

Please send completed form to: DOC.RACN.Invoices@state.mn.us

COUNTY OR VENDOR INFORMATION

Name of County

Name of Agent

Pay To: (vendor or county)

Business Address (as it appears in SWIFT)

City

State

Zip

SWIFT Vendor Number

Location # (in SWIFT)

Agent/County Phone:

Agent/County Email

Signature

Date

CLIENT, CHARGING, AND CONVICTION INFORMATION

Client First Name

Middle Init Last Name

OID (if applicable)

Race/Ethnicity

Total Assessment Cost

Date of Birth

Client Co-Payment

Offense
Date

Conviction
Date

Payment Request
Maximum \$700.00

Court File #

Statute(s) Charged

DOC AUTHORIZED PROGRAM PERSONNEL

Date Approved

Amount Approved

Authorized Signature

PO#

ASSESSMENT INFORMATION

☐**Pre Sentence**☐**Post Sentence****Assessment ordered by:****Assessor Name:****Assessment Date:****Assessors Recommendation to the Court:**

COUNTY RESPONSIBILITIES

1. This is a reimbursement; the county must pay the assessors first and request reimbursement after. DOC does not pay assessors, only counties.
2. The County is responsible for ensuring that the sex offender needing treatment meets the criteria established in the statute.
3. The county is responsible for obtaining co-payments from the offender and determining the amount of co-payment based on the offender's income and asset.
4. The county is responsible for ensuring that the individual or agency conducting the assessment meets the criteria mandated by statute.
5. The county must sign off on the invoice submitted to the state verifying that the above conditions were met.

Minnesota Statutes, section 609.3452, subdivision 1, which is renumbered as section 609.3457 in 2005, states:

"When a person is **convicted** of a sex offense, the court shall order an independent professional assessment of the offender's need for sex offender treatment to be completed before sentencing. The court may waive the assessment if: (1) the Sentencing Guidelines provide a presumptive prison sentence for the offender, or (2) an adequate assessment was conducted prior to the conviction. An assessor providing an assessment for the court must be experienced in the evaluation and treatment of sex offenders."

The statutes covered by this reimbursement are as follows:

- Criminal sexual conduct in the first degree.
- Criminal sexual conduct in the second degree.
- Criminal sexual conduct in the third degree.
- Criminal sexual conduct in the fourth degree.
- 609.3451 Criminal sexual conduct in the fifth degree.
- 609.3453 Criminal sexual predatory conduct.
- 609.746 Interference with privacy... Subdivision 1. Surreptitious intrusions; observation device.
- 609.79 Obscene or harassing phone calls.
- 617.23 Indecent exposure.
- Burglary with sexual elements
- 617.246 Use Minors in Sexual Performance/Pornographic Work
- 617.247 Possession/Distribution of Child Porn
- 609.324 Solicitation of Prostitution Involving Minor
- 609.352 Engaging in Electronic Communication Relating/Describing Sexual Conduct with a Child

Counties will not be reimbursed for more than \$700 for any particular client even if he or she is assessed more than once.

Reimbursements will be paid on a first come, first serve basis