

Pine County

Minnesota Department of Corrections

Adult Felony

Comprehensive Plan

February 11, 2024

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Introduction

This is a 4-year comprehensive plan for Pine County (DOC Felony Office). This plan will outline the current correctional programming as well as a strategy to progress. In Pine County, the adult felony probation services are delivered by the Minnesota Department of Corrections. The adult misdemeanor, gross misdemeanor and all juvenile supervision are provided by the County Probation Office located within the Pine County Courthouse.

Pine County is in the east-north central part of Minnesota on the Wisconsin border. The County covers a large geographic area of 1435 square miles and, as of 2020, the population was 28,876. Pine City is the county seat. Pine County has a lower-than-average household income. The County has, within its borders, District 3 of the Mille Lacs Band of Ojibwe. Pine County has Pine County’s racial population is as follows:

Race and Hispanic Origin	Pine
White alone, percent	91.20%
Black or African American alone, percent(a)	2.00%
American Indian and Alaska Native alone, percent(a)	3.20%
Asian alone, percent(a)	1.00%
Native Hawaiian and Other Pacific Islander alone, percent(a)	Z
Two or More Races, percent	2.50%
Hispanic or Latino, percent(b)	3.20%
White alone, not Hispanic or Latino, percent	88.80%

Geography	
Population per square mile, 2020	20.5
Land area in square miles, 2020	1,411.34
FIPS Code	27115

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

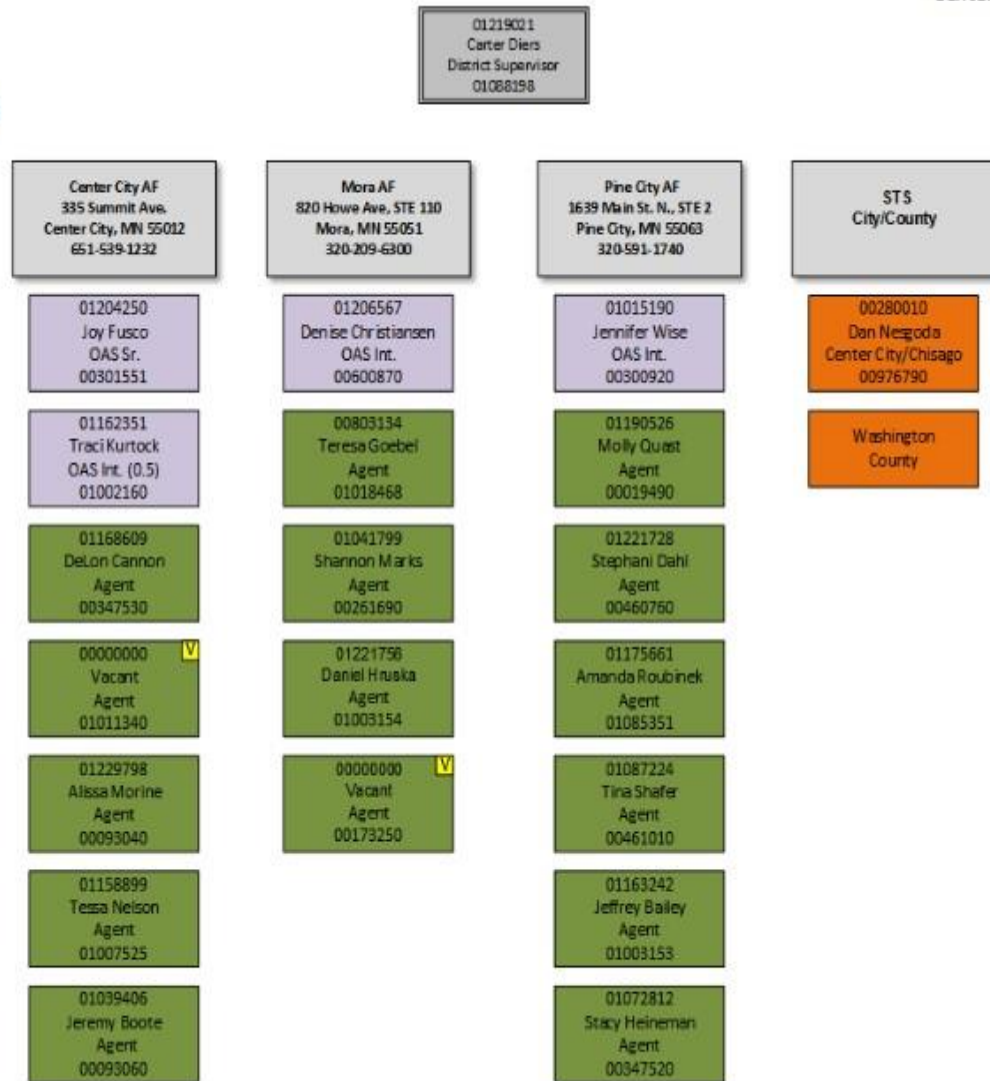
DOC Mission

Transforming lives for a safer Minnesota

District Organization Chart



Center City District Org Chart



The Minnesota Department of Corrections (DOC) provides felony and supervised release supervision in 51 of the 87 Minnesota counties, and in 30 of those counties, the DOC also provides juvenile, and misdemeanor sentenced supervision. On any given day there are approximately 20,000 persons under probation and supervised release supervision. In addition, the DOC provides Intensive Supervised Release (ISR) supervision in 75 of the 87 counties for those persons that are released from prison with the highest level of risk for repeat sexual and violent offenses. The DOC also provides supervision in 82 of our 87 counties for those persons released from prison early to serve their time in the community

after participating in the DOC Challenge Incarceration Program (CIP). Lastly, the DOC operates 21 Sentence to Service (STS) crews across the state.

In Pine County, the DOC has five felony probation agents and one support staff. We are currently hiring two additional agents to the district. Those two agents will be officed out of Mora, MN and Center City, MN, yet they will team up to supervise all the minimum risk clients and clients that have been transferred out of county. Agent Molly Quast has a caseload comprised of all sex offenders. She also splits a caseload with the two other sex offender specific agents (Agent Goebel in Kanabec County and Agent Nelson in Chisago County) consisting of a small number of supervised release clients that are also civilly committed and held at the Minnesota Sex Offender Program (MSOP). Those agents cover those cases for the entire DOC. Amanda Roubinek, Stacy Heineman, Stephani Dahl, and Tina Shafer provide felony supervision of all other levels of cases, aside from the sex offender population. Agent Jeffrey Bailey writes all the pre-sentence investigations. Jennifer Wise is the office support staff keeping the office running and supporting the agents.

Advisory Board

Heather M. Wynn, District Court Judge
Amy Willert, Court Administrator
Reese Frederickson, County Attorney
Michelle Skubitz, Chief Deputy County Attorney
Jeffrey J. Nelson, Sheriff
Scott Grice, Sheriff's Office
Rodney Williamson, Jail Administrator
Terry Fawcett, Pine County Probation Director
Brian Liefeld, Public Defender
Nathaniel Hyle, Public Defender

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.

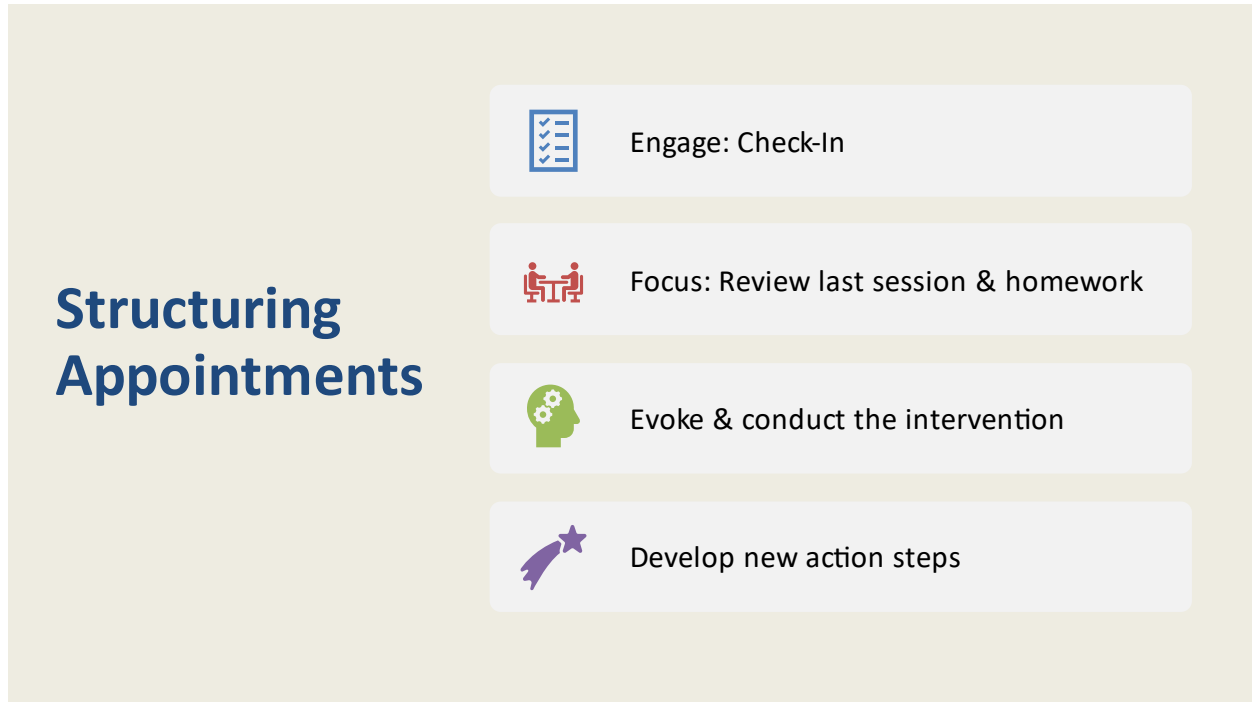
Pine County, and the Center City District as a whole, has implemented a Practice Model to help agents and clients target criminogenic need and build new skills to support those skill deficits. The agents are practicing all the steps of the case planning process to include normative feedback. Case planning is different than monitoring the client’s conditions. There are certainly administrative tasks that must happen, but the key components of case planning focus on helping the client change.

The following appointment structure shows the basic outline of practice model and represents the main types of appointments from the first day an agent meets with a client until the day in which they are either discharged or transferred to another level of supervision:



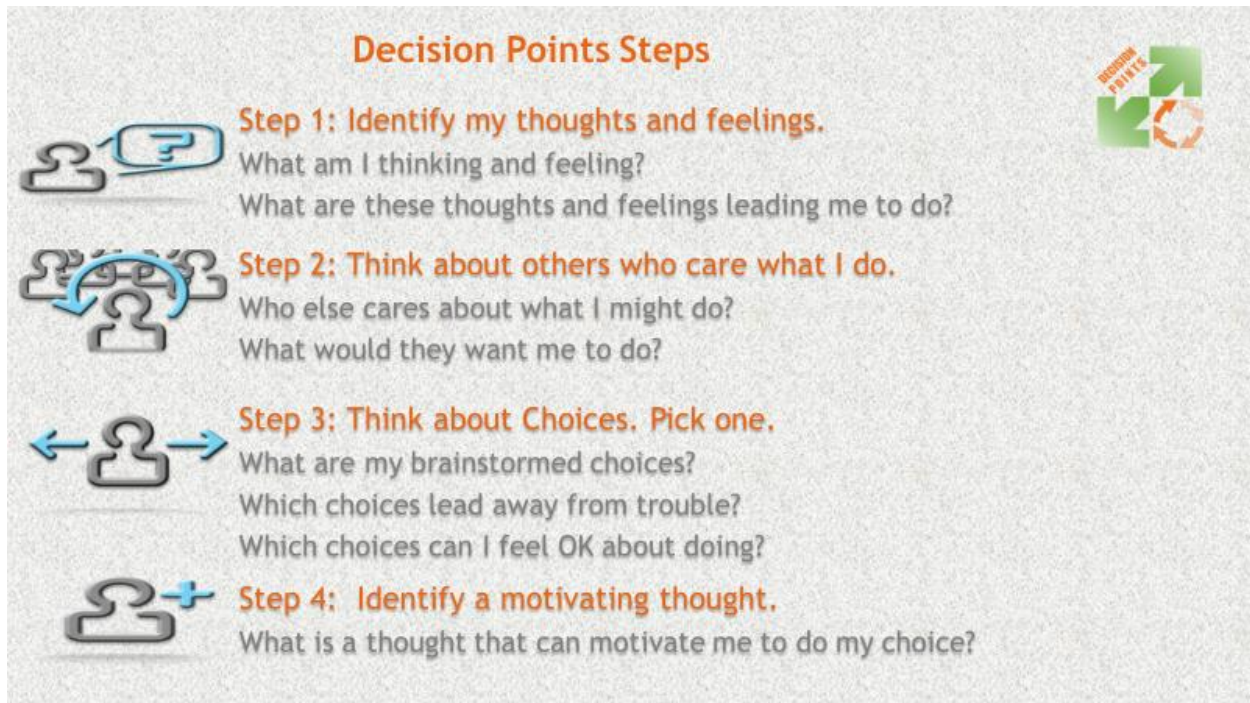
In order to build skills around this model, the staff meets monthly for a coaching circle, where they take turns reviewing an audio recording of themselves in an office visit with a client. Each audio is focused on one of the case planning appointments. This case planning process as well as the coaching model were developed by the DOC and contributing agencies with the incorporation of evidence-base practices

and within the lense of implementation science. The basic structure of the office visit and the coaching model are as follows:



Every agent in Pine County is actively practicing these skills and they are working toward incorporating interventions within the office visits with their medium and high-risk clients. The interventions are focused on building skills to support that criminogenic need and working with clients to implement those skills into their lives.

In Pine County, every felony probation officer is facilitating and referring their clients to our own Decision Points Program. Decision Points is a cognitive-based program that develops cognitive skills and uses cognitive restructuring to bring awareness to the “traps” or offending behavior that can place participants into the “Trouble Cycle”. Decision Points is led by two probation officers trained in the curriculum. Utilizing role-play demonstrations and other interactive activities, participants will learn how to stop and use critical thinking skills before their actions place them in the Trouble Cycle with more problems than when they started by addressing the 4 questions of Decision Points:



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. 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

Increase Access to Cognitive Behavioral Programming

In Pine County, and with the additional agent, we will expand the availability of cognitive-behavioral programming. We currently have one group Decision Points Program available to clients. With this expansion, we intend to double the availability of this Program as well as offer an additional day and time to attend. In anticipation of this, we have expanded the program to all medium and high-risk clients.

Person Centered Case Planning

While the case planning processes are well on their way to full implementation, the approach is broad and in need of additional specific approaches to special populations and need. One such example is with the sex offender caseloads. This population tends to have different needs and requires a specific initial case plan as well as on-going skill practice to, for one example, support the already existing sex offender specific programming. Another example would be to support the needs of a female population and recognize that they tend to both enter and exit the criminal justice system for different reasons. This might include a female specific cognitive behavioral program to meet female specific needs or a female specific risk assessment.

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

In Pine County, the County Probation Office is tasked with pre-trial supervision. However, felony pre-sentence investigations are written by the felony agents at the DOC. Pre-sentence investigations include a social history, victim impact, the criminogenic factors, and a recommendation based on risk need responsivity and adherent to the sentencing guidelines. In recent years, the felony agents have moved toward writing their final assessment based on the risk need responsivity principles (RNR). Essentially, the argument follows an evidence-based approach. First, outline their risk, both in the past and the

current risk, along with the recommended level of intensity. Then, outline their specific needs to build skills and reduce that risk. Finally, the responsivity section will outline how we plan to work with the client and their specific learning styles, strengths, and barriers.

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.

In Pine County, the LS-CMI is the primary tool used to determine how much intervention is needed, what criminogenic needs should be targeted to reduce that risk, and how an agent can work with a client's specific strengths and specific learning styles in order to best deliver those interventions. In addition to the LS-CMI, more specific tools are used to determine risk, need and responsivity for specialized cases and needs. For example, the Domestic Violence Inventory (DVI) is an evidence-based instrument used to evaluate those convicted of domestic violence. Another example is the initial and continued use of a sex-specific risk needs responsivity assessment tools, such as the Static-99 and the Stable. These assessments are done in collaboration with our felony sex-specific agents, community providers, and MN DOC facility staff to determine initial risk needs and responsivity as well as intermediate-term risk status.

In addition to the current tools, there are other trailers tools which deserve consideration for future use. For example, the LS-CMI has proven effective for determining risk need and responsivity in general. However, with specific crimes, the accuracy is far better with specialized tools. For example, for DWI clients, a specialized tool, such as the Impaired Driver Assessment (IDA), would be far more accurate in determining the direction of case planning efforts in that they have a specific need. Also, women tend to enter the criminal justice system in far different ways and for different reasons than their male counterparts. As such, the Women's Risk Needs Assessment (WRNA) would be a preferred tool to use alongside the LS-CMI in helping to determine a course of interventions for women.

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.

As such, in Pine County, the agents meet with their medium risk clients monthly and their high-risk clients twice per month. In each of these cases, it is not uncommon for the meetings to be more often depending on the acute need of the client. These clients are or will be going through Decision Points, a group cognitive-behavioral program designed for initial stabilization and to introduce the client to problem solving, cognitive self-change and work on social skills. Further, agents work more intensely with medium and high-risk clients in that they are going through the case planning process to target and build skills to reduce risk and build skills around their criminogenic need. Minimum risk clients, or those clients that evidence suggests that we spend less time with, are seen quarterly or even less frequently depending on their risk and need. Should those minimum risk clients have acute struggles, agents see them more often to provide support.

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.

All Pine County Felony Agents are using Carey Guides to help guide clients through the initial case planning processes and are working toward the ubiquitous use of the guides for on-going skill practice to target and reduce risk around criminogenic need. These interventions are used with medium and high-risk clients. Further, Decision Points is currently being used for higher risk clients, but now the referrals will be made for all medium and high-risk clients early in their probation term.

Community providers are also used as part of this work. Depending on risk and need, clients are referred to chemical dependency treatment, batterer's intervention programs, therapy, dialectic behavior therapy and others. For sex specific clients, the agent is using outside vendors for sex offender treatment. As of this time, much of the cognitive behavioral client interaction for sex specific clients is targeting decision making and safety planning.

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.

In Pine County, initial stabilization is prioritized alongside the criminogenic change process. If a client's basic needs are not being met or they are not mentally healthy, their odds of success are diminished. As such the Pine County felony agents work with Lakes and Pines Community Action Council, local mental health providers, and others to work with clients on their initial stabilization needs. However, a gap persists with housing and especially with our sex offender population. The DOC is certainly working toward solutions, yet housing remains a problem.

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.

During the last legislative session, the Minnesota Legislature appropriated additional funds and requirements for community supervision. From those funds, the Center City District was able to hire two additional probation officers to reduce the workload for the three counties served. These two agents will make the work more efficient and the ability to work across county borders. In effect, there will be two agents, one officed in Kanabec County and the other in Chisago County, supervising all the minimum supervision clients in Pine County freeing up time for the current agents to do more intense work with the medium and higher risk clients.

Early discharge should focus on intervention dosage and not just completion of conditions.

The DOC along with Dodge & Olmsted County are partnering with National Institute of Corrections, Center for Effective Public Policy and the Carey Group on a readiness assessment and implementation of Dosage probation. This promising practice focuses on prescribed intervention hours that target clients' highest criminogenic need areas which is "dosed" according to the client's risk level. Successful completion of hours results in the client's discharge from probation.

In Pine County, and as a District, we are preparing for this type of far more effective supervision. Traditionally in Minnesota and across the nation, discharge criteria were and largely still is based on time served on probation completion of conditions along with stability. As stated above, our discharge criteria are moving toward skills developed and risk reduced. Effectively, "has one gained the skills for long-term success?" While we are not currently at a point that we can discharge based on a set number of dosage hours, we are moving in that direction.

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.

In Pine County, the felony agents are practicing the use of Carey Guides within our practice model. Further, all the Center City District Agents are facilitating Decision Points, which focuses on skill development. While not completely implemented, all the agents are practicing this model and the focus is moving from compliance and condition-based supervision to that of skill development through a cognitive behavioral approach. The framework and coaching model are in place, and we are moving in this direction.

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.

In addition to training at the Statewide Agent Academy, the Pine County felony agents practice and are actively coached to use a motivational approach to their interactions with clients. Within this approach, they are encouraged to use heavyweight affirmations for incentives. Further, agents are working with

clients to reduce their risk. As such, clients can earn a reduction in the frequency in which they are required to meet with agents. They can also be rewarded with early discharge should they earn it.

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.

In the Center City District, agents know and understand that change is hard. As such, risky thinking and behaviors are likely to persist early on in supervision and absent significant intervention. Agents are using interventions such as Decision Points and the initial case planning processes to stabilize clients. This cannot all be done in-house and without the collaboration with community providers. Agents rely on outside providers to stabilize such non-criminogenic needs as a clients' chemical health, mental health, housing, finances, and transportation needs.

As a parallel process, agents are then working alongside clients to target their criminogenic need. Local and, with the onset of technology aided programming, other providers are utilized to target a client's criminogenic needs for long-term success. Although there are always some setbacks, agents understand that relapses in behavior are a normal part of that change process.

Victim Concerns

The American Probation and Parole Association (APPA) states "Probation and parole professionals have important obligations for implementing victims' rights and providing services to crime victims. Further, there are important benefits to both crime victims and community corrections when these obligations are met. When victims are considered "clients" of community corrections agencies, they are more likely to be kept informed and involved and to receive information about and access to community and system-based services that can help them in the aftermath of a crime. In return, crime victims often can share useful information that can be critical to the effective management and community supervision of their perpetrators."

At the Department of Corrections, we are here to promote desistance from crime and thus less citizens victimized by deviant behaviors. Further, when there is a victim, agents incorporate their concerns within the pre-sentence investigation and keep both public safety and the specific needs of victims of crime at the center of their ongoing supervision. Agents collaborate with justice partners such as victim services, county attorney's offices, and local law enforcement for such considerations.

For property crimes, one way to make victims whole is repayment of restitution. For crimes of violence such as sex specific crimes or domestic violence, the trauma and ongoing fear likely persists. Considerations of the movements of the client and housing are then also considered at the onset of supervision but also throughout supervision.

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
DOC Supervision Fee	54,200.00	16,443.06
Total	54,200.00	16,443.06

Contracted Services 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.

- 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.
- In 2023, the Department of Corrections funded a 45-day intervention center at the Northeast Regional Correctional Center (NERCC) for supervised release clients who are classified as high and very high risk and who are at risk for revocation to the Minnesota Correctional Facility for technical violations. These clients are required to comply with applicable programming, assessments or education dependent on their risk and needs. Pine County is eligible to refer clients to this resource which is at no cost to the county.

Budget

	FTEs	FY24	FY25	Total
Felony	8.00	\$ 952,657.46	\$ 995,527.05	\$ 1,948,184.51
Agent	6.30	\$ 659,651.42	\$ 689,335.73	\$ 1,348,987.15
Cost - CE		\$ 64,393.03	\$ 67,290.72	\$ 131,683.75
Cost - Interstate		\$ 24,025.92	\$ 25,107.08	\$ 49,133.00
Cost - Mgt-Admin		\$ 48,592.49	\$ 50,779.16	\$ 99,371.65
OAS Sr.	0.35	\$ 33,161.14	\$ 34,653.39	\$ 67,814.54
Supervisor	0.35	\$ 60,977.33	\$ 63,721.31	\$ 124,698.64
Support	1.00	\$ 61,856.13	\$ 64,639.65	\$ 126,495.78
Grand Total	8.00	\$ 952,657.46	\$ 995,527.05	\$ 1,948,184.51

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

- Development and implementation of a Practice Model
- Development and implementation of a Coaching Model
- Addition of two agents.
 - Serve all three counties.
 - More efficient
 - Better supervision
 - Higher quality of interventions with clients
- Addition of an enhanced sex offender agent (each county now has one serving only that county)
- Addition of Decision Points (cognitive behavioral program for all medium and high-risk clients)
- Agents are case planning with all medium and high-risk clients.
- Northeast Regional Correctional Center

Appendix A Training Requirements

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

The below will be discretionary training.

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

Appendix B Pre Trial-Standards

In Pine County, the County Probation Office performs pre-trial services. As such, this section will be left intentionally blank.

Appendix C Overview of Supervision Population

(INCLUDING SR, ISR and pre-trial)

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

- Pre-trial Population

**Pretrial Agent Tasks*

	2020	2020 Total	2021	2021 Total	2022	2022 Total	Grand Total			
Adult	Hispanic	Unknown	Hispanic	Unknown	Hispanic	Unknown				
Female		38	38	60	60	1	62	63	161	
Felony		35	35	58	58	1	57	58	151	
Am Ind/Alaskan Nat		11	11	12	12		20	20	43	
Black							1	1	1	
Unknown							2	2	2	
White		24	24	46	46	1	34	35	105	
Gross Misdemeanor		3	3	1	1		2	2	6	
Am Ind/Alaskan Nat		1	1	1	1		2	2	4	
White		2	2						2	
Misdemeanor				1	1		3	3	4	
Am Ind/Alaskan Nat							1	1	1	
White				1	1		2	2	3	
Male	2	115	117	4	197	201	217	217	535	
Felony	2	104	106	3	180	183	193	193	482	
Am Ind/Alaskan Nat		10	10		26	26	28	28	64	
Asian/Pacific Islander		1	1		2	2	3	3	6	
Black		9	9		8	8	17	17	34	
Unknown					3	3	2	2	5	
White	2	84	86	3	141	144	143	143	373	
Gross Misdemeanor		7	7		12	12	20	20	39	
Am Ind/Alaskan Nat					1	1	7	7	8	
White		7	7		11	11	13	13	31	
Misdemeanor		4	4	1	5	6	4	4	14	
Am Ind/Alaskan Nat		2	2		1	1	2	2	5	
White		2	2	1	4	5	2	2	9	
Grand Total	2	153	155	4	257	261	1	279	280	696

○ 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	Pine	Adult	Felony	476	113	134	453	331	122	371	12	64	4	2	4	449
2021	DOC	Pine	Adult	Felony	452	153	159	448	321	127	356	16	65	7	4	3	445
2022	DOC	Pine	Adult	Felony	437	136	187	384	271	113	296	18	62	3	5	2	382

○ 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		Non Hispanic		
Intensive Supervised Release		3	3				2	2	5
Male		3	3				2	2	5
American Indian or Alaskan Native		1	1						1
American Indian-Non Hispanic							1	1	1
White		2	2						2
White-Non-Hispanic							1	1	1
Standard Supervised Release	1	37	38	1	34	35	33	33	106
Female		8	8		5	5	3	3	16
American Indian or Alaskan Native		3	3						3
American Indian-Non Hispanic					2	2	2	2	4
White		5	5						5
White-Non-Hispanic					3	3	1	1	4
Male	1	29	30	1	29	30	30	30	90
American Indian or Alaskan Native		4	4						4
American Indian-Non Hispanic					2	2	5	5	7
Black		2	2						2
Black-Non Hispanic					1	1			1
White	1	23	24						24
White-Hispanic				1		1			1
White-Non-Hispanic					26	26	25	25	51
Grand Total	1	40	41	1	34	35	35	35	111

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 %
	#	%	#	%	#	%	#	%	#	%	#	Total %
Adult	62	100.00%	185	100.00%	160	100.00%	1	100.00%	16	100.00%	424	100.00%
Amanda L. Roubinek	18	29.03%	39	21.08%	30	18.75%		0.00%	5	31.25%	92	21.70%
Daniel Hruska	13	20.97%	51	27.57%	40	25.00%		0.00%	5	31.25%	109	25.71%
Jeffrey C Bailey		0.00%	1	0.54%	4	2.50%		0.00%		0.00%	5	1.18%
Molly M. Quast	20	32.26%	37	20.00%	41	25.63%	1	100.00%	1	6.25%	100	23.58%
Sarah L. Weikle		0.00%		0.00%	1	0.63%		0.00%		0.00%	1	0.24%
Stephani Dahl	8	12.90%	34	18.38%	36	22.50%		0.00%	4	25.00%	82	19.34%
Teresa M. Goebel	2	3.23%	23	12.43%	8	5.00%		0.00%	1	6.25%	34	8.02%
Tristin Wylie	1	1.61%		0.00%		0.00%		0.00%		0.00%	1	0.24%
Grand Total	62	100.00%	185	100.00%	160	100.00%	1	100.00%	16	100.00%	424	100.00%

Assignment Type	Adult										Total #	Total %
	High		Low		Medium		Per Policy- No LSCMI	Unknown				
	#	%	#	%	#	%		#	%			
Felony	62	100.00%	183	98.92%	160	100.00%	1	100.00%	15	93.75%	421	99.29%
CIP	1	1.61%	1	0.54%		0.00%		0.00%		0.00%	2	0.47%
Enhanced Supervision	56	90.32%	5	2.70%	3	1.88%		0.00%	1	6.25%	65	15.33%
ESO Phase 1	1	1.61%		0.00%	1	0.63%		0.00%	1	6.25%	3	0.71%
ESO Phase 2	1	1.61%	1	0.54%	3	1.88%		0.00%		0.00%	5	1.18%
ESO Phase 3		0.00%	14	7.57%	1	0.63%		0.00%		0.00%	15	3.54%
ESO Phase 4		0.00%	8	4.32%	4	2.50%		0.00%		0.00%	12	2.83%
Intake/Pretrial/Investigation Caseload-includes incoming transfers	1	1.61%		0.00%	1	0.63%		0.00%		0.00%	2	0.47%
Traditional Supervision	2	3.23%	154	83.24%	147	91.88%	1	100.00%	13	81.25%	317	74.76%
Gross Misdemeanor		0.00%	1	0.54%		0.00%		0.00%	1	6.25%	2	0.47%
Traditional Supervision		0.00%	1	0.54%		0.00%		0.00%	1	6.25%	2	0.47%
Misdemeanor		0.00%	1	0.54%		0.00%		0.00%		0.00%	1	0.24%
Traditional Supervision		0.00%	1	0.54%		0.00%		0.00%		0.00%	1	0.24%
Grand Total	62	100.00%	185	100.00%	160	100.00%	1	100.00%	16	100.00%	424	100.00%

Please also provide the following outcomes for CY 2022:

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

Adult	Successful		Unsuccessful		Total # of cases	Total %
	# of cases	%	# of cases	%		
Felony	130	63.11%	37	17.96%	167	81.07%
Discharge	4	1.94%		0.00%	4	1.94%
Discharge-Early	43	20.87%		0.00%	43	20.87%
Discharge-Expiration	56	27.18%		0.00%	56	27.18%
Dismiss	27	13.11%		0.00%	27	13.11%
Executed-Client Demanded-COC serving MCF (Felony Supervision)		0.00%	2	0.97%	2	0.97%
Executed-COC but serving Local (Felony Supervision)		0.00%	1	0.49%	1	0.49%
Executed-COC serving MCF (Felony Supervision)		0.00%	34	16.50%	34	16.50%
Gross Misdemeanor	21	10.19%	2	0.97%	23	11.17%
Discharge	1	0.49%		0.00%	1	0.49%
Discharge-Early	5	2.43%		0.00%	5	2.43%
Discharge-Expiration	10	4.85%		0.00%	10	4.85%
Dismiss	5	2.43%		0.00%	5	2.43%
Executed-COC serving MCF (Felony Supervision)		0.00%	1	0.49%	1	0.49%
Executed-Court-LOC (GM/M Supervision cases)		0.00%	1	0.49%	1	0.49%
Misdemeanor	12	5.83%	4	1.94%	16	7.77%
Discharge	2	0.97%		0.00%	2	0.97%
Discharge-Early	1	0.49%		0.00%	1	0.49%
Discharge-Expiration	8	3.88%		0.00%	8	3.88%
Dismiss	1	0.49%		0.00%	1	0.49%
Executed-Client Demanded-LOC (GM/M Supervision)		0.00%	4	1.94%	4	1.94%
Grand Total	163	79.13%	43	20.87%	206	100.00%