funded by the state through the Drug Court Expansion Initiative. When a Kandiyohi County Justice Involved Individual is accepted for inclusion in Drug Court, supervision is transferred to the Drug Court probation officer based in Meeker County. When these Individuals complete Drug Court, or are terminated from the program, supervision is then transferred back to a KCCC probation officer. Quarterly meetings are held to maintain the seamless supervision of participants.

DWI Clinic

DWI Clinics are often a condition of probation on misdemeanor DWI cases. In this area, DWI Clinics are available at Woodland Centers in Willmar, and at Project Turnabout in Granite Falls and Marshall. Online options are also available through *Classes for Courts*.

MADD Victim Impact Panel

MADD Impact Panels are also often a condition of probation on DWI cases or are recommended by Chemical Use Assessments. MADD Impact Panels are offered online through the state office.

Sex Justice Involved Individual Supervision

Two probation officers are trained in sex offender supervision. They co-facilitate sex offender treatment programs, coordinate polygraph testing, and monitor compliance with other recommendations. Sex offender evaluations are completed by licensed psychologist or therapist. The probation officer is also knowledgeable about predatory offender registrations laws, and conducts regular residence checks to verify accurate registration of the Individual being supervised. If registration violations are suspected, the probation officer collaborates with law enforcement to investigate the situation.

Sex Offender Housing Options

Sex offender housing continues to be a challenge due to both Court-ordered restrictions and local ordinances. Probation officers who supervise individuals under supervision for sex offenses work closely with five local landlords who allow these individuals to rent from them. Three motels (Cozy Inn, Suite Livin', and Lakeview Inn) also allow Individuals under supervision for sex offenses to rent from them and will let them pay on a month-to-month basis, although this option does tend to be very expensive in relation to the other options.

Domestic Abuse Supervision

Two probation officers provide supervision for Individuals who are convicted of a domestic abuse-related offenses. These offenses may include Domestic Assault, Violation of an Order for Protection, Violation of a Domestic Abuse No Contact order, Threats of Violence, Stalking, and Harassment.

Prior to sentencing, probation officers prepare specialized Pre-Sentence Investigation reports that include a Domestic Abuse Assessment. Other assessments used with this population are the Ontario Domestic Assault Risk Assessment (ODARA), Spousal Assault Risk Assessment (SARA), and the Domestic Violence Screening Instrument (DVS-I). The PSI often includes a recommendation for domestic abuse programming for the Individuals.

After sentencing, the probation agents complete a LS/CMI, and assign a risk level based on scores from both the LS/CMI and the Domestic Abuse Assessment. The probation officers tailor supervision and interventions toward the goal of preventing future domestic abuse-related incidents. The probation officers also have ongoing contact with the victim and the County Victim Services Coordinator, and they work closely with Safe Avenues advocates, and with law enforcement. Due to the cost of domestic abuse programming in the community, KCCC has trained six agents and implemented a domestic violence cognitive skill program which meets weekly at the main KCCC office.

Domestic Violence Assessment

Three probation officers are trained to complete domestic abuse assessments and provide services to domestic abuse victims. Domestic abuse assessments (ODERA/SARA/DVS-I) are completed on all domestic cases as required by statute. Recommendations are made considering the details of the offense, lethality assessment and risk assessment scores.

Gender Specific Programming

One probation officer is certified to evaluate high risk females using the Women's Risk Needs Assessment (WRNA.) Four probation officers serve as facilitators for the *Moving On* cognitive behavior program for criminal justice involved women. Probation officers also make referrals to specialized services for females available through Kandiyohi County Family Services, and through Safe Avenues, which is the local domestic abuse and sexual violence advocacy program. A probation officer serves on the Board of Directors at Safe Avenues.

Mental Health Collaborative

KCCC has maintained strong relationships with our local social services and mental health providers. Two probation officers specialize in working with Justice Involved Individuals who have significant mental health needs. These cases are reviewed monthly with a team of mental health professionals to develop plans that address both the Justice Involved Individual's mental health needs and his/her criminogenic needs and responsivity factors. Topics discussed include housing, employment/finances, substance abuse, mental health counseling and/or medication, and anger/stress management. This multi-disciplinary approach has proven effective for Individuals with mental health challenges.

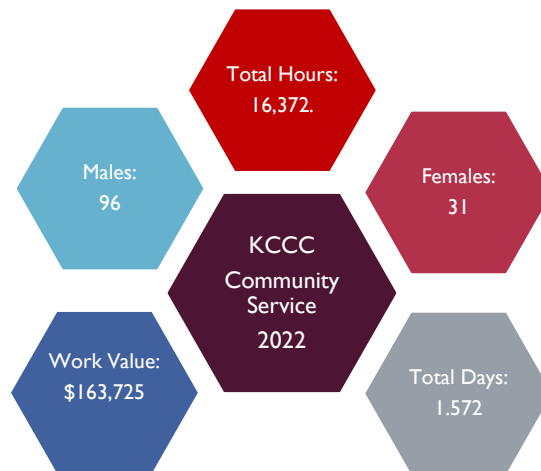
COMMUNITY SERVICE / SENTENCE TO SERVE

Adult and juvenile individuals can do work in the community through KCCC's Community Service Program, to pay Court fines and certain fees, and they can also do work to reduce a jail sentence. Work done to pay fines is referred to as Community Service Work (CSW), and most Justice Involved Individuals are eligible for this at any time. Work done to reduce a jail sentence is called Sentence to Serve (STS), and this option must be included by the court in a sentencing order.

Non-incarcerated Justice Involved Individuals who want to do CSW to pay court fines are initially referred to the CSW program by their probation officers. Justice Involved Individuals then report to the CSW shop and are assigned to a supervised work crew based on their abilities and limitations. Adults and juveniles are placed on separate work crews.

Incarcerated Justice Involved Individuals must have a court order allowing release for CSW to pay Court fines, and/or allowing release for STS. To become eligible for STS, Justice Involved Individuals must first pay all court fines and fees, either by CSW or out of pocket. These individuals are transported from the jail to the CSW shop by CSW program staff.

CSW/STS is in operation every weekday except for legal holidays. On CSW, Justice Involved Individuals earn \$10 per hour toward payment of their fines. On STS, individuals earn one day of jail forgiven for every two days worked. Examples of CSW projects include county park maintenance and cabin construction, painting in the jail, building picnic tables, snow removal, lawn mowing at twelve county boat landings, roofing, car detailing and maintenance for county vehicles, concrete laying, gardening for the food shelf, and county fairgrounds set-up and maintenance.



Correctional Fees

Annual Supervision Fee	
Felony	\$250
Gross Misdemeanor	\$175
Misdemeanor	\$150

Annual fees are assessed at the time of sentencing and due within 90 days. Clients are allowed to complete community service work to pay for the supervision fee. Fees are reassessed annually. In accordance with legislation all supervision fees will be phased out and sunset by 2027.

Drug and Alcohol Testing	
Urinalysis	\$32
EtG (alcohol)	\$32
Sweat Patch	\$65
Confirmation Test	\$32
9 Panel/Extended Opiates	\$49
Fentanyl Test	\$48
Fentanyl with 9 Panel	\$70

Random testing is paid by the client at the time of the test. If there is an inability to pay, KCCC will pay for the testing. Community Service Work is also an option to pay for testing.

AGGREGATE AMOUNT OF FEES IMPOSED IN CY 2022: \$179,146.00

AGGREGATE AMOUNT OF FEES COLLECTED IN CY 2022: \$117,761.40

2024 Salary Roster

	Grade	Step	Annual Salary	Program Area
Director	D62	13	\$131,210	
Deputy Director	C51	12	\$113,480	EBP Coordination; Interstate
Deputy Director	C51	1	TBD	
Lead Probation Officer	C43	14	\$107,595	Interstate; Domestic Violence
Lead Probation Officer	C43	1	TBD	
Probation Officer	C42	15	\$102,894	PSI Writer
Probation Officer	C42	15	\$102,894	PSI Writer; Interstate
Probation Officer	C42	15	\$102,894	Mental Health
Probation Officer	C42	15	\$102,894	Mental Health; High Risk Female
Probation Officer	C42	15	\$102,894	Domestic Abuse
Probation Officer	C42	15	\$102,894	Sex Justice Involved Individual
Probation Officer	C42	15	\$102,894	Medium/High Risk; Interstate
Probation Officer	C42	15	\$102,894	Medium/High Risk
Probation Officer	C42	15	\$102,894	Juvenile
Probation Officer	C42	15	\$102,894	Group Reporting
Probation Officer	C42	9	\$99,084	High Risk Female/Interstate
Probation Officer	C42	8	\$95,457	Medium/High Risk
Probation Officer	C42	6	\$88,596	Low/Medium Risk
Probation Officer	C42	4	\$82,228	Low/Medium Risk
Probation Officer	C42	3	\$79,217	Sex Justice Involved Individual /Domestic Violence
Associate Probation Officer	B22	8	\$69,169	Pretrial; Administrative Supervision
Associate Probation Officer	B22	5	\$61,137	Pretrial; Administrative Supervision
Associate Probation Officer	B22	2	\$55,300	Pretrial; Administrative Supervision
Associate Probation Officer	B22	1	TBD	
Office Manager	B22	12	\$74,525	
Administrative Assistant	B21	05	\$57,939	
Administrative Assistant	B21	01	TBD	
Community Service Supervisor	B21	15	\$69,817	
Community Service Supervisor	B21	15	\$69,817	
Community Service Supervisor	B21	15	\$69,817	
Intern	A110	01	\$35,443	

Total FTE: 31

Budget

	State Subsidy	County Funding	Other	Total
2023	\$1,144,097	\$2,089,482	\$256,761	\$3,490,340
2024	\$1,430,000	\$2,198,482	\$183,000	\$3,811,482

Approved DOC Budget 2025

MINNESOTA DEPARTMENT OF CORRECTIONS
 COMMUNITY BASED CORRECTIONAL PROGRAM
 COMPREHENSIVE BUDGET PLAN AND EXPENDITURES
 (nearest dollar)

County/Group: County / Group
 State Fiscal Year: 2024
 Version: 3

State Subsidy Financial Information

Administration Salary (Director, Manager, Clerical)				State Subsidy Salary Expenditures (Amount of the subsidy used for Admin salary expenses)										
Role	Non-Subsidy Budgeted FTE Positions (as of 9/30/24)	Subsidy Budgeted FTE Positions (as of 9/30/24)	Subsidy Budget (State subsidy money received)	Quarter 1 (July-Sept)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (April-June)	Total	Amount Remaining	% Remaining	Total No. of FTE Positions Eliminated	Total No. of New FTE Positions Added	Total Current Subsidy No. FTE Positions	Total Number of All Positions
Director	1.00									0.00%			0.00	1.00
Deputy Director	2.00									0.00%			0.00	2.00
Clerical	3.00									0.00%			0.00	3.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
Total Admin Salary and Fringe	6.00	0.00								0.00%	0.00	0.00	0.00	6.00

Non-Admin Salaries (Agent, Case Aid, Case Manager, Social Worker)				State Subsidy Salary Expenditures (Amount of the subsidy used for Non-Admin salary expenses)										
Role	Non-Subsidy Budgeted FTE Positions (as of 9/30/24)	Subsidy Budgeted FTE Positions (as of 9/30/24)	Subsidy Budget (State subsidy money received)	Quarter 1 (July-Sept)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (April-June)	Total	Amount Remaining	% Remaining	Total No. of FTE Positions Eliminated	Total No. of New FTE Positions Added	Total Current Subsidy No. FTE Positions	Total Number of All Positions
Agent/Probation Officer	7.50	14.00	1,431,047						1,431,047	100.00%			14.00	21.50
Case Manager	4.00									0.00%			0.00	4.00
Intern	1.00									0.00%			0.00	1.00
STS Crew Leader	3.00									0.00%			0.00	3.00
Social Worker	1.00									0.00%			0.00	1.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
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										0.00%			0.00	0.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
										0.00%			0.00	0.00
Total Admin Salary and Fringe	16.50	14.00	1,431,047						1,431,047	100.00%	0.00	0.00	14.00	30.50

County/Group:		County / Group		Total Counties Comprehensive Budget Plan and Expenditures										
Description	Subsidy Budgeted FTE Positions (as of 07/01)	Subsidy Budgeted FTE Positions (as of 07/01)	Subsidy Budget (State subsidy money received)	Quarter 1 (July-Sept)	Quarter 2 (Oct-Dec)	Quarter 3 (Jan-Mar)	Quarter 4 (Apr-June)	Total	Amount Remaining	% Remaining	Amount Used for New Services/Program	Total No. of FTE Positions Eliminated	Total No. of New FTE Positions Added	Total Current Subsidy No. FTE Positions
Salary and Fringe														
Administration	6.00	0.00								0.00%		0.00	0.00	0.00
Non-Admin	16.50	14.00	1,431,047						1,431,047	100.00%		0.00	0.00	14.00
Total Salary and Fringe	22.50	14.00	1,431,047						1,431,047	100.00%		0.00	0.00	14.00
Total Current Expense										0.00%				
Total	22.50	14.00	1,431,047						1,431,047	100.00%	0.00	0.00	0.00	14.00

Highlights

- The budget afforded by the state is utilized entirely for positions within the Kandiyohi Community Corrections. The increased funding in 2024 will be used to add additional supervisory positions within the department to increase fidelity of implemented evidence-based practices.
- A new grant-funded position has been created to further assist clients with mental health or chemical dependency issues transitioning from incarceration to the community. This position will work as part of a team with Kandiyohi County Family Services to target and align resources for a successful transition in the hope of avoiding reincarceration.
- Two new cognitive skills programs – Decision Points and DV Group – have been started at KCCC. Both groups have been well received by the clients and more agents have been trained to not only facilitate groups but also bring these skills into their office visits.
- Last year, KCCC adopted sanctions conferences into our practices. Clients have been receptive to the opportunities to gain compliance without returning to court. This formal documentation of efforts has been well received by the court. It is hoped that formal violations and incarceration will decrease as well.
- KCCC has one volunteer community member, a retired teacher, who helps co-facilitate the *Moving On* program. This has been beneficial to help participants complete assignments and gain insight from a community perspective while working through the curriculum.
- KCCC provides rides to and from our cognitive skills programs to remove the barrier for participants.
- Community engagement groups have been successful prosocial activities connecting clients with the community. The groups have engaged in the *Let's Go Fishing* program, build a meal-give a meal, and hikes at the state park. *Paint Your Story* was brought, wherein a facilitator helped participants walk through trauma and paint a mask expressing their story. Each Christmas participants have tied blankets and donated them to child protection services to give to children being placed out of the home.
- KCCC presents *Probation 101* every month to a local chemical dependency treatment program. Connecting with clients and answering their questions helps the transition from treatment to the community. Clients are also able to complete community service work from this facility through the KCCC community service program.

- KCCC is actively involved with Ridgewater College. The cognitive skills groups and Drug Court have toured Ridgewater with clients. KCCC also is part of the local job fairs and student career days.
- KCCC has joined resources with the local Peer Recovery Specialists to assist clients in transitioning from treatment or incarceration to the community. Monthly meetings are held with the peer recovery specialist teams and agents to encourage communication and teamwork. Agents also connect clients with peer recovery at individual office appointments.

OUTCOME MEASURES

Percent of adult probation cases successfully and unsuccessfully closed in 2022:

Overall, 434 adult probation clients were closed in 2022. 85% of adult probation cases were closed successfully while 15% were closed unsuccessfully.

Individual offense level rates are as follows:

Offense Level	Early Discharge	Successful Discharge
Felony	38%	62%
Gross Misdemeanor	29%	71%
Misdemeanor	25%	75%

Individual risk level rates are as follows:

Risk Level	Early Discharge	Successful Discharge
Very High / High	18%	57%
Medium	27%	75%
Low	32%	56%

Percent of juvenile probation cases successfully and unsuccessfully closed in 2022:

Overall, 44 juvenile probation clients were closed in 2022: 98% of juvenile probation cases were closed successfully while 2% were closed unsuccessfully.

Individual offense level rates are as follows:

Offense Level	Early Discharge	Successful Discharge
Felony	0%	32%
Gross Misdemeanor	80%	16%
Misdemeanor	20%	52%

Individual risk level rates are as follows:

Risk Level	Early Discharge	Successful Discharge
Very High / High	0%	18%
Medium	40%	52%
Low	60%	30%