

McLeod County  
Comprehensive Plan  
February 13, 2024

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## Introduction

McLeod County is located in South Central Minnesota, east of the Metro area. The County Seat is in Glencoe, MN, with its largest city being Hutchinson, MN. It is home to sweeping farmland and agriculture, with its cities and towns home to commerce and industry. Probation supervision in McLeod County is provided by the Minnesota Department of Corrections. With two offices located in the McLeod County Courthouse.

<b>Race and Hispanic Origin</b>	<b>McLeod</b>
White alone, percent	96.20%
Black or African American alone, percent(a)	1.00%
American Indian and Alaska Native alone, percent(a)	0.60%
Asian alone, percent(a)	0.80%
Native Hawaiian and Other Pacific Islander alone, percent(a)	0.10%
Two or More Races, percent	1.20%
Hispanic or Latino, percent(b)	7.40%
White alone, not Hispanic or Latino, percent	89.50%

<b>Geography</b>	
Population per square mile, 2020	74.8
Land area in square miles, 2020	491.51
FIPS Code	27085

## Administration and Organization of Correctional Services

### ***DOC Vision***

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

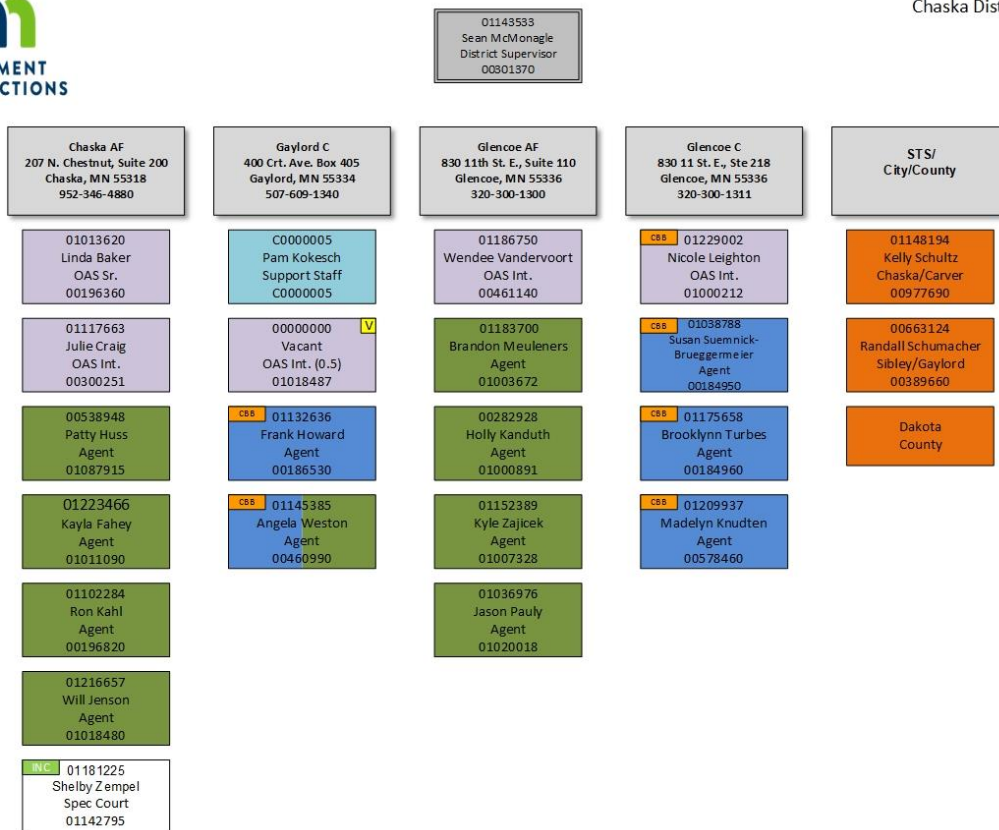
### ***DOC Mission***

Transforming lives for a safer Minnesota

# District Organization Chart



Chaska 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.

Probation and supervised release supervision in McLeod County is broken down in two offices, with the Court Services Office supervising all juvenile probation and all adult gross misdemeanor and misdemeanor level offenses. This office is comprised of three agents and one support staff. The Department of Corrections Felony Office supervises all individuals supervised on either felony probation or supervised release. This office is comprised of five agents and two support staff. One of the agent positions and one of the support staff positions will be added to the organization chart shortly after submission of this plan but will be included in this comprehensive plan due to the immediacy in which both positions are expected to be implemented. Within both offices, caseloads are broken out by risk level, which are established by validated risk assessment tools utilized by agents for this task.

The Court Services Office in McLeod County has three agents and one support staff in that office. Agent A supervises juveniles deemed to be a moderate or high risk on their caseload. Agent B supervises a blended caseload; supervising juveniles deemed to be a low risk, as well as a caseload of adults on probation for gross misdemeanor and misdemeanor level offenses. Agent C supervises a caseload consisting of adults on probation supervision for gross misdemeanor and misdemeanor level offenses. One support staff provides administrative support that is crucial to the work being done in their office.

The Felony Office in McLeod County consists of five agents and two support staff, with two of those positions (one agent and one support staff) being newly added positions. Agent A supervises an enhanced sex offender caseload. Agent B supervises those on felony supervision deemed to be low risk, as well as those on supervision for offenses relating to domestic violence. Agent C supervises a caseload of those deemed to be moderate risk, as well as female clients deemed to be high risk. Agent D supervises a high risk enhanced caseload in McLeod County (high risk). This agent also supervises the enhanced caseload in Sibley County, as well as an enhanced sex offender caseload in Sibley County. Agent E is a task agent, whose primary duties include the writing of pre-sentence investigations and MN Pretrial Assessment Tool (MNPAT) pre-trial bail assessments, as well as other duties as assigned. Support staff provide critical support and clerical work that is crucial to work being done in their office. The newly added support staff will split their time between the Glencoe DOC office and the Chaska DOC office.

Caseloads in McLeod County are broken out by risk levels established by risk assessment tools as previously discussed in this document. Caseload capacity in the Court Services Office is and has been high, with agents supervising numerous adults and juveniles on probation. Caseload capacity within the Felony Office is also high, but numbers are more prone to fluctuation and change than in the Court Services Office. As a result, it is not uncommon for agents within the Felony Office to assist with reports or tasks assigned to the Court Services office to assist in balancing work between the two offices. Strategic planning also addresses this issue and looks to establish manageable caseload sizes to better allow for agents to work more effectively with those supervised in both offices.

## Advisory Board

The standing McLeod County Correctional Advisory Board (CAB) will be utilized as the Advisory Board to provide input and approval of the comprehensive plan. The CAB consists of local justice partners and is chaired and facilitated by the Jail Administrator in McLeod County, seeking agenda items for discussion and moderating discussions at board meetings. The advisory board consists of the following members:

Jody Winters, Judge  
Jessica Maher, Judge  
Ryan Hansch, County Attorney  
Emily Harbridge, Managing Public Defender  
Scott Nokes, Public Defender  
Karen Messner, Court Administrator  
Jenna Feltmann, Supervisor, Court Administration  
Will Feltmann, Jail Administrator, McLeod County Sheriff's Office  
Sean McMonagle, DOC District Supervisor

The advisory board is well attended, with many members of the County Attorney's Office, Public Defenders office, law enforcement, and local DOC agents attending to provide feedback and insight to agenda items before the advisory board.

## 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 in McLeod County receive ongoing trainings and actively participate in efforts to continue growth in the areas of evidence-based practices. This includes ongoing statewide efforts to achieve proficiency in use of normative feedback. Over the past fiscal year McLeod County agents have participated in multiple trainings specific to normative feedback, have completed audio tapes of client interactions when using normative feedback, and have received feedback from the District Supervisor as to their specific progress regarding individual proficiency. Efforts towards fully implementing normative feedback as a standard practice are ongoing and making positive progress to that end.

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

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

There is also a Phase II workgroup that is designated to assist in the implementation of many of CSG's original recommendations. Initially, this group is looking at creating a single standard of supervision for MN, regardless of what county/agency a client is supervised in. In addition, they are creating recommendations to implement, statewide, assessment-driven, formalized, collaborative case planning to focus case planning goals on identified criminogenic and behavioral health need areas for moderate- and high-risk individuals. Finally, 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

Initiatives for probation services in McLeod County are in line with current best practices, are person-centered in nature, and focus on evidenced-based practices in the community. The Chaska District provides cognitive based programming to high-risk clients supervised in McLeod County, to include weekly Decision Points groups, Carey Guides, and other cognitive behaviors tools and intervention. The

groups and intervention strategies will continue, with the hope of expanding upon current effort in McLeod County. Agents in McLeod County also facilitate weekly domestic violence intervention groups.

Part of strategic planning initiatives in McLeod County include the addition of two staff. Feedback from agents indicated that high demand regarding pre-sentence investigation had impeded their ability to dedicate their time to high-risk clients. The addition of the new agent position is done so with the intent of allowing all agents in McLeod County to better serve their clientele.

Additional planning into the future will include working with Statewide partners to identify resources to better serve justice involved youth on probation requiring out of home placements, as those resources are currently lacking.

## Pre-Trial, Diversion and Other Services

**Pre-Trial:** 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. Currently the Department of Corrections does not provide pre-trial supervision services in McLeod County. Corrections Agents in McLeod County do complete MNPAT assessments for those arrested for qualifying offenses, which aid in the setting of bail and pre-trial conditions of release, however no ongoing supervision of those on pre-trial release are provided.

**Diversion:** Diversion is offered to juveniles who have been charged with certain petty or minor offense and offers a means of resolving cases without requiring the juvenile to appear in Court. Juveniles on diversion in McLeod County are subject to community work service as well educational programming targeting the individual risks and needs as determined by the supervision agent. Diversion in McLeod County is an example of collaboration between the McLeod County Court Services Office and the McLeod County Attorney's Office that benefits juvenile clients and their families, providing resolution for certain offenses outside of the Court process, while still providing interventions geared towards keeping juveniles out of Court in the future.

**Pre-Sentence Investigations/Reports to the Court:** Corrections Agents with the Minnesota Department of Corrections in McLeod County write and submit many reports to the Court to aid in disposition for adult and juvenile clients. Agents provide pre-sentence investigations, pre-dispositional investigations, criminal history worksheets, EJJ and Certification Studies as ordered by the Courts.

**Supervised Release/Intensive Supervised Release (ISR):** The Department of Corrections in McLeod County provides supervision to those released from Correctional Facilities to supervised release within the community. All individuals released from a DOC facility who reside within McLeod County are supervised by the corrections agents with the DOC. A team of Intensive supervised release agents supervise those deemed to be a high risk to reoffend within the community, to include those deemed to be a Level 3 Predatory Offender. Intensive supervised release agents also supervise those individuals released from the Challenge Incarceration Program. Agents with the DOC in McLeod County also supervise high risk individuals on supervised release on enhanced supervision caseloads.



## 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.
- **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.
- **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. Individuals assessed as medium & high risk in McLeod County are eligible for a Decision Points group, which is a weekly cognitive based program facilitated by agents. Currently three agents are trained as Decision Points facilitators. McLeod County agents also provide weekly domestic violence programming to those on supervision who have been sentenced to probation or supervised release for crimes relating to domestic violence. All agents in McLeod County are trained in Carey Guides, which is an individualized cognitive behavioral intervention tool geared at targeting specific criminogenic needs and drivers of criminality. All agents have active licenses to use Carey Guides and are a frequent intervention tool used by agents.
- **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. Housing for vulnerable populations within McLeod

County is ongoing issue. Housing resources are scarce, often leading to at risk populations moving out of the County for communities with more housing options or clients seeking transient housing options. Housing options, if any exist, for Level 3 Predatory Offenders, would be limited to either familial options, options in outside communities, or motel options. Currently local motel options are often utilized by more transient clients within McLeod County, typically within the City of Hutchinson.

- **Caseload sizes for supervision intensity should be capped based on normed supervision and task workload studies.** Minnesota Department of Corrections uses supervision workload points tracked in CSTS to manage caseload sizes. Current staffing levels meet workload obligations but does so in a manner that does not fully allow agents to dedicate their time and resources to clients most vulnerable and in need of enhanced levels of supervision. A new agent is scheduled to start in McLeod County in February of 2024, and should help alleviate these strains for all agents. The new position, which is being funded through funds allocated from the Minnesota State Legislature, will look to take on a bevy of tasks including pre-sentence investigations and MNPAT assessments, to allow existing agents time to focus on effective use of evidence-based interventions with those supervised in McLeod County.
- **Early discharge should focus on effective intervention and not just completion of conditions.** Early discharge from probation is used by agents in McLeod County in instances where clients have met certain benchmarks towards their supervision goals and are deemed appropriate for an early discharge. Early discharge from probation is seen as an earned privilege and is not recommended lightly. Clients who are deemed appropriate for early discharge are assessed as low risk and must have completed all monitorable conditions of probation, be in good standing with their conditions of probation, and have paid all restitution (if applicable).
- **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. Currently all agents in McLeod County are trained in the use of cognitive behavioral interventions, to include Carey Guides. Carey Guides are used to address specific issues observed by agents to reduce areas of high criminogenic need. Use of Carey Guides and other cognitive behavioral interventions are expanding as agents become more familiar and comfortable with the tools. Bi-monthly communities of practice, which allow for ongoing skill practice of evidence based and cognitive behavioral interventions are held in the Chaska District to aid in agent growth and skill development, as well as quarterly District Trainings to that same end.
- **Use of incentives and adherence to the 4 to 1 positive ratios.** Agents are trained in using reinforcements which have proven to be more effective in supporting behavior changes than the use of punishment. Agents are trained in using reinforcements which have proven to be more effective in supporting behavior changes than the use of punishment. Reinforcers used by agents in McLeod County are used frequently to enhance client's intrinsic motivations for change and include the following: early discharge from probation, reduced fees or fines, reduced STS or CWS hours, verbal, or written praise for compliance.

- 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. Multiple substance abuse treatment options, as well as mental health treatment options do exist in McLeod County. However, in-patient treatment options are not available within McLeod County, requiring many clients to seek options elsewhere for needed resources. Sober housing options are available on a limited basis for those utilizing out-patient treatment programming. Out of home placements for juvenile clients are very limited across the State of Minnesota. McLeod County does have a contracted secure detention bed for juveniles at East Central Regional Juvenile Center, Lino Lakes, which does alleviate some placement issues, but the lack of availability of placements is an ongoing issue statewide.

## Victim Concerns

Agents in McLeod County are trained and experienced working with victims of criminal offenses and can assist in connecting victims with resources in the community. At agent disposal are the McLeod County Attorney’s Office, who staffs a victim/witness coordinator; Committee Against Domestic Abuse (CADA) who assists victims of domestic abuse; and Victim Services with the Minnesota Department of Corrections.

## Correctional Fees

In 2022, the DOC imposed supervision fees for every case a client was being supervised on (\$100 for misdemeanor, \$200 for gross misdemeanor and \$300 for felonies).

- 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>	34,500.00	18,278.40
<b>DOC Supervision Fee</b>	46,820.00	21,987.65
<b>Total</b>	<b>81,320.00</b>	<b>40,266.05</b>

## Contracted Services and Proposal 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. Midwest Monitoring is used by agents in McLeod County to address electronic home monitoring needs for clients being supervised on probation within the community. Midwest Monitoring provides services to both adults and juveniles on misdemeanor and felony level probation. Services provided include GPS, alcohol, and house arrest monitoring.

### STS Contract

STS is currently a service offered in McLeod County, but one that is provided by the County and

overseen by the McLeod County Sheriff's Office. Conversations between the Sheriff's Office and offices in McLeod County supervised by the Department of Corrections have been ongoing to ensure vibrancy of the program is maintained and ongoing.

## Budget

	FTEs	FY24	FY25	Total
<b>Felony</b>	4.83	\$ 657,499.73	\$ 687,087.21	\$ 1,344,586.94
<b>Agent</b>	3.33	\$ 401,139.39	\$ 419,190.67	\$ 820,330.06
<b>Cost - CE</b>		\$ 74,637.01	\$ 77,995.68	\$ 152,632.69
<b>Cost - Interstate</b>		\$ 27,848.08	\$ 29,101.25	\$ 56,949.33
<b>Cost - Mgt-Admin</b>		\$ 29,330.39	\$ 30,650.25	\$ 59,980.64
<b>OAS Sr.</b>	0.25	\$ 19,387.61	\$ 20,260.05	\$ 39,647.66
<b>Supervisor</b>	0.25	\$ 33,330.62	\$ 34,830.49	\$ 68,161.11
<b>Support</b>	1.00	\$ 71,826.63	\$ 75,058.82	\$ 146,885.45
<b>Non-F</b>	<b>4.45</b>	<b>\$ 466,968.09</b>	<b>\$ 487,981.65</b>	<b>\$ 954,949.74</b>
<b>CBB - Agent</b>	3.00	\$ 332,295.12	\$ 347,248.40	\$ 679,543.53
<b>CBB - Support</b>	1.00	\$ 61,880.86	\$ 64,665.49	\$ 126,546.35
<b>Cost - Mgt-Admin</b>		\$ 26,291.18	\$ 27,474.28	\$ 53,765.47
<b>OAS Sr.</b>	0.23	\$ 17,836.60	\$ 18,639.25	\$ 36,475.85
<b>Supervisor</b>	0.22	\$ 28,664.33	\$ 29,954.22	\$ 58,618.55
<b>Grand Total</b>	<b>9.28</b>	<b>\$ 1,124,467.82</b>	<b>\$ 1,175,068.87</b>	<b>\$ 2,299,536.68</b>

MN DOC 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

Agents working in McLeod County do amazing work, often under intense pressure. Agents participate in the weekly facilitation of Decision Points and Domestic Abuse Intervention groups. Agents in McLeod County have close relationships with local law enforcement and work towards positive outcomes for those they supervise, to achieve public safety in the communities in which they work. In the coming year a new agent position will be established, and with that position comes the expectations that these efforts will only improve, with client successes and public safety being the end goal staff are working toward.

## Appendix A Training Requirements

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

**The below will be discretionary training.**

Title	Hours	Applicability	Description
NARCAN	1	All staff carrying Narcan or requesting to carry	Naloxone training to administer nasal spray in OD incidents. Review of Opioid exposure and signs/symptoms
Chemical Irritant	1	All staff issued CI	TBD-is this needed for re-cert
Mental Health Training	TBD	All staff who have contact with clients	TBD
Tribal State Relations Training	TBD	All agent staff who work with Tribal Nations	Culturally Specific Training
Adverse Childhood Experience Training (ACES)	TBD	Agent Staff	Understanding the tool and what it means when working with clients
Sovereign Citizen Training	TBD	Agent Staff	Understanding the culture of sovereign citizens and how to work with this population

## Appendix B Pre Trial-Standards

Provided for counties who may be considering a pretrial program.

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

### Best Practices Based on NIC Article Reviews

#### Pre-Trial Monitoring

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

#### Recommendations:

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

#### Court Date Notification Systems

#### Committee Findings:

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

#### Recommendations:

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

## Pre-Trial Assessment Tools

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

### Recommendations:

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

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

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

## Pre-Trial Detention

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

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

Difficulties maintaining employment/housing.

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

## Pre-Trial Drug Testing

Committee Findings: Based on research from the 1980's and 1990's, there is no connection between drug testing and pre-trial success and/or failure. Information regarding the specifics of who was selected for drug testing is lacking. For example, was drug testing a blanket condition or individualized to the defendant's risk/need? There was a correlation between those that showed up for drug testing and court appearances. If defendants showed up for drug testing, they also tended to show up for court. If defendants failed to show up for drug testing, they also tended to not appear for court.

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

Recommendations:

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

Pre-Trial Location Monitoring (EHM)

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

Recommendations:

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



## Appendix C Overview of Supervision Population

(INCLUDING SR, ISR and pre-trial)

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

- Pre-trial Population

### \*Pretrial Agent Tasks

Adult	2020		2020 Total	2021		2021 Total	2022		2022 Total	Grand Total
	Hispanic	Unknown		Hispanic	Unknown		Hispanic	Unknown		
Female	2	59	61	5	88	93	2	89	91	245
Felony	1	25	26	3	44	47	1	37	38	111
Am Ind/Alaskan Nat		1	1							1
Black					4	4		2	2	6
Unknown	1		1				1	2	3	4
White		24	24	3	40	43		33	33	100
Gross Misdemeanor		11	11		14	14		23	23	48
Am Ind/Alaskan Nat		1	1					2	2	3
Black		1	1		1	1				2
White		9	9		13	13		21	21	43
Misdemeanor	1	23	24	2	30	32	1	29	30	86
Unknown					2	2		1	1	3
White	1	23	24	2	28	30	1	28	29	83
Male	26	183	209	41	251	292	27	267	294	795
Felony	17	108	125	27	160	187	19	154	173	485
Am Ind/Alaskan Nat		1	1	1	5	6	1	1	2	9
Asian/Pacific Islander		1	1	2	3	5		2	2	8
Black		1	1		14	14		14	14	29
Unknown		1	1		4	4	4	6	10	15
White	17	104	121	24	134	158	14	131	145	424
Gross Misdemeanor	3	34	37	5	36	41	2	41	43	121
Am Ind/Alaskan Nat								2	2	2
Asian/Pacific Islander				1		1				1

Black		2	2		1	1		1	1	4
Unknown					1	1				1
White	3	32	35	4	34	38	2	38	40	113
Misdemeanor	6	41	47	9	55	64	6	70	76	187
Asian/Pacific Islander				2	1	3				3
Black		4	4		1	1		3	3	8
Unknown		1	1		3	3		2	2	6
White	6	36	42	7	50	57	6	65	71	170
Petty Misdemeanor								2	2	2
Black								2	2	2
<b>Grand Total</b>	<b>28</b>	<b>242</b>	<b>270</b>	<b>46</b>	<b>339</b>	<b>385</b>	<b>29</b>	<b>356</b>	<b>385</b>	<b>1040</b>

*\*Pretrial Agent Tasks*

	2020	2021	2022		Grand Total
Juvenile	Unknown	Unknown	Hispanic	Unknown	
Female	2	3	1	3	9
White	2	3	1	3	9
Male	12	18	3	10	43
Unknown		1	2		3
White	12	17	1	10	40
<b>Grand Total</b>	<b>14</b>	<b>21</b>	<b>4</b>	<b>13</b>	<b>52</b>

○ 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	McLeod	Adult	Felony	348	74	89	338	263	75	303	17	6	3	9	32	306
2020	DOC	McLeod	Adult	Gross Misd	212	95	116	190	128	62	178	5	5	1	1	12	178
2020	DOC	McLeod	Adult	Misd	157	94	112	135	90	45	128	4	0	2	1	16	119
2020	DOC	McLeod	Juvenile	Juvenile	64	47	57	54	40	14	48	4	1	0	1	6	48
<b>Total</b>					<b>781</b>	<b>310</b>	<b>374</b>	<b>717</b>	<b>521</b>	<b>196</b>	<b>657</b>	<b>30</b>	<b>12</b>	<b>6</b>	<b>12</b>	<b>66</b>	<b>651</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	McLeod	Adult	Felony	336	92	116	318	255	63	288	14	4	3	9	28	290
2021	DOC	McLeod	Adult	Gross Misd	185	88	97	177	125	52	163	5	5	1	3	12	165
2021	DOC	McLeod	Adult	Misd	140	135	110	158	104	54	148	4	1	1	4	18	140
2021	DOC	McLeod	Juvenile	Juvenile	54	34	43	45	29	16	43	1	0	0	1	7	38
<b>Total</b>					<b>715</b>	<b>349</b>	<b>366</b>	<b>698</b>	<b>513</b>	<b>185</b>	<b>642</b>	<b>24</b>	<b>10</b>	<b>5</b>	<b>17</b>	<b>65</b>	<b>633</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	McLeod	Adult	Felony	309	86	127	271	228	43	237	15	5	3	11	22	249
2022	DOC	McLeod	Adult	Gross Misd	177	113	89	201	134	67	182	4	5	0	10	10	191
2022	DOC	McLeod	Adult	Misd	151	174	111	211	149	62	182	3	0	1	25	17	194
2022	DOC	McLeod	Juvenile	Juvenile	45	60	41	64	46	18	53	4	0	1	6	16	48
<b>Total</b>					<b>682</b>	<b>433</b>	<b>368</b>	<b>747</b>	<b>557</b>	<b>190</b>	<b>654</b>	<b>26</b>	<b>10</b>	<b>5</b>	<b>52</b>	<b>65</b>	<b>682</b>

○ 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>1</b>	<b>1</b>		<b>2</b>	<b>2</b>				<b>3</b>
<b>Male</b>		<b>1</b>	<b>1</b>		<b>2</b>	<b>2</b>				<b>3</b>
White		1	1							1
White–Non-Hispanic					2	2				2
<b>Parole</b>				<b>1</b>		<b>1</b>				<b>1</b>
<b>Male</b>				<b>1</b>		<b>1</b>				<b>1</b>
White–Hispanic				1		1				1
<b>Standard Supervised Release</b>	<b>6</b>	<b>38</b>	<b>44</b>	<b>5</b>	<b>33</b>	<b>38</b>	<b>6</b>	<b>32</b>	<b>38</b>	<b>120</b>
<b>Female</b>		<b>1</b>	<b>1</b>		<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>7</b>
White		1	1							1
White–Non-Hispanic					3	3		3	3	6
<b>Male</b>	<b>6</b>	<b>37</b>	<b>43</b>	<b>5</b>	<b>30</b>	<b>35</b>	<b>6</b>	<b>29</b>	<b>35</b>	<b>113</b>
Black		1	1							1
Black-Non Hispanic					3	3		1	1	4
White	6	36	42							42
White–Hispanic				5		5	6		6	11
White–Non-Hispanic					27	27		28	28	55
<b>Grand Total</b>	<b>6</b>	<b>39</b>	<b>45</b>	<b>6</b>	<b>35</b>	<b>41</b>	<b>6</b>	<b>32</b>	<b>38</b>	<b>124</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		Prescreen Low--No Assmt		Unknown		Total #	Total %
	#	%	#	%	#	%	#	%	#	%	#	%		
<b>Adult</b>	<b>54</b>	<b>80.60%</b>	<b>234</b>	<b>99.57%</b>	<b>142</b>	<b>75.94%</b>	<b>7</b>	<b>100.00%</b>	<b>169</b>	<b>100.00%</b>	<b>79</b>	<b>90.80%</b>	<b>685</b>	<b>91.09%</b>
Brandon Meuleners	16	23.88%	4	1.70%	8	4.28%		0.00%		0.00%	6	6.90%	34	4.52%
Holly Kanduth	4	5.97%	4	1.70%	50	26.74%	1	14.29%		0.00%	2	2.30%	61	8.11%
Jason Pauly	12	17.91%	21	8.94%	7	3.74%		0.00%		0.00%	12	13.79%	52	6.91%
Kyle J. Zajicek	13	19.40%	104	44.26%	25	13.37%		0.00%	4	2.37%	7	8.05%	153	20.35%
Madelyn E Meuwissen	2	2.99%	46	19.57%	21	11.23%	3	42.86%	77	45.56%	15	17.24%	164	21.81%
Sean XMcMonagle--WJ	6	8.96%	55	23.40%	31	16.58%	3	42.86%	88	52.07%	36	41.38%	219	29.12%
Susan K Suemnick-Brueggemeier		0.00%		0.00%		0.00%		0.00%		0.00%	1	1.15%	1	0.13%
William Jenson	1	1.49%		0.00%		0.00%		0.00%		0.00%		0.00%	1	0.13%
<b>Juvenile</b>	<b>13</b>	<b>19.40%</b>	<b>1</b>	<b>0.43%</b>	<b>45</b>	<b>24.06%</b>		<b>0.00%</b>		<b>0.00%</b>	<b>8</b>	<b>9.20%</b>	<b>67</b>	<b>8.91%</b>
Susan K Suemnick-Brueggemeier	13	19.40%	1	0.43%	45	24.06%		0.00%		0.00%	8	9.20%	67	8.91%
<b>Grand Total</b>	<b>67</b>	<b>100.00%</b>	<b>235</b>	<b>100.00%</b>	<b>187</b>	<b>100.00%</b>	<b>7</b>	<b>100.00%</b>	<b>169</b>	<b>100.00%</b>	<b>87</b>	<b>100.00%</b>	<b>752</b>	<b>100.00%</b>

Assignment Type	Juvenile High		Low		Medium		Unknown		Total #	Total %
	#	%	#	%	#	%	#	%		
Enhanced Supervision	12	92.31%		0.00%		0.00%		0.00%	12	17.91%
Intake/Pretrial/Investigation Caseload-includes incoming transfers		0.00%		0.00%	1	2.22%	6	75.00%	7	10.45%
Traditional Supervision	1	7.69%	1	100.00%	44	97.78%	2	25.00%	48	71.64%
<b>Grand Total</b>	<b>13</b>	<b>100.00%</b>	<b>1</b>	<b>100.00%</b>	<b>45</b>	<b>100.00%</b>	<b>8</b>	<b>100.00%</b>	<b>67</b>	<b>100.00%</b>

Adult														
Assignment Type	High		Low		Medium		Per Policy- No LSCMI		Prescreen Low- -No Assmt		Unknown		Total	Total %
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Felony	45	83.33%	132	56.41%	90	63.38%	1	14.29%	4	2.37%	26	32.91%	298	43.50%
Administrative Caseload (includes STS only/unsup probation/juvenile monitoring)		0.00%	13	5.56%		0.00%		0.00%		0.00%		0.00%	13	1.90%
CIP		0.00%	1	0.43%	1	0.70%		0.00%		0.00%		0.00%	2	0.29%
Enhanced Supervision	30	55.56%	1	0.43%	1	0.70%		0.00%		0.00%	2	2.53%	34	4.96%
ESO Phase 1	3	5.56%	6	2.56%	3	2.11%		0.00%		0.00%	5	6.33%	17	2.48%
ESO Phase 2		0.00%		0.00%	5	3.52%		0.00%		0.00%	3	3.80%	8	1.17%
ESO Phase 3	8	14.81%	8	3.42%		0.00%		0.00%		0.00%	2	2.53%	18	2.63%
ESO Phase 4	1	1.85%	7	2.99%		0.00%		0.00%		0.00%	1	1.27%	9	1.31%
Group Supervision		0.00%	1	0.43%		0.00%		0.00%		0.00%		0.00%	1	0.15%
Intake/Pretrial/Investigation Caseload- includes incoming transfers	2	3.70%	1	0.43%	5	3.52%	1	14.29%		0.00%	9	11.39%	18	2.63%
Traditional Supervision	1	1.85%	94	40.17%	75	52.82%		0.00%	4	2.37%	4	5.06%	178	25.99%
Gross Misdemeanor	4	7.41%	63	26.92%	28	19.72%	3	42.86%	83	49.11%	18	22.78%	199	29.05%
Administrative Caseload (includes STS only/unsup probation/juvenile monitoring)		0.00%	2	0.85%		0.00%		0.00%	2	1.18%	6	7.59%	10	1.46%
Enhanced Supervision	4	7.41%		0.00%		0.00%		0.00%		0.00%		0.00%	4	0.58%
ESO Phase 2		0.00%		0.00%		0.00%		0.00%		0.00%	1	1.27%	1	0.15%
Intake/Pretrial/Investigation Caseload- includes incoming transfers		0.00%		0.00%		0.00%		0.00%	1	0.59%	2	2.53%	3	0.44%
Traditional Supervision		0.00%	61	26.07%	28	19.72%	3	42.86%	80	47.34%	9	11.39%	181	26.42%
Misdemeanor	5	9.26%	39	16.67%	24	16.90%	3	42.86%	81	47.93%	35	44.30%	187	27.30%
Administrative Caseload (includes STS only/unsup probation/juvenile monitoring)	1	1.85%	3	1.28%	2	1.41%		0.00%	2	1.18%	24	30.38%	32	4.67%
Enhanced Supervision	4	7.41%		0.00%		0.00%		0.00%		0.00%	1	1.27%	5	0.73%
Intake/Pretrial/Investigation Caseload- includes incoming transfers		0.00%	1	0.43%		0.00%		0.00%	2	1.18%	7	8.86%	10	1.46%
Traditional Supervision		0.00%	35	14.96%	22	15.49%	3	42.86%	77	45.56%	3	3.80%	140	20.44%
Petty Misdemeanor		0.00%		0.00%		0.00%		0.00%	1	0.59%		0.00%	1	0.15%
Administrative Caseload (includes STS only/unsup probation/juvenile monitoring)		0.00%		0.00%		0.00%		0.00%	1	0.59%		0.00%	1	0.15%
<b>Grand Total</b>	<b>54</b>	<b>100.00%</b>	<b>234</b>	<b>100.00%</b>	<b>142</b>	<b>100.00%</b>	<b>7</b>	<b>100.00%</b>	<b>169</b>	<b>100.00%</b>	<b>79</b>	<b>100.00%</b>	<b>685</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.

	Successful		Unsuccessful		Total # of cases	Total %	
	Adult	# of cases	%	# of cases			%
<b>Felony</b>		<b>96</b>	<b>28.24%</b>	<b>23</b>	<b>6.76%</b>	<b>119</b>	<b>35.00%</b>
Discharge		1	0.29%		0.00%	1	0.29%
Discharge-Early		31	9.12%		0.00%	31	9.12%
Discharge-Expiration		37	10.88%		0.00%	37	10.88%
Dismiss		27	7.94%		0.00%	27	7.94%
Executed-Client Demanded-COC but serving Local (Felony Supervision)			0.00%	1	0.29%	1	0.29%
Executed-Client Demanded-COC serving MCF (Felony Supervision)			0.00%	9	2.65%	9	2.65%
Executed-COC serving MCF (Felony Supervision)			0.00%	13	3.82%	13	3.82%
<b>Gross Misdemeanor</b>		<b>93</b>	<b>27.35%</b>	<b>6</b>	<b>1.76%</b>	<b>99</b>	<b>29.12%</b>
Discharge		5	1.47%		0.00%	5	1.47%
Discharge-Early		7	2.06%		0.00%	7	2.06%
Discharge-Expiration		65	19.12%		0.00%	65	19.12%
Discharge-Multiple Stay Types		2	0.59%		0.00%	2	0.59%
Dismiss		14	4.12%		0.00%	14	4.12%
Executed			0.00%	1	0.29%	1	0.29%
Executed-Client Demanded-LOC (GM/M Supervision)			0.00%	2	0.59%	2	0.59%
Executed-Court-LOC (GM/M Supervision cases)			0.00%	3	0.88%	3	0.88%
<b>Misdemeanor</b>		<b>118</b>	<b>34.71%</b>	<b>4</b>	<b>1.18%</b>	<b>122</b>	<b>35.88%</b>
Discharge		2	0.59%		0.00%	2	0.59%
Discharge-Early		5	1.47%		0.00%	5	1.47%
Discharge-Expiration		99	29.12%		0.00%	99	29.12%
Dismiss		12	3.53%		0.00%	12	3.53%
Executed-Client Demanded-LOC (GM/M Supervision)			0.00%	1	0.29%	1	0.29%
Executed-Court-LOC (GM/M Supervision cases)			0.00%	3	0.88%	3	0.88%
<b>Grand Total</b>		<b>307</b>	<b>90.29%</b>	<b>33</b>	<b>9.71%</b>	<b>340</b>	<b>100.00%</b>

Juvenile	Successful		Unsuccessful		Total # of cases	Total %
	# of cases	%	# of cases	%		
Discharge	4	6.15%		0.00%	4	6.15%
Discharge-Early	1	1.54%		0.00%	1	1.54%
Discharge-Expiration	31	47.69%		0.00%	31	47.69%
Dismiss	27	41.54%		0.00%	27	41.54%
Executed		0.00%	2	3.08%	2	3.08%
<b>Grand Total</b>	<b>63</b>	<b>96.92%</b>	<b>2</b>	<b>3.00%</b>	<b>65</b>	<b>100.00%</b>

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