

**Marshall County**  
**Comprehensive Plan**

July 2024

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## Introduction

| <b>Race and Hispanic Origin</b>                              | <b>Marshall</b> | <b>Pennington</b> |
|--|-----------------|-------------------|
| White alone, percent   | 96.40%          | 92.50%            |
| Black or African American alone, percent(a)                  | 0.70%           | 1.20%             |
| American Indian and Alaska Native alone, percent(a)          | 1.00%           | 2.10%             |
| Asian alone, percent(a)                                      | 0.40%           | 1.10%             |
| Native Hawaiian and Other Pacific Islander alone, percent(a) | 0.10%           | Z                 |
| Two or More Races, percent                                   | 1.40%           | 3.00%             |
| Hispanic or Latino, percent(b)                               | 5.20%           | 4.70%             |
| White alone, not Hispanic or Latino, percent                 | 92.00%          | 89.10%            |

| <b>Geography</b>                 |          |        |
|----------------------------------|----------|--------|
| Population per square mile, 2020 | 5.1      | 22.7   |
| Land area in square miles, 2020  | 1,775.06 | 616.58 |
| FIPS Code                        | 27089    | 27113  |

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

## Administration and Organization of Correctional Services

### ***DOC Vision***

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

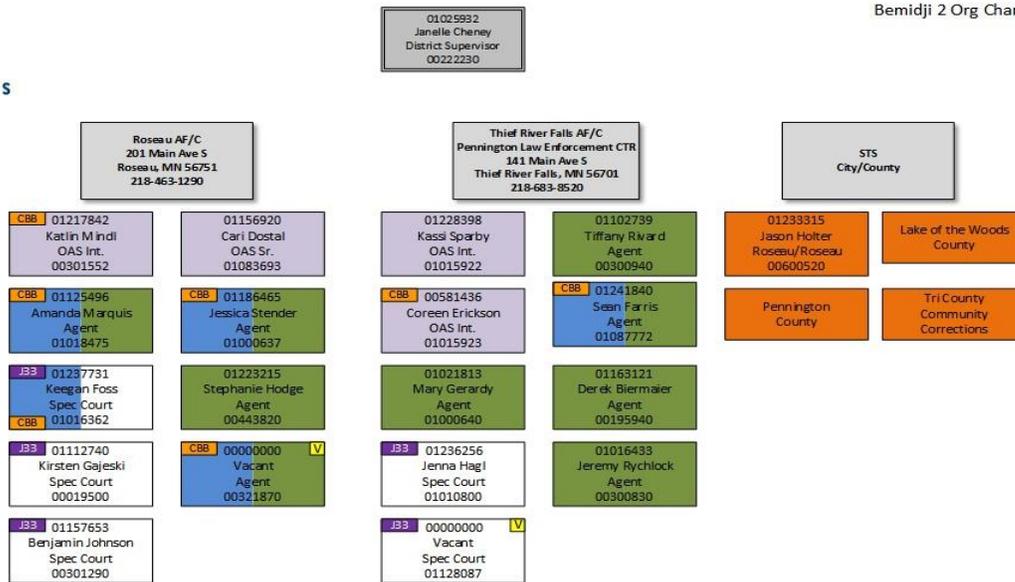
### ***DOC Mission***

Transforming lives for a safer Minnesota

# District Organization Chart



Bemidji 2 Org Chart



Updated: 2024-07-22

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.

Marshall County is part of the Bemidji 2 District which consist of Pennington, Marshall, Kittson, Roseau, and Lake of the Woods County. Within the Bemidji 2 District there are offices strategically located in both Thief River Falls and Roseau. The MN Dept. of Corrections provides all levels of supervision within this County to include (traditional) Felony, GM, Misd and Juvenile supervision as well as Intensive Supervised Release and those participating in the Challenge Incarceration Program (CIP).

Marshall County is in the Northwestern part of the U.S., State of Minnesota. As of the 2022 population was noted to be at 8,861. The Minnesota legislature created the County on February 25, 1879, partitioned from the Southern half of Kittson County with Warren, MN being the County Seat. It is named for William Rainey Marshall, who served as MN Governor from 1866 to 1870. Cities within Marshall County include Warren, Newfolden, Middle River, Standquist, Stephen, Argyle, Grygla, Viking, Oslo, Alvarado and Holt, with the largest being Warren.

## Staff

District Supervisor: Janelle Cheney  
Office and Administrative Specialist Sr.: Cari Dostal  
Office and Administrative Specialist: Coreen Erickson and Kassi Sparby  
Juvenile Agent: Sean Farris  
Enhanced Sex Offender Agent: Tiffany Rivard  
Traditional Adult Agent: Mary Gerardy, Jeremy Rychlock, and Derek Biermaier  
DWI Specialty Court Agent: Jenna Hagl

## Advisory Board

Judge Corey Harbott  
Marshall County Sheriff: Jason Boman  
Marshall County Attorney: Christopher Rokke  
Marshall County Administrator: Scott Peters  
Marshall County Jail Administrator: Mark Ellerbusch  
Marshall County Court Administrator: Pam Shaw  
Marshall County Human Services Director: Chris Kujava  
9<sup>th</sup> Judicial Specialty Court Supervisor: Maria Pahlen

## 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.

Agents have been trained in the use of Motivational Interviewing and have been implementing Carey Guides, Thinking Reports and utilizing EBP approaches to support the reduction of recidivism. In July of 2023, Agents received training specific to Normative Feedback and have since progressed to offering Normative Feedback to each client. Continued practice of this skill and coaching occurs in conjunction with the District's Communities of Practice (CoP) sessions, scheduled monthly.

### 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

The Minnesota Department of Corrections currently provides multiple programming initiatives for the clients of Marshall County. The DWI Specialty Court provides a level of enhanced supervision to DWI clients within Marshall County. This grant funding position has allowed for a smaller caseload while reducing the workload for the traditional adult agents. This program is challenged annually due to the position being grant funded. As part of the strategic planning process this

Specialty Court position will continue to seek grant and other supportive funding, to maintain this effective programming.

Cognitive programming continues to be an effective intervention that is supported by the Department of Corrections and Marshall County Court. As part of strategic planning there will continue to be goals of providing this programming to a larger number of clients. This can be accomplished by continuing to train staff and working towards cost reduction of programming services. Within 2023, three Agents completed Decision Points Cognitive training and now offer quarterly Decision Points Cognitive Programming within this region.

Caseloads assigned specific to juvenile clients, sex offenses, domestic violence cases and substance abuse, allows for specialty in providing supervision and case management services. This also enhances communication and collaboration at the local level with other service providers and stakeholders.

## 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.

The MN Department of Corrections within Marshall County does not have a specific Pre-trial program; however, our agency will complete Pre-trial tasks as ordered by the Court, i.e. a drug screen, referral, report, etc.

Agent staff complete Felony/GM/Misd. Pre-sentence Investigation Reports to include Pre-dispositional Reports for youth as well, on a rotating basis amongst the agents. Juvenile reports include Extended Juvenile Jurisdiction and Certification reports. Agents also complete progress reports referenced at (90 day) review hearings while a youth is in placement. Felony Pre-sentence Investigation Report include a Sentencing Worksheet to the Court.

Agents are in a rotation to complete the Minnesota Pre-trial Assessment Tool (MNPAT) weekly and submit those to the parties of the Court, dependent upon offenses requiring such.

Agents also complete Violation reports for the Court, as well as Sanctions Conference reports, an informal means to address technical violations.

Releases from our Minnesota Correctional Facilities are assigned based on location, offense, and previous agent history. These are assigned to our Felony Agent staff per the MNSTARR Risk Assessment tool. A releasee makes a release request through their caseworker which is then submitted to a local Agent to investigate and further support as appropriate, to ensure homelessness is avoided and the highest potential for success is being considered.

## 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 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.

Agents in Marshall County also utilize a Domestic Violence Inventory (DVI) upon completion of a Domestic Violence Presentence Investigation. For the Juvenile population, we are also to provide a mental health screening tool to each youth we serve. The Massachusetts Youth Screening Instrument (MAYSI) is one screening tool available/utilized. This is then followed up with a referral, as needed.

- **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. To manage caseloads and allow time sufficient to provide effective interventions, Agents assess the person as noted above. Contacts are determined based on the level each person is assessed at. Contacts can be increased or decreased, based on the needs of the individual. Agents consistently reassess each client to ensure their supervision level is accurate. Agents will recommend early discharge for those individuals who have completed the conditions as ordered by the Court and who have been able to maintain and sustain prosocial attitudes, beliefs, and behaviors within the Community for a period, most often a year after completion of programming or conditions. By discharging those who have shown ability to change past behaviors, Agents are able to focus on those requiring additional supervision and support within the Community.
- **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. Within Marshall County, the agents have a vested interest in cognitive behavior interventions. Cognitive programming continues to be an effective intervention that is supported by the Department of Corrections and Marshall County Court. As part of strategic planning there will continue to be goals of providing this programming to a larger number of clients. This can be accomplished by continuing to train staff and working towards cost reduction of programming services. Within 2023, three Agents completed Decision Points Cognitive training and now offer quarterly Decision Points Cognitive Programming to Marshall County 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. The Minnesota Department of Corrections works in conjunction with Sanford Behavioral Health for continued behavioral health services. Sanford Behavioral health also provides 24/7 emergency response for Northwest Minnesota as needed to provide services to clients. Agents provide referrals to Inter County Community Council housing program for interim housing assistance in addition to emergency housing as needed.
- **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. Supervision within the Bemidji 2 District is based on territory and agent specialty. Due to the grant funding and County support of Specialty Courts within the Bemidji 2 District, all caseloads appear to be

equitable and manageable. This allows agents the opportunity to provide case management services in addition to providing quality time towards the application and consistency with evidenced based intervention work.

- **Early discharge should focus on effective interventions 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. Agent staff are consistent in monitoring and evaluating a client's level of supervision needed, to include when it would be appropriate to request an early discharge from the Court. Agents take into consideration the persons adjustment while on supervision, any informal or formal violations filed, completion of conditions and lastly, a period of time maintaining within the community. This allows for better focus and management of the higher risk clients.

- **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.

The Minnesota Department of Corrections utilizes Carey Guides to assist clients with Evidence-based techniques and cognitive behavioral interventions. These tools comprise of workbooks or online tools and communication that assist with motivating clients and assisting with case management goals. Agents will model different activities to support those they serve. Agents walk through and model gaining and submitting a job application, interviewing, resolving conflict, etc. Agents will also offer other tools such as the Cost Benefit tool for the client to further process what decision to make when it is difficult.

- **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.

All agents have been trained in Motivational Interviewing and use this evidence-based approach to provide client affirmations in one-on-one meetings. Specialty Courts have been able to provide small tangible incentive or other rewards when clients show progress, such as phase changes, later curfews, etc.

- **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.

Providing evidenced based cognitive programming to effect change behavior can be a response to violation behavior. This provides an effective person-centered approach to address each individual's risk, needs, and responsibility. Juvenile Agents should screen potential out of home placements with a Team, consisting of Social Services and other local Stakeholders. All Staff utilize least restrictive placement options, escalating the structure and security as needed. House arrest and electronic home monitoring are also given consideration when there is not a public safety risk.

## Victim Concerns

Within Marshall County the Department of Corrections works towards providing effective communication with victims. This begins during the presentence investigation process and working with the County Attorney and Victim Services. This continues into supervision by being available to victims, answering questions, seeking resolution, working through restorative practices, and educating them about our practices and programs. Agents facilitate and/or make referrals to

programs that articulate the impact their behavior has had on a victim, work to foster empathy, and support change behavior.

## Correctional Fees

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

- 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 |
|-------------------------------|-------------------|---------------------|
| <b>County Supervision Fee</b> | 2,100.00          | 1,700.00            |
| <b>DOC Supervision Fee</b>    | 7,380.00          | 2,553.61            |
| <b>Total</b>                  | <b>9,480.00</b>   | <b>4,253.61</b>     |

## Contracted Services and Proposal and Proposals for New Services

The Minnesota Department of Corrections covers all electronic monitoring costs for supervised release clients through a contract with BI Incorporated. All counties, regardless of delivery system, have access to the contract. Monitoring is generally established prior to the client's release from the MN Correctional Facility or through a violation hearing or restructure recommendation. GPS monitoring and use of Sober link for alcohol testing have increased in use. Especially if clients are displaying mitigating factors that outweigh custody to keep them in the community.

## Budget

|                    | FTEs        | FY24                 | FY25                 | Total                |
|--------------------|-------------|----------------------|----------------------|----------------------|
| <b>Felony</b>      | <b>2.90</b> | <b>\$ 306,919.88</b> | <b>\$ 320,731.28</b> | <b>\$ 627,651.16</b> |
| <b>Agent</b>       | 2.43        | \$ 202,438.80        | \$ 211,548.55        | \$ 413,987.35        |
| Cost - CE          |             | \$ 29,484.64         | \$ 30,811.45         | \$ 60,296.08         |
| Cost - Interstate  |             | \$ 11,001.12         | \$ 11,496.17         | \$ 22,497.29         |
| Cost - Mgt-Admin   |             | \$ 17,634.67         | \$ 18,428.23         | \$ 36,062.89         |
| OAS Sr.            | 0.15        | \$ 11,676.59         | \$ 12,202.03         | \$ 23,878.62         |
| Supervisor         | 0.14        | \$ 21,770.84         | \$ 22,750.53         | \$ 44,521.37         |
| Support            | 0.18        | \$ 12,913.23         | \$ 13,494.32         | \$ 26,407.55         |
| TX Court           | 0.00        | \$ -                 | \$ -                 | \$ -                 |
| <b>Non-F</b>       | <b>0.76</b> | <b>\$ 63,012.37</b>  | <b>\$ 65,847.92</b>  | <b>\$ 128,860.29</b> |
| CBB - Agent        | 0.50        | \$ 47,017.22         | \$ 49,133.00         | \$ 96,150.23         |
| CBB - Support      | 0.18        | \$ 15,995.14         | \$ 16,714.92         | \$ 32,710.06         |
| Cost - Mgt-Admin   |             | \$ -                 | \$ -                 | \$ -                 |
| OAS Sr.            | 0.04        | \$ -                 | \$ -                 | \$ -                 |
| Supervisor         | 0.04        | \$ -                 | \$ -                 | \$ -                 |
| <b>Grand Total</b> | <b>3.66</b> | <b>\$ 369,932.25</b> | <b>\$ 386,579.20</b> | <b>\$ 756,511.45</b> |

## 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

The Bemidji 2 District that serves this county covers an area of 6950 square miles. There are 14 agents and an additional 5 staff that support their work in this district. These dedicated individuals are committed to providing effective community supervision and impacting change behavior with those they serve. Staff reside, volunteer, and contribute locally within our small rural communities, being personally and professional invested in the Community. Community Supervision is a critical piece towards public safety, and we are fortunate to work with amazing stakeholders who collaborate with us, and not only ensure public safety, but also the safety of our staff.

We are fully committed to an evidenced based approach with each client, meeting them where they are at, building motivation and confidence, targeting (risk) behavior and goal setting. Each staff will continue to receive training and support, while continuing to learn and grow within this career field.

## 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<br>Staff will be required to obtain the remaining 10 hours through self-learning opportunities and/or formal learning (literature review, webinars, EBP Café videos, additional boosters, other training opportunities). Staff can access EBP resource information: <a href="https://mn.gov/doc/assets/Virtual%20EBP%20Options%204-2023_tcm1089-572601.docx">https://mn.gov/doc/assets/Virtual%20EBP%20Options%204-2023_tcm1089-572601.docx</a> |
| Interstate Compact                   | 2.5   | All ICOTS Users                      | 2.5 hours of refresher or advanced course regarding Adult Interstate Compact  |
| Trauma Informed Care                 | 1-2   | All Staff                            | TBD   |
| Intrastate Transfer/Release Planning | 4     | Agents                               | Updated policy changes (Spring 2024)  |
| MNPAT                                | 1     | Staff who complete Bail Evaluations  | Release January 2024 (training Dec 2023)  |

### The below will be discretionary training.

| Title  | Hours | Applicability                                    | Description  |
|--|-------|--|--|
| NARCAN                                       | 1     | All staff carrying Narcan or requesting to carry | Naloxone training to administer nasal spray in OD incidents.<br>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.<sup>1</sup>

- Pre-trial Population

### *\*Pretrial Agent Tasks*

| Adult              | 2020     |           | 2020 Total | 2021      |           | 2021 Total | 2022      |           | 2022 Total | Grand Total |
|--------------------|----------|-----------|------------|-----------|-----------|------------|-----------|-----------|------------|-------------|
|                    | Hispanic | Unknown   |            | Unknown   | Hispanic  |            | Unknown   |           |            |             |
| Female             |          | 2         | 2          | 2         | 2         |            | 4         | 4         | 8          |             |
| Felony             |          | 1         | 1          | 2         | 2         |            | 3         | 3         | 6          |             |
| White              |          | 1         | 1          | 2         | 2         |            | 3         | 3         | 6          |             |
| Gross Misdemeanor  |          | 1         | 1          |           |           |            | 1         | 1         | 2          |             |
| White              |          | 1         | 1          |           |           |            | 1         | 1         | 2          |             |
| Male               | 3        | 12        | 15         | 19        | 19        | 7          | 20        | 27        | 61         |             |
| Felony             | 2        | 8         | 10         | 18        | 18        | 7          | 18        | 25        | 53         |             |
| Am Ind/Alaskan Nat |          |           |            | 2         | 2         |            | 1         | 1         | 3          |             |
| Black              |          |           |            |           |           |            | 2         | 2         | 2          |             |
| White              | 2        | 8         | 10         | 16        | 16        | 7          | 15        | 22        | 48         |             |
| Gross Misdemeanor  | 1        | 1         | 2          |           |           |            |           |           | 2          |             |
| Black              |          | 1         | 1          |           |           |            |           |           | 1          |             |
| White              | 1        |           | 1          |           |           |            |           |           | 1          |             |
| Misdemeanor        |          | 3         | 3          | 1         | 1         |            | 2         | 2         | 6          |             |
| Am Ind/Alaskan Nat |          |           |            |           |           |            | 1         | 1         | 1          |             |
| Unknown            |          |           |            | 1         | 1         |            |           |           | 1          |             |
| White              |          | 3         | 3          |           |           |            | 1         | 1         | 4          |             |
| <b>Grand Total</b> | <b>3</b> | <b>14</b> | <b>17</b>  | <b>21</b> | <b>21</b> | <b>7</b>   | <b>24</b> | <b>31</b> | <b>69</b>  |             |

*\*Pretrial Agent Tasks*

|                    | 2020     | 2021     | Grand Total |
|--------------------|----------|----------|-------------|
| Juvenile           | Unknown  | Unknown  |             |
| Male               | 4        | 1        | 5           |
| White              | 4        | 1        | 5           |
| <b>Grand Total</b> | <b>4</b> | <b>1</b> | <b>5</b>    |

o Probation Population

| Year         | Type | County   | Adult/Juvenile | Offense Level | Previous Year | Entries   | Removals  | Year End  | Males     | Females   | White     | Black    | American Indian | Asian    | Other Race | Hispanic | Non Hispanic Unknown |
|--------------|------|----------|----------------|---------------|---------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------------|----------|------------|----------|----------------------|
| 2020         | DOC  | Marshall | Adult          | Felony        | 43            | 11        | 18        | 35        | 28        | 7         | 34        | 0        | 1               | 0        | 0          | 3        | 32                   |
| 2020         | DOC  | Marshall | Adult          | Gross Misd    | 32            | 8         | 16        | 25        | 17        | 8         | 25        | 0        | 0               | 0        | 0          | 2        | 23                   |
| 2020         | DOC  | Marshall | Adult          | Misd          | 3             | 2         | 2         | 3         | 3         | 0         | 3         | 0        | 0               | 0        | 0          | 0        | 3                    |
| 2020         | DOC  | Marshall | Juvenile       | Juvenile      | 5             | 1         | 3         | 3         | 3         | 0         | 3         | 0        | 0               | 0        | 0          | 0        | 3                    |
| <b>Total</b> |      |          |                |               | <b>83</b>     | <b>22</b> | <b>39</b> | <b>66</b> | <b>51</b> | <b>15</b> | <b>65</b> | <b>0</b> | <b>1</b>        | <b>0</b> | <b>0</b>   | <b>5</b> | <b>61</b>            |

| Year         | Type | County   | Adult/Juvenile | Offense Level | Previous Year | Entries   | Removals  | Year End  | Males     | Females   | White     | Black    | American Indian | Asian    | Other Race | Hispanic | Non Hispanic Unknown |
|--------------|------|----------|----------------|---------------|---------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------------|----------|------------|----------|----------------------|
| 2021         | DOC  | Marshall | Adult          | Felony        | 35            | 16        | 10        | 43        | 35        | 8         | 42        | 0        | 1               | 0        | 0          | 3        | 40                   |
| 2021         | DOC  | Marshall | Adult          | Gross Misd    | 25            | 7         | 13        | 18        | 11        | 7         | 18        | 0        | 0               | 0        | 0          | 1        | 17                   |
| 2021         | DOC  | Marshall | Adult          | Misd          | 3             | 1         | 2         | 1         | 1         | 0         | 1         | 0        | 0               | 0        | 0          | 0        | 1                    |
| 2021         | DOC  | Marshall | Juvenile       | Juvenile      | 3             | 1         | 1         | 3         | 3         | 0         | 3         | 0        | 0               | 0        | 0          | 0        | 3                    |
| <b>Total</b> |      |          |                |               | <b>66</b>     | <b>25</b> | <b>26</b> | <b>65</b> | <b>50</b> | <b>15</b> | <b>64</b> | <b>0</b> | <b>1</b>        | <b>0</b> | <b>0</b>   | <b>4</b> | <b>61</b>            |

| Year         | Type | County   | Adult/Juvenile | Offense Level | Previous Year | Entries   | Removals  | Year End  | Males     | Females   | White     | Black    | American Indian | Asian    | Other Race | Hispanic | Non Hispanic Unknown |
|--------------|------|----------|----------------|---------------|---------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|-----------------|----------|------------|----------|----------------------|
| 2022         | DOC  | Marshall | Adult          | Felony        | 44            | 11        | 17        | 38        | 28        | 10        | 35        | 1        | 2               | 0        | 0          | 3        | 35                   |
| 2022         | DOC  | Marshall | Adult          | Gross Misd    | 18            | 3         | 7         | 14        | 11        | 3         | 14        | 0        | 0               | 0        | 0          | 0        | 14                   |
| 2022         | DOC  | Marshall | Adult          | Misd          | 1             | 4         | 2         | 3         | 3         | 0         | 3         | 0        | 0               | 0        | 0          | 0        | 3                    |
| 2022         | DOC  | Marshall | Juvenile       | Juvenile      | 3             | 0         | 2         | 1         | 1         | 0         | 1         | 0        | 0               | 0        | 0          | 0        | 1                    |
| <b>Total</b> |      |          |                |               | <b>66</b>     | <b>18</b> | <b>28</b> | <b>56</b> | <b>43</b> | <b>13</b> | <b>53</b> | <b>1</b> | <b>2</b>        | <b>0</b> | <b>0</b>   | <b>3</b> | <b>53</b>            |

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 |            | Hispanic | Non Hispanic |            | Hispanic | Non Hispanic |            |             |
| <b>Intensive Supervised Release</b> |          | <b>3</b>     | <b>3</b>   |          | <b>1</b>     | <b>1</b>   |          | <b>2</b>     | <b>2</b>   | <b>6</b>    |
| <b>Male</b>                         |          | <b>3</b>     | <b>3</b>   |          | <b>1</b>     | <b>1</b>   |          | <b>2</b>     | <b>2</b>   | <b>6</b>    |
| American Indian or Alaskan Native   |          | 1            | 1          |          |              |            |          |              |            | 1           |
| American Indian-Non Hispanic        |          |              |            |          | 1            | 1          |          | 1            | 1          | 2           |
| White                               |          | 2            | 2          |          |              |            |          |              |            | 2           |
| White-Non-Hispanic                  |          |              |            |          |              |            |          | 1            | 1          | 1           |
| <b>Standard Supervised Release</b>  | <b>2</b> | <b>11</b>    | <b>13</b>  | <b>3</b> | <b>8</b>     | <b>11</b>  | <b>1</b> | <b>11</b>    | <b>12</b>  | <b>36</b>   |
| <b>Female</b>                       |          | <b>1</b>     | <b>1</b>   | <b>1</b> | <b>1</b>     | <b>2</b>   |          | <b>1</b>     | <b>1</b>   | <b>4</b>    |
| White                               |          | 1            | 1          |          |              |            |          |              |            | 1           |
| White-Hispanic                      |          |              |            | 1        |              | 1          |          |              |            | 1           |
| White-Non-Hispanic                  |          |              |            |          | 1            | 1          |          | 1            | 1          | 2           |
| <b>Male</b>                         | <b>2</b> | <b>10</b>    | <b>12</b>  | <b>2</b> | <b>7</b>     | <b>9</b>   | <b>1</b> | <b>10</b>    | <b>11</b>  | <b>32</b>   |
| American Indian-Non Hispanic        |          |              |            |          |              |            |          | 1            | 1          | 1           |
| White                               | 2        | 10           | 12         |          |              |            |          |              |            | 12          |
| White-Hispanic                      |          |              |            | 2        |              | 2          | 1        |              | 1          | 3           |
| White-Non-Hispanic                  |          |              |            |          | 7            | 7          |          | 9            | 9          | 16          |
| <b>Grand Total</b>                  | <b>2</b> | <b>14</b>    | <b>16</b>  | <b>3</b> | <b>9</b>     | <b>12</b>  | <b>1</b> | <b>13</b>    | <b>14</b>  | <b>42</b>   |

In addition, please provide the following:

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

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

| Risk Level         | High     |                | Low       |                | Medium    |                | Per Policy-No Assmt Required |                | Unknown  |                | Total #   | Total %        |
|--------------------|----------|----------------|-----------|----------------|-----------|----------------|------------------------------|----------------|----------|----------------|-----------|----------------|
|                    | #        | %              | #         | %              | #         | %              | #                            | %              | #        | %              |           |                |
| <b>Adult</b>       | <b>5</b> | <b>100.00%</b> | <b>47</b> | <b>97.92%</b>  | <b>19</b> | <b>95.00%</b>  | <b>1</b>                     | <b>100.00%</b> | <b>2</b> | <b>100.00%</b> | <b>74</b> | <b>97.37%</b>  |
| Derek L. Biermaier |          | 0.00%          | 7         | 14.58%         | 1         | 5.00%          |                              | 0.00%          | 1        | 50.00%         | 9         | 11.84%         |
| Jeremy Rychlock    | 1        | 20.00%         | 7         | 14.58%         | 1         | 5.00%          |                              | 0.00%          | 1        | 50.00%         | 10        | 13.16%         |
| Jessica Aarestad   |          | 0.00%          |           | 0.00%          | 1         | 5.00%          |                              | 0.00%          |          | 0.00%          | 1         | 1.32%          |
| Mary Gerardy       | 3        | 60.00%         | 21        | 43.75%         | 10        | 50.00%         |                              | 0.00%          |          | 0.00%          | 34        | 44.74%         |
| Stephanie Hodge    |          | 0.00%          |           | 0.00%          | 1         | 5.00%          |                              | 0.00%          |          | 0.00%          | 1         | 1.32%          |
| Tiffany Rivard     |          | 0.00%          | 6         | 12.50%         | 3         | 15.00%         | 1                            | 100.00%        |          | 0.00%          | 10        | 13.16%         |
| Wayne Nomeland     | 1        | 20.00%         | 6         | 12.50%         | 2         | 10.00%         |                              | 0.00%          |          | 0.00%          | 9         | 11.84%         |
| <b>Juvenile</b>    |          | <b>0.00%</b>   | <b>1</b>  | <b>2.08%</b>   | <b>1</b>  | <b>5.00%</b>   |                              | <b>0.00%</b>   |          | <b>0.00%</b>   | <b>2</b>  | <b>2.63%</b>   |
| Peggy J. Stark     |          | 0.00%          | 1         | 2.08%          | 1         | 5.00%          |                              | 0.00%          |          | 0.00%          | 2         | 2.63%          |
| <b>Grand Total</b> | <b>5</b> | <b>100.00%</b> | <b>48</b> | <b>100.00%</b> | <b>20</b> | <b>100.00%</b> | <b>1</b>                     | <b>100.00%</b> | <b>2</b> | <b>100.00%</b> | <b>76</b> | <b>100.00%</b> |

| Assignment Type         | Juvenile |                |          |                | Total #  | Total %        |
|-------------------------|----------|----------------|----------|----------------|----------|----------------|
|                         | Low      |                | Medium   |                |          |                |
|                         | #        | %              | #        | %              |          |                |
| Traditional Supervision | 1        | 100.00%        | 1        | 100.00%        | 2        | 100.00%        |
| <b>Grand Total</b>      | <b>1</b> | <b>100.00%</b> | <b>1</b> | <b>100.00%</b> | <b>2</b> | <b>100.00%</b> |

| Adult                     |          |                |           |                |           |                |                     |                |          |                |           |                |
|---------------------------|----------|----------------|-----------|----------------|-----------|----------------|---------------------|----------------|----------|----------------|-----------|----------------|
| Assignment Type           | High     |                | Low       |                | Medium    |                | Per Policy-No LSCMI |                | Unknown  |                | Total #   | Total %        |
|                           | #        | %              | #         | %              | #         | %              | #                   | %              | #        | %              |           |                |
| Felony                    | 5        | 100.00%        | 32        | 68.09%         | 17        | 89.47%         | 1                   | 100.00%        | 1        | 50.00%         | 56        | 75.68%         |
| Enhanced Supervision      | 5        | 100.00%        |           | 0.00%          | 1         | 5.26%          |                     | 0.00%          |          | 0.00%          | 6         | 8.11%          |
| ESO Phase 2               |          | 0.00%          | 1         | 2.13%          | 2         | 10.53%         | 1                   | 100.00%        |          | 0.00%          | 4         | 5.41%          |
| ESO Phase 3               |          | 0.00%          | 4         | 8.51%          |           | 0.00%          |                     | 0.00%          |          | 0.00%          | 4         | 5.41%          |
| Specialty Court-Probation |          | 0.00%          | 1         | 2.13%          | 2         | 10.53%         |                     | 0.00%          |          | 0.00%          | 3         | 4.05%          |
| Traditional Supervision   |          | 0.00%          | 26        | 55.32%         | 12        | 63.16%         |                     | 0.00%          | 1        | 50.00%         | 39        | 52.70%         |
| Gross Misdemeanor         |          | 0.00%          | 12        | 25.53%         | 2         | 10.53%         |                     | 0.00%          | 1        | 50.00%         | 15        | 20.27%         |
| Specialty Court-Probation |          | 0.00%          | 4         | 8.51%          |           | 0.00%          |                     | 0.00%          | 1        | 50.00%         | 5         | 6.76%          |
| Traditional Supervision   |          | 0.00%          | 8         | 17.02%         | 2         | 10.53%         |                     | 0.00%          |          | 0.00%          | 10        | 13.51%         |
| Misdemeanor               |          | 0.00%          | 3         | 6.38%          |           | 0.00%          |                     | 0.00%          |          | 0.00%          | 3         | 4.05%          |
| Enhanced Supervision      |          | 0.00%          | 1         | 2.13%          |           | 0.00%          |                     | 0.00%          |          | 0.00%          | 1         | 1.35%          |
| Traditional Supervision   |          | 0.00%          | 2         | 4.26%          |           | 0.00%          |                     | 0.00%          |          | 0.00%          | 2         | 2.70%          |
| <b>Grand Total</b>        | <b>5</b> | <b>100.00%</b> | <b>47</b> | <b>100.00%</b> | <b>19</b> | <b>100.00%</b> | <b>1</b>            | <b>100.00%</b> | <b>2</b> | <b>100.00%</b> | <b>74</b> | <b>100.00%</b> |

Please also provide the following outcomes for CY 2022:

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

| Juvenile           | Successful # of cases | %              | Total # of cases | Total %        |
|--------------------|-----------------------|----------------|------------------|----------------|
| Dismiss            | 2                     | 100.00%        | 2                | 100.00%        |
| <b>Grand Total</b> | <b>2</b>              | <b>100.00%</b> | <b>2</b>         | <b>100.00%</b> |

| Adult   | Successful |               | Unsuccessful |               | Total # of cases | Total %        |
|---|------------|---------------|--------------|---------------|------------------|----------------|
|   | # of cases | %             | # of cases   | %             |                  |                |
| <b>Felony</b>   | <b>17</b>  | <b>50.00%</b> | <b>6</b>     | <b>17.65%</b> | <b>23</b>        | <b>67.65%</b>  |
| Discharge   | 2          | 5.88%         |              | 0.00%         | 2                | 5.88%          |
| Discharge-Early   | 9          | 26.47%        |              | 0.00%         | 9                | 26.47%         |
| Discharge-Expiration  | 3          | 8.82%         |              | 0.00%         | 3                | 8.82%          |
| Dismiss   | 3          | 8.82%         |              | 0.00%         | 3                | 8.82%          |
| Executed-Client Demanded-COC serving MCF (Felony Supervision) |            | 0.00%         | 1            | 2.94%         | 1                | 2.94%          |
| Executed-COC but serving Local (Felony Supervision)           |            | 0.00%         | 1            | 2.94%         | 1                | 2.94%          |
| Executed-COC serving MCF (Felony Supervision)                 |            | 0.00%         | 4            | 11.76%        | 4                | 11.76%         |
| <b>Gross Misdemeanor</b>                                      | <b>8</b>   | <b>23.53%</b> | <b>1</b>     | <b>2.94%</b>  | <b>9</b>         | <b>26.47%</b>  |
| Discharge-Early   | 2          | 5.88%         |              | 0.00%         | 2                | 5.88%          |
| Discharge-Expiration  | 5          | 14.71%        |              | 0.00%         | 5                | 14.71%         |
| Dismiss   | 1          | 2.94%         |              | 0.00%         | 1                | 2.94%          |
| Executed-Court-LOC (GM/M Supervision cases)                   |            | 0.00%         | 1            | 2.94%         | 1                | 2.94%          |
| <b>Misdemeanor</b>  | <b>2</b>   | <b>5.88%</b>  |              | <b>0.00%</b>  | <b>2</b>         | <b>5.88%</b>   |
| Discharge-Early   | 1          | 2.94%         |              | 0.00%         | 1                | 2.94%          |
| Discharge-Expiration  | 1          | 2.94%         |              | 0.00%         | 1                | 2.94%          |
| <b>Grand Total</b>  | <b>27</b>  | <b>79.41%</b> | <b>7</b>     | <b>20.59%</b> | <b>34</b>        | <b>100.00%</b> |