

Mahnomen County
Comprehensive Plan
February 21, 2024

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Introduction

Mahnomen County is situated in northwestern Minnesota, with a population of approximately 5400 people, bordered by the Red River, and nestled within the scenic landscapes of the state. The county seat is Mahnomen, which serves as a central hub for the community. Mahnomen County is home to the White Earth Nation, one of the largest Ojibwe tribes in Minnesota. The White Earth Band of Ojibwe plays a vital role in the area's cultural and economic life, preserving indigenous traditions while engaging in various initiatives, including natural resource management, education, and community development. The tribe is committed to enhancing the well-being of its members and promoting cultural heritage, making it an integral part of the Mahnomen County landscape.

Mahnomen county operates within the Minnesota Department of Corrections community supervision delivery system, providing structured oversight and support for individuals on community supervision. This framework aims to enhance public safety and seeks to engage clients within the behavior change process.

Race and Hispanic Origin	Mahnomen
White alone, percent	45.30%
Black or African American alone, percent(a)	0.70%
American Indian and Alaska Native alone, percent(a)	43.20%
Asian alone, percent(a)	0.10%
Native Hawaiian and Other Pacific Islander alone, percent(a)	0.10%
Two or More Races, percent	10.70%
Hispanic or Latino, percent(b)	5.00%
White alone, not Hispanic or Latino, percent	43.80%

Geography	
Population per square mile, 2020	9.7
Land area in square miles, 2020	557.87
FIPS Code	27087

Administration and Organization of Correctional Services

DOC Vision

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

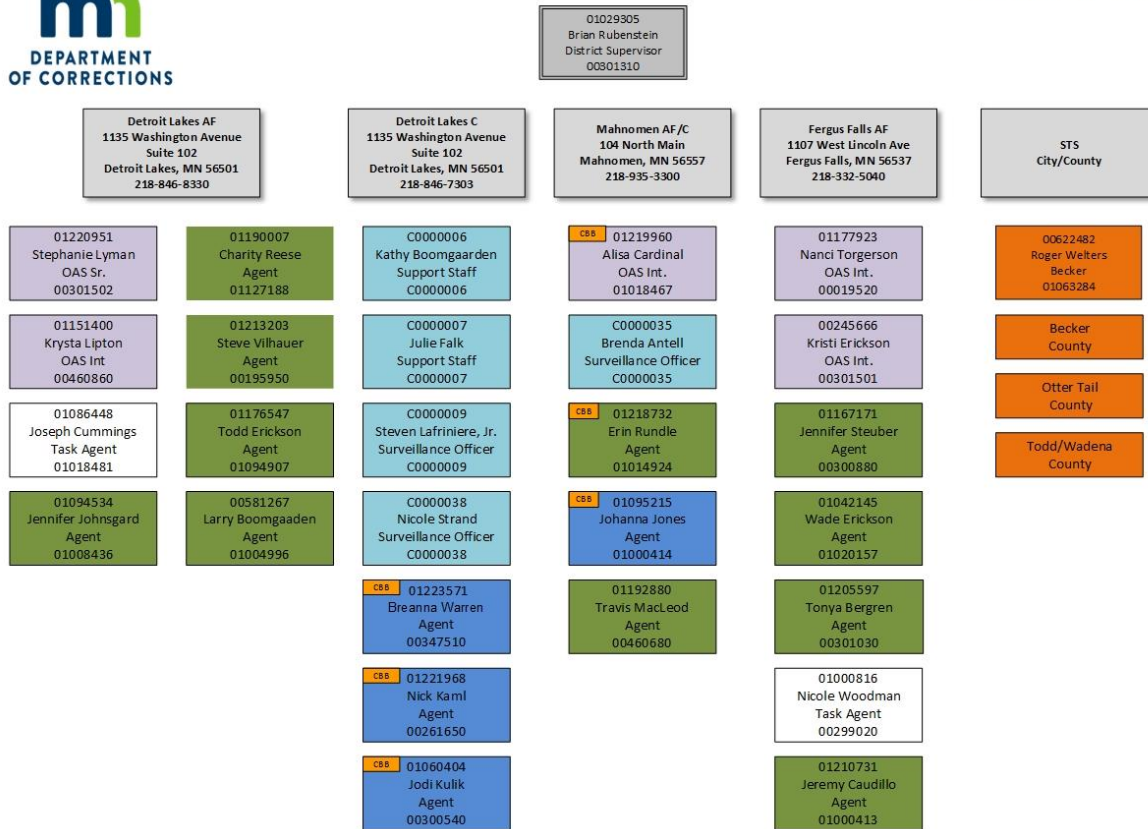
DOC Mission

Transforming lives for a safer Minnesota

District Organization Chart



Detroit Lakes 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.

The Mahnomen County Adult Felony Office has 3.0 probation officers, and .5 office and administrative support staff. Two probation officers supervise a mixed caseload (minimum to high risk) felony level clients, half of one (split with Becker County) probation officer supervises felony level sex offender clients in Becker and Mahnomen County, and one-half of a probation officer's position supervises an enhanced (high risk) caseload of felony level clients who participate in the White Earth Assistant Tribal Probation Officer Program. One of our agents in this office also supervises felony level clients who are part of the Mahnomen/White Earth Specialty Courts.

We have 3 Intensive Supervised Release (ISR) probation agents who supervise clients with high risk/high needs in Mahnomen who are on supervised release supervision.

The Mahnomen County Gross Misdemeanor, Misdemeanor and Juvenile Office (Contract) has 1 probation officer, and .5 administrative support staff. This agent supervises juvenile clients, and adult misdemeanor and gross misdemeanor level offenses. One of our agents in this office also supervises felony level clients who are part of the Becker County Specialty Courts.

The Detroit Lakes District Supervisor oversees management and supervision of the Becker Felony Office, the Becker Gross Misdemeanor, Misdemeanor, and Juvenile Office (Contract), Otter Tail County Felony Office, and the Mahnomen Felony and Contract County office. The Office Administrative Specialist Sr. assists the District Supervisor with management of the same three DOC offices/staff.

Advisory Board

During calendar year 2024, a goal in place for Mahnomen County will be to establish a local advisory board. The Mahnomen County Board approved a resolution to establish an advisory board for this purpose on September 24, 2024.

Once established, the local advisory board will consist of the following members:

Judge(s):

Mahnomen County Attorney:

State Public Defender (Mahnomen County):

Mahnomen County Administrator:

Mahnomen County Court Administrator:

Mahnomen County Health and Human Services Director:

Mahnomen Chief of Police:

Mahnomen County Sheriff:

Mahnomen County Jail Administrator:

Member(s) of White Earth Nation Reservation:

MN DOC ISR Supervisor:

MN DOC District Supervisor:

Mahnomen County Commissioner(s):

Community Member(s):

Member(s) with Lived Experience:

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.

Normative Feedback was formally introduced to our district in the winter of 2022. Before that time, individual agents had brought it to their Communities of Practice trainings after learning about it from other areas within the state or through other trainings. Since its formal introduction, agents within our district attend monthly trainings that have aided in broadening their knowledge base and putting the specific skills into practice. These trainings focus on teaching each agent how to prepare for a feedback session and to practice a client feedback session through role playing scenarios within the training. The district will continue to meet monthly for Normative Feedback training until the district agents have mastered this element of Evidence Based Practice.

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

Mahnomen Felony Office and the Mahnomen Contract Office have the following strategic goals:

1. Continued engagement with full staff allotment within the Mahnomen/White Earth Drug and DUI Specialty Courts.
2. Continue to work on reducing juvenile placement costs and monitoring costs throughout the calendar year of 2024.
3. Formalize pre-trial supervision services in Mahnomen County.
4. Train all agents in the use of Decision Points and ensure fidelity within the cognitive behavioral intervention group process.
5. Train selected agents in the use of Family Peace Initiative – River of Cruelty Domestic Violence programming and ensure fidelity within the cognitive behavioral intervention group process.

Pre-Trial, Diversion and Other Services

Pretrial supervision in Mahnomen County involves contacting clients who are awaiting trial to ensure compliance with court-ordered conditions and to reduce the risk of flight or further recidivism. Effective pretrial probation supervision involves a combination of strategies aimed at ensuring public safety, court compliance, and the overall well-being of clients who are awaiting trial.

During 2024, the Detroit Lakes District will be focusing on providing additional resources towards greater Pretrial Supervision implementation. With additional funding options made available in 2024, the Detroit Lakes District is looking to enhance Pretrial Supervision to include the following:

- Importance of Risk-Need-Responsivity (RNR): The RNR model is an important factor within a pretrial community supervision model because it provides a structured approach to managing clients in a way that maximizes public safety while, at the same time, provides the necessary support for the client. The RNR model helps identify a client's likelihood of reoffending or failing to appear in court. Pretrial supervision resources are then directed toward higher-risk clients, ensuring that low-risk clients are not unnecessarily over-supervised, which can increase their risk of negative outcomes.

RNR emphasizes addressing the underlying needs or criminogenic factors (such as substance abuse, mental health issues, or lack of employment) that contribute to a client's criminal behavior. By focusing on these areas, supervision services can help reduce the chances of reoffending or non-compliance with court orders.

The RNR principle ensures that interventions are tailored to the client's learning style, motivation, and individual circumstances. Factors such as cognitive ability, cultural background, and readiness for change, making supervision more effective, and often more impactful.

Adhering to RNR within pretrial community supervision services can promote a better allocation of resources, a potential for recidivism reduction, and it supports clients in addressing the root causes of their behaviors, ultimately leading to safer communities and more successful court compliance.

- Community Resources and Support: The Pretrial Agent will connect clients with appropriate community resources and support services, such as mental health treatment, substance abuse counseling, housing assistance, or job training. Access to these resources can address underlying issues contributing to poor decisions making skills and/or the increased risk to reoffend.
- Level of Contacts: The Pretrial Agent will differentiate contact levels based on the Minnesota Pretrial Assessment Tool (MNPAT) score. Lower risk clients will receive a lower level of contact and higher-risk individuals may require a higher level of contact. Higher levels of contact can include, more frequent contacts, electronic monitoring, participation in individualized cognitive based programming, support from the agent/community, and increased communication for providing continuous court reminders.
- Collaboration with Stakeholders: The Pretrial Agent will foster collaboration between agents, defense attorneys, prosecutors, and other stakeholders. Open communication ensures that everyone involved is informed about the individual's progress and any challenges they may be facing.

By combining the above best practices, pretrial probation supervision can be more effective in achieving its goals of promoting public safety, ensuring court compliance, and supporting individuals in their behavior change efforts.

In the Mahnomen DOC office a pre-sentence investigation questionnaire is provided to the client to complete. The agent schedules an office appointment with the client to review the pre-sentence investigation questionnaire to seek additional clarifying information to prepare a comprehensive report and recommendations for the Court.

The Mahnomen DOC office prepares post-conviction investigation reports for adult felony level clients and prepares social history reports for the Court. The agent meets with their client(s) by scheduling an office appointment to seek necessary information to prepare social history reports and provide recommendations to the Court.

The Mahnomen DOC office supervises 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.

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.

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. Supervision contacts are based on the current assessment score as scored by the agent. The agent will supervise according to the client's level of risk/need and at this time the Mahnomen DOC office utilizes a combined supervision contact model. The Mahnomen DOC office no longer assigns cases according to the agents type of caseload. All agents supervise clients across the spectrum of risk/needs.

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. Mahnomen DOC agents utilize individual cognitive restructuring/learning techniques. From the use of Carey Guides, COG Worksheets, Decision Points, Domestic Violence programming, Outpatient Sex Offender treatment, to individualized case planning our agents in

Mahnomen County have successfully implemented the use of these cognitive restructuring tools with their clients.

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. Our Tribal Nation partners, specifically White Earth Nation, are involved in committees that are working on best practices around supervision. The DOC also entered a Memorandum of Understanding with the White Earth Nation to provide two assistant agents that work alongside DOC agents on co-supervision and intervention strategies.

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. The Mahnomen DOC office caseloads are high, but remain manageable. During 2024, Mahnomen County may benefit from hiring a Case Aide position. This position will assist agents with additional task work, group scheduling, etc.

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. The Mahnomen DOC office has not participated in Dosage probation. However, early discharge from probation is reviewed on a case-by-case basis where the client has met a specified period under supervision, assessed as a low risk and has completed all conditions of probation.

The focus of supervision is skill development. While supervision focuses on conditions, Mahnomen DOC agents work with clients in developing new skills to avoid future recidivism is the key to long term success. Agents utilize motivational interviewing techniques to elicit the client's thoughts, feelings, and motivation for change. Interactions with clients are centered around the use of Evidence Based Practices in every interaction that involves giving normative feedback and case planning. The client is the driving force of change and the agent's purpose is to assist the client in obtaining necessary support and services needed to achieve that change.

Use of incentives and adherence to the 4 to 1 positive ratios. Mahnomen DOC agents are trained in using reinforcements which have proven to be more effective in supporting behavior changes than the use of punishment. Our agents have been trained in motivational interviewing techniques for over a decade. A key component of motivational interviewing is using positive reinforcement while working with clients. Agents employ different methods of positive reinforcement, verbal and behavioral, to promote positive behavior change and recognize success. It is a priority to increase focus on what the client is doing right, more than what they are doing wrong.

Utilize community-based interventions compared to the reliance on out of home placements including incarceration for technical violations. When violations occur, Mahnomen DOC agents look to find the least restrictive option for the client. The focus is on looking for the driver of the client’s negative behavior and helping them find appropriate service providers to assist them in making positive changes. Mahnomen County has several providers of both chemical dependency and mental health treatment. However, clients still face long waiting lists for any mental health related services. There are other services that provide electronic home monitoring, drug testing, and alcohol monitoring so clients can remain in the community.

Victim Concerns

The Mahnomen County offices work with the Victims Services Coordinator in the Mahnomen County Attorney’s office and with the prosecutors in the Mahnomen City Attorney’s office to obtain victim information. Victim’s suggestions and concerns are addressed when providing case planning and supervision strategies whenever possible.

Correctional Fees

- Types of correctional services for which fees are imposed (supervision and program fee schedule).
- Aggregate amount of fees imposed in CY 2022.
- Aggregate amount of fees collected in CY 2022.

Fee Description	2022 Fees Imposed	2022 Fees Collected
County Supervision Fee	2,800.00	785.00
DOC Supervision Fee	31,300.00	7,631.25
Total	34,100.00	8,416.25

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.

STS Contract

The MN DOC has a contract with Becker County for one state crewleader that is shared with Mahnomen County. Sentencing to service provides a sentencing alternative for courts for non-violent offenders to work on community improvement projects. Judges sentence clients to STS as an alternative to jail or fines, in combination with jail time or as a probation sanction. STS is operated by the Minnesota Department of Corrections in partnership with sheriff’s departments, courts, and local government.

Budget

	FTEs	FY24	FY25	Total
Felony	3.96	\$ 484,653.39	\$ 506,462.79	\$ 991,116.18
Agent	2.94	\$ 309,737.62	\$ 323,675.81	\$ 633,413.43
CBB - Support	0.75	\$ 61,842.98	\$ 64,625.92	\$ 126,468.90

Cost - CE		\$ 43,496.16	\$ 45,453.49	\$ 88,949.65
Cost - Interstate		\$ 16,229.01	\$ 16,959.31	\$ 33,188.32
Cost - Mgt-Admin		\$ 24,030.18	\$ 25,111.54	\$ 49,141.72
OAS Sr.	0.14	\$ 11,604.77	\$ 12,126.98	\$ 23,731.75
Supervisor	0.13	\$ 17,712.67	\$ 18,509.74	\$ 36,222.41
Non-F	1.45	\$ 126,967.69	\$ 132,681.24	\$ 259,648.93
CBB - Agent	1.00	\$ 95,215.74	\$ 99,500.45	\$ 194,716.20
CBB - Support	0.25	\$ 20,614.33	\$ 21,541.97	\$ 42,156.30
Cost - Mgt-Admin		\$ 1,793.50	\$ 1,874.21	\$ 3,667.71
OAS Sr.	0.10	\$ 8,289.12	\$ 8,662.13	\$ 16,951.25
Supervisor	0.10	\$ 1,055.00	\$ 1,102.48	\$ 2,157.48
Grand Total	5.41	\$ 611,621.08	\$ 639,144.03	\$ 1,250,765.12

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

1. TRIBAL RELATIONS: In 2023, staff from the Moorhead, Detroit Lakes and ISR districts attended Tribal State Relations Training at Shooting Start Casino at the White Earth Tribal Nation August 9th and 10th. The mission of TSRT is to provide training and education for Minnesota state employees about American Indian tribal governments, histories, cultures, and traditions, to empower state employees to work effectively with American Indians and promote authentic and respectful relationships between state agencies and American Indian tribes. Additionally, working alongside the White Earth Nation, and within the partnership of the Assistant Tribal Probation Officer Program (ATPO) offers numerous positive attributes. The collaboration between White Earth and the MN DOC fosters a culturally responsive approach to community supervision, emphasizing respect for indigenous traditions and values. By integrating local knowledge and perspectives, the program enhances trust and rapport between our agents and community members. Additionally, this partnership supports holistic rehabilitation efforts, focusing on personal growth and community reentry. Overall, it strengthens

community ties, promotes public safety, and empowers individuals to succeed within a supportive framework rooted in cultural understanding.

2. CLIENT SURVEYS (WAI-SR): Incorporating the WAI-SR (Working Alliance Inventory-Short Revised) and seeking feedback from clients aligns with principles of accountability, transparency, and client-centeredness in community supervision, ultimately contributing to more effective supervision practices. The mission of incorporating the WAI-SR into our supervision practices is important for several factors, including:

Promoting Trust and Transparency: By actively seeking feedback from clients, our Agents demonstrate a commitment to transparency and accountability. This can help foster trust between the Agent and the client on supervision, which is crucial for effective case management and changing behaviors.

Identifying Potential Issues or Concerns: Clients may have insights or perspectives on interactions with their Agents that the Agents themselves may not be aware of. Soliciting feedback provides an opportunity to uncover any issues, concerns, or misunderstandings that may arise during the period of supervision. Addressing these issues promptly can help prevent escalation and improve the overall effectiveness of supervision.

Enhancing Communication and Collaboration: Feedback from clients can also contribute to the improvement of supervision services by providing valuable insights into areas where communication or collaboration can be strengthened. This feedback can inform training programs for Agents and help tailor supervision approaches to better meet the needs of clients on supervision.

Empowering Clients: Actively seeking feedback empowers clients by giving them a voice in the supervision process. It acknowledges their perspectives and experiences, signaling that their input is valued and considered important in shaping supervision policies and practices.

Overall, incorporating the WAI-SR and seeking feedback from clients aligns with principles of accountability, transparency, and client-centeredness in community supervision, ultimately contributing to more effective supervision practices.

3. CONSISTENCY AND STABILITY: During 2023, the Detroit Lakes District experienced minimal staff turnover. Our dedicated staff report their work to have purpose and value, and this can be attributed to the low rate of staff turnover which includes potential retirements, resignations, transfers, etc. Working with our clients on supervision can be very stressful, yet also rewarding. Experiencing a client's ability to change their behavior is a lengthy process, yet our Agents are working diligently to ensure the best possible chance of their success. Staff turnover among Agents can undermine the effectiveness of supervision, slow client progress, and contribute to challenges in achieving positive outcomes for clients under supervision.

4. ADDITION OF CORRECTIONS PROGRAM DIRECTOR (Assistant District Supervisor): Recently, the Detroit Lakes District added a new position to assist the District Supervisor with daily operations, staff coaching/training, implementing evidence-based practices (programming/assessments). This position is based out the Detroit Lakes office and will have a direct, positive, impact within the offices of our three counties. Some of the main benefits this position will offer includes increased supervision capacity, improved workflow management, enhanced level of support for our Agents, continuity of operations, facilitation of staff training and continuous skill development, and a potential for a reduced workload.

5. ENHANCEMENT OF PROVIDING STRUCTURED NORMATIVE FEEDBACK: For the past 2 years, the Detroit Lakes District has been diligent to engage, train, coach, and support the important practice of providing Normative Feedback to each of our assessed clients. The Detroit Lakes District has compiled data related to the ratio of time spent with a client (unstructured visit) in comparison to the time spent on purposeful and focused time with a client (structured visit). Each of our 19 agents participated in an individualized coaching session with the District Supervisor, who directly observed each client visit, and provided a detailed summary with immediate feedback related to their visit. We found the majority of our Agents were facilitating an unstructured visit that consisted of countless topics of discussion unrelated to the change process. After observing, coaching, and practicing, the Agents began to have notable increase to the structure of their visits.

At first, Agents were nervous, uncertain, and unfamiliar with this change in practice yet when explained, coached, modeled, and practiced, our Agents are now poised to continue the practice of working in a structured visit filled with purpose and intent. The normative feedback process has been instrumental in how our Agents have adapted to provide meaningful feedback to their clients and we are excited for how this small feat can truly change how we complete visits our visits with our clients.

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)

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).

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

○ Pre-trial Population

**Pretrial Agent Tasks*

Adult	2020		2020 Total	2021		2021 Total	2022		2022 Total	Grand Total
	Hispanic	Unknow n		Hispanic	Unknow n		Hispani c	Unknow n		
Female	2	38	40		76	76		68	68	184
Felony	2	35	37		70	70		55	55	162
Am Ind/Alaskan Nat		32	32		58	58		45	45	135
Asian/Pacific Islander								1	1	1
Black		1	1		2	2		1	1	4
Unknown					2	2		4	4	6
White	2	2	4		8	8		4	4	16
Gross Misdemeanor		3	3		2	2		3	3	8
Am Ind/Alaskan Nat		2	2		2	2		3	3	7
Asian/Pacific Islander		1	1							1
Misdemeanor					4	4		10	10	14
Am Ind/Alaskan Nat					1	1		8	8	9
Unknown					3	3		2	2	5
Male		154	154	1	232	233	2	233	235	622
Felony		145	145	1	213	214	1	205	206	565
Am Ind/Alaskan Nat		110	110	1	173	174	1	173	174	458

Asian/Pacific Islander	2	2								2
Black	3	3		1	1		7	7		11
Unknown				5	5		1	1		6
White	30	30		34	34		24	24		88
Gross Misdemeanor	7	7		16	16		13	13		36
Am Ind/Alaskan Nat	4	4		12	12		10	10		26
Black							1	1		1
Unknown				2	2		1	1		3
White	3	3		2	2		1	1		6
Misdemeanor	2	2		3	3	1	15	16		21
Am Ind/Alaskan Nat	2	2		3	3	1	9	10		15
Black							1	1		1
Unknown							1	1		1
White							4	4		4
Grand Total	2	192	194	1	308	309	2	301	303	806

**Pretrial Agent Tasks*

	2020	2021	2022	Grand Total
Juvenile	Unknow n	Unknow n	Unknown	
Female	2	6		8
Am Ind/Alaskan Nat	2	4		6
Unknown		2		2
Male		17	3	20
Am Ind/Alaskan Nat		17	3	20
Grand Total	2	23	3	28

- Probation Population

Year	Type	County	Adult/Juvenile	Offense Level	Previous Year	Entries	Removals	Year Ended	Males	Females	White	Black	American Indian	Asian	Other Race	Hispanic	Non Hispanic Unknown
2020	DOC	Mahomen	Adult	Felony	183	34	51	165	107	58	29	3	132	1	0	3	162
2020	DOC	Mahomen	Adult	Gross Misd	33	15	18	31	19	12	8	0	23	0	0	0	31
2020	DOC	Mahomen	Adult	Misd	2	1	2	1	1	0	0	0	1	0	0	0	1
2020	DOC	Mahomen	Juvenile	Juvenile	17	13	4	26	16	10	2	0	21	0	3	1	25
Total					235	63	75	223	143	80	39	3	177	1	3	4	219

Year	Type	County	Adult/Juvenile	Offense Level	Previous Year	Entries	Removals	Year Ended	Males	Females	White	Black	American Indian	Asian	Other Race	Hispanic	Non Hispanic Unknown
2021	DOC	Mahomen	Adult	Felony	164	48	54	157	106	51	24	2	130	0	1	1	156
2021	DOC	Mahomen	Adult	Gross Misd	34	20	13	42	24	18	8	0	31	0	3	0	42
2021	DOC	Mahomen	Adult	Misd	1	2	2	1	0	1	1	0	0	0	0	0	1
2021	DOC	Mahomen	Juvenile	Juvenile	25	14	18	21	13	8	0	0	21	0	0	0	21
Total					224	84	87	221	143	78	33	2	182	0	4	1	220

Year	Type	County	Adult/Juvenile	Offense Level	Previous Year	Entries	Removals	Year Ended	Males	Females	White	Black	American Indian	Asian	Other Race	Hispanic	Non Hispanic Unknown
2022	DOC	Mahnomen	Adult	Felony	171	44	36	183	126	57	31	2	150	0	0	1	182
2022	DOC	Mahnomen	Adult	Gross Misd	44	16	10	46	28	18	12	0	30	1	3	0	46
2022	DOC	Mahnomen	Adult	Misd	2	6	4	4	4	0	0	0	3	0	1	0	4
2022	DOC	Mahnomen	Juvenile	Juvenile	22	9	8	23	19	4	2	0	18	0	3	0	23
Total					239	75	58	256	177	79	45	2	201	1	7	1	255

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

	2020		2020 Total	2021	2021 Total	2022	2022 Total	Grand Total
	Hispanic	Non Hispanic		Non Hispanic		Non Hispanic		
Intensive Supervised Release		1	1	2	2	1	1	4
Male		1	1	2	2	1	1	4
American Indian or Alaskan Native		1	1					1
American Indian-Non Hispanic				2	2	1	1	3
Standard Supervised Release	1	26	27	26	26	19	19	72
Female	1	7	8	2	2	1	1	11
American Indian or Alaskan Native		6	6					6
American Indian-Non Hispanic				2	2	1	1	3
White	1	1	2					2

Male	19	19	24	24	18	18	61
American Indian or Alaskan Native	15	15					15
American Indian-Non Hispanic			18	18	15	15	33
Black-Non Hispanic			1	1			1
White	4	4					4
White–Non-Hispanic			5	5	3	3	8
Grand Total	1	27	28	28	20	20	76

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	
	#	%	#	%	#	%	#	%	#	%	#	%
Adult	45	100.00%	55	94.83%	108	90.76%	2	100.00%	7	87.50%	33	80.49%
Arielle J. Sundberg	27	60.00%	3	5.17%	28	23.53%		0.00%		0.00%	8	19.51%
Breanna Warren		0.00%	5	8.62%	14	11.76%	1	50.00%	3	37.50%	15	36.59%
Johanna M. Jones	6	13.33%	4	6.90%	53	44.54%	1	50.00%	1	12.50%	7	17.07%
Larry Boomgaarden	11	24.44%	38	65.52%	9	7.56%		0.00%	3	37.50%	2	4.88%
Nick Kaml		0.00%		0.00%	1	0.84%		0.00%		0.00%		0.00%
Steve Vilhauer	1	2.22%	5	8.62%	3	2.52%		0.00%		0.00%	1	2.44%
Juvenile		0.00%	3	5.17%	11	9.24%		0.00%	1	12.50%	8	19.51%
Breanna Warren		0.00%	3	5.17%	11	9.24%		0.00%	1	12.50%	8	19.51%
Grand Total	45	100.00%	58	100.00%	119	100.00%	2	100.00%	8	100.00%	41	100.00%

Adult											
	High	Low	Medium	Per Policy- No LSCMI	Prescreen Low--No Assmt	Unknown	Total #				

Assignment Type	#	%	#	%	#	%	#	%	#	%	#	%
Felony	45	100.00%	48	87.27%	92	85.19%	1	50.00%	4	57.14%	16	48.48%
Enhanced Supervision	33	73.33%	2	3.64%	8	7.41%		0.00%		0.00%	1	3.03%
ESO Phase 1	3	6.67%		0.00%	2	1.85%		0.00%		0.00%	1	3.03%
ESO Phase 2		0.00%	2	3.64%	3	2.78%		0.00%		0.00%		0.00%
ESO Phase 3		0.00%	1	1.82%		0.00%		0.00%		0.00%		0.00%
ESO Phase 4		0.00%	1	1.82%		0.00%		0.00%		0.00%		0.00%
Intake/Pretrial/Investigation Caseload-includes incoming transfers	2	4.44%		0.00%		0.00%		0.00%		0.00%	3	9.09%
Specialty Court-Probation	2	4.44%	1	1.82%	3	2.78%		0.00%	1	14.29%		0.00%
Traditional Supervision	5	11.11%	41	74.55%	76	70.37%	1	50.00%	3	42.86%	11	33.33%
Gross Misdemeanor		0.00%	7	12.73%	15	13.89%	1	50.00%	3	42.86%	15	45.45%
Intake/Pretrial/Investigation Caseload-includes incoming transfers		0.00%		0.00%		0.00%		0.00%		0.00%	1	3.03%
Specialty Court-Probation		0.00%	2	3.64%	1	0.93%		0.00%		0.00%	4	12.12%
Traditional Supervision		0.00%	5	9.09%	14	12.96%	1	50.00%	3	42.86%	10	30.30%
Misdemeanor		0.00%		0.00%	1	0.93%		0.00%		0.00%	2	6.06%
Traditional Supervision		0.00%		0.00%	1	0.93%		0.00%		0.00%	2	6.06%
Grand Total	45	100.00%	55	100.00%	108	100.00%	2	100.00%	7	100.00%	33	100.00%

Assignment Type	Juvenile		Medium		Prescreen Low--No Assmt		Unknown		Total #	Total %
	Low #	Low %	Medium #	Medium %	Prescreen Low--No Assmt #	Prescreen Low--No Assmt %	Unknown #	Unknown %		
Traditional Supervision	3	100.00%	11	100.00%	1	100.00%	8	100.00%	23	100.00%
Grand Total	3	100.00%	11	100.00%	1	100.00%	8	100.00%	23	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	30	41.10%	17	23.29%	47	64.38%
Discharge-Early	11	15.07%		0.00%	11	15.07%
Discharge-Expiration	17	23.29%		0.00%	17	23.29%
Dismiss	2	2.74%		0.00%	2	2.74%
Executed-Client Demanded-COC serving MCF (Felony Supervision)		0.00%	4	5.48%	4	5.48%
Executed-COC serving MCF (Felony Supervision)		0.00%	13	17.81%	13	17.81%
Gross Misdemeanor	19	26.03%	5	6.85%	24	32.88%
Discharge-Early	7	9.59%		0.00%	7	9.59%
Discharge-Expiration	12	16.44%		0.00%	12	16.44%
Executed-Client Demanded-COC but serving Local (Felony Supervision)		0.00%	1	1.37%	1	1.37%
Executed-Client Demanded-COC serving MCF (Felony Supervision)		0.00%	1	1.37%	1	1.37%
Executed-Client Demanded-LOC (GM/M Supervision)		0.00%	1	1.37%	1	1.37%
Executed-COC but serving Local (Felony Supervision)		0.00%	1	1.37%	1	1.37%
Executed-Court-LOC (GM/M Supervision cases)		0.00%	1	1.37%	1	1.37%
Misdemeanor	2	2.74%		0.00%	2	2.74%
Discharge-Expiration	2	2.74%		0.00%	2	2.74%

Grand Total	51	69.86 %	22	30.14 %	73	100.00 %
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Juvenile	Successful # of cases	%	Total # of cases	Total %
Discharge	1	5.26%	1	5.26%
Discharge-Early	1	5.26%	1	5.26%
Discharge-Expiration	15	78.95%	15	78.95%
Dismiss	2	10.53%	2	10.53%
Grand Total	19	100.00%	19	100.00%