

STEARNS COUNTY HUMAN SERVICES
Stearns County, Minnesota

2014 – 2015
Community Corrections Comprehensive Plan

COMMUNITY CORRECTIONS DIVISION

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OUR MISSION

HUMAN SERVICES DEPARTMENT

The Mission of Stearns County Human Services is to enhance and protect the quality and dignity of life for the people we serve.

COMMUNITY CORRECTIONS DIVISION

The Mission of Stearns County Human Services – Community Corrections Division is Promoting Positive Change for a Safer Community.

OUR VISION

COMMUNITY CORRECTIONS DIVISION

We are a safe community.

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I. 2012–2013 HIGHLIGHTS

By: Becky Bales Cramlet, Community Corrections Division Director

On behalf of the dedicated professionals of Stearns County Community Corrections Division of Human Services, I am proud to highlight some of our accomplishments. It is a privilege to serve as the Division Director of a team striving for results that support *our mission: promoting positive change for a safer community.*

Implementing Quality Improvement - We have started to implement phase one and phase two of the Minnesota Association of Community Corrections Act Counties Evidence-Based Practice (EBP) Quality Assurance Model. We need to ensure that our service delivery is aligned with strategies that have the greatest impact and that our supervisors and staff are included in the planning of service delivery. Our supervisors and staff should be commended for their participation in training and the advancement of effective and efficient correctional practices. Of particular importance has been the process of implementing motivational interviewing (MI) in our daily work. We have seven trained trainers and have completed training for all staff in MI and will begin working on boosters and other mechanisms to continually improve and measure our skills.

Enhanced Supervision Program - Evidence demonstrates it is most effective to provide the most intense supervision to the highest risk/need offenders. We began an Adult Enhanced Supervision Program (ESP) in 2012 for the highest risk clients identified by our assessment tool the Level of Service Case Management Inventory. We have one agent dedicated to this caseload working closely with another intensive supervision program.

Advisory Board Involvement - Our Community Corrections Advisory Board (CCAB) is an integral component of the Community Corrections Division. A subgroup was formed from that group to look at racial disparity in the criminal justice system. The Cultural Awareness Committee (subgroup) planned a 2012 training event to enhance knowledge about Somali Culture using a panel presentation to members of the criminal justice system. Additionally, the committee created a survey to ask clients about their reaction of being treated respectfully by Community Corrections staff. The survey results indicated approximately 90% of clients completing the survey indicated they agreed they were treated respectfully regarding their gender, age or race.

Resiliency Training - Our Human Services Department has trained facilitators in Health Realization/Resiliency Training, which is an approach that focuses on the nature of thought. It teaches us that we can change how we react to our circumstances by becoming aware of the fact that we are creating our own experience by how we respond to our thoughts. It also teaches us how to tap into our own innate health and inner wisdom. We have had the

opportunity to facilitate this philosophy with many of the employees in the Human Services Department.

Crossover Youth Initiative - The Crossover Youth Initiative has changed how we work with youth entering the criminal justice system that had previous involvement with child welfare or disabilities services. Stearns County Human Services, Stearns County Attorney's Office, and law enforcement have partnered with the members of the judicial system and community agencies to improve how we work with youth who are involved in the child welfare or disabilities systems and also involved in the juvenile justice system. It is based on the model developed by the Georgetown University Public Policy Institute's Center for Juvenile Justice Reform, evidenced based practices and promising projects across the country.

The Stearns County Crossover Youth Initiative has enhanced collaboration and encourages open dialogue between child welfare, disabilities services, juvenile justice, the courts, community providers and the education system. The desired outcome of the Initiative is to improve outcomes for youth, their families, and the community through a more coordinated approach, impacting the following identified goals:

- Reduction in the number of youth placed in out-of-home care.
- Reduction in the use of congregate (group) care.
- Reduction in the use of pre-adjudication detention.
- Reduction in the disproportionate representation of children of color in the juvenile justice system.
- Reduction in the number of youth crossing over and becoming dually involved.

Additionally, we have experienced the following system improvements: increase in targeted, interventions, improved interagency information sharing, policies and practices to better coordinate services for dually-involved youth and improved cross-systems engagement related to joint assessments and case management.

Formalizing Evidence-Based Practices - We have formalized our internal Evidence Based Practice (EBP) group to be an Administrative Steering group overseeing how the Community Corrections Division implements EBP in our daily practice. This group has coordinated efforts to look at our Alcohol Problem Assessment process and has provided direction for a subgroup working with St. Cloud State University (SCSU) in looking at our data. A Criminology subgroup was formed to collaborate with the Stearns County Criminal Justice Coordinating Committee and a team of students and professors from the Statistics Department at SCSU. In early 2012, five years of Corrections data was sent to SCSU (2007 to 2011) in efforts to determine the effectiveness of correctional probation supervision. A random sample of data was used to determine probation supervision outcomes on recidivism from a single year of probation discharges. Initial findings have found:

- The Level of Service Case Management Inventory (LSCMI) has shown to be a valid tool in predicting success on probation supervision and future criminal behavior. Success on probation positively correlates with later success (lower recidivism rates).
- Increased understanding of which offenders are succeeding and failing in Stearns County on probation supervision.
- Our decision to not classify all offenders based on low level of offense has been supported by the outcome measures. This group is the most successful on probation supervision and with the recidivism study.
- Race of the offender did not play a role in recidivism rates.
- Risk level at time of discharge was a significant factor in recidivism with a higher percentage of the high risk clients reoffending within five years of discharge compared to lower risk clients.

Domestic Violence Partnership - The Stearns County Domestic Violence Partnership focused on high risk repeat felon domestic offenders began in 2009. Statistics show that the intensive supervision associated with domestic violence court makes a difference in reducing crime, and chemical use. Offenders are moved through the court process at a significantly faster rate than traditional court. The data also proves that victims are benefiting from the program, as 39 % of victims are getting Order for Protections, and only 17% are dropping them. Stearns County Attorney, Janelle Kendall along with Stearns County Human Services Administrator, Mark Sizer, presented these system changes the partnership has developed at an International conference, the International Conference on Violence, Abuse and Trauma in the fall of 2012.

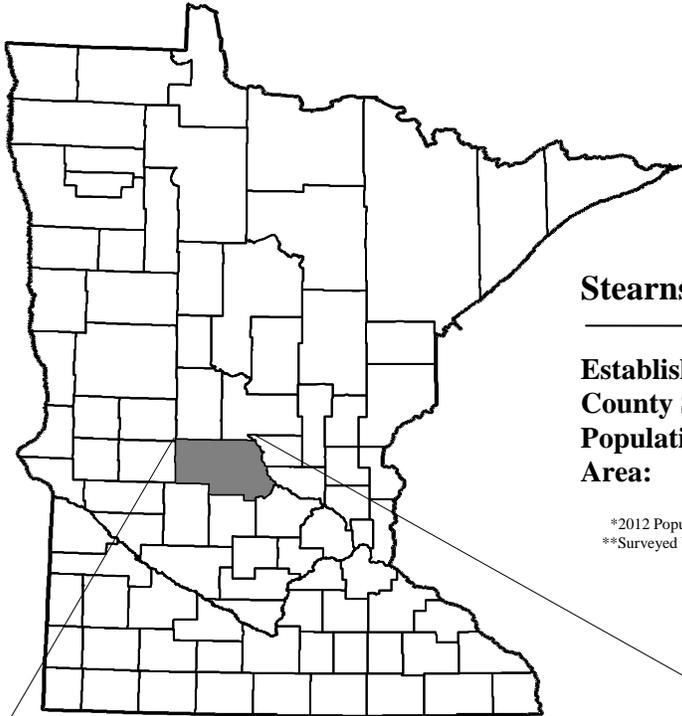
Improving Services to Veterans - A Criminal Justice System Veteran's workgroup has begun developing protocols to better serve veterans involved in the criminal justice system who have chemical and mental health issues that are substantially related to their service in the military. The goal is to promote public safety while improving the lives of veterans and their families through providing support and assistance through a collaborative approach.

Drug Court Celebrates 10 Years - The Stearns County Drug Court celebrated their 10 year anniversary in July of 2012. Data demonstrates that using the evidence based approach to focus services/supervision on medium and high risk/need clients through intensive supervision and early intervention reduce recidivism. The collaborative approach our Drug Court utilizes to quickly assess and begin supervision for offenders shortly after their initial court appearance involves a risk/need LSCMI and a chemical dependency evaluation. Surveillance and random testing along with swift/certain proportionate sanctions lend to lower recidivism as evidenced by the statewide Drug Court Evaluation. Additionally, Drug Court participants are more likely to receive chemical dependency treatment and serve less time in jail and prison.

Use of Technology - We are working on increasing efficiencies through the use of technology. One step toward that goal has been issuing laptops for field agents, crew leaders and surveillance technicians.

The committed professionals in Stearns County working with clients, victims and families are making a difference in our community. Thanks and appreciation to the team in the Community Corrections Division!

II. INTRODUCTION

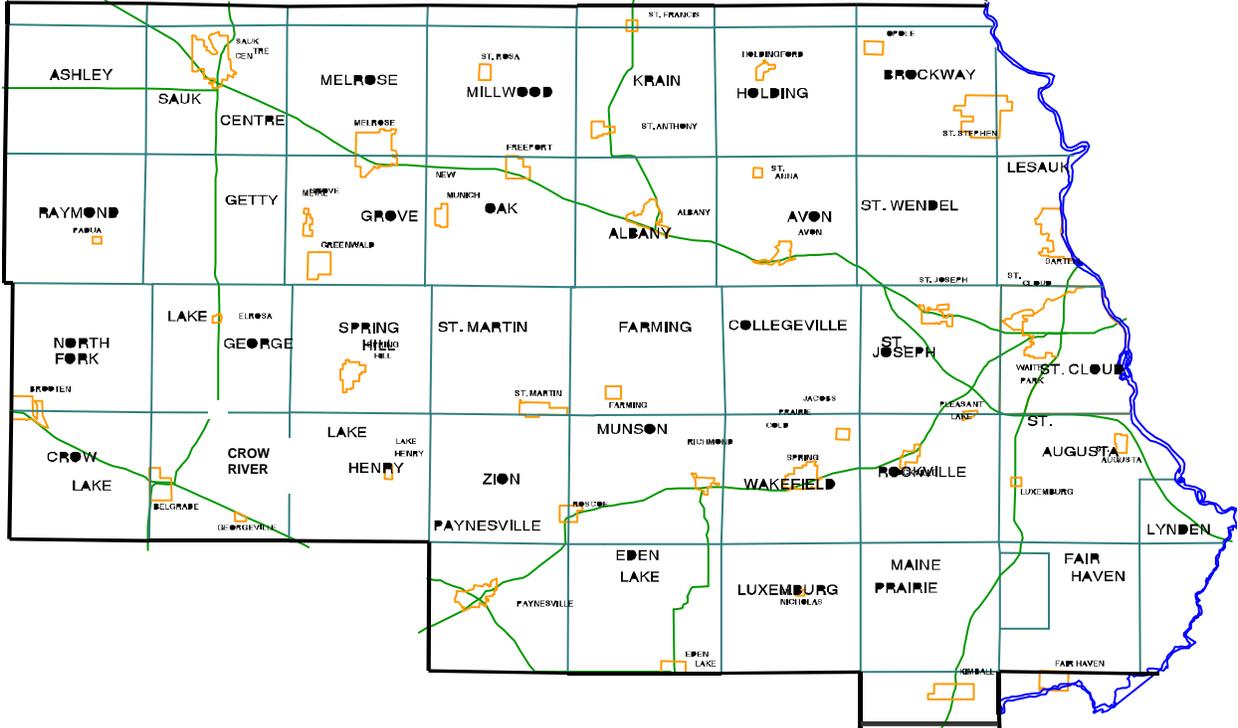


Stearns County Minnesota

Established: April 9, 1855
County Seat: St. Cloud, Minnesota
Population: 151,591*
Area: 1,394** Sq Miles

*2012 Population Estimate, MN State Demographer
**Surveyed by Stearns County

STEARNS COUNTY



A. HISTORY

In 1850, the Minnesota Territory was organized with a population of 12,000. Five years later, the Minnesota Territorial Legislature created the County of Stearns to serve the communities and citizens of the central Minnesota region. In 2000, with an estimated population of 133,166, Stearns County celebrated its sesquicentennial birthday. In 2012, according to the Minnesota State Demographer, the estimated population was 151,591.

In 1973, the Minnesota Legislature enacted the Community Corrections Act: a law designed to provide incentives for the retention of offenders at the local level. The act encourages counties to divert offenders from state correctional institutions and, with state subsidy funds made available to the county, promote the growth of community-level and community-operated correctional programs.

Stearns County entered into the Community Corrections Act on July 1, 1994 as its own administrative services unit. In 2013, there are 32 Minnesota counties organized into 17 Community Corrections Act administrative services units.

B. GEOGRAPHY – SIZE AND GEOGRAPHIC LOCATION

Stearns County is located in Central Minnesota and is the 16th largest county in the State (out of 87 counties) with an area of approximately 1,390 square miles. The County is bordered by eight other counties; the Mississippi River forms its eastern most border. Nearly rectangular in shape, the farthest distance east to west is 53 miles, while the farthest north to south is 34 miles. The County is comprised of 30 incorporated cities and 34 organized townships. The County Seat is the City of St. Cloud, which also lies partially in Benton and Sherburne Counties. According to the United States Census, Stearns and Benton Counties are considered to be the St. Cloud Metropolitan Statistical Area (MSA). Sherburne County lies within the St. Paul/Minneapolis MSA.

Because of its central location in the state, along with its access to the Mississippi River and Interstate 94, Stearns County is considered a transportation and business hub. Generally, the County can be divided into four planning areas:

The Urban Core –

The urban core is along the central-eastern boundary of Stearns County and is comprised of St. Cloud and its surrounding communities: Sartell (lies in both Benton and Stearns County), Sauk Rapids (lies in Benton County), St. Augusta, and Waite Park.

The Growth Corridor –

Radiating outward from the urban core are growth corridors, which run parallel to the major transportation routes, Interstate 94 and State Highway 23. It is along these routes that secondary urban and residential development is most active.

The Central Lakes Area –

The area between the transportation routes and west of the Urban Core is known as the Central Lakes area. It is comprised of rolling hills and broad valleys. This region of the County has seen extensive recreational and residential development.

The Rural/Agricultural Area –

The remainder of the County, west of the Central Lakes region, north of the Interstate 94 growth corridor, and south of the State Highway 23 growth corridor, consists of relatively flat, rolling prairie, and is predominantly agricultural in nature.

C. ECONOMY

The economic growth on the eastern end, in the urban core, has generally exceeded that on the western end, in the central lakes and agricultural areas. Because of the position of the urban core, it is considered a regional center for surrounding counties and is expected to continue its accelerated growth.

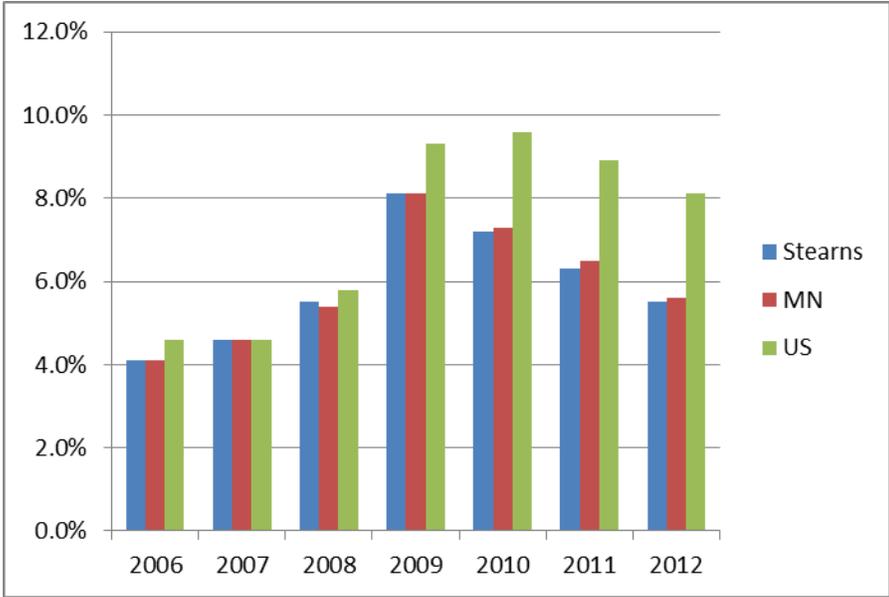
Unemployment

From 2006 to 2009, the unemployment rate in Stearns County doubled. From 2010 through 2012, the rate has started to decline.

According to the Minnesota Department of Employment and Economic Development (DEED), Local Area Unemployment Statistics (LAUS) monthly data (using an average of non-seasonally adjusted numbers to obtain annual rates), in 2006, Stearns County and Minnesota had the same annual unemployment average rate of 4.1% and the nation was at 4.6%. In 2007 Stearns County and Minnesota again had the same rate, but at 4.6%, which also aligned with the nation. In 2008 the rates of all three areas raised, but the nation at a faster pace to 5.8%, and Stearns County and the state to 5.5%. 2009 saw a large increase; Stearns County and MN rose to 8.1% and the nation leapt to 9.3%. In 2010, the nation continued to rise to 9.6%, while MN fell to 7.3% and Stearns to 7.2%. Over the past two years, Stearns County has trended at approximately the same decline in unemployment rates as the state and the nation. Stearns County finished 2012 with an annual average of 5.5% unemployment rate, compared to 8.1% at the county level, almost 2.5 percentage points higher.

As of June 2013 the reported unemployment rate made by the MN DEED was at 5.1%.

**Table 1:
2006-2012 Stearns County Unemployment Rate**



Source: MN Dept of Employment and Economic Development (DEED), Local Area Unemployment Statistics (LAUS)

Industry

According to the Quarterly Census of Employment and Wages (QCEW) from DEED, there were on average 80,987 persons employed during the year of 2012 in Stearns County with an average weekly wage across all industries of \$747 (an increase of 3,895 employees and average wage of \$35 from 2010). Below is a table, containing the top five industries in Stearns County as of 2012. Education and Health Services had the largest number of employees, which has increased employment by 2% and their weekly wages by 4% since 2010.

**Table 2:
 2012 Stearns County Industry Numbers**

Industry	2012 Percent of Labor Force (%)	Annual Employment 2012	% Change from 2012	Average Weekly Wage 2012 (\$)	% Change from 2010
Education and Health Services	27	22,203	2	922	4
Trade, Transportation and Utilities	22	17,743	3	599	1
Manufacturing	14	11,410	8	816	4
Leisure and Hospitality	9	7,612	3	233	5
Professional and Business Services	8	6,761	1	690	-4

Source: MN Dept of Employment and Economic Development (DEED), QRTLTY Census of Employment and Wages (QCEW)

Income:

Based on the 2010 Census, in 2011 Stearns County had a median household income of \$53,035 (a household consists of all the people living in a housing unit). This data places Stearns County lower than the comparable median figures for the State of Minnesota (\$58,476), but just above the median figures for the United States (\$52,762). Stearns County is in the top quarter of Minnesota counties for median income, which combines incomes for households, families, and unrelated individuals.

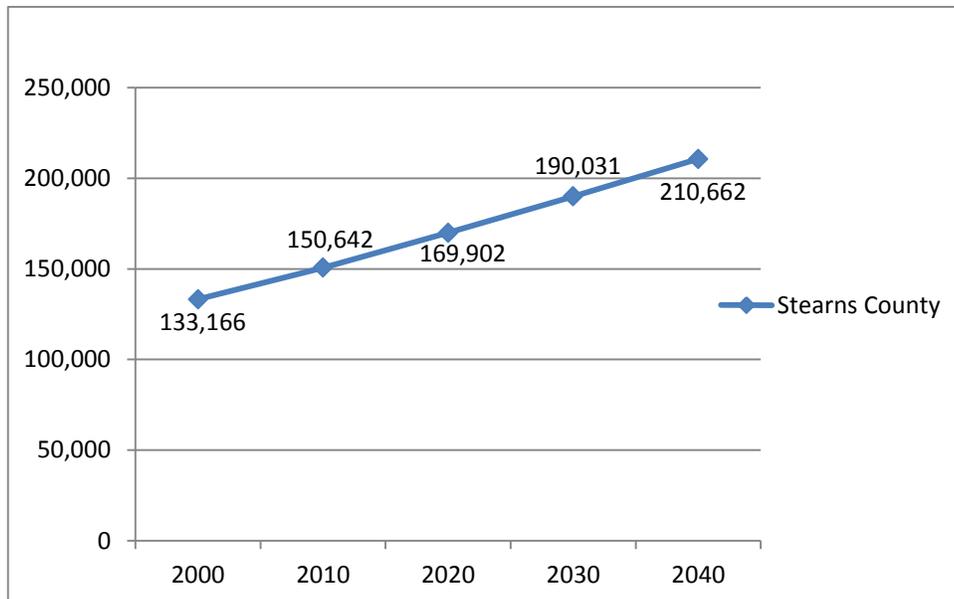
According to United States Census Bureau, the 2011 total per capita money income for Stearns County was \$25,329, almost \$5,000 under the overall Minnesota amount. 12.8% of Stearns County persons of all ages were in poverty in 2011, with the state being at 11.0%.

D. POPULATION AND SOCIOECONOMIC FACTORS

Population

Stearns County has had an increase in population every Census since 1940. As of the 2010 US Census, Stearns County maintained its status of seventh most populated of the 87 counties in Minnesota. The 2000 population at 133,166 demonstrates a 12% increase in population from 1990. The 2010 population of 150,642 represents a 13% increase from 2000.

**Figure 1:
 Stearns County Projected Population Growth
 2000-2040**



Source: US Census Bureau and Minnesota Demographer's Office

Keeping with its “growth corridor” definition, the population of Stearns County grew at a higher rate (13%) than the state average (7.8%) for the ten years from 2000 to 2010.

In June 2007, The Minnesota State Demographer had released a report with county projections through 2040. In that report, Stearns County was projected to reach 154,200 by 2010. According to the US Census, Stearns County had 150,642 people in 2010, representing a 2% decrease from the projections. As of Sept 2013, the Minnesota State Demographer has released an updated estimate of the population of Stearns County at 151,591, an increase of just under 1,000 from 2010. The next projection made by the Demographer is 2015 in which they predict the population of Stearns County to be 159,760 or an increase of 6% over the next 3 years. In October 2012, the Minnesota State Demographer projected that the increase by decades would be 13% (2010-2020), 12% in (2020-2030), and 10% in (2030-2040).

If the population of Stearns County was 190,031 in 2030, it would represent a 38% increase from 2000, a slightly lower rate of growth than the previous three decades (40% growth from 1970-2000).

*Stearns County's
population
increased 13%
from 2000 to
2010.*

The next two paragraphs are based on the June 2007 Minnesota State Demographer Projection Report. The projected Stearns County populations were 2% higher than the US Census data revealed. The numbers may not be accurate, but the premise that the population is aging is real. Nearly consistent with a two-decade trend, two age groups in Stearns County continue to grow at a faster rate than other age groups. From 1980 to 2000, the two age groups were 25 to 29 and 60+. From 2015 to 2025, the two groups projected to grow the fastest were 40-44 and 70-74 which falls in line with the age groups that grew the fastest between 1980 and 2000 aging accordingly. This reflects an in-migration of young adults and continuing residence of retirees. Consistent with the trend in the nation and the United States, the age group with the fastest growth rate for 2015 to 2035 is the 65+ group with growth well over 100% from 75 onward.

Using 2005 population estimates as the base year, there will be a swap in the age groups of 0-14 and 65+. In 2005, the 0-14 population equaled 26,717 and the 65+ population was 16,478. Both age groups will continue to grow over time, but the 65+ group is projected to outnumber the 0-14 group by 2030. The 0-14 group is projected to increase at an average of 8% every five years until 2025 and then level out at about 35,000. In 2035 the projection is actually a 0.2% decrease. The 65+ group will continue on an average of 13% increase every five years, to be at 38,600 by 2035.

While Stearns County remains predominately white – about 92%, the upward trend in non-white population that began in the 1980s continues. As of 2012, the U.S. Census Bureau reported that about 3.4% of the population was Black/African American; 2.1% Asian, and 2.9% Hispanic (of any race). In 1990, by contrast, 0.3% of the population was Black/African American, 0.7% Asian, and 0.4% Hispanic.

*The City of St. Cloud
is more diverse than
Stearns County
as a whole.*

According to the American Community Survey using the 5-year estimate from 2007-2011, the City of St. Cloud is more diverse than Stearns County as a whole. In 2010, the Asian population comprised 2.1%, whereas according to the 5-year, 2007-2011, estimate, it was at 3.8%. The Black/African American population was approximately 3.4% in 2010 and according to the five year, 2007-2011 estimate, it was at 7.4%. Also, the Hispanic population was at 2.9% in 2010, but had no representation in the 5 year estimate. (The largest concentration of persons with Hispanic ethnicity is in western Stearns County, in the Melrose area.) The White population, understandably, as a percent of the whole saw a decrease; in 2000 it was at 97% and according to the five year, 2007-2011 estimate, along with 2010 census data, came in at 86.5%.

Socioeconomic Factors:

Housing. The housing crisis being experienced nationwide is also being felt in Stearns County. The following information is from a July 2011 report from the Minnesota Housing Partnership regarding housing affordability in Stearns County. From 2005-2010 in Stearns County there were 2,170 foreclosures. Of these, 512 occurred in 2010. The most common reason people sought foreclosure counseling in 2010 was loss or reduction of income. (See the discussion on Economy, Section II, C on page 19). The number of foreclosures in Stearns County fell to under half of what they were in 2011, with only 314 documented foreclosures in 2012.

Housing is considered affordable if it consumes less than 30% of a household's gross income. At higher levels, families must choose between housing and other basic needs and will struggle to weather financial setbacks. For 2009, housing costs continued to consume a large portion of families' income, with substantial unemployment a reality for Minnesotans. Approximately 29% of renter households paid at least half of their income on housing in Stearns County; for homeowner households, the rate was 9%. In most Minnesota counties, renter incomes have fallen. According to the most recent data available, in Stearns County, real renter incomes have fallen by 12% since 1999. For homeowners, if their income has not fallen, their home value most likely has: statewide, a drop in home prices as a result of the foreclosure crisis and recession has left many owing more on their home than it is worth.

Adult Health Indicators. In February 2013, a Community Health Survey (CHS) was conducted for the Central Minnesota area, including Stearns, Benton, Sherburne, Mile Lacs and Chisago counties. One group of questions asked those surveyed was aimed to indicate how serious a wide variety of problems facing the area is to them on a four point scale, with the option to indicate they had no opinion on the matter as well. The concerns that garnered the most attention for those surveyed fell under the category of Chronic Disease and Health Habits, with four of the top five topics out of possible 68 coming from this category, including Unhealthy Eating Habits (78.9% of respondents considered it to be a moderate to serious problem), Obesity amongst Adults (74.6%), Lack of Physical Activity (74%), and Obesity amongst Children (73.7%).

According to the survey, approximately 9% of residents in the county smoke cigarettes, with a split between the St. Cloud Metro (13%) and Greater Stearns County (7.9%). These percentages are lower than the state average of adults age 18 or older that smokes cigarettes (19%) according to the Minnesota Department of Health.

Findings in the Community Health Survey were consistent with a public health concern for many years. Excessive drinking, a percent of adults reporting heavy/binge drinking, was found affect approximately 30% of Stearns County residents with the national benchmark at 7% (66.3% of CHS respondents deemed it a moderate to severe problem). Also included in the Community Health Survey was a question involving how serious of a problem drunk driving was in the county. There was a resounding difference in feeling between the St. Cloud Metro and Greater Stearns County, with a gap of almost 20% higher in the Metro area, where they strongly believe drunk driving is a moderate to serious problem. According to the Minnesota Department of Public Safety annual report, 7 traffic related fatalities were documented in Stearns County in 2012, which is almost half

of the number of fatalities in 2011 (13). Sexually transmitted infections (STIs), a chlamydia rate per 100,000 persons, had 267 cases in 2013 for Stearns County according to the Minnesota Department of Health; the national benchmark for STIs is 92. According to the CHS, 25% of residents in Stearns County had no opinion in regards to the issue of STI's; a statistic that is contradicted by the chlamydia rate in Stearns County being over triple the national benchmark.

*The Central Minnesota Community Health Survey was conducted in February 2013 by mail to over 13,000 randomly selected households in the five county area, a large group 0. Of those responded with completed surveys, a completion percentage of 22% which falls in line with the completion percentages of the other four counties surveyed, with an average margin of error of 6.5%. Margin of Error is used to determine the percentage of times the same survey will be conducted with the same results. With a Margin of Error of 6.5%, this states that 94.5% of the time, if this survey were conducted again, it would yield nearly identical results.

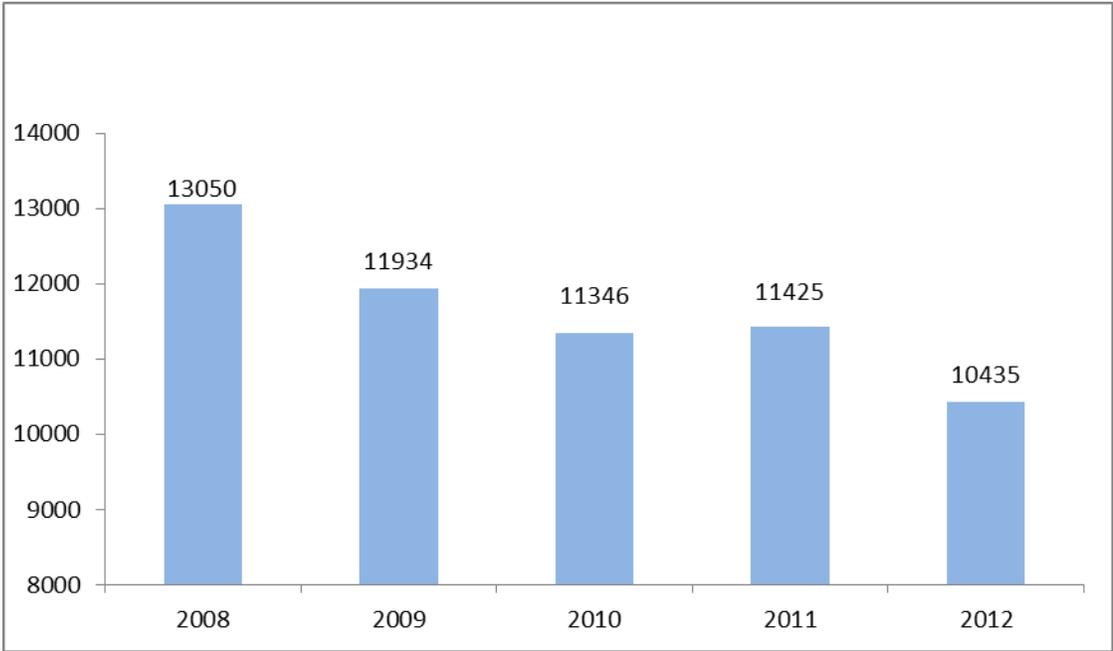
E. CRIME RATES/INFORMATION

This section examines crime information for Stearns County. Several different measurements are given in an attempt to illustrate possible trends.

1. REPORTED CRIME

There were a total of 10,435 recorded criminal offenses for the County during 2012. Figure 2 illustrates the total number of reported crimes in Stearns County from 2008 to 2012. Reported criminal offenses in the County showed a 13% decrease from 2008 to 2010, and an 8% decrease from 2010 to 2012.

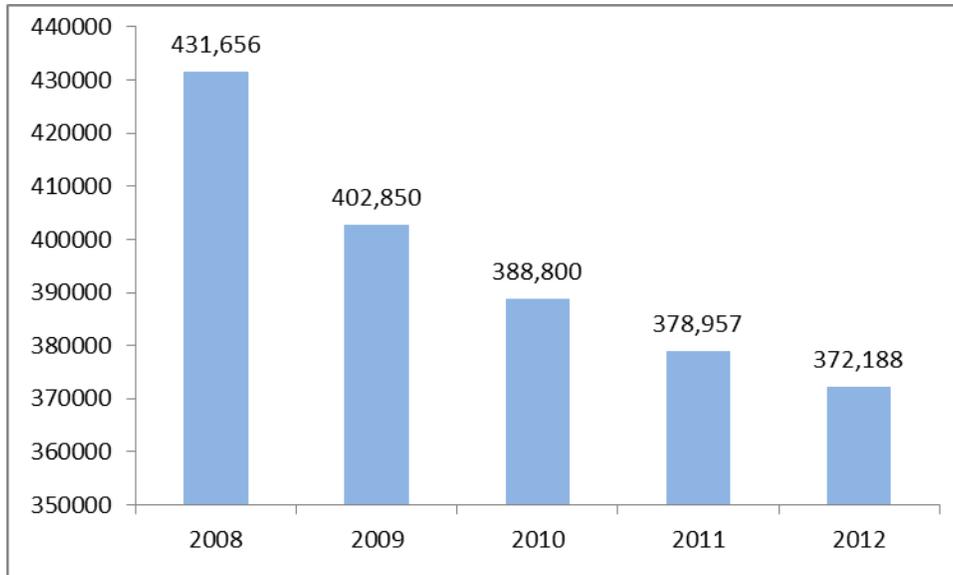
**Figure 2:
Stearns County Reported Criminal Offenses*
2008-2012**



Source: Minnesota Bureau of Criminal Apprehension – actual offenses reported
*Note: the vertical axis does not start at 0

Stearns County’s trend in reported criminal offenses almost mirrored the State of Minnesota’s trend for the period of 2008 to 2012 with only a vary in the degrees. When Stearns County saw a 13% decrease from 2008 to 2010, the state experienced a 10% decrease. From 2010-2012, Stearns County’s reported offenses decreased at an even higher rate (8%) than did Minnesota’s (4%) Figure 3 illustrates this trend for the State of Minnesota.

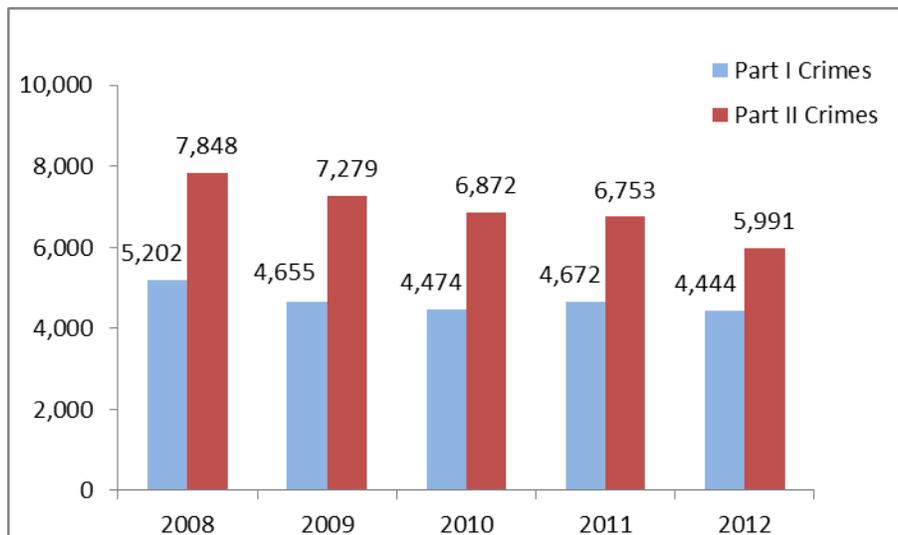
**Figure 3:
 Minnesota Reported Criminal Offenses*
 2008-2012**



Source: Minnesota Bureau of Criminal Apprehension – actual offenses reported
 *Note: the vertical axis does not start at 0

Reported crimes are broken down into two categories: Part I (Major) Crimes and Part II (Minor) Crimes. Part I Crimes reflect eight serious offenses: murder, rape, aggravated assault, robbery, burglary, larceny, motor vehicle theft, and arson. Part II Crimes are represented by twenty less serious crimes such as forgery, fraud, vandalism, etc. Figure 4 depicts Stearns County’s reported criminal offenses over the past five years broken into Part I and Part II Crimes.

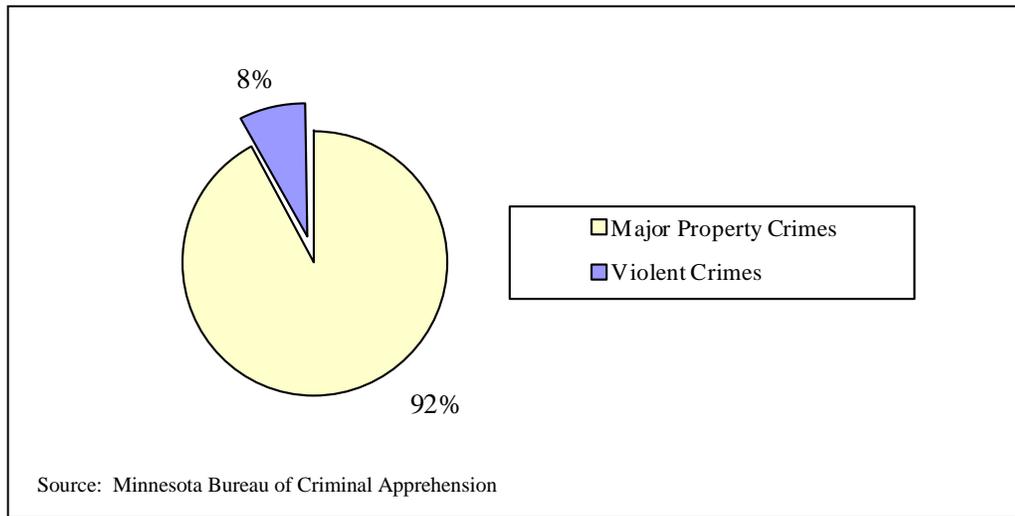
**Figure 4:
 Stearns County Part I and II Crimes
 2008-2012**



Source: Minnesota Bureau of Criminal Apprehension

Most Part I Crimes in Stearns County during 2012 were property crimes. Larceny represented 77%, burglary represented 12%, and motor vehicle theft represented 3% of all Part I Crimes. As Figure 5 illustrates, these crimes, called Major Property Crimes, represent 92% of all Part I Crimes in the County. The remaining 8% of Part I Crimes consisted of violent crimes (homicide, rape, robbery, and aggravated assault).

**Figure 5:
Stearns County Breakdown of Part I (Major) Crimes
2012**

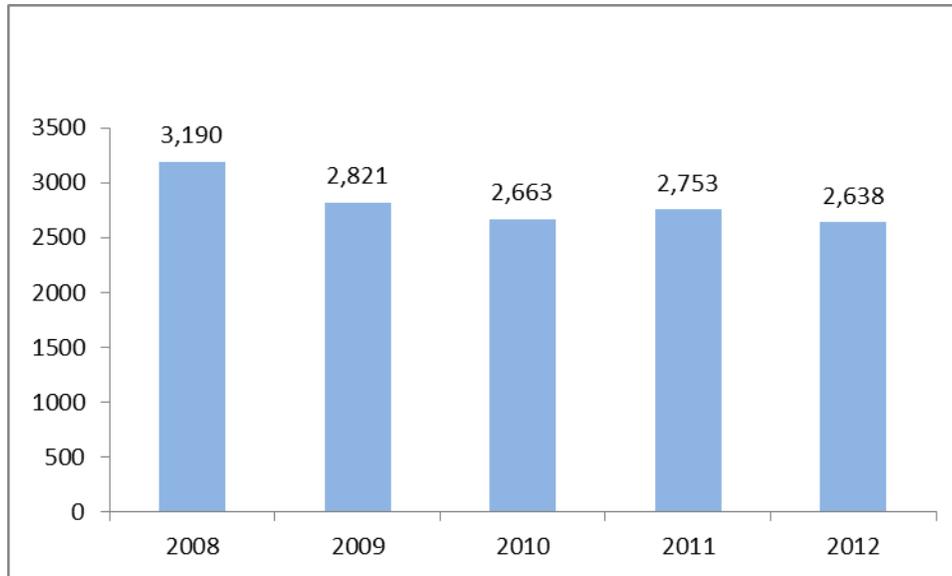


2. CRIME RATE

The Crime Rate (or Crime Index) is another method of evaluating trends in crime by allowing for comparison among different sized locals. The Crime Rate is calculated by computing the number of Part I Crimes (also known as Index Offenses) reported per 100,000 population.

Between 2008 and 2009, the Stearns County Crime Rate decrease by 12%. From 2009 through 2012, the rate has been holding fairly steady with an average around 2,700.

**Figure 6:
Stearns County Crime Index
2008-2012**



Source: Minnesota Bureau of Criminal Apprehension

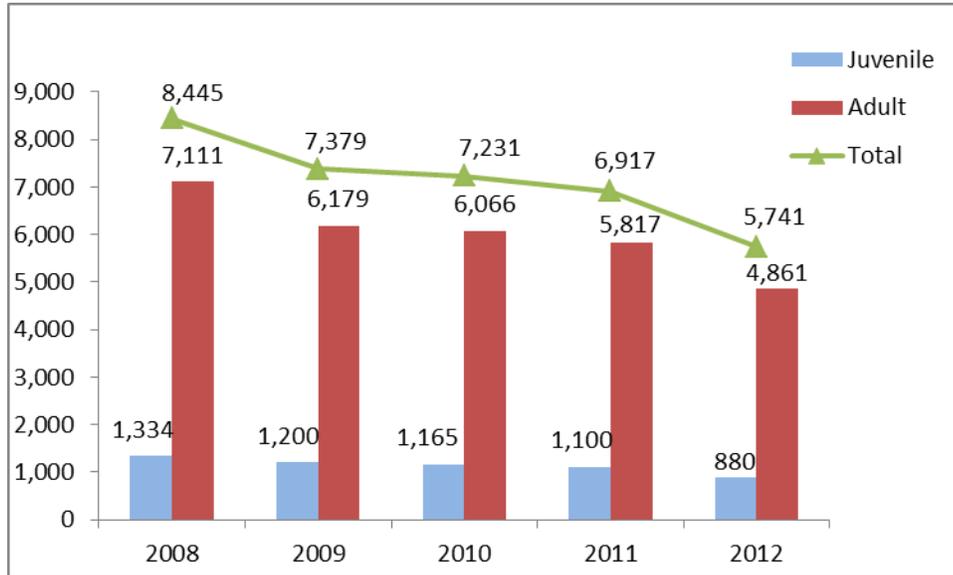
3. ARREST INFORMATION

The relationship between reported criminal offenses and number of arrests is complex. There are several significant factors to consider when arrest data is evaluated. One arrest situation is counted for each time an individual is arrested, whether it is several times a year for one type of offense or for different offenses. Another factor to consider is that an arrest can be reported for an offense that occurred during a previous reporting period and thus can reflect an arrest picture not totally consistent with the total actual offenses for that period.

Stearns County arrest information for the years 2008-2012 is illustrated in Figure 7. Both juvenile and adult data have been trending downward every year since 2008. The largest decrease in juvenile arrests came between 2008 and 2009 (-10%) with an overall decrease of 34% over the last 5 years. The adult arrests also show an overall decrease of 32%.

In 2012, Stearns County juveniles constituted 16% (consistent since 2005) of all arrests, while the state proportion was 19%. Also, Stearns County juveniles accounted for approximately 19% of Part I crimes, while they accounted for 24% (steadily decreasing from 38% in 2003) at the state level.

**Figure 7:
Stearns County Arrests
2008-2012**



Note: Includes Part I and Part II and Juvenile Curfew/Loitering and Runaways
Source: Minnesota Bureau of Criminal Apprehension

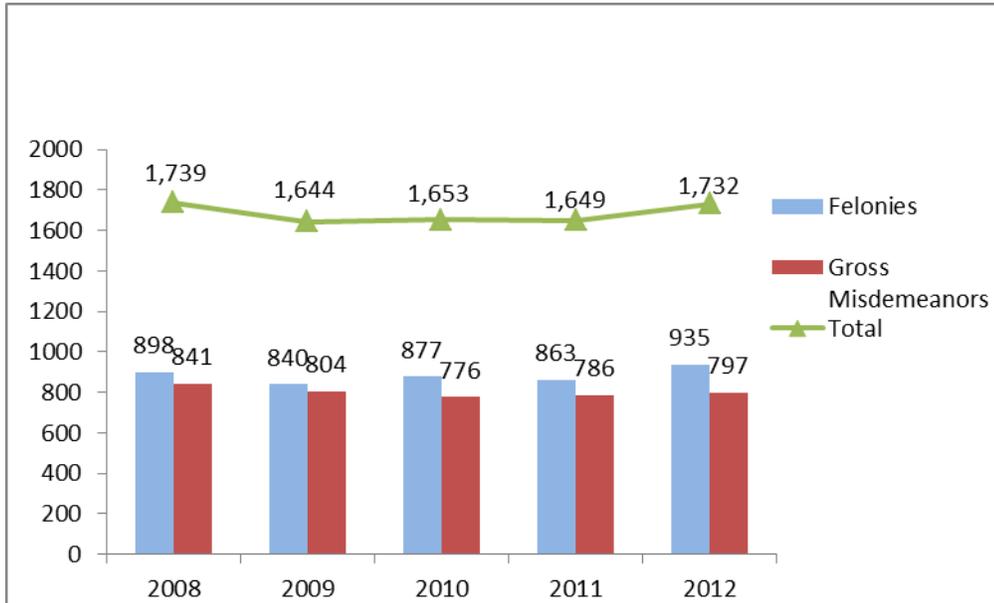
4. COURT FILINGS

Court Filings are another indicator of crime trends. Filings are cases that are brought before the court for a first appearance. However, these cases may still be pending and an individual may have numerous cases on file. Figure 8 depicts a fluctuation from 2008-2012. While there was a slight decrease in filings during that time frame, the overall filings ended 2012 almost identical to what they were in 2008.

Adult felony filings show a decrease of 5% in 2009 and then an increase of 4% in 2010, ending with an overall increase of 4% for the 5 year span.

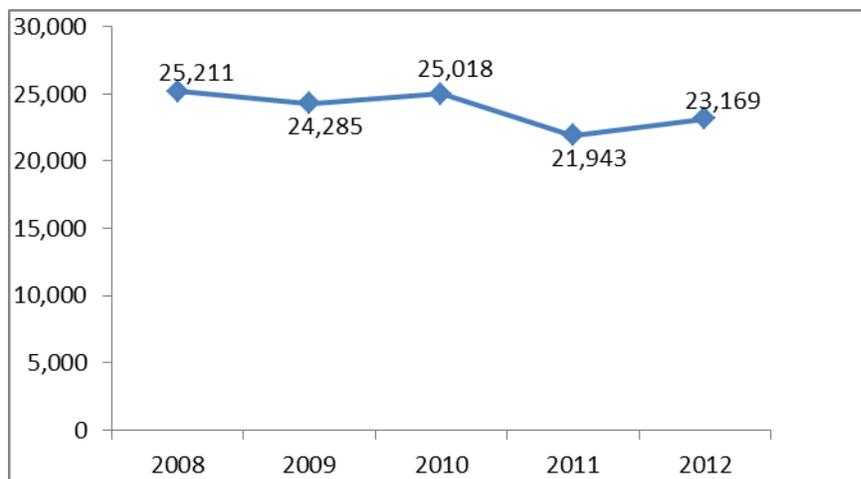
In every year of the study, Felonies outnumbered the amount of Gross Misdemeanors by at least 4%, with the largest difference coming in 2012 at 15%.

**Figure 8:
 Stearns County Adult Felony and Gross Misdemeanor Filings
 2008-2012**



Source: 7th Judicial District Court Filings

**Figure 9:
 Stearns County Adult Misdemeanor Filings
 2008-2012**



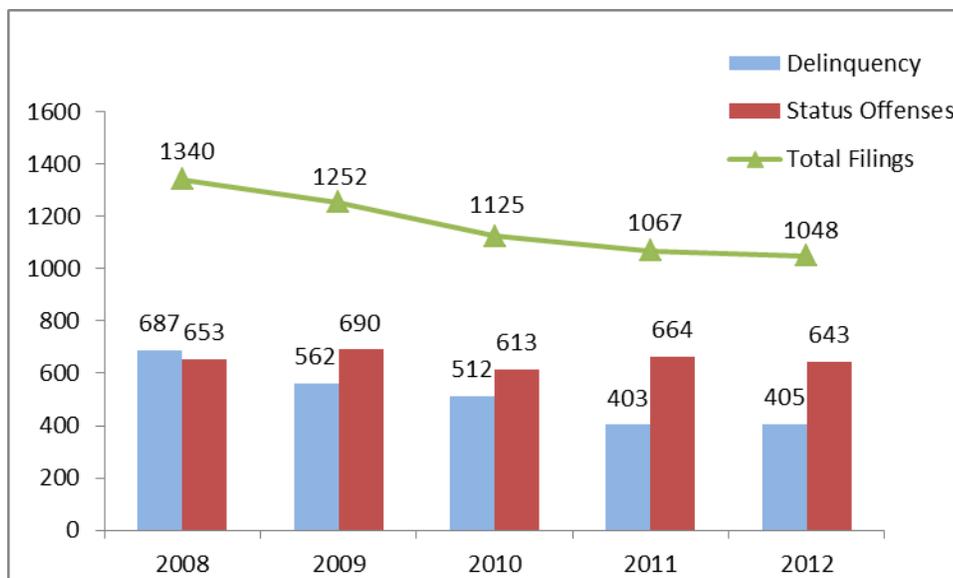
Source: 7th Judicial District Court

Figure 9 shows the trend for adult misdemeanor filings from 2008 through 2012. Filings decreased overall from 2008 to 2012, with the 12% decrease between 2010 and 2011 being the most substantial change in the previous 10 years.

Stearns County Adult Misdemeanor Court Filings averaged 29,925 per year from 2008 to 2012.

Finally, Figure 10 shows juvenile filings with decreases in total filings every year since 2008, with slight increases in status offenses in 2009 and 2011. The juvenile filings followed the trend of the adult felony and gross misdemeanors with a large (22%) decrease between 2008 and 2012, even though juvenile status offenses remained almost entirely the same.

**Figure 10:
Stearns County Juvenile Filings
2008-2012**



Note: Does not include Dependency/Neglect, Termination of Parental Rights, Truancy, Delinquency Under 10, and Runaway filings (most of these cases are handled by Social Services)
Source: 7th Judicial District Court

There are two judges in Stearns County who see exclusively juvenile cases (this specialization started in the beginning of 2007). As of Sept 2013, those judges are Judge William Cashman and Judge Mary Mahler.

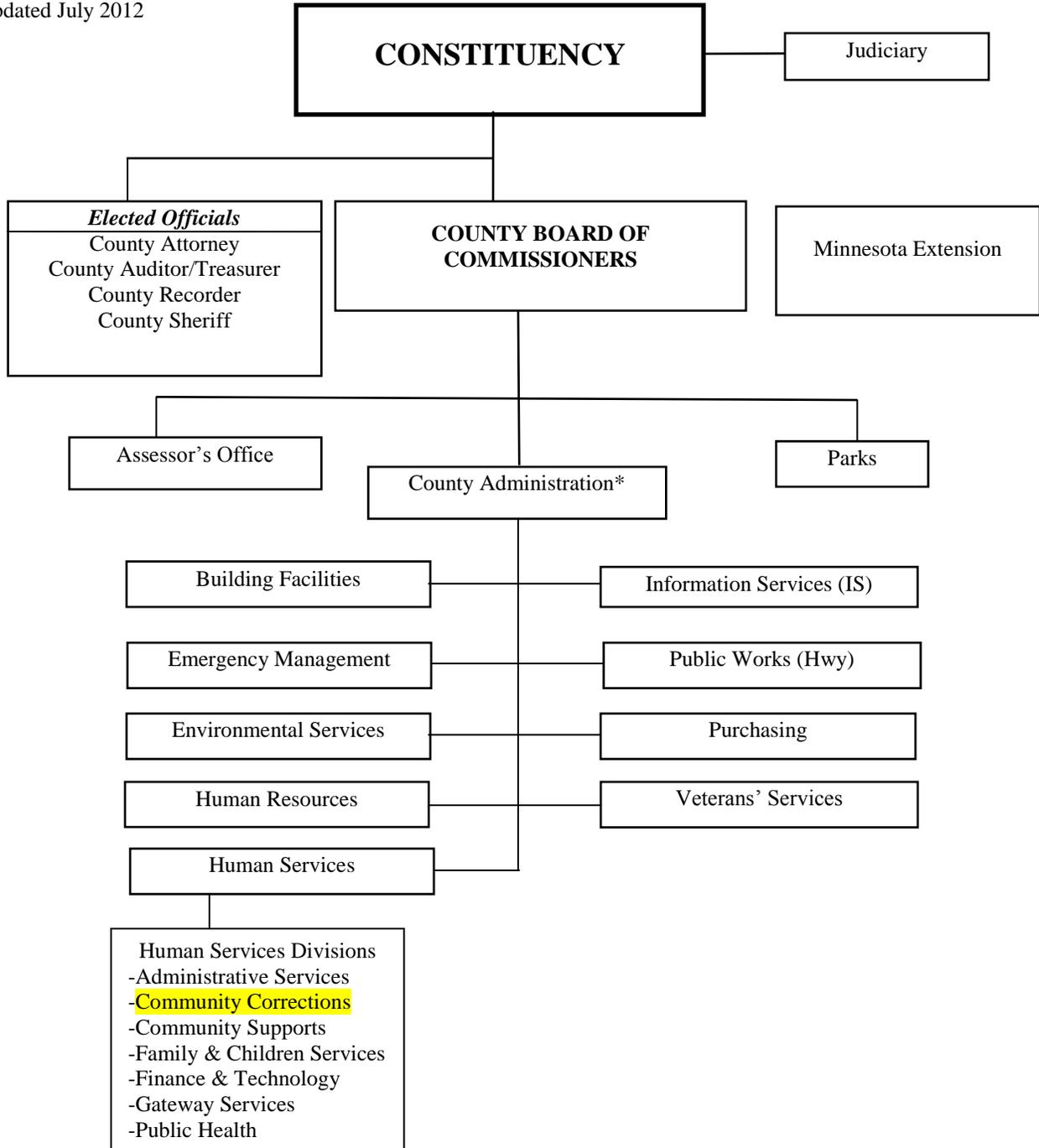
F. POLITICAL SYSTEM

1. GENERAL GOVERNMENT STRUCTURE

Stearns County has the *commission* form of county government. Department heads are appointed by the Board of Commissioners with the exception of the elected Attorney, Auditor-Treasurer, Recorder, and Sheriff. The County Administrator serves as the chief administrative officer and is responsible for the administration of Board policy and for the coordination of County departments. Figure 11 depicts Stearns County’s organizational chart.

**Figure 11:
 Stearns County Organizational Chart**

Updated July 2012



*The County Administrator oversees Building Facilities, Emergency Management, Environmental Services, Human Resources, Human Services, IS, Public Works, Purchasing, and Veterans' Services. All other departments report directly to the County Board while relying on the County Administrator for assistance with day-to-day operations.

2. COUNTY BOARD

a. Organization

The five members of the Stearns County Board of Commissioners are elected by district and serve four-year, staggered terms. Each member of the Board serves on various committees. The following is a listing of County Board members by district. On Wednesday, August 14, 2013, Stearns County was saddened by the death of Commissioner Don Otte. Commissioner Otte passed away after a long battle with cancer. He served as the 5th District Commissioner since 1999. A special election to fill the District 5 seat will be held on Tuesday, January 28, 2014.

Table 3: Stearns County Board of Commissioners 2013	
District #1:	DeWayne Mareck
District #2:	Mark Bromenschenkel, Vice Chair
District #3:	Jeff Mergen, Chair
District #4:	Leigh Lenzmeier
District #5:	Don Otte/ Vacant on 8/14/13



As pictured:
back row: Don Otte, DeWayne Mareck, Mark Bromenschenkel
front row: Jeff Mergen, Leigh Lenzmeier

b. Description

The Board functions as the legislative and administrative authority for Stearns County. Its powers are outlined in Minnesota Statutes. The management and control of County property and the transaction of business affairs are vested with the Board. Major responsibilities include, but are not limited to:

- Establishing a budget and levying taxes to finance County services,
- Providing assistance to constituents as their elected representative,
- Appointing non-elected official members to County Board committees (e.g. Community Corrections Advisory Board),
- Serving as the Stearns County Human Services Board,
- Managing County roads, buildings, and property,
- Planning land use within the County,
- Authorizing expenditures,
- Serving as employer for County personnel, and
- Staff development.

The County Board's roles relative to the Stearns County Human Services – Community Corrections Division are:

- To determine the establishment, continuation, modification, and termination of correctional programs.
- To establish the budget for the Stearns County Human Services, within which is the Community Corrections Division.
- To approve and authorize the implementation of the biennial Community Corrections Comprehensive Plan.
- To ensure compliance with the provisions of the Community Corrections Act.
- To establish policy in relation to correctional services under its authority.

3. HUMAN SERVICES DEPARTMENT

a. Organization

Effective March 2, 1998, the County Board of Commissioners reorganized the former departments of Public Health, Social Services, and Community Corrections into the new Department of Human Services, consisting of the following direct service and support divisions:

Administrative Services
Community Corrections
Community Supports
Family & Children Services
Finance & Technology
Gateway Services
Public Health

Figure 12 illustrates the Department's structure.

b. Description

By design, the Stearns County Human Services uses a comprehensive approach to providing social services, including correctional services. Single clients may receive services from multiple divisions, but since all divisions are under a single department with the same policies and procedures, clients' needs are handled as efficiently and effectively as possible.

c. Advisory System

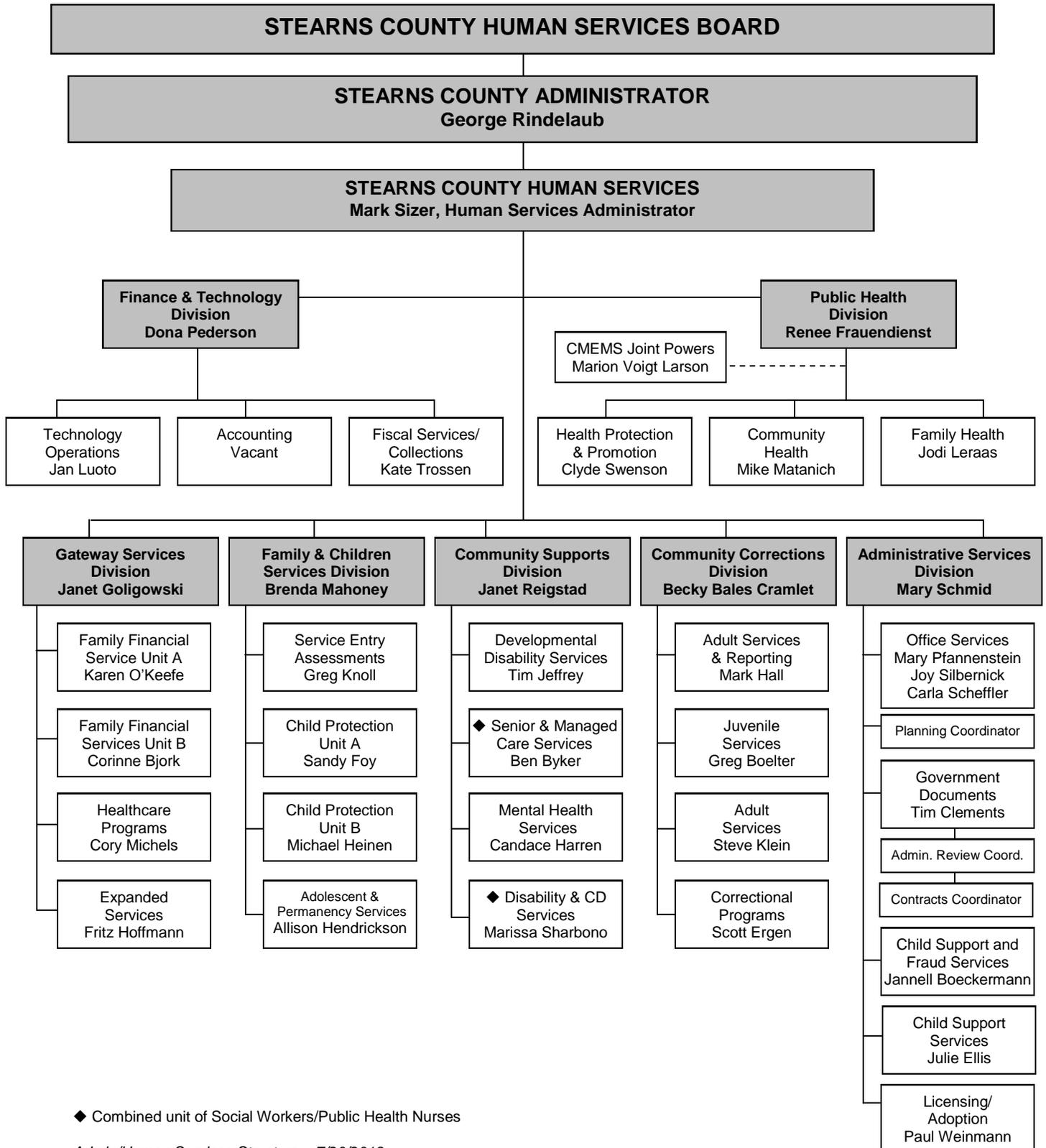
Stearns County Human Services has an established Advisory Committee structure from which community feedback is gathered and recommendations are forwarded at least annually to the Stearns County Human Services Board/Stearns County Board of Commissioners. The Advisory Committee and Task Force members apply for open positions and are appointed by the Stearns County Human Services Board, which is comprised of County Commissioners. The members on the Advisory Committee and Task Forces represent the broad perspective of the Stearns County community from agency to consumer and generally interested citizens. The structure is comprised of: Human Services Advisory Committee, Community Corrections Advisory Board, Emergency Medical Services Task Force, Mental Health Task Force, Public Health Task Force, Social Services Task Force, Transitions Task Force, and Youth Services Task Force.

The Youth Services Task Force is unique in that the entire Task Force is comprised of youth ranging in age from 13 to 19. There are two students from each of the school districts in Stearns County that sit on the Task Force. The group is co-chaired by two youth who also participate in the Advisory Committee.

The Community Corrections Advisory Board, established under Minnesota Statute Section 401.08 also satisfies the functions for the Corrections Task Force required under Minnesota Statute Section 402.03.

See Figure 13 for the Stearns County Human Services Advisory Committee Structure.

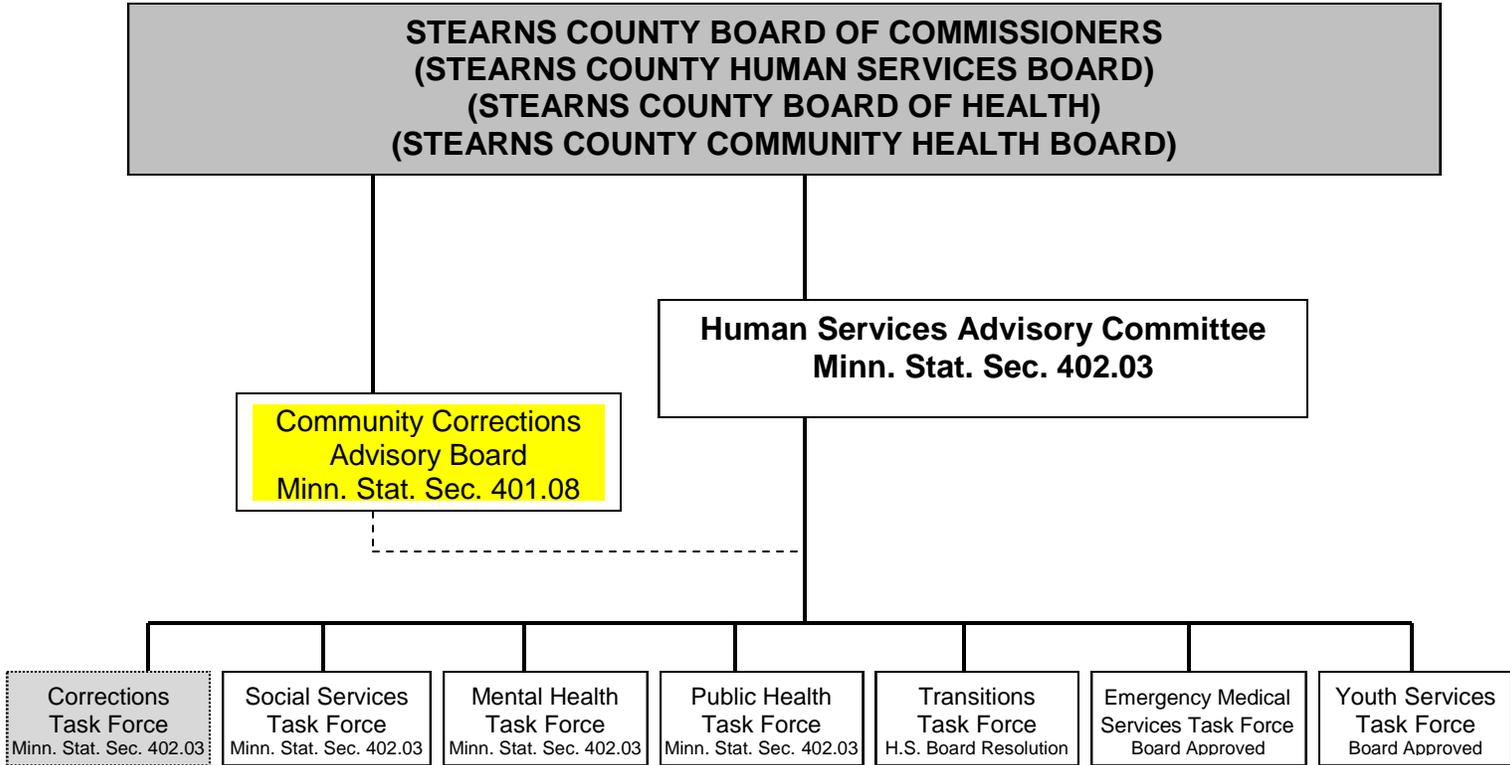
**Figure 12:
 Stearns County Human Services Organizational Chart**



◆ Combined unit of Social Workers/Public Health Nurses

Admin/Human Services Structure – 7/20/2013

Figure 13:
Stearns County Human Services Advisory Committee Structure



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III. ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

A. VISION AND MISSION

Mission:

Human Services Department

Enhance and protect the quality and dignity of life for the people we serve

Community Corrections Division

Promoting Positive Change for a Safer Community

Vision:

We are a safe community.

B. COMMUNITY CORRECTIONS DIVISION

1. ORGANIZATION

The Division is organized into four units: Adult Services and Reporting, Adult Services, Correctional Programs, and Juvenile Services. See Figure 14 for the Organizational Chart for the Community Corrections Division. As of 9/1/13, Community Corrections had an equivalent of 59 employees. The County Board appoints these employees. Contract personnel and interns provide additional support services.

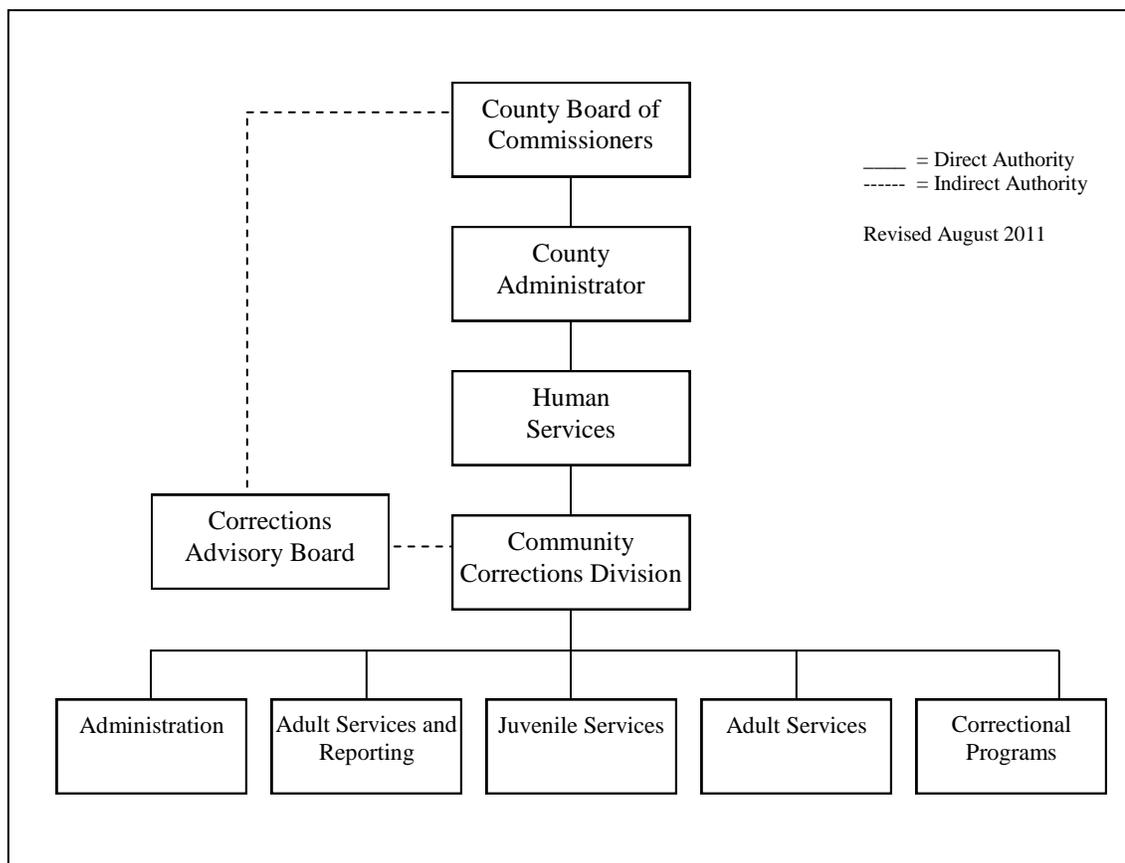
The Community Corrections Division Director reports directly to the Human Services Administrator. The Community Corrections Director is responsible for directing and managing the operations and personnel of the Community Corrections Division and for ensuring compliance with statutes, court orders, county, state and federal rules, regulations, and policies. The Director facilitates the activities of the Stearns County Community Corrections Advisory Board and coordinates their interactions with the Stearns County Board of Commissioners, the Minnesota Department of Corrections, and other related agencies.

2. DESCRIPTION

The Community Corrections Division provides accurate information to the courts for use in making sentencing or dispositional decisions, as well as supervising offenders and enforcing court orders. The objectives of the department are:

- To enforce sanctions and controls,
- To control and rehabilitate individual offenders whose behavior is anti-social and unlawful,
- To focus on the issue of crime in the community, including both the amount of crime and its consequences for victims, offenders as a whole, and engaging other agencies and the community in a shared response to crime,
- To ensure the delivery of comprehensive correctional services which contribute to the positive change of offenders behavior and their reintegration with the community,
- To pursue crime prevention strategies in both a systems and community based approach,
- Staff development, and
- Program and services evaluation.

Figure 14:
Community Corrections Organizational Chart



C. COMMUNITY CORRECTIONS DIVISION STAFF
(FTEs by Program Area, as of September 1, 2013)

<p style="text-align: center;">ADMINISTRATION (7.0 FTE's)</p> <p><i>Becky Bales Cramlet</i> Division Director <i>Sandy Durant</i> Administrative Assistant</p> <p style="text-align: center;">Support Staff</p> <p><i>Geri Albers</i> Office Specialist <i>Shari Bellinger</i> Office Specialist <i>Barb Brausen</i> Office Specialist <i>Terri Cronin</i> Office Specialist <i>Trish Moulzolf</i> Office Specialist</p> <p style="text-align: center;">JUVENILE SERVICES (14.0 FTE's)</p> <p><i>Greg Boelter</i> Supervisor</p> <p style="text-align: center;">Juvenile</p> <p><i>Nick Henderson</i> Corrections Agent <i>Tim Horn</i> Corrections Agent <i>Carey Janisch</i> Corrections Agent <i>Theresa Leifeld-Lieser</i> Corrections Agent <i>Bruce Lundorff</i> Corrections Agent <i>Paul Opatz</i> Corrections Agent <i>Pat Pfannenstein</i> Corrections Agent <i>Tracy Sahr</i> Corrections Agent</p> <p style="text-align: center;">Process Specialists</p> <p><i>Nikki Dvorak</i> Process Specialist <i>Diane Kylo</i> Process Specialist <i>Dee Mies</i> Process Specialist <i>Laura Smith</i> Process Specialist</p> <p style="text-align: center;">Case Aide</p> <p><i>Bev Betzold</i> Case Aide</p> <p style="text-align: center;">ADULT SERVICES & REPORTING (13.0 FTE's)</p> <p><i>Mark Hall</i> Supervisor</p> <p style="text-align: center;">Adult Traditional</p> <p><i>Karl Anderson</i> Corrections Agent <i>Daryl Bohm</i> Corrections Agent <i>Mike Gilhoi</i> Corrections Agent <i>Jeremy Lehto</i> Corrections Agent <i>Enoch Owens</i> Corrections Agent <i>Jen Ritter (ESP)</i> Corrections Agent <i>Chris Schill</i> Corrections Agent <i>Wayne Schreck</i> Corrections Agent</p> <p style="text-align: center;">Probation Reporting</p> <p><i>Amy Armour</i> Corrections Agent <i>Derek Borgman</i> Corrections Agent <i>Al Wieme</i> Corrections Agent</p> <p style="text-align: center;">Case Aide</p> <p><i>Becky Stanoch</i> Case Aide</p>	<p style="text-align: center;">ADULT SERVICES (15.0 FTE's)</p> <p><i>Steve Klein</i> Supervisor</p> <p style="text-align: center;">Adult Traditional</p> <p><i>Nancy Bellmont (SR)</i> Corrections Agent <i>Cindy Meuers</i> Corrections Agent <i>Megan Newland (SR)</i> Corrections Agent <i>Todd Ritter (SR)</i> Corrections Agent <i>Molly Torres</i> Corrections Agent <i>Tim Wille</i> Corrections Agent <i>Joyce Wong</i> Corrections Agent</p> <p style="text-align: center;">Intake/Investigation</p> <p><i>Debi Larson</i> Corrections Agent <i>Jesse Plantenberg</i> Corrections Agent <i>Brittany Swenson</i> Corrections Agent</p> <p style="text-align: center;">Pre-Trial/Transfers</p> <p><i>Sarah Byers-Scott</i> Corrections Agent <i>Roberta Frahm</i> Corrections Agent</p> <p style="text-align: center;">Community Service Work Program</p> <p><i>Mark Evenson</i> Crew Leader <i>Mike Rueter</i> Crew Leader</p> <p style="text-align: center;">CORRECTIONAL PROGRAMS (15.0 FTE's)</p> <p><i>Scott Ergen</i> Supervisor</p> <p style="text-align: center;">Domestic Violence</p> <p><i>Jeremy Gallagher</i> Corrections Agent <i>Bill Nelson</i> Surveillance Technician</p> <p style="text-align: center;">Drug Court</p> <p><i>Stan Brown</i> Corrections Agent <i>Shelly Trane</i> Corrections Agent</p> <p style="text-align: center;">Intake/Investigation</p> <p><i>Janell Houfer</i> Corrections Agent <i>Angie Rushmeyer</i> Corrections Agent <i>Jennifer Zahl Bruhland</i> Corrections Agent</p> <p style="text-align: center;">Intensive Supervision Program</p> <p><i>Aron Gosling</i> Corrections Agent <i>Andrew Hagen</i> Surveillance Technician <i>Andrew Horgen</i> Corrections Agent</p> <p style="text-align: center;">Sex Offender Program</p> <p><i>Heidi Freeman</i> Corrections Agent <i>Nicole Gosling</i> Corrections Agent <i>John Ruprecht</i> Corrections Agent <i>Terri Yurczyk</i> Corrections Agent</p>
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D. VOLUNTEERS & INTERN PROGRAM

1. DESCRIPTION

Stearns County Human Services Community Corrections Division does not currently utilize volunteers as a resource.

Intern Program: Stearns County partners with 24 Minnesota colleges via signed agreement regarding internship opportunities (i.e., St. Cloud State University, St. John's University, The College of St. Benedict, Bemidji State University, Minnesota State University at Mankato, and St. Cloud Rasmussen Business College). Interns working with the Community Corrections Division receive no financial awards and are required to work 30-40 hours per week for one full semester. During that time, they work primarily with either adult or juvenile clients. Two agents are made available to the intern, with at least one of them being a career agent to mentor and assist the intern in helping to ensure the experience is positive for the intern, the agents, and the Division. The agents working with the intern are responsible for recruitment, selection, and assignments for the intern.

2. INTERN PROGRAM ACTIVITY

In 2011, Community Corrections had 6 interns who provided 2,640 hours of service.

In 2012, Community Corrections had one intern who provided 320 hours of service.

E. COMMUNITY CORRECTIONS ADVISORY BOARD

1. ORGANIZATION

The Community Corrections Advisory Board (CCAB) has 14 voting members: representatives of the County Board, law enforcement, prosecution, the judiciary, education, corrections, ethnic minorities, the social services, and lay citizens. As mentioned previously, the CCAB is part of the Advisory Committee Structure for Stearns County Human Services. The Division Organizational Chart (Figure 14, page 40) illustrates how the CCAB fits into the organizational structure with regard to the Community Corrections Division. Members are appointed to the CCAB for three-year terms and may be re-appointed for up to three consecutive terms.

The 2013 Community Corrections Advisory Board consists of the following members:

**Table 4:
 Stearns County
 2013 Community Corrections
 Advisory Board**

<i>Representative Category</i>	<i>Member</i>
County Board	Vacant 8/14/13 [Don Otte]
County Board (Alt)	Commissioner DeWayne Mareck
Education	Patrick Vandrovec
Ethnic Minority	Katrina Wilder
Judiciary	Judge Mary Mahler
Law Enforcement	Tiffany Thompson
Probation/Corrections	Vacant 9/9/13 [Jesse Plantenberg]
Prosecution	Shan Wang
Public Defender	Chong Lo
Social Services	Vacant
Guardian Ad Litem (Social Services)	Dannielle Bunting
Lay Citizen* – District 1	Vacant
Lay Citizen – District 2	Russell Windahl
Lay Citizen – District 3	Maxine Weismann
Lay Citizen – District 4	Tom Lanz
Lay Citizen – District 5	Marlene Otte (Chair)

*At least one Lay Citizen representative is appointed from each of the five County Commissioner Districts.

Picture from 8/8/13 - Top Row - Dannielle Bunting, Tiffany Thompson. Middle Row: Patrick Vandrovec, Tom Lanz, Deb Anderson (DOC). Bottom Row: DeWayne Mareck, Mary Mahler, Russ Windahl, Shan Wang, Jesse Plantenberg. Not Available: Chong Lo, Marlene Otte, Maxine Weismann, Katrina Wilder, Don Otte



2. DESCRIPTION

The Community Corrections Advisory Board (CCAB); as created under Minn. Stat. Sec. 401.08 and as part of the Human Services Advisory Committee structure, Minn. Stat. Sec. 402.03; advises the County Board on the development, implementation, and performance of correctional services (see Stearns county Human Services Advisory Committee Structure, page 36). The CCAB is responsible for providing input for the biennial comprehensive plan. Recommendations of the Community Corrections Advisory Board are presented to the County Board for action.

The Community Corrections Advisory Board is also a forum for the following:

- discussion and planning around the criminal justice system as a whole;
- discussion and coordination with the social service system (public and private); and
- discussion of community corrections values, services, and standards.

3. COMMUNITY CORRECTIONS ADVISORY BOARD STUDY GROUPS

On occasion, an issue will arise that needs further study. Small groups of Community Corrections Advisory Board members and Community Corrections Division management and staff meet to study the issues to develop recommendations to the Advisory Board and ultimately the Division.

"The best prescription is knowledge."

C. Everett Koop
(1916-2013) 13th US Surgeon General

a. Cultural Awareness Study Group

The Cultural Awareness Study Group met for the first time in May 2011. Members on the group include: Mark Sizer (CC Division Director); Dannielle Bunting, Roland Froyen, Nancy Lang, Tom Lanz, Katrina Wilder, LaVona Sherarts, and Judge Mary Mahler (CC Advisory Board); Becky Bales Cramlet, Mark Hall, and Steve Klein (CC Supervisors); Enoch Owens and Megan Newland (Senior Agents); and Sandy Durant (CC Administrative Assistant).

Persons of color comprise approximately 8% of the Stearns County population, yet 20% of the Stearns County Community Corrections adult offenders and 35% of the juveniles are persons of color. There is a concern about disparities and the Division wanted to take a look into the issue. This study group has met three times (May, August, and September, 2011). Specific topics being explored are the meaning of "racial disparity;" importance of education, awareness, and understanding; racial bias of county forms; and client statistical data. The Study Group will focus on what the Division can do internally and within the Criminal Justice System to assist in making staff more mindful of cultural awareness through education and discussions.

F. JUDICIARY

1. ORGANIZATION

Stearns County District Court is one of ten courts in Minnesota’s 7th Judicial District. Stearns is one of the larger courts in the state. Out of the twenty-eight judges in the 7th Judicial District, there are eight chambered in Stearns County.

**Table 5:
Stearns County
7th Judicial District Judges
2013**

Judge Bill Cashman
Judge Kris Davick-Halfen
Judge Fred Grunke
Judge Frank Kundrat
Judge Vicki E. Landwehr
Judge Mary Mahler*
Judge John Scherer
Vacant
*CCAB Member

2. DESCRIPTION

Minnesota has one District Court divided into ten Judicial Districts. The District Court has original jurisdiction in civil and criminal cases, and such appellate jurisdiction as may be prescribed by law. Each Judicial District has three or more judges. Judges of each Judicial District elect a Chief Judge and an Assistant Chief Judge to exercise general administrative authority over the Courts. In 2013, the Chief Judge is Honorable John Scherer, chambered in Stearns County, and the Assistant Chief Judge is Honorable Ann Carrott, chambered in Douglas County.

3. RELATIONSHIP

The Stearns County District Court provides input to the Community Corrections Advisory Board (CCAB) through the judge appointed to the CCAB by the Stearns County Board of Commissioners. The Community Corrections Division also regularly advises courts and sentencing judges of the extent and availability of services and programs within its system, to permit proper sentencing decisions and realistic evaluation of alternatives.

G. CONTINUOUS QUALITY IMPROVEMENT & EVALUATION EFFORTS

In August 2011, the Minnesota Association Community Corrections Act Counties (MACCAC) released a Continuous Quality Improvement Plan regarding the implementation of evidence-based practices (EBP) in corrections across the state of Minnesota (last revised April 25, 2013). Where the Division's application of the five EBP practices of Motivational Interviewing, Effective Alliance, Risk Assessment, Case Planning, and Cognitive Interventions is essential to the success of EBP, simply launching them is not enough. The Continuous Quality Improvement Plan is an outline to assess the agency, identify benchmarks, and report on EBP progress.

There are four phases in the Continuous Quality Improvement Plan.

- Phase One measures and prepares the agency for implementing Evidence-Based Practices.
- Phase Two measures that staff have been adequately trained in the five EBP principles and the agency has put in place a process for measuring staffs' use of EBP skills.
- Phase Three measures staffs' quality in delivering EBP principles with fidelity (i.e., how closely staff deliver the program as it was designed based on the research).
- Phase Four assists the agency in conducting a retrospective look at its outcomes and Quality Improvement processes to see if changes or adjustments need to be made.

Phase One - Agency Preparedness

1. PHASE ONE

The Continuous Quality Improvement Plan states that each MACCAC agency is expected to report progress on and plans for all the objectives listed in Phase One: Evidence- Based Practices Implementation Preparedness. The Phase One: Agency Preparedness Vision is *MACCAC agencies are prepared to foster EBP with quality assurance as a priority.*

a. Objective 1: Mission/Vision

Assess the departments' mission/vision and operating principles/policies for alignment with EBP practices.

"You won't get anything unless you have vision to imagine it."

John Lennon
(1940-1980) Musician

See next page for Stearns County Narrative Update.

On February 1, 2007, we concluded a Community Corrections Values exercise and established the following values:

PEOPLE

- Respect
- Trust
- Fairness
- Patience
- Diversity

PROFESSIONALISM

- Honesty
- Integrity
- Ethics
- Positive Environment
- Learning

RESILIENCY

- Humor
- Creativity
- Flexibility
- Teamwork
- Optimism

On May 3, 2007, the Division met to develop a Mission Statement. Our mission is “Promoting Positive Change for a Safer Community”.

The process to develop a Vision for Community Corrections has included staff, as well as Community Corrections Advisory Board members. The Community Corrections Division has been working on establishing a clear vision.

In December of 2008 we concluded this work and adopted the following vision statement: “We live in a safe community.”

“When you discover your mission, you will feel its demand. It will fill you with enthusiasm and a burning desire to get to work on it.”

W. Clement Stone
(1902-2002) American Author

b. Objective 2: Culture/Structure Support

Conduct an organizational assessment and evaluate the culture/structure support for implementation of EBP.

Beginning in May, 2006, we utilized the Crime and Justice Institute's *Implementing Effective Correctional Management of Offenders in the Community, Implementation Checklist*. This is a self-assessment tool for implementing EBP. It is built on the integrated model of implementation which focuses equally on EBP, organizational development, and collaboration. We review the checklist and grade the Community Corrections Division regularly with the EBP Steering Committee. Through this process we continue to move our action plan forward with EBP.

The checklist covers the following areas of organizational development:

Administration & Planning

This section includes Leadership, Vision/Mission Statement, Policy & Procedures, Policy & Implementation Teams, System Stakeholders/Collaboration, Planning, Communication, and Resources/Budget.

An EBP Steering Committee, in collaboration with all Community Corrections Division staff and Community Corrections Advisory Board members, has identified division values. They created a mission statement and a clear vision for EBP. Policies and procedures are continuously addressed by policy and implementation teams. These teams include the Community Corrections Advisory Board, Criminal Justice Coordinating Committee, EBP Steering Committee, the Management Team, and various units within the division. System stakeholders are brought into the planning process through the Community Corrections Advisory Board.

Human Resources & Training

This section includes Recruitment & Hiring, Training, and Performance Management.

Recruitment and hiring procedures have been modified through Stearns County Human Resources to include the recruitment of employee candidates who have a knowledge and skill set congruent with EBP. A supplemental application asks for information from the candidate relative to EBP and interview questions explore the candidates' knowledge in this area. The Community Corrections Management Team reviews all training requests and determines EBP significance prior to approval. Performance Communications with all employees address various job duties and responsibilities as they relate to EBP.

Information Systems, Measurement, & Evaluation

This section includes Measurement, Information Management, and Research/Evaluation.

Collaboration between the Statistics Department at St. Cloud State University (SCSU), the Criminal Justice Coordinating Committee, and a Community Corrections agents and supervisor took place to obtain data analysis of Stearns County Community Corrections adult probation population. In early 2012, five years (2007 through 2011) of Corrections data was sent to SCSU to determine the effectiveness of correctional probation supervision.

Initial findings are available, but the data is not definitive. The expectation is that this research will be on-going, build on previous studies, and direct our understanding of our client populations. We will continue the working relationship with the SCSU Statistics Department and look to broaden the research into juvenile probation supervision data.

The Criminology Work Group of the EBP Steering Committee will evaluate new corrections initiatives to determine their effectiveness.

Assessment, Case Planning, Interventions, & Supervision

This section includes Assessment & Classification, Case Planning, Treatment/Programs, and Intermediate Sanctions.

The Division utilizes case management inventories for adults and juveniles along with various other risk/need assessment tools. On 10/1/12 we transitioned to utilizing the LS/CMI for adults and on 7/19/13 we transitioned to utilizing the YLS 2.0 for youth. We use these instruments to provide a caseload classification system, case planning, and resource management. Treatment and intervention programs are recommended based on the risk and need areas identified with these instruments. Intermediate sanctions are imposed through court dispositions, sanctions conferences, as well as alterations in case plans and supervision levels.

c. Objective 3: Implementation Strategies

Develop an EBP plan to guide implementation strategies and progress.

The Stearns County Human Services Community Corrections Division Evidence-Based Practices Steering Committee is guiding implementation strategies and assessing progress.

d. Objective 4: Staff Participation

Ensure staff's participation in EBP through communication strategies and/or involvement in a task force.

On March 27, 2006, the Community Corrections EBP Workgroup was established to advise and assist in carrying out the recommendations of The Carey Group, a consultant that conducted an analysis of EBP within the Community Corrections Division. This Workgroup played a pivotal role in ensuring staff participation in the evidence-based practices implementation.

In June-August 2013, the Workgroup was restructured to the EBP Steering Committee with the goal of streamlining the process of moving initiatives forward.

“Leadership is the art of mobilizing others to struggle for shared aspirations.”

Kouzes & Posner
 The Leadership Challenge

The Process by which the EBP Steering Committee works:

1. Ideas/issues are referred to EBP Steering Committee from anyone. (for example, tool to assess DUI population, programmatic issues etc...)
2. The Steering Committee is given direction and approval from management, prioritizes the issues and then creates subcommittee to research the issue and return to the Steering Committee with a recommendation. The Steering Committee may ask the subcommittee to do more research or provide more information.
3. The Steering Committee agrees with the recommendation and moves it to the management team for approval. Management approves and provides direction to the Steering Committee to begin implementation. Or management disagrees and provides direction to the Steering Committee about how to proceed.
4. Steering Committee by use of subcommittee’s oversees the implementation and reports progress to management.
5. Steering Committee members are representatives of their area and are responsible for communication both to and from the committee from their area.
6. Standing EBP agenda item on all Division meeting agendas.

The 2013 EBP Steering Committee consists of the following members:

**Table 6:
 Evidence-Based Practices (EBP) Steering Committee**

<i>Representative Category</i>	<i>Member</i>
Director	Becky Bales Cramlet
Supervisor	Scott Ergen
Rep #1 - Adult Services & Reporting	Karl Anderson
Rep #2 - Adult Services & Reporting	Enoch Owens
Rep #1 - Adult Services	Molly Torres
Rep #2 - Adult Services	Debi Larson
Rep #1 - Juvenile Services	Tracy Sahr
Rep #2 - Juvenile Services	Theresa Leifeld Lieser
Rep #1 - Correctional Programs	Heidi Freeman
Rep #2 - Correctional Programs	Andrew Horgen

EBP Steering Committee Subcommittees:

APA Subcommittee - Purpose is to design and recommend an efficient and accurate post sentence screening process that measures offender risk for general criminal behavior and DUI specific risk. This process will be used proactively by Agents of the Day to assign offenders an appropriate level of supervision following sentencing.

PSI Questionnaire Subcommittee - Purpose is to develop a concise and efficient offender questionnaire for use with the LS/CMI. Two report formats will be developed for (1) Medium/High risk and (2) Low risk. The report formats will include necessary statutory requirements and be made usable for felony or misdemeanor offenses based on risk level.

Pre-Trial Screening Subcommittee - Purpose is to research screening tools and/or a proxy screen for use at least initially with the offenders receiving Pre-Trial Monitoring services. The subcommittee will make a recommendation for a specific tool/proxy and process to be used to screen risk of Pre-Trial offenders in order to assign Pre-Trial monitoring levels based on perceived risk. The subcommittee will also screen the tool to use with the Pre-Trial population.

Criminology Subcommittee - Purpose is to oversee a collaborative effort to design and implement a plan for collecting data for our client population and for collecting and monitoring data for outcome measures.

e. Objective 5: Tracking Outcomes

Each agency develops a plan that outlines methodology for tracking outcomes.

Over the past fourteen years, the Community Corrections Division of Stearns County Human Services has focused on the eight evidence-based principles for effective intervention with offenders. These principles include: (1) assess actuarial risk/need, (2) enhance intrinsic motivation, (3) target interventions, (4) skill train with directed practice, (5) increase positive reinforcement, (6) engage ongoing support in natural communities, (7) measure relevant processes, and (8) provide measured feedback. These principles have been statistically proven to reduce offender recidivism. To change the way we do our work, these principles are applied to our service delivery, organizational development, and collaboration with others. With that in mind, areas within the eight Evidence-Based Principles will be topics of research project collaborations with the local colleges and universities.

Collaboration between the Statistics Department at St. Cloud State University (SCSU), the Criminal Justice Coordinating Committee, and a Community Corrections agents and supervisor took place to obtain data analysis of Stearns County Community Corrections adult probation population. In early 2012, five years (2007 through 2011) of Corrections data was sent to SCSU to determine the effectiveness of correctional probation supervision.

Initial findings are available, but the data is not definitive. The expectation is that this research will be on-going, build on previous studies, and direct our understanding of our client populations. We will continue the working relationship with the SCSU Statistics Department and look to broaden the research into juvenile probation supervision data.

The Criminology Work Group of the EBP Steering Committee will evaluate new corrections initiatives to determine their effectiveness.

f. Objective 6: Measuring Outcomes

Define actual outcomes to establish a baseline and to establish a process to measure outcomes annually.

After outcome measures are identified, Stearns County Human Services Community Corrections Division will identify sources for baseline data and processes will be outlined for at least annual data comparisons.

g. Objective 7: Hiring/Performance

Ensure hiring strategies and performance expectations are aligned with EBP.

Stearns County has included desired EBP skill set qualifications within the position descriptions that include: knowledge of interview tools, risk / need assessments, motivational interviewing, case planning, and cognitive behavioral interventions. The interview questions have also been changed to allow the interviewers to assess the applicant's knowledge of EBP.

Once hired, the supervisor also assesses the employees' EBP skill sets during performance communications.

Phase Two - EBP Implementation with Quality Improvement Measures

Stearns County Human Services has been working toward implementing objectives in Phase Two. In this 2014-2015 Comprehensive Plan, we are listing the objectives toward which we are working. In the next 2016-2017 Comprehensive Plan, we will include more detail about the specific efforts we are making toward the objectives, benchmarks, our targets, and outcome data when available.

"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela
(1918-2013) Revolutionary

2A. PHASE TWO - EFFECTIVE ALLIANCE

The Phase Two - Effective Alliance Vision: *All agents are proficient in professional, effective, alliance techniques.*

2A - continued.

a. Objectives:

- Define agent/client relationship including boundaries.
- Establish importance and strategies for implementation of effective alliance.
- Train agents on the 14 effective alliance traits.
- Implement an offender survey tool.
- Ensure supervisory assessment/audit plan includes assessed effective alliance traits.

2B. PHASE TWO - MOTIVATIONAL INTERVIEWING

The Phase Two - Motivational Interviewing Vision: *All designated probation & corrections officers effectively engage the client in targeting those behaviors and criminogenic needs that impact recidivism.*

a. Objectives:

- Establish standards for MI as adopted at the agency level.
- Provide training for all staff on MI One and MI Two by certified trainers.
- Establish supervisory expectations for coaching and for evaluating staff.
- Continue applied skill practice and feedback in order to retain MI skills.

2C. PHASE TWO - RISK ASSESSMENT

The Phase Two - Risk Assessment Vision: *All targeted clients' criminogenic risk & needs factors are properly assessed.*

a. Objectives:

- Establish standards for risk assessment as adopted at the agency level.
- Implement an initial criminogenic risk/needs assessment on targeted cases.
- A pre-screening tool is utilized on clients who otherwise would not receive an initial risk/needs assessment.
- Persons yielding a high score are referred for a full assessment.
- Appropriate trailer assessments are completed on clients involving sex crimes and/or domestic violence.
- A re-assessment of criminogenic risk/needs is completed on all cases where supervision level needs to be re-determined according to agency population.
- Risk/needs scores drive level of supervision.
- Professional override decisions are limited to exceptional situations.

2D. PHASE TWO - CASE PLANS

The Phase Two - Case Plans Vision: *All targeted clients' dynamic criminogenic risk factors are addressed.*

a. Objectives:

- Complete agent skill training.
- Identify a target population requiring a case plan.
- Establish standards for criminogenic based case plans as adopted at the agency level.

2E. PHASE TWO - COGNITIVE BEHAVIOR AND COACHING

The Phase Two - Cognitive Behavior and Coaching Vision: *All targeted clients are taught new skills so they can effectively manage their thoughts and behaviors and avoid recidivism.*

a. Objectives:

- Establish standards for cognitive behavior interventions as adopted at the agency level.
- Select research based cognitive behavior curriculum(s) based on target populations.
- Train cognitive behavior facilitators by a master certified trainer.
- Implement a screening process to ensure clients are properly targeted for cognitive behavior interventions.
- Utilize a pre- and post- test/survey to evaluate client's learned competencies based on the group curriculum.
- Train staff in using cognitive behavior skills exercises in individual meetings with clients that contain explaining/describing, feedback, modeling, skill practice, feedback, and homework.
- Assess staff in their use of cognitive behavior skill exercises during individual meetings with clients.

Phase Three - EBP Implementation with Fidelity

Following are the objectives toward which we will be working once we are well into Phase Two.

3A. PHASE THREE - MOTIVATIONAL INTERVIEWING

The Phase Three - Motivational Interviewing Vision: *All designated probation & corrections officers effectively engage the clients in targeting those behaviors and criminogenic needs that impact recidivism.*

3A - continued.

a. Objectives:

- Provide ongoing training for new staff on all phases of MI by certified trainers.
- Supervisors receive adequate training to effectively audit MI skill set.
- Continued role modeling and skill practice by targeted staff and management in order to retain MI skills.
- Increased competency in all trained staff's use of MI.

3B. PHASE THREE - RISK ASSESSMENT

The Phase Three - Risk Assessment Vision: *All targeted clients' criminogenic risk & needs factors are properly assessed.*

a. Objectives:

- Accurate risk/needs assessments scores accurately drive level of supervision.
- Increased scoring proficiency on risk/needs tools.
- Clients yielding a high score on a pre-screen are referred for a full assessment.
- Professional override decisions are limited to exceptional situations.
- A re-assessment of criminogenic risk/needs is completed on clients with an active case plan.

3C. PHASE THREE - MOTIVATIONAL INTERVIEWING

The Phase Three - Motivational Interviewing Vision: *All designated probation & corrections officers effectively engage the clients in targeting those behaviors and criminogenic needs that impact recidivism.*

a. Objectives:

- Properly execute case plans that include SMART goals.
- Ongoing boosters and a menu of resources for staff that support ongoing skill development.
- Observation provides feedback on skill progressions/agency assessment.
- Increased feedback to staff from supervisors on effective relationship with clients on establishing agreed upon offender goals based on criminogenic factors.
- All case plans address responsivity, triggers, client strengths, criminogenic factors, and consideration in structuring the client's time based on level of risk.

3D. PHASE THREE - COGNITIVE BEHAVIOR AND COACHING

The Phase Three - Case Plan Vision: *All targeted clients are taught new skills so they can effectively manage their thoughts and behaviors to avoid recidivism*

a. Objectives:

- Staff facilitating cognitive behavior groups are engaging clients and delivering the curriculum with fidelity.
- Staff members are assessed as using cognitive behavior skill exercises with fidelity during individual meetings with clients.
- Establish yearly continuous quality improvement methods for trained facilitators.

Phase Four - EBP Implementation Evaluation

Following are the objectives toward which we will be working once we are well into Phase Three.

4. PHASE FOUR - EBP IMPLEMENTATION EVALUATION

The Phase Four: To review agency's process outcomes for fidelity in effective alliance, risk management, motivational interviewing, case plans, and delivery of cognitive skills techniques.

a. Objectives:

- Reviewed agency's auditing/assessment process for EBP fidelity.
- Enhanced increased data management capabilities to effectively and reliably measure EBP outcomes.
- Reviewed identified areas where agency did not meet targeted QA outcome(s) as defined in Phase One through Phase Three.
- Increased targets as agency progresses in delivering EBP principles with fidelity.
- Reviewed EBP training delivery model for efficacy in skill development.
- Evaluated client feedback for potential change in practices or/policies.
- Assessed current EBP practices for new innovations and technologies.
- Added additional EBP principles measured for Quality Assurance and Continuous Quality Improvement.
- Develop an action plan to collaborate and/or evaluate client vendor services in their alignment of EBP principles and practices.
- Develop an action plan to increase criminal justice stakeholder understanding and buy-in for EBP principles and practices.
- Develop an assessment plan to evaluate the hiring practices and ensure hired staff are competent in EBP skills.

IV. PROGRAM DESCRIPTIONS

A. CASE CLASSIFICATION

1. DESCRIPTION

The daily management of workloads and staff resources is central to the Community Corrections Division Director's responsibilities. A case classification system is employed to assist Community Corrections staff in making appropriate recommendations to the court system concerning whether an offender should be incarcerated to protect the community. Classification is also used to determine the most appropriate level of supervision by corrections personnel, based upon the offender's risk to re-offend, treatment needs, and available resources.

Measurement of risk to re-offend is accomplished through use of actuarial risk assessment inventories developed through extensive research to objectively determine the presence and relative weight of *criminogenic factors* associated with the propensity toward future criminal or delinquent conduct. These include:

- Extent of criminal or delinquent history
- Age at first adjudication or conviction
- Amount of education
- Family and extent of involvement
- Leisure and recreation activities
- Companions, peers, friends, social network
- Extent of drug and alcohol use and abuse
- Emotional/personal/overall general health
- Personality/behavior/antisocial patterns
- Attitudes and beliefs regarding crime

Not assessed for juveniles:

- Current and past employment status
- Marital status
- Prison experience/institutional factors

These factors may be regarded as either "*pro-social*" or "*pro-criminal*" in nature. The former refers to an individual who has positive attitudes, values, beliefs, and behaviors within a community, while the latter is reflective of an individual who does not accept or cannot understand the "conventional system," resulting in anti-social, unlawful behavior. The presence or history of an offender's involvement with the above listed criminogenic factors is weighted and composite scores are arrived at to help guide corrections professionals in assigning appropriate supervision levels and treatment services.

Offenders may be reassessed at regularly established intervals or when circumstances arise which otherwise cast doubt on the validity of the current assessment level. Assessment results are used to determine if a change in supervision level is warranted. Professional discretion may be used to *over-ride* or *under-ride* assessment results (to a higher or lower supervision level) if aggravating or mitigating circumstances arise. Supervision levels are differentiated by the frequency and nature of contacts and services provided. Typically, a graduated system of levels ranging from “high” (most intense) to “low” (least intense) is employed.

The overall aim is to systematically move high-risk offenders toward the lowest risk category, by means of assessment and a *case plan*, until released from supervision. The corrections agent works with the offender to develop the case plan if the client is medium or high risk to re-offend. The case plan includes strategies to lower the influence of risk factors associated with the offender’s likelihood to re-offend and restore the offender to law-abiding, productive living in the community.

2. CLASSIFICATION OF ADULT OFFENDERS

The Level of Service / Case Management Inventory (LS/CMI), developed by Correctional Service of Canada, is employed to classify the adult offender population. It is applied to all adult offenders referred to the Human Services Community Corrections Division for investigation or supervision services as a result of a felony or gross misdemeanor or misdemeanor crime against a person. Offenders referred for any other offenses are generally not classified. However, at any time, an agent can use professional discretion and administer a LS/CMI to an offender with a non-person offense.

In addition to scales to measure the criminogenic factors listed on the previous page, the LS/CMI also has scales to measure:

- Barriers to release
- Case management plan
- Progress record
- Discharge summary
- Specific risk/needs factors
- Special responsivity consideration

**Table 7:
 When Adult Classification is Applied**

Offenders referred for investigation or supervision as a result of a:	Classified or Unclassified
Felony	Classified: High, Medium, Low
Gross Misdemeanor crimes against a person	Classified: High, Medium, Low
Misdemeanor crimes against a person	Classified: High, Medium, Low
All other offenses	Unclassified - unless deemed necessary

Source: Stearns County Community Corrections Division

3. CLASSIFICATION OF JUVENILE OFFENDERS

The Youth Level of Service – Case Management Inventory 2.0 (YLS 2.0), also developed by Correctional Service of Canada, is employed to classify the juvenile offender population. The YLS 2.0 tool results in a risk score of Very High, High, Moderate, or Low. CSTS allows only three categories, so the High and Moderate scores are combined into the Stearns County Medium category of High, Medium and Low. The YLS 2.0 is applied to all juvenile offenders referred to Stearns County for pre-disposition investigation, probation supervision services, and/or delinquency matters. Juvenile offenders designated as juvenile petty offenders, or those receiving a stay of adjudication or a continuance, are not classified.

**Table 8:
 When Juvenile Classification is Applied**

Offenders referred for:	Classified or Unclassified
Pre-Disposition Investigations	Classified: High, Medium, Low
Probation Supervision	Classified: High, Medium, Low
Delinquency Matters	Classified: High, Medium, Low
Juvenile Petty Offense	Unclassified
An Offense With a Stay of Adjudication	Unclassified
An Offense With a Continuance	Unclassified

Source: Stearns County Community Corrections Division

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B. JUVENILE SERVICES

1. JUVENILE MISSION

The Mission of the Juvenile Services Unit is a commitment to build relationships with the child, family, and community to restore law-abiding behavior.

2. JUVENILE SUPERVISION

a. Program Description

The purpose of this Division function is to provide supervision and investigative services for juvenile offenders (age 10-18) referred by the court. Investigative services include pre-dispositional reports, chemical use assessments, mental health screenings, restitution studies, release investigations, and certification studies on youth who may be referred for prosecution as adults. When applicable, juvenile offenders are assessed using the Youth Level of Service/Case Management Inventory 2.0 (YLS 2.0) to determine their risk and need level (see also page 59). Through client assessment, case planning, appropriate intervention, and outcome measurement, the juvenile is offered services to enable them to change their behavior, thus reducing their propensity to re-offend. During the course of 2011 and 2012, the corrections agents in the Juvenile Units have been assigned specialized caseloads. There are two agents working with juveniles with sex offenses, two agents assigned to juveniles in out of home placement, four agents providing traditional supervision, and one case aide assigned to juvenile petty offenders.

b. Contact Standards

**Table 9:
Juvenile Contact Standards
Measuring Tool: YLS 2.0**

LEVEL	SCORE MALE	SCORE FEMALE	OFFICE	HOME*	CASE PLAN
LOW	0-9	0-8	1 X 90 days	None	None
MEDIUM	10-21	9-15	1 X 30 days	1 X 90 days (one of the monthly contacts home visit)	Yes
HIGH	22-42	20-42	2 X 30 days	1 X 60 days (one of the monthly contacts home visit)	Yes

*Define HOME as at the child's home not school visit.

In addition to contacts with the juvenile, agents will make contacts with collateral sources (family members, treatment providers, employers, and others), as needed.

c. Client Activity

Clients

On Hand as of 12/31/11	278
Added during year	510
Served during year	788
Deducted during year	540
On Hand as of 12/31/12	248
Males On Hand 12/31/12	198 (78%)
Females On Hand 12/31/12	55 (22%)

Definitions:

On Hand – a single day “snapshot” of client load
Added – all new clients and all clients who changed to this program during the year
Served – on hand + added
Deducted – all clients closed and changed from this program area to another during the year

Caseload as of 12/31/12
 Per Agent (8.0 FTEs) 31

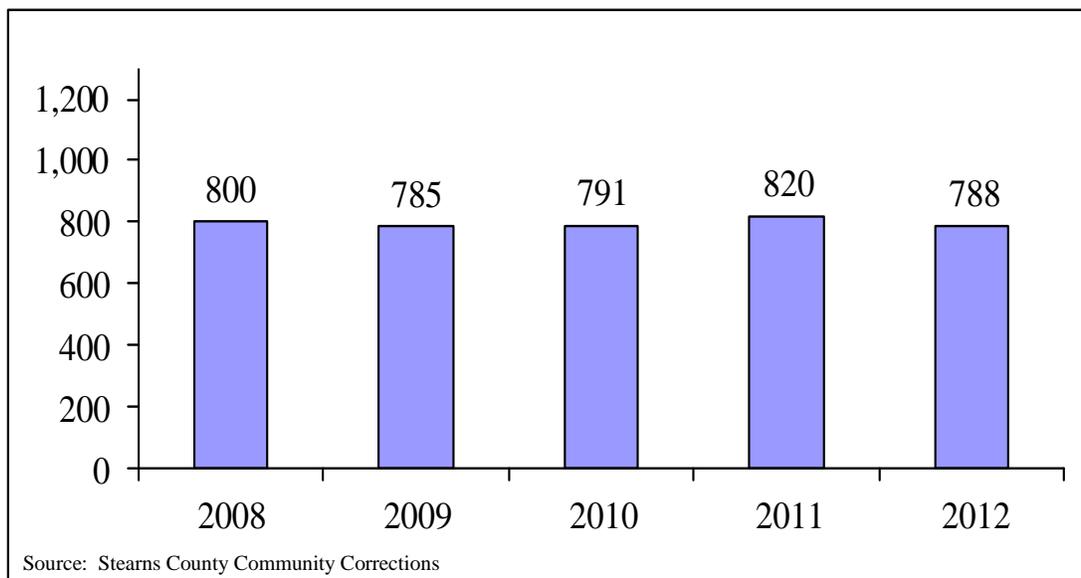
Classification Levels (for description, see pages 57-59) (as of 12/31/12)	Low	Medium	High	Unclassified
	21 (8%)	87 (35%)	36 (15%)	104 (42%)

**Investigations Assigned
 CY 2012**

Unit	129
Per Agent (8.0 FTEs)	16

Figure 15 depicts the total number of clients served throughout each calendar year under Traditional Juvenile Supervision from 2008 through 2012.

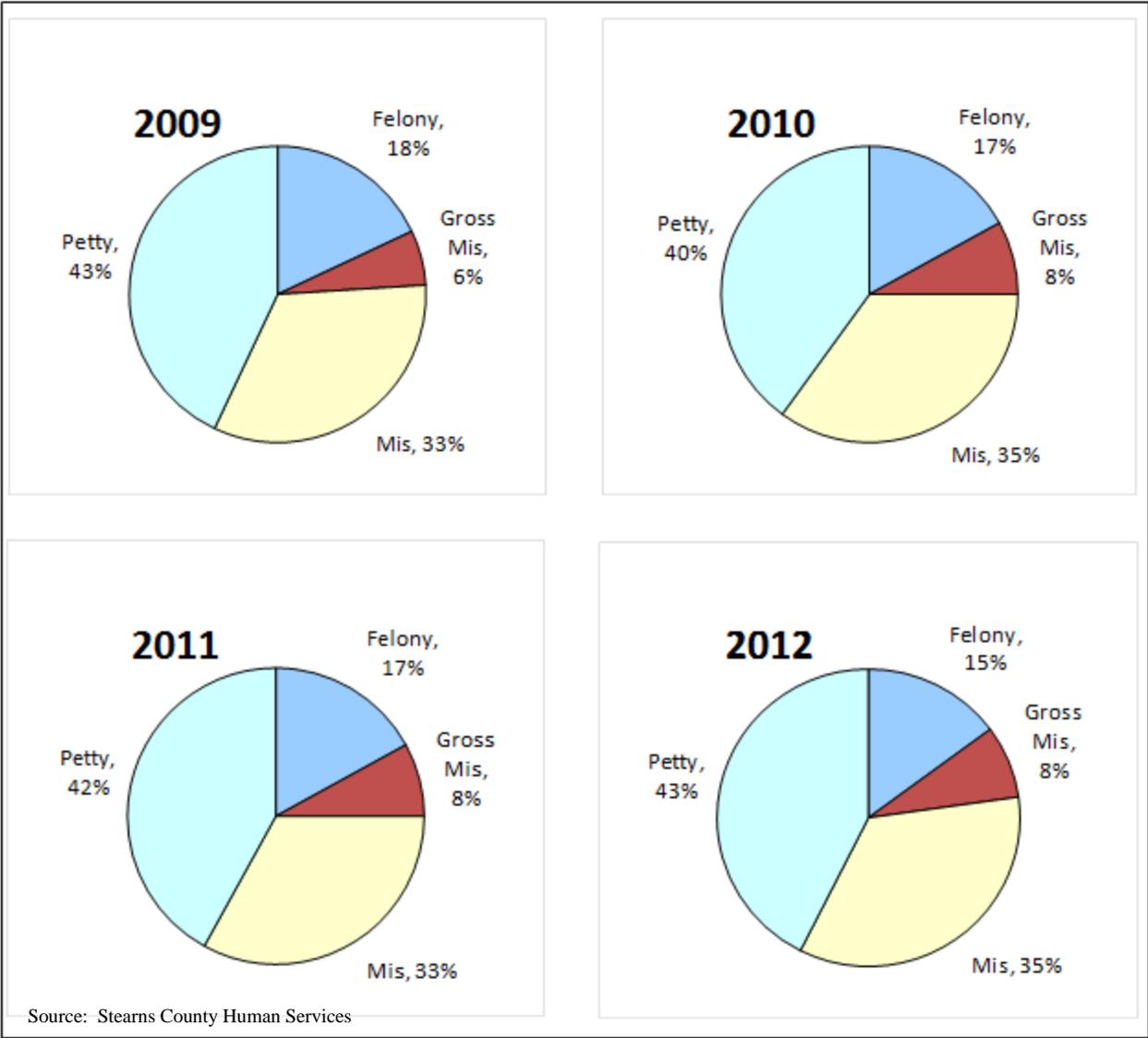
**Figure 15:
 Total Juvenile Clients Served in Traditional Supervision
 2008-2012**



As seen in Figure 16, the juvenile cases by offense type have seen very little change from 2009 to 2012.

In May 2008, juvenile supervision services changed to identify Juvenile Petty Offenders and supervise this population in a Probation Reporting Center model. One (1.0) FTE Juvenile Agent was assigned to supervise this JPO caseload.

Figure 16:
Juvenile Services Cases by Offense Type
2009-2012



3. EXTENDED JURISDICTION JUVENILE (EJJ) DESIGNATION

a. Program Description

Extended Jurisdiction Juvenile (EJJ) legislation was enacted by the Minnesota Legislature in 1994 to address serious juvenile offenders. EJJ is a dispositional option designed to enhance public safety, while affording the youth an opportunity to avoid transfer into the adult corrections system. Under EJJ, a youth is given an adult sentence and a juvenile disposition. If the juvenile violates the terms of the stay, the adult sentence is invoked. If the child does not violate the terms of the stay, juvenile court jurisdiction is in place until age 21.

EJJ is designed to give the serious juvenile offender “one last chance” to successfully complete programming in the juvenile system by using the deterrent factor of the adult sentence as the alternative. The full range of services available to other juvenile offenders will also be available to EJJ clients. What distinguishes EJJ services is the extraordinary level of effort, intensity of supervision, and consistency in follow-up.

b. Client Activity

As of December 31, 2010, there were fourteen (14) EJJ clients being supervised, all male. During calendar year 2011, two males were designated EJJ while four were closed to the designation. On December 31, 2011, there were 12 males open as EJJ.

In 2012, one new male was designated EJJ and six males were closed to the designation.

Offenses by the seven open EJJ cases on 12/31/12 include (F=felony):

- Aggravated Robbery
- Assault in the Second Degree (F), Domestic Assault
- Criminal Sexual Conduct in the Fourth Degree
- Possess Pistol/Assault Weapon-Conviction
- Theft (x2)
- Theft - Take/Use/Transfer Moveable; Property - No Consent

On Hand as of 12/31/11	12
Added during year	1
Served during year	13
Deducted during year	6
On Hand as of 12/31/12	7
Males On Hand 12/31/12	7 (100%)
Females On Hand 12/31/12	0 (0%)

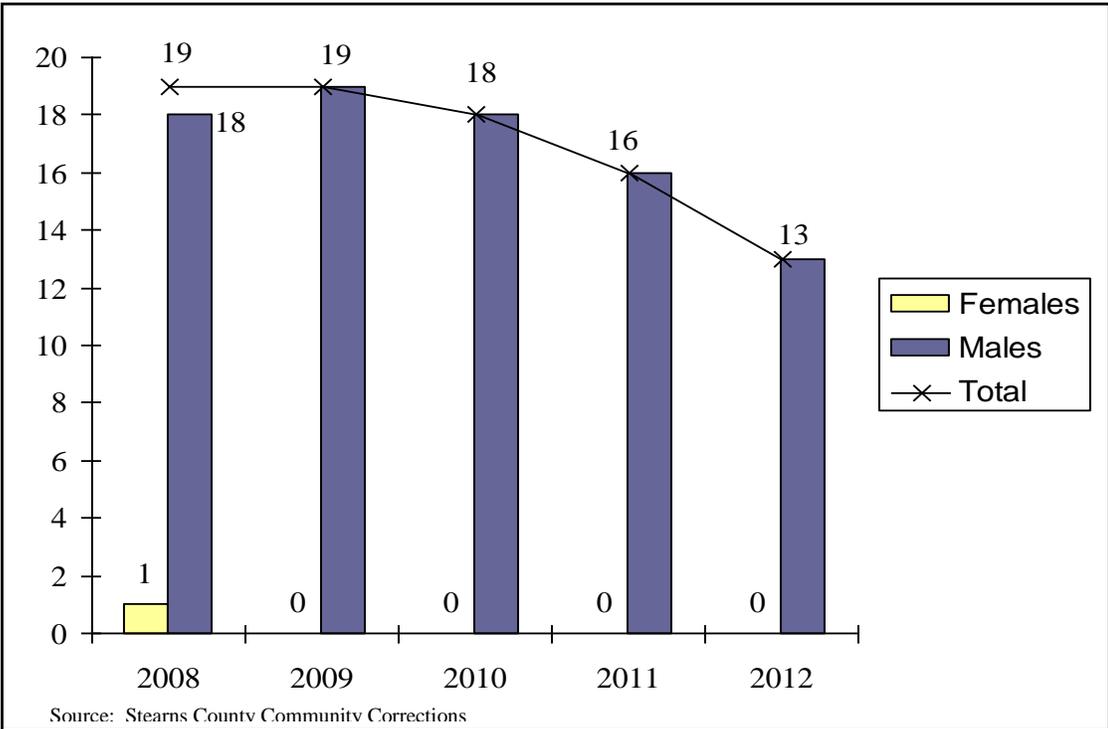
<p>Definitions: <u>On Hand</u> – a single day “snapshot” of client load <u>Added</u> – all new clients and all clients who changed to this program during the year <u>Served</u> – on hand + added <u>Deducted</u> – all clients closed and changed from this program area to another during the year</p>
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Client Activity (continued)

Classification Levels (for description, see pages 57-59) (as of 12/31/12)	Low	Medium	High	Unclassified
	0 (0%)	7 (100%)	0 (0%)	0 (0%)

Figure 17 depicts Total EJJ clients served each year from 2008 – 2012. There was a decrease of 6 youth from 2008 to 2012 in the EJJ Program.

**Figure 17:
 EJJ Youth Supervised
 2008-2012**



4. JUVENILE DIVERSION/PREVENTION

As of 2004, the Juvenile Diversion Program has been transferred to the Stearns County Attorney’s Office.

5. OUT-OF-HOME PLACEMENTS

a. Description

Youth placed on probation or supervised release may be ordered into temporary placements in residential facilities for treatment of chemical dependency, mental health issues, sex offender treatment, or for purposes of providing specialized treatment or a substitute living environment (foster home, group home), because their own home cannot provide needed structure or care. They may also be placed in state correctional facilities or private correctional facilities for purposes of holding them accountable and for public safety reasons. See Table 10 for the use of out-of-home placement for youth for the years 2008 – 2012.

b. Client Activity

**Table 10:
Use of Out-of-Home Placements for Juveniles
2008-2012**

YEAR	# OF YOUTH*	TOTAL DAYS
2008	60	6,835
2009	62	6,935
2010	71	7,822
2011	72	9,436
2012	67	10,931

Source: Stearns County Human Services

* The number of youth noted may reflect individuals who were placed the previous year and remained in placement at the beginning of the next year.

c. Screening and Ongoing Monitoring

It is the policy of Stearns County Human Services to assure the federal and state mandates of safety, permanency, and well-being of the child as well as public safety are recognized in determinations regarding services to children. To do so, Stearns County Human Services established a Child Placement Screening Team (CPST) to review all out-of-home placements anticipated to last 30 days or more, per episode. It is also the policy of the Human Services Department to review requests for respite care of 30 days or more, per year.

In addition to pre-placement reviews, the CPST is authorized to assure on behalf of the department a review of Correctional Facility out-of-home placement cases on an ongoing basis every 90 days. The purpose of the ongoing review is to actively monitor the child's progress, the family's participation, and the appropriateness of the facility's services. Such ongoing reviews shall be attended by the supervisor.

The CPST responsibilities include:

1. Consultation regarding the needs and services.
2. Support to a specific course of action and decision making.
3. Review of the progress of children in specific placements.
4. Assurance that the Team recommendations are followed and advanced to the Court system if applicable.

When operating within the scope and details of this policy, the CPST is authorized to make recommendations on behalf of the department, related to the appropriateness of the placement. As such, it is the expectation that Human Services staff will support and carry forth the recommendations of the Child Placement Screening Team to the family, the Court, and all other applicable parties. This is to assure that a child's time in placement is appropriately productive; in the least restrictive environment able to meet the child's needs, and in the closest proximity to the child's family, and is required to assure the safety, permanency, and well-being of the child, and public safety.

The CPST consists of management representatives from the Department's Family & Children Services Division, Community Corrections Division, Community Supports Division, Gateway Services Division, Public Health Division, Administrative Services Division, and a mental health clinician under contract with the Human Services Department. There are four teams of Stearns County Human Services management members each with four members. The CPST reviews the following types of cases: pre-placement, monitoring of existing placements, proposed permanency, administrative review, and upon request, for consultation.

6. USE OF STATE INSTITUTIONS FOR JUVENILES

a. Description

i. Juvenile Male Offender

Male youth who pose the most serious threat to community safety or who have consistently demonstrated the most unmanageable behavior problems may be placed in a state institution by a district judge. If a district judge places the youth directly in MCF-RW or MCF-TOGO, then the Court determines the length of stay with the same limitations. Stearns County views the state institutions as a last resort, and will continue to use least restrictive options when appropriate.

ii. Juvenile Female Offender

Minnesota does not have a state institution dedicated specifically for female juveniles but there is a contract for housing juvenile female offenders at Dakota County Juvenile Center in Hastings, Minnesota.

b. Client Activity

The Stearns County Human Services Department is responsible for a per diem payment for each day of institutional care. It is important to note that this group represents a small portion of juvenile offenders and that the length of stay for just a few youth can have a profound impact on the total days of care used. Data regarding the costs of Stearns County juveniles utilizing state correctional facilities, MCF-Red Wing and MCF-TOGO, will be included in the next plan.

In 2012, there were 17 male juvenile offenders placed in either MCF-Red Wing or MCF-TOGO.

There has not been a Stearns County female juvenile offender placed in a state contracted facility since 1999.

Client Activity (continued)

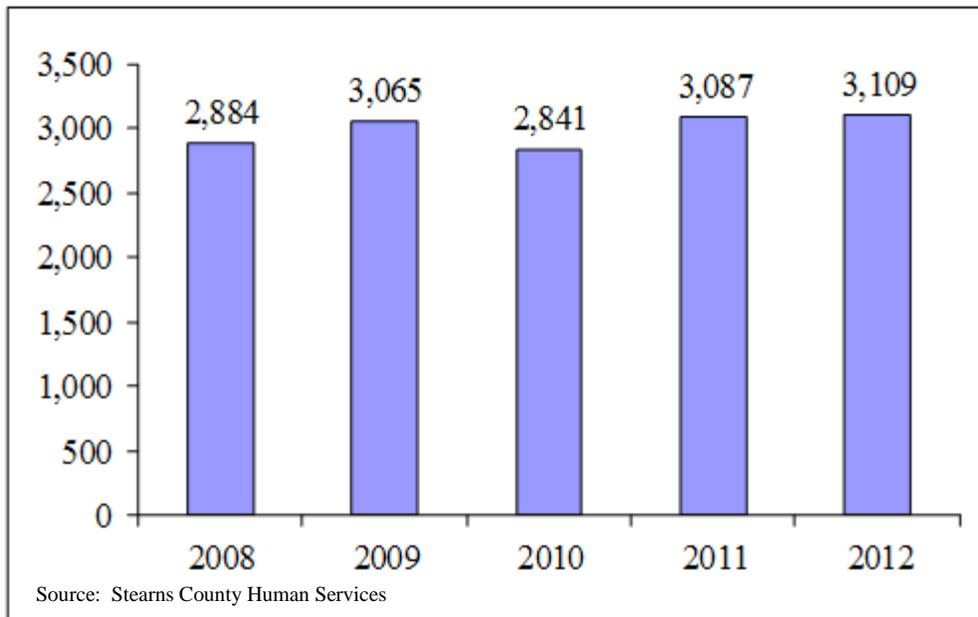
Classification Levels (for description, see pages 57-59) (as of 12/31/12)	Low	Medium	High	Unclassified
	86 (8%)	482 (45%)	196 (19%)	296 (28%)

Investigations Assigned CY 2010

Unit	392
Per Agent (18.0 FTEs)	22

Figure 18 depicts the total clients served through the traditional adult supervision program from 2008 – 2012.

Figure 18:
Total Adult Clients Served in Traditional Supervision
2008-2012



Total clients served saw an 8% increase (+225 clients) from 2008 to 2012. As of 12/31/11 there were 16.5 FTE Agents in Adult Traditional. By 12/31/12, there were 18.0 FTE. For the period of time that there was one agent working 0.5 FTE in Adult Traditional Supervision and 0.5 FTE in the Sex Offender Program, Client Roster Reports were used in conjunction with CSTS Client Statistical Summary Reports, to estimate the number of clients being served in each of the two programs by the shared-time Agent. Those estimated numbers were used for the years of 2009, 2010, 2011, and 1/1/12-2/28/12.

For the purposes of this Plan and trending data, Adult Traditional Supervision includes the programs of transfer, pre-trial monitoring, supervised release, enhanced supervision program, and domestic violence court. As available, data for these other programs are listed in this plan.

2. TRANSFER ACTIVITY

a. Program Description

It is required to request a transfer on all new probation offenders who reside out of Stearns County who meet transfer eligibility requirements after sentencing. They are assigned to a transfer agent until the transfer is accepted in the offender's county of residence. If the offender's probation is not accepted, the transfer agent is required to supervise the file and may be responsible for submitting a violation report to the Court and providing testimony if needed.

Traditional Supervision Agents are assigned incoming transfers to investigate the proposed transfer plan in Stearns County. These agents investigate if the offender is in compliance with probation conditions by making collateral contacts and by conducting urinalysis testing and possible home visits. If the offender's supervision is accepted, they are placed on the appropriate level of supervision according to their risk/need, as determined by the LS/CMI.

For adults, Community Corrections follows the Minnesota Interstate Transfer Compact Agreement and the Intrastate Transfer Policy. There is also a Metro-City Transfer Agreement with Benton and Sherburne Counties for the cities of St Cloud, Sauk Rapids, Sartell, and Waite Park.

Transfer-ins: Traditional Supervision Agents process the majority of the transfer-in files. An "Open File Rule" applies, which means that if a client has an open case with Community Corrections and another case for that client is transferred in from another county, the agent assigned to the client handles that transfer-in. Also, all sex offender transfer-ins are handled by the agents within the Sex Offender Program.

Transfer-outs: Most transfer-out cases are handled by Two Agents both working 0.5 FTE on Transfers. When another county accepts a transfer, the status of the case is changed to "transfer" in CSTS and the case comes off of the agent's caseload.

b. Contact Standards

Transfer-ins follow the same contact standards as Traditional Adult Supervision.

Transfer-outs follow the contact standards of the jurisdiction to which they are transferring.

c. Client Activity

Please note that the numbers below are included in the adult traditional supervision numbers in this plan. The CSTS computer program we use tracks data by agent. Below are the numbers for the agents working on transfer cases, along with the percent of time they worked on transfer cases in 2012.

Agent A

- Data is reported from 12/31/11 through 12/31/12
- This agent worked 0.5 FTE in transfers and 0.5 FTE in pre-trial for the full year
- For the period of 3/1/12-12/3/12, this agent covered all pre-trial cases. Although the designation is 0.5 FTE, it is likely that less than 50% of the cases on the caseload are dedicated to transfer cases.

Clients

On Hand as of 12/31/11	187
Added during year	896
Served during year	1,083
Deducted during year	858
On Hand as of 12/31/12	225
Males On Hand 12/31/12	182 (81%)
Females On Hand 12/31/12	43 (19%)

<p>Definitions: <u>On Hand</u> – a single day “snapshot” of client load <u>Added</u> – all new clients opened to this program during the year <u>Served</u> – On Hand + Added <u>Deducted</u> – all clients closed from this program during the year</p>

Caseload as of 12/31/12

Per Agent (1.0 FTE)	225
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Classification Levels

(for description, see pages 57-59)	Low	Medium	High	Unclassified
(as of 12/31/12)	20 (9%)	58 (26%)	22 (10%)	125 (55%)

Agent C

- Data is reported from 12/3/12 through 12/31/12
- This agent worked 0.5 FTE in transfers and 0.5 FTE in pre-trial

Clients

On Hand as of 12/3/12	38
Added during year	49
Served during year	87
Deducted during year	11
On Hand as of 12/31/12	76
Males On Hand 12/31/12	57 (75%)
Females On Hand 12/31/12	19 (25%)

<p>Definitions: <u>On Hand</u> – a single day “snapshot” of client load <u>Added</u> – all new clients opened to this program during the year <u>Served</u> – On Hand + Added <u>Deducted</u> – all clients closed from this program during the year</p>

Caseload as of 12/31/12

Per Agent (1.0 FTE)	76
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Classification Levels

(for description, see pages 57-59)	Low	Medium	High	Unclassified
(as of 12/31/12)	2 (3%)	19 (25%)	5 (7%)	50 (65%)

3. PRE-TRIAL MONITORING

a. Program Description

The pre-trial agent with the assistance of the Agent of the Day coordinates alcohol and/or drug monitoring as directed by the Court as jail release conditions. The agent of record reports any positive tests to the Court and prosecuting attorney.

b. Contact Standards

There are no contact standards for offenders in the Pre-Trial Program. As of September 2013, we are in the planning/implementation phase of discussing contact standards for this population.

c. Client Activity

In 2012, Community Corrections assigned pre-trial monitoring cases to two agents each on a 0.5 FTE basis. The CSTS computer program we use to track data tracks data by agent. Below are the numbers for the agents, along with the percent of time they worked on pre-trial monitoring cases.

Please note that the numbers below are included in the adult traditional supervision numbers in this plan.

Agent A

- Data is reported from 12/31/11 through 12/31/12
- This agent worked 0.5 FTE in transfers and 0.5 FTE in pre-trial for the full year
- For the period of 3/1/12-12/3/12, this agent covered all pre-trial cases. Although the designation is 0.5 FTE, it is likely that more than 50% of the cases on the caseload are dedicated to pre-trial cases.

Clients

On Hand as of 12/31/11	187
Added during year	896
Served during year	1,083
Deducted during year	858
On Hand as of 12/31/12	225
Males On Hand 12/31/12	182 (81%)
Females On Hand 12/31/12	43 (19%)

<p>Definitions: <u>On Hand</u> – a single day “snapshot” of client load <u>Added</u> – all new clients opened to this program during the year <u>Served</u> – On Hand + Added <u>Deducted</u> – all clients closed from this program during the year</p>

Caseload as of 12/31/12

Per Agent (1.0 FTE) 225

Classification Levels

(for description, see pages 57-59)	Low	Medium	High	Unclassified
(as of 12/31/12)	20 (9%)	58 (26%)	22 (10%)	125 (55%)

Agent B

- Data is reported from 12/31/11 through 2/28/12
- This agent worked 0.5 FTE in Pre-Trial – approximately 71% of the clients were Pre-Trial clients.

Clients

On Hand as of 12/31/11	44
Added during year	43
Served during year	87
Deducted during year	24
On Hand as of 2/28/12	63
Males On Hand 2/28/12	55 (87%)
Females On Hand 2/28/12	8 (13%)

<p>Definitions: <u>On Hand</u> – a single day “snapshot” of client load <u>Added</u> – all new clients opened to this program during the year <u>Served</u> – On Hand + Added <u>Deducted</u> – all clients closed from this program during the year</p>

Caseload as of 2/28/12

Per Agent (1.0 FTE)	63
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Classification Levels

(for description, see pages 57-59)	Low	Medium	High	Unclassified
(as of 2/28/12)	10 (16%)	5 (8%)	1 (1%)	47 (75%)

Agent C

- Data is reported from 12/3/12 through 12/31/12
- This agent worked 0.5 FTE in transfers and 0.5 FTE in pre-trial

Clients

On Hand as of 12/3/12	38
Added during year	49
Served during year	87
Deducted during year	11
On Hand as of 12/31/12	76
Males On Hand 12/31/12	57 (75%)
Females On Hand 12/31/12	19 (25%)

<p>Definitions: <u>On Hand</u> – a single day “snapshot” of client load <u>Added</u> – all new clients opened to this program during the year <u>Served</u> – On Hand + Added <u>Deducted</u> – all clients closed from this program during the year</p>

Caseload as of 12/31/12

Per Agent (1.0 FTE)	76
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Classification Levels

(for description, see pages 57-59)	Low	Medium	High	Unclassified
(as of 12/31/12)	2 (3%)	19 (25%)	5 (7%)	50 (65%)

4. SUPERVISED RELEASE

a. Program Description

The primary purpose of Supervised Release Supervision is to supervise adult clients placed on supervised release from the state correctional facilities (releasees). The Hearings and Release Unit (HRU) is the governing authority versus the state court system. Agents work closely with HRU and make referrals based on the release conditions as established by HRU. Agents have the authority to notify HRU of alleged release condition violation(s). In consultation with HRU, the agent may have a violator's release conditions restructured. This alternative typically will keep the releasee in the community. In contrast, in consultation with HRU, the agent may have the releasee picked up on a warrant and held in custody until a hearing is conducted. The hearing is conducted by a Hearing Officer from HRU versus a judge. A hearing generally is to prove the releasee violated his/her release condition(s). In addition it is to determine the length of time the client should be returned to the state correctional facility.

Supervision is accomplished primarily in a group format. Group supervision has proven to be an effective time management resource and provides the opportunity for clients to assist one another. Incorporated into the supervision of clients is a graduated frequency of contact based on risk and need. Agents work with releasees to develop individual case plans and make referrals based on their HRU release conditions. In addition to releasee home visits, agents in this program conduct pre-release planning field visits to the residence where the releasee is proposing to live upon their release from the state correctional facility.

b. Contact Standards

A home visit is required prior to release and the LS/CMI is to be completed within 30 days after release from prison. Case plans are required if releasees score Medium (20-27) or High (28-43) on the LS/CMI. In addition to contacts with the releasee, agents will make contacts with collateral sources (family members, treatment providers, employers, and others), as needed.

Once assigned to a group, all releasees new to Stearns County Human Services Community Corrections Division will report on a monthly schedule. Releasees with 6 months of continuous compliance under Stearns County supervision will report every other month (February, April, June, August, October, and December.). Releasees with one year or more of continuous compliance under Stearns County supervision will report three times per year (January, May, and September).

Home visits are conducted the same as for clients in Adult Traditional supervision. For clients with a Medium score on LS/CMI, one home visit every 90 days. For clients with a High score on LS/CMI, one home visit every 60 days.

Continuous compliance (CC) is defined as meeting all of the following criteria at the time of consideration:

1. Stable residence;
2. Verified employment/ school/ volunteer work at least 30 hours per week for at least one (1) months;
3. No Restructures for at least the previous three (3) months;
4. No new citations/ law violations/ pending charges or criminal investigations;
5. All required programs have been completed or are nearly completed;
6. Financial stability; and
7. All court-related financial obligations are paid in full or, in the event of insurmountable court-related debt, the offender has been making substantial regular payments for at least six (6) months.

c. Client Activity

Please note that the numbers below are included in the adult traditional supervision numbers in this plan.

For the first half of 2012, Supervised Release had 2.5 FTE, starting on 7/1/12, the SR Program had 3.0 FTE. The CSTS computer program we use to track data provides data by agent. Below are the numbers for the agents, along with the percent of time they worked on pre-trial monitoring cases.

Agents D and E

- FIRST HALF OF YEAR
- 2.0 FTE from 12/31/11 through 6/30/12 (add 0.5 FTE for Agent F)

Clients

On Hand as of 12/31/11	112
Added during year	86
Served during year	198
Deducted during year	100
On Hand as of 6/30/12	98
Males On Hand 6/30/12	82 (84%)
Females On Hand 6/30/12	16 (16%)

Definitions:
<u>On Hand</u> – a single day “snapshot” of client load
<u>Added</u> – all new clients opened to this program during the year
<u>Served</u> – On Hand + Added
<u>Deducted</u> – all clients closed from this program during the year

Caseload as of 6/30/12
 Per Agent (2 FTEs) 49

Classification Levels (for description, see pages 57-59) (as of 6/30/12)	Low	Medium	High	Unclassified
	17 (17%)	17 (17%)	8 (9%)	56 (57%)

Agent F

- FIRST HALF OF THE YEAR
- Data is reported from 12/31/11 through 6/30/12.
- This agent worked on Supervised Release cases on a 0.5 FTE basis for this period of time.

Clients

On Hand as of 12/31/11	60
Added during year	35
Served during year	95
Deducted during year	52
On Hand as of 6/30/12	43
Males On Hand 6/30/12	41 (95%)
Females On Hand 6/30/12	2 (5%)

Definitions:

On Hand – a single day “snapshot” of client load
Added – all new clients opened to this program during the year
Served – On Hand + Added
Deducted – all clients closed from this program during the year

Caseload as of 6/30/12

Per Agent (1.0 FTEs) 43

Classification Levels

(for description, see pages 57-59)

(as of 6/30/12)	Low	Medium	High	Unclassified
	4 (9%)	5 (12%)	3 (7%)	31 (72%)

Agent D, E, and F

- SECOND HALF OF THE YEAR
- Data is reported from 6/30/12 through 12/31/12.
- 3.0 FTEs working in Supervised Release

Clients

On Hand as of 6/30/12	141
Added during year	123
Served during year	264
Deducted during year	122
On Hand as of 12/31/12	142
Males On Hand 12/31/12	126 (89%)
Females On Hand 12/31/12	16 (11%)

Definitions:

On Hand – a single day “snapshot” of client load
Added – all new clients opened to this program during the year
Served – On Hand + Added
Deducted – all clients closed from this program during the year

Caseload as of 12/31/12

Per Agent (3.0 FTEs) 47

Classification Levels

(for description, see pages 57-59)

(as of 12/31/12)	Low	Medium	High	Unclassified
	17 (12%)	16 (11%)	3 (2%)	106 (75%)

5. ENHANCED SUPERVISION PROGRAM (ESP)

a. Program Description

The Enhanced Supervision Program is evidence-based and has been in existence for many years in other Minnesota correctional jurisdictions and throughout the country. Stearns County Human Services Community Corrections Division adopted this specific caseload in October 2012.

Clients must be a Stearns County resident and meet the following qualifications in order to be accepted into the program:

- Court ordered into the program and need high level supervision
- Have Felony and/or Gross Misdemeanor Level offenses
- AND must have 3 or more of the following and agent/supervisor approval
 - Current person offense
 - Downward dispositional departure
 - History of supervision non-compliance
 - Severe/persistent mental health diagnosis
 - Recent history of assaultive/threatening behavior
 - Prior prison commitments

The agent closely monitors the clients' activities and works with the client to structure their time, promote positive thinking, and make good choices. Clients involved in the program will have high program expectations, significant contact with the agent, and be required to successfully complete all four phases of the program. Clients have the right to opt out of the program at any time and serve their original jail or prison sentence.

The program is comprised of four phases. Each phase lasts a minimum of ninety days. Participants must complete all requirements of the current phase before being allowed to apply for acceptance into the next phase.

b. Contact Standards

Phase I: Minimum of 4 contacts per month.

Phase II: Minimum of 3 contacts per month

Phase III and IV: Minimum of 2 contacts per month

c. Client Activity

From 10/1/12 through 4/30/13, there was 0.5 FTE Agent working with this caseload. As of 5/1/13, there has been 1.0 FTE Agent dedicated to this caseload. As of 9/10/13, there are 20 clients in the Enhanced Supervision Program: 19 of the clients are in Phase I and one client is in Phase II.

6. DOMESTIC VIOLENCE COURT

a. Program Description

The Stearns County Domestic Violence Court was formed through a partnership with the Stearns County Attorney’s office, Stearns County Human Services, local law enforcement, Seventh Judicial District Court, the Public Defender’s office, Anna Marie’s Alliance (victim shelter) and St. Cloud Area Legal Services. The mission is to end the cycle of domestic violence through a timely, focused, collaborative response.

Domestic Violence Court is a specialized Court intended to improve public safety by increasing offender accountability and victim safety through intensive offender supervision and enhanced collaboration among criminal justice systems and community organizations. The participants are offenders charged in Stearns County with a felony level domestic violence related offense against a spouse, former spouse, or significant other who have a child(ren) in common. Specific criteria for an offender to be placed in the Domestic Violence Court includes that the offender has at least one prior felony conviction or has been previously charged with a felony level domestic violence related offense and was convicted for any other offense arising out of the same set of circumstances within the preceding 15 years.

Offenders are screened for Domestic Violence Court immediately after arrest and if they are court-ordered into the program, intensive supervision begins immediately. Conditions of pre-trial monitoring may include electronic home monitoring, abstinence from drug/alcohol testing, domestic abuse no contact enforcement, mandatory weekly compliance hearings, daily schedule, compliance with the whereabouts phone line, and curfew enforcement and supervision/ surveillance. After sentencing, supervision is divided into three phases. The offender must complete all goals and expectations of each phase to gain the recommendation of the Domestic Violence Partnership Team to move to the next phase. General rules may include abstaining from mood-altering chemicals, submitting to testing, employment/ education requirements, and daily schedule and curfew.

b. Contact Standards

**Table 12:
Domestic Violence Court Standards
Measuring Tools: LS/CMI and Phases**

PHASE	CONTACT- Agent	CONTACT- Surveillance	Court	CASE PLAN
1	1 X Week	2 X week	1 X week	Yes if medium/ high LS/CMI
2	1 X 2Weeks	2 X 2Weeks	1 X 2Weeks	Yes if medium/ high LS/CMI
3	1 X Month	1 X 2-3Weeks	1 X month	Yes if medium/ high LS/CMI

Stearns County Human Services Community Corrections Division starts supervision of domestic violence court offenders at pre-trial status. In addition to contacts with the offender, agents will make contacts with collateral sources (family members, treatment providers, employers, and others), as needed.

c. Client Activity

Case work started on this program on January 1, 2009 with 1.0 FTE agent. Total served has been:

- o 116 in 2009
- o 114 in 2010
- o 128 in 2011
- o 115 in 2012

When five years of data are available, a trend chart will be included in the comprehensive plan.

Clients

On Hand as of 12/31/11	44
Added during year	71
Served during year	115
Deducted during year	69
On Hand as of 12/31/12	46
Males On Hand 12/31/12	46 (100%)
Females On Hand 12/31/12	0 (0%)

Definitions:
On Hand – a single day “snapshot” of client load
Added – all new clients opened to this program during the year
Served – On Hand + Added
Deducted – all clients closed from this program during the year

Caseload as of 12/31/12
 Per Agent (1 FTE) 46

Classification Levels (for description, see pages 57-59) (as of 12/31/12)	Low	Medium	High	Unclassified
	1 (2%)	16 (35%)	23 (50%)	6 (13%)

7. PROBATION REPORTING CENTER (PRC)

a. Program Description

The Probation Reporting Center supervises adult offenders who are determined to be lower risk based on the LS/CMI score. In addition, all misdemeanor and gross-misdemeanor non-person crime offenders are assigned directly to the PRC without the requirement of an LS/CMI score.

Offenders assigned to the PRC are placed on a reporting track for the calendar year. The reporting track is based on a block schedule during business hours for the track days assigned.

Agents meet individually with each offender to review court orders, discuss any issues, and make necessary referrals to community-based programs. Once an offender has completed his/her special conditions, the case may be closed for active supervision, depending upon eligibility.

Offenders who are determined to be progressing well may be assigned to a Mail Report Group. This caseload is primarily utilized for low risk adult clients who are in compliance, but have financial obligations (i.e., restitution owed balances) yet to satisfy. This caseload also encompasses some clients who are required to be on supervision for a minimum amount of time and that time frame has not yet arrived. Assuming these clients remain in compliance, they are required to submit mail reports several times per year. As of September 2013, this caseload includes approximately 100 clients.

The PRC Administrative Caseload was created in March of 2011. It was since revisited and changed slightly in Nov. 2012. This caseload targets low risk adult clients. The court has placed these clients on supervision, yet the client has relatively few conditions to complete and can generally do so in a relatively short time period. These clients are not required to be seen by probation staff. Assuming these clients remain in compliance of their expectations, they can have their probation file closed in as little as a six month time frame. At the present time, 146 clients of the total PRC client count are on the Administrative Caseload.

For 2011 through 12/3/12, the Probation Reporting Center had 4.0 FTE Probation Agents. As of 12/3/12, the PRC had 3.0 FTE Probation Agents.

b. Contact Standards

For offenders with a LOW risk level with a LS/CMI score of 0-19, the contact standard is orientation plus three office visits per year with no home visits and no case plan needed. In addition to contacts with the offender, as needed, agents will make contacts with collateral sources (family members, treatment providers, employers, and others).

c. Client Activity

Clients

On Hand as of 12/31/11	1,142
Added during year	1,249
Served during year	2,391
Deducted during year	1,385
On Hand as of 12/31/12	1,006
Males On Hand 12/31/12	729 (72%)
Females On Hand 12/31/12	277 (28%)

Definitions:

On Hand – a single day “snapshot” of client load

Added – all new clients opened to this program during the year

Served – On Hand + Added

Deducted – all clients closed from this program during the year

Caseload as of 12/31/12

Per Agent (3.0 FTEs)	335
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Classification Levels

(for description, see pages 57-59)

(as of 12/31/12)	Low	Medium	High	Unclassified
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500 (50%)	19 (2%)	2 (0%)	485 (48%)
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**Figure 19:
 Total Clients Served at the Probation Reporting Center
 2008-2012**

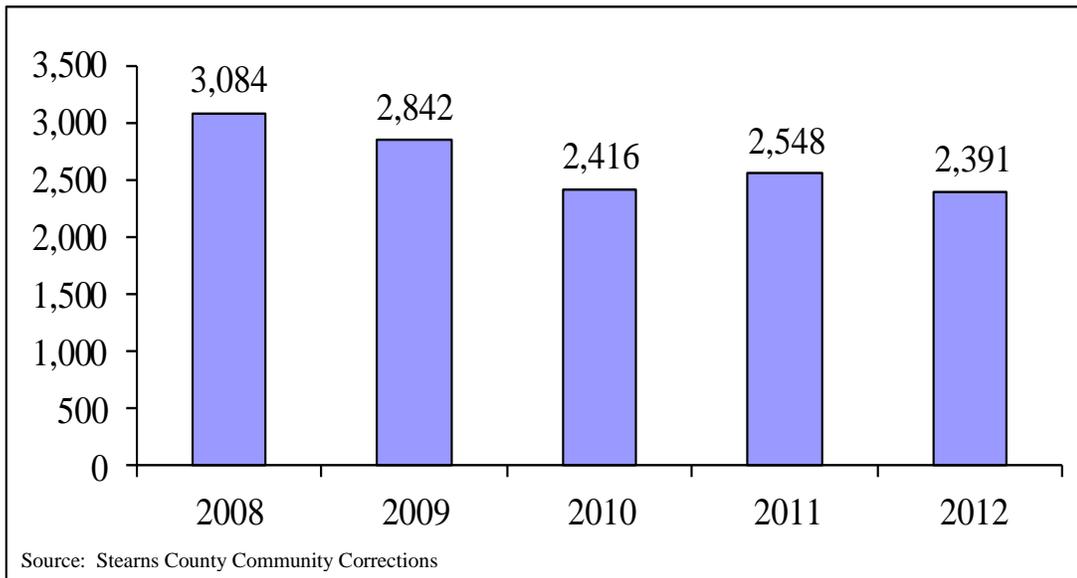


Figure 19 depicts yearly total client activity for the Probation Reporting Center from 2008 through 2012. There was a 22% (-693 clients) decrease from 2008 to 2012.

8. SEX OFFENDER PROGRAM (SOP)

a. Program Description

Starting in 2013, agents in the Sex Offender Program (SOP) have specialized caseloads according to Intake function and risk. All Intakes and offenders with lower risk are assigned to two agents. Offenders with higher risk are assigned to two different agents. Agents in the SOP employ a specific approach to supervision of this population. The three elements to this approach include:

1. Sex offender specific treatment to assist offenders in learning to develop internal controls;
2. Probation supervision and monitoring to exert external control over offenders, and
3. Polygraph examinations to obtain complete sexual history information and monitor a participant's fantasies or behaviorally-specific access to victims.

Supervision and treatment is accomplished through group meetings, required individual sessions with therapists, and regular individual and/or group supervision contact with corrections agents. Field supervision is important for agents to assist in monitoring of offenders and in providing valuable input in treatment groups. Agents in this program have attended sex offender specific training in the areas of assessment tools, programming, and supervision specific for sex offenders.

A majority of program participants attend sex offender treatment at CORE Professional Services, a local treatment provider. The SOP agents co-facilitate treatment groups with therapists from CORE. Occasionally, offenders will obtain treatment through other providers and the agents will maintain regular contact with those programs. Agents also complete pre-sentence investigation reports, bail studies, and pre-plea sentencing worksheets for all sex offenders sentenced in Stearns County. The LS/CMI is used to assess criminal risk to re-offend and individual offender needs. The Static-99 is used for male sex offenders to assess their risk to re-offend sexually.

b. Contact Standards

**Table 13:
Sex Offender Program Contact Standards
Measuring Tools: LS/CMI and Static-99**

LEVEL	SCORE	OFFICE	HOME	CASE PLAN
LOW	0-19 or low Static	1 X 60 days	4 X per year	None
MEDIUM	20-27 or med Static	1 X 30 days	1 X 60 days	Yes
HIGH	28-43 or high Static	2 X 30 days	1 X 30 days	Yes

Sex offenders in Core Treatment have weekly contact as agents co-facilitate group.

Each offender is assessed with both the LS/CMI and the Static-99 and contact standards follow whichever instrument results in the higher score. In addition to contacts with the offender, agents will make contacts with collateral sources (family members, treatment providers, employers, and others), as needed.

c. Client Activity

For calendar year 2011 through 2/28/2012 there were 3.5 Agents working in the Sex Offender Program. The Agent working as 0.5 FTE SOP, "Agent C," was also working in Pre-Trial/Adult Traditional. The CSTS computer program we use to track data does not separate out the adult programs very easily. Using the monthly Case Roster report, we were able to estimate that Agent C's clients for Calendar Year 2011 were 38% in the Sex Offender Program and 62% in the Adult Traditional programs. For the time period of 1/1/12 - 2/28/12, Agent C's client breakout was approximately 29% Sex Offender Program and 71% Pre-Trial/Adult Traditional. We utilized these percentages to calculate program totals combining the Client Statistical Summary Report data for the other 3.0 FTE agents.

Clients

On Hand as of 12/31/11	208
Added during year	266
Total served	474
Deducted during year	296
On Hand as of 12/31/12	178
Males On Hand 12/31/12	170 (96%)
Females On Hand 12/31/12	8 (4%)

Definitions:
<u>On Hand</u> – a single day "snapshot" of client load
<u>Added</u> – all new clients opened to this program during the year
<u>Served</u> – On Hand + Added
<u>Deducted</u> – all clients closed from this program during the year

Caseload as of 12/31/12

Per Agent (4.0 FTEs)	45
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Classification Levels (for description, see pages 57-59) (as of 12/31/12)	Low 57 (32%)	Medium 78 (44%)	High 16 (9%)	Unclassified 27 (15%)
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Investigations Assigned CY 2012

Unit	92
Per Agent (4.0 FTEs)	23

Figure 20:
Total Clients Served - Sex Offender Program
2008-2012

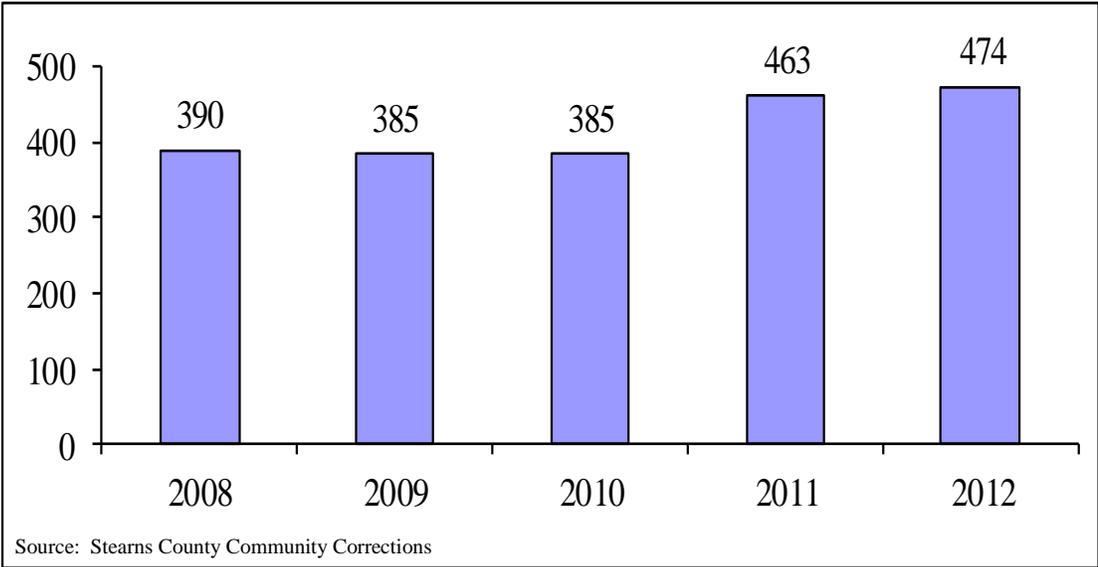


Figure 20 depicts the Sex Offender Program total clients served throughout the year from 2008 through 2012. The total clients served per year increased by 22% (+84 clients) from 2008 to 2012. An additional 0.5 FTE Agent was moved to this program in 3/1/2012.

9. INTENSIVE SUPERVISION PROGRAM (ISP)

a. Program Description

The Intensive Supervision Program (ISP) is designed to provide a sentencing alternative for repeat DWI offenders. It is a court-ordered program with intensive supervision and random surveillance visits to monitor for sobriety, conducted by a surveillance technician. The program provides supervision for offenders who reside in Stearns County, have been convicted of three or more DWI's within a 10 year period, have had a previous attempt or completion of chemical dependency treatment, and/or are felony DWI offenders.

Offenders transition through four phases of supervision with diminishing supervision restrictions as they move through the program. There are four phases of the program and chemical dependency treatment is required in the initial phase. Completion of the program ranges from 12-24 months. Offenders may be reset in phases if they have violations such as alcohol use.

b. Contact Standards

**Table 14:
 Intensive Supervision Program Contact Standards
 Measuring Tools: LS/CMI and Phases**

PHASE	CONTACTS-Agent and Surveillance	CASE PLAN
1	3-4 times per week	Yes if medium/ high LS/CMI
2	2-3 times per week	Yes if medium/ high LS/CMI
3	1-2 times per week	Yes if medium/ high LS/CMI
4	1 time per week	Yes if medium/ high LS/CMI
5	1 time per quarter	Yes if medium/ high LS/CMI

Contact is with a combination of agent and surveillance technician

In addition to contacts with the offender, agents will make contacts with collateral sources (family members, treatment providers, employers, and others), as needed.

c. Client Activity

Clients

On Hand as of 12/31/11	84
Added during year	63
Total served	147
Deducted during year	74
On Hand as of 12/31/12	73
Males On Hand 12/31/12	64 (88%)
Females On Hand 12/31/12	9 (12%)

Definitions:
On Hand – a single day “snapshot” of client load
Added – all new clients opened to this program during the year
Served – On Hand + Added
Deducted – all clients closed from this program during the year

Caseload as of 12/31/12

Per Agent (2.0 FTE)	37
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Classification Levels (for description, see pages 57-59) (as of 12/31/12)	Low	Medium	High	Unclassified
	16 (22%)	33 (45%)	10 (14%)	14 (19%)

Investigations Assigned CY 2012

Unit	15
Per Agent (2.0 FTEs)	8

**Figure 21:
Total Clients Served - Intensive Supervision Program
2008-2012**

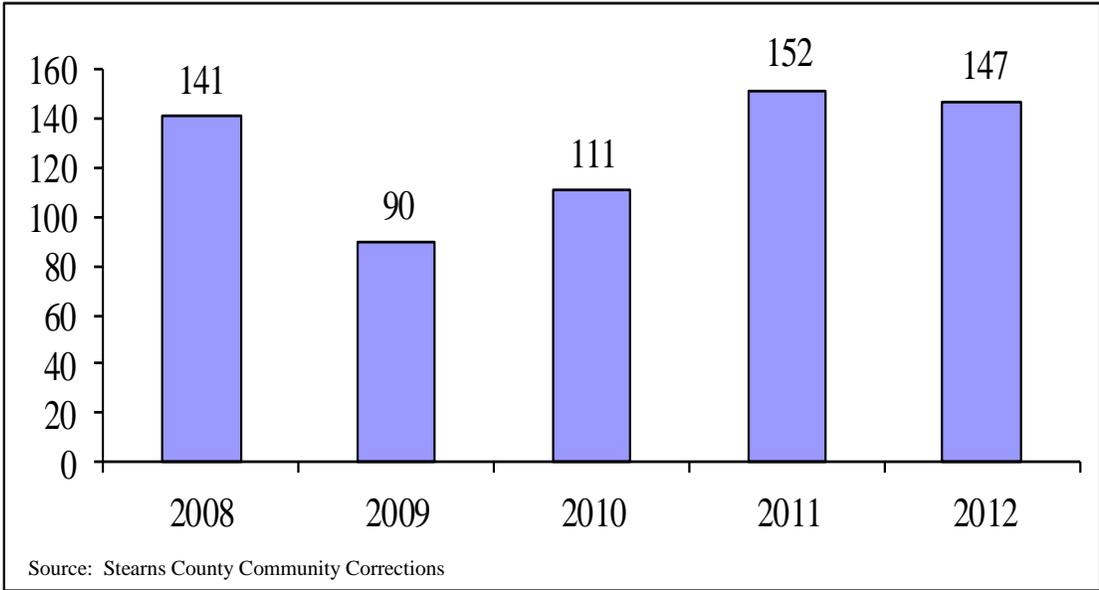


Figure 21 depicts caseload activity for the ISP program from 2008 through 2012, measured in annual total clients served. There was dip in 2009, but from 2008 to 2012, the client numbers have been pretty steady.

10. ADULT INTAKE/INVESTIGATION SERVICES

a. Program Description

The primary purpose of Adult Intake is to provide investigative services and assessments to the Court for clients not already supervised by an agent in adult traditional supervision or with a specialty supervision program (SOP, ISP, Drug Court, or Domestic Violence Court). Reports prepared are intended to aid the court in arriving at the most appropriate sentence by thoroughly evaluating the reasons for the client's appearance, prior legal history, personal background (including mental health, socialization, employment, education, financial status, peer associates, recreation, living situation, family history, drug and alcohol use, and attitudes and orientations.) Victim considerations, prospects for safe release into the community, and probability of reappearance before the court are also considered. Both punitive sanctions and therapeutic interventions are considered and recommendations made appropriately. In addition to pre-sentence and post-sentence reports, chemical use assessments, domestic abuse assessments, pre-plea sentencing guidelines worksheets, and restitution assessments are done by these agents.

Community Corrections utilizes three different pre-sentence investigation (PSI) formats. The short form is designed for misdemeanor and gross misdemeanor (non person) crime matters. The medium length PSI is utilized for misdemeanor and gross misdemeanor person crimes, such as domestic assault. The long form PSI is utilized for all felony level offenses. The 7th Judicial District, within which Stearns County lies, mandates that all of the PSI reports ordered by the court must be submitted seven or more calendar days prior to sentencing.

b. Intake/Investigation Activity

There were 1,701 investigations assigned to the Intake Unit in 2012. This compares to 1,605 investigations assigned to the Intake unit in 2011 and 1,821 investigations assigned in 2010.

c. Investigation Load (CY2012)

Clients

Unit (5.0 FTEs)	1,701
Per Agent /year	340
Per Agent /month	28

**Figure 22:
Adult Intake/Investigation Services Annual Investigations Assigned
2008-2012**

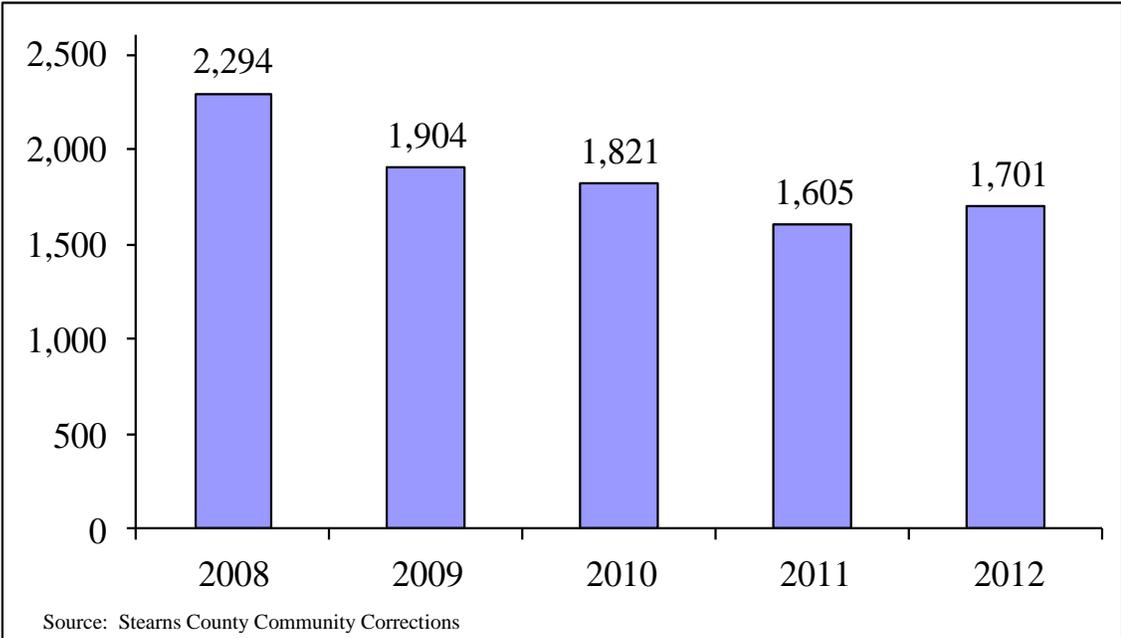


Figure 22 depicts the Adult Intake investigations assigned from 2008 through 2012. There was a 26% decrease (-593 investigations) in the number of investigations assigned between 2008 and 2012. Although, from 2009 through 2012, there was only a slight decrease and leveling out of investigations completed.

There was a decrease in investigations, so Agents were reassigned to different program areas, resulting in an increase in workload per agent. At the end of 2010, there were 7 Agents working on Adult Intake investigations; 260 investigations per agent per year or 22 investigations per agent per month. At the end of 2012, there were 5 Agents working on Adult Intake investigations; 340 investigations per agent per year or 28 investigations per agent per month. This was a 30% increase in investigations per agent per year.

11. DRUG COURT

a. Program Description

Stearns County Drug Court is a collaboration between the Stearns County Attorney’s Office, Stearns County Human Services Community Corrections Division, Stearns County Court, Seventh District Public Defender’s Office, and local law enforcement. Drug Court is a specialized court that processes cases involving drug-using offenders through utilization of comprehensive supervision, drug testing, treatment services, and immediate sanctions and incentives. Drug Court expedites the time interval it takes to get offenders into treatment and provide them with intensive supervision.

b. Contact Standards

**Table 15:
 Drug Court Contact Standards
 Measuring Tools: LS/CMI and Phases**

PHASE	CONTACT -Agent	CONTACT -Surveillance	Court	UA	CASE PLAN
1	1 X Week	2-4 X week	3 X month	3 X week	Yes
2	2 X Month	1-2 X month	2 X month	2 X week	Yes
3	1 X Month	1 X month	1 X month	1 X week	Yes

Stearns County Human Services Community Corrections Division starts supervision of drug court offenders at pre-trial status. In addition to contacts with the offender, agents will make contacts with collateral sources (family members, treatment providers, employers, and others), as needed.

c. Client Activity

Clients

On Hand as of 12/31/11	45
Added during year	118
Total served	163
Deducted during year	116
On Hand as of 12/31/12	47
Males On Hand 12/31/12	31 (66%)
Females On Hand 12/31/12	16 (34%)

Definitions:

On Hand – a single day “snapshot” of client load
Added – all new clients opened to this program during the year
Served – On Hand + Added
Deducted – all clients closed from this program during the year

Caseload as of 12/31/12

Per Agent (1.0 FTE)	47
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Client Activity (continued)

Classification Levels (for description, see pages 57-59) (as of 12/31/12)	Low	Medium	High	Unclassified
	8 (17%)	20 (43%)	11 (23%)	8 (17%)
Investigations Assigned CY 2012				
Unit	133			
Per Agent (1.0 FTE)	133			

**Figure 23:
 Total Clients Served – Drug Court
 2008-2012**

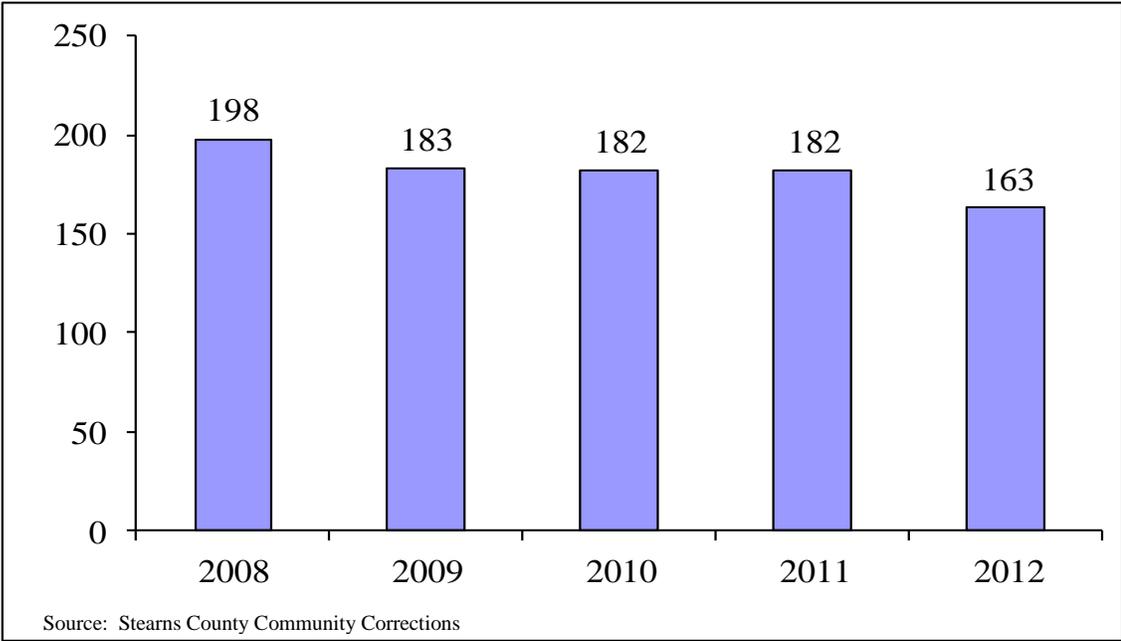


Figure 23 depicts the annual total clients served in Drug Court from 2008 through 2012. There was a 18% decrease (-35 clients) in the number of clients served by Drug Court between 2008 and 2012.

12. ADULT DIVERSION/PREVENTION

As of 2004, the Adult Diversion Program has been transferred to the Stearns County Attorney’s Office.

13. USE OF STATE INSTITUTIONS FOR ADULTS

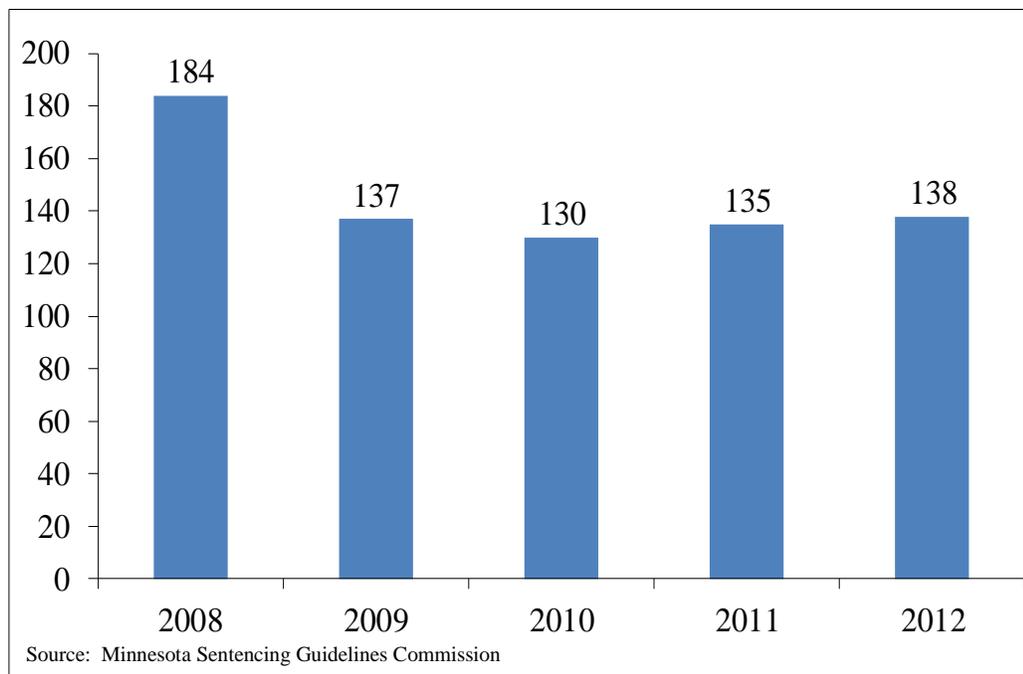
a. Description

Commitments to state correctional facilities are made to the Minnesota Commissioner of Corrections for adult felons deemed appropriate under Minnesota Sentencing Guidelines and for those felons where upward departures are justified. The following Minnesota Corrections Facilities are utilized for committed felons: Oak Park Heights, Stillwater, St. Cloud, Lino Lakes, Shakopee, Red Wing, Willow River Camp, Faribault, Moose Lake, and Rush City.

b. Client Activity

Figure 24 illustrates Stearns County use of state institutions from 2008 through 2012.

Figure 24:
Adult Felons Sentenced to State Institutions
2008-2012



Dispositional Decisions

In 2012, a total of 473 adult felony offenders were sentenced in Stearns County. A total of 406 (85.8%) were given probation and 67 (14.2%) were given prison terms. There were 54 individuals who received probation when the Minnesota Sentencing Guidelines called for imprisonment (*downward departure*), while 13 were given prison terms (*upward departure*) when the Guidelines called for probation. Jail was pronounced, as a condition of probation in 67.9% (321) of the cases not sentenced to prison.

Durational Decisions

102 (74%) of those sentenced to prison in 2012 received a confinement term recommended by the Minnesota Sentencing Guidelines. Thirty-one (22.5%) of those sent to prison received less prison time (*downward departure*) than was called for under the Guidelines, and five (4%) were given a longer term (*upward departure*).

Female Felony Offenders

In 2012, of the 473 felony offenders, there were a total of 81 (17%) female offenders. Of the 138 adults sentenced to prison, 6 (4%) were female.

Offense Types

The following is a breakdown of all felony offenders sentenced in Stearns County by major offense type:

**Table 16:
Felons Sentenced by Major Offense Types
2012**

Offense Type	Number	Percentage
Crimes Against Persons	181	38%
Property Crimes	142	30%
Drug Related	98	21%
Other	52	11%
TOTAL	473	100%

Source: Minnesota Sentencing Guidelines Commission

In 2012, out of the 138 felons who went to prison, 38% (52) were sentenced because of crimes against persons, 25% (34) for property crimes, 26% (36) for drug related offenses, and 11% (16) for others.

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D. ADDITIONAL SERVICES

Most often, CSW/STS, Electronic Home Monitoring (EHM) and Urinalysis (UA) Testing are services that are conditions of probation when an offender is assigned to another program or service, e.g., Traditional Adult Supervision, Intensive Supervision Program, etc. The CSTS program only allows the querying of clients by primary program or agent name for the automated reports, so we are not able to identify the total number of offenders participating in the CSW/STS, EHM, and UA Testing services throughout the year. It is important to note that the data are presented by case and one offender may have multiple cases, so the numbers are not unduplicated counts.

1. COMMUNITY SERVICE WORK PROGRAM (CSW)

a. Service Description

i. Individual Placement

Community Service Work (CSW) holds adult and juvenile offenders accountable for their crimes, and restores the offender and community by having them spend a specified number of hours serving the community or crime victims, through uncompensated work in lieu of fine, local correctional fees, or jail. CSW may also be ordered as a condition of probation by the court as a sanction. The process begins with a court order. The offender attends an orientation in which a Community Corrections staff person conducts a brief assessment that considers the skills, abilities, limitations, and geographic location of the offender. The offender must sign a medical release and CSW agreement. After the assessment, a referral is made to participating government, non-profit, community-based organizations and individuals within Stearns County. CSW has been performed for churches, hospitals, nursing homes, cities, townships, schools, county departments, and many other public and non-profit organizations.

ii. Supervised Work Crew

Another option for completing CSW is through participation on a supervised work crew, also known as Sentencing to Service (STS). The work crews routinely accept larger projects from cities, townships, and other county departments. Completed projects have included painting public buildings, landscaping, brush removal, hazardous waste disposal, roofing, and remodeling. Typically, a crew consists of no more than eight members who are supervised by a crew leader trained in supervision techniques, various work skills, and first aid.

b. Client Activity

There are some offenders with which we work whose only disposition is Community Service Work and in CSTS are assigned to the agent "Community Service Work," allowing us to query this group of people. The year 2006 was the first time we started collecting trend data for these Community Corrections clients.

Community Service Work – Client Activity (continued)
 For offenders assigned exclusively to Community Service Work:

ADULTS

Clients

On Hand as of 12/31/11	75
Added during year	219
Served during year	294
Deducted during year	244
On Hand as of 12/31/12	50
Males On Hand 12/31/12	27 (54%)
Females On Hand 12/31/12	23 (46%)

Definitions:

On Hand – a single day “snapshot” of client load

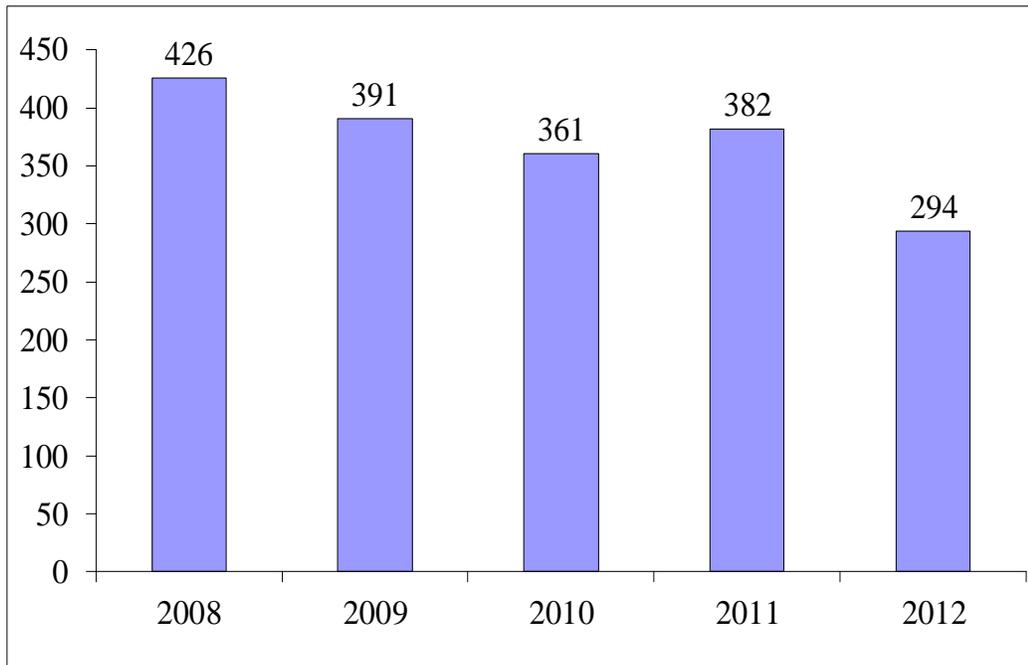
Added – all new clients opened to this program during the year

Served – On Hand + Added

Deducted – all clients closed from this program during the year

Classification Levels (for description, see pages 57-59) (as of 12/31/12)	Low	Medium	High	Unclassified
	0 (0%)	0 (0%)	2 (4%)	48 (96%)

Figure 25:
Total Clients Served – Adults Assigned to Only Community Service Work 2008-2012



Community Service Work – Client Activity (continued)
For juveniles assigned exclusively to Community Service Work:

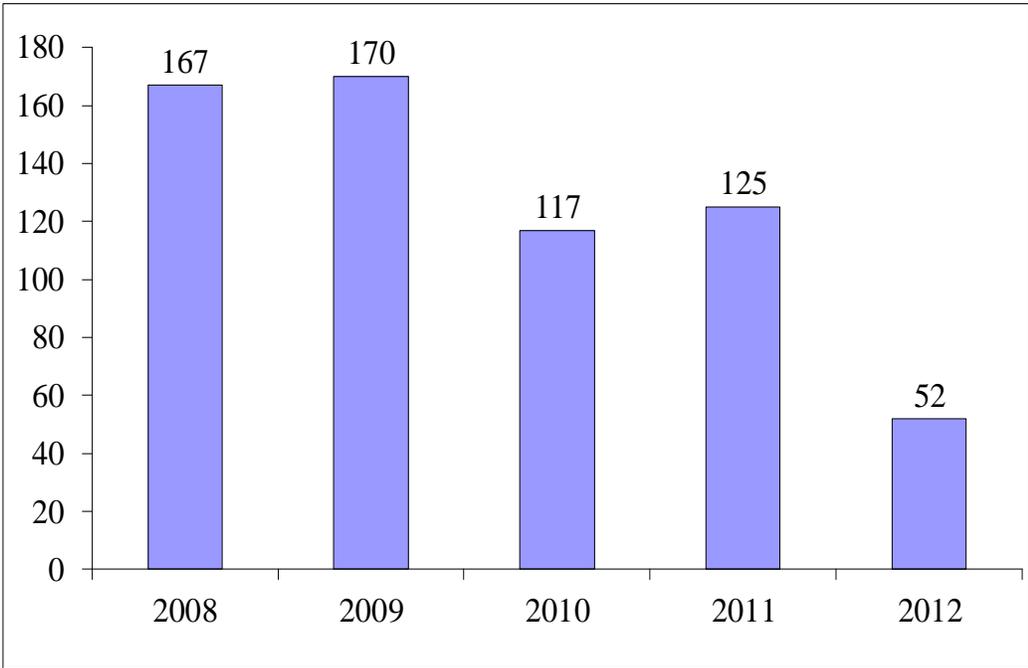
JUVENILES

Clients	
On Hand as of 12/31/11	22
Added during year	30
Served during year	52
Deducted during year	47
On Hand as of 12/31/12	5
Males On Hand 12/31/12	4 (80%)
Females On Hand 12/31/12	1 (20%)

Definitions:
On Hand – a single day “snapshot” of client load
Added – all new clients opened to this program during the year
Served – On Hand + Added
Deducted – all clients closed from this program during the year

Classification Levels (for description, see pages 57-59) (as of 12/31/12)	Low	Moderate/High	Very High	Unclassified
	0 (0%)	0 (0%)	0 (0%)	5 (100%)

Figure 26:
Total Clients Served – Juveniles Assigned to Only Community Service Work 2008-2012



c. Case Activity

These data represent cases where CSW/STS is a condition of another service or program. Tables 17, 18, and 19 show the community service work hours for 2008 through 2012 for adult and juvenile cases. Table 20 shows the work hours completed by supervised work crews.

**Table 17:
 CSW Hours Completed - Adults at Closure of STS/CSW Condition
 2008-2012**

YEAR	2008	2009	2010	2011	2012
CASES	1,246	1,066	953	799	786
HOURS COMPLETED:					
In Lieu of Fine	37,689	36,412	29,713	22,483	24,468
In Lieu of Jail	16,714	11,327	13,532	8,899	10,160
As a Sanction	4,257	5,253	6,425	5,935	4,012
ILO CSW Fee	94	168	0	0	0
TOTAL	58,754	53,160	49,670	37,317	38,640

Source: Stearns County CSTS

**Table 18:
 CSW Hours Completed - Juveniles at Closure of STS/CSW Closure
 2008-2012**

YEAR	2008	2009	2010	2011	2012
CASES	619	577	477	352	435
HOURS COMPLETED:					
In Lieu of Fine	825	1,316	222	147	162
As a Sanction	7,686	5,793	5,229	4,351	4,627
In Lieu of Jail	0	0	0	0	0
In Lieu of CSW Fee	18	6	0	0	0
TOTAL	8,529	7,115	5,451	4,498	4,789

Source: Stearns County CSTS

**Table 19:
 Adults & Juveniles Sentenced to Community Service Work
 2008 - 2012**

YEAR	2008	2009	2010	2011	2012
TOTAL CASES	1,865	1,643	1,430	1,151	1,221
TOTAL HOURS	67,283	60,275	55,121	41,815	43,429

Source: Stearns County CSTS

**Table 20:
Case Supervised by Work Crews
2008 - 2012**

YEAR	2008	2009	2010	2011	2012
Adult Hours	16,164	16,524	13,496	6,245	7,260
Juvenile Hours	3,646	3,128	2,636	2,255	2,516
TOTAL HOURS	19,810	19,652	16,132	8,500	9,776

Source: Stearns County CSTS

d. Dollars Saved

The monetary value of work performed to enhance community services for governmental or non-profit organizations for 2008-2012 is calculated at \$6 per hour, exclusive of the market value of projects completed. Effective 4/1/2010, the Seventh Judicial District Court ordered that any individual working STS or CSW in the Seventh Judicial District will be credited at a rate of \$8 per hour. For the calendar year 2010, the rate is calculated as $(\$6 * .25 \text{ year}) + (\$8 * .75 \text{ year})$ or \$7.50 for the year.

The cost for alternative prisoner care per day in our county jail is considered a cost-offset. Table 21 illustrates the cost offsets realized through this program.

**Table 21:
Value of Community Service Work
2008-2012**

	2008	2009	2010	2011	2012
Jail Days Saved (8 hours of work = 1 day)	2,089	1,416	1,692	1,112	1,270
Prisoner Per Diem Rate	\$163.78	\$163.72	\$191.51	\$213.68	\$198.60
<i>Value for Alternative Prisoner Care</i>	\$342,136	\$231,828	\$324,035	\$237,612	\$252,222
<i>Value of Total Hours Worked for both Adults and Juveniles*</i>	\$403,698	\$361,650	\$330,726	\$334,520	\$347,432
TOTAL VALUE**	\$745,834	\$593,478	\$654,761	\$572,132	\$599,654

Sources: Stearns County CSTS; Stearns County Auditor's Office

*2008 & 2009 calculated at \$6/hour, 2010 calculated at \$7.50/hour, 2011 & 2012 calculated at \$8/hour.

**Exclusive of market value of work performed

2. ELECTRONIC MONITORING SERVICES (EMS)

a. Service Description

Electronic monitoring services are provided under a contractual arrangement with Midwest Monitoring and Surveillance, Inc. (MMS) of Burnsville, Minnesota. MMS employs full-time professional staff who are located in the St. Cloud area to provide electronic home monitoring supervision.

The program is intended to offer the court an alternative to jail for adults, or placement of juveniles in residential or custodial settings. It may also be used to provide enhanced supervision for probation violators from traditional and intensive supervision caseloads who might otherwise be incarcerated or placed out of the home.

Adult and juvenile offenders must be court ordered to electronic home confinement or pre-trial remote electronic breath testing. Offenders are responsible for the cost of services. Grant funding obtained from the Minnesota Department of Corrections, since July 2000, supports the Community Corrections Division in providing financial assistance to indigent DWI offenders required to be placed on remote electronic alcohol breath testing and/or electronic home confinement.

b. Case Activity

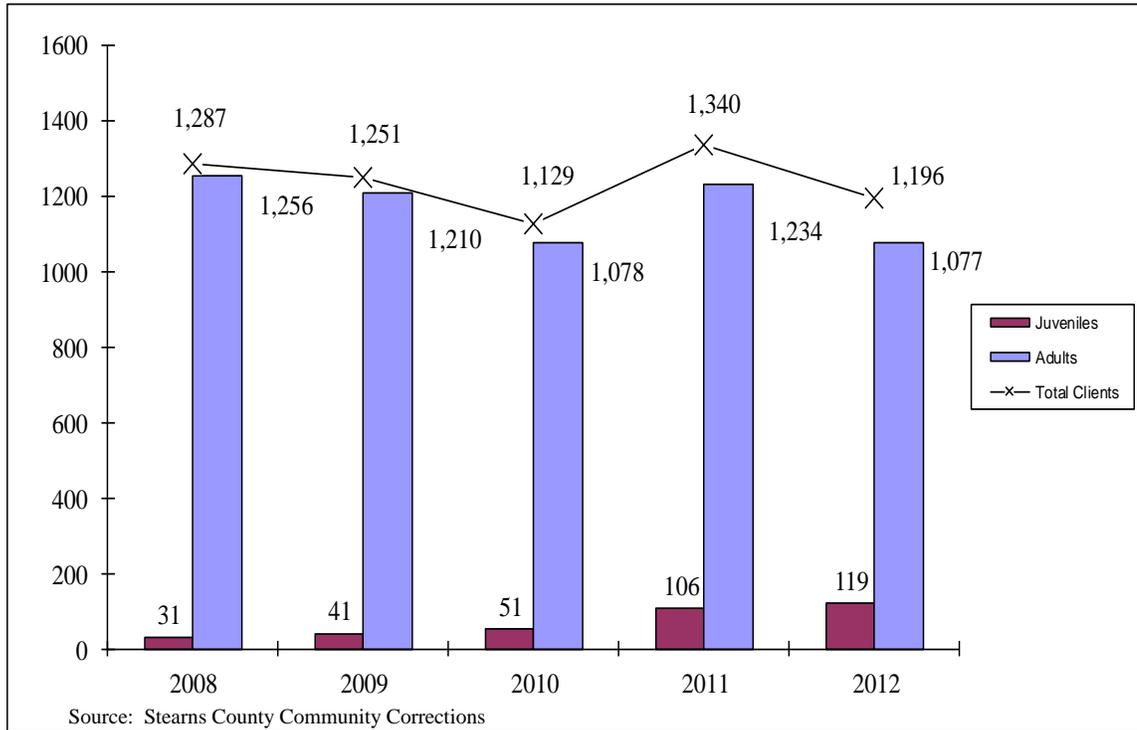
Figure 27 illustrates the case activity for EMS from 2008 through 2012. Use of EMS as an intermediate sanction has decreased slightly, but with an increase in juvenile use.

One offender may have more than one case. These numbers are case numbers and do not reflect number of offenders. See Table 22 for the total adult case activity in which electric monitoring services were assigned as a condition of another service or program.

Table 22:
Cases in which EMS were assigned as a condition
1/1/2012-12/31/2012

	Male	Female	Total
Open Alcohol Monitoring	96	25	121
Open House Arrest	137	37	174
<i>Open Totals</i>	233	62	295
Closed Alcohol Monitoring	109	37	146
Closed House Arrest	468	168	636
<i>Closed Totals</i>	577	205	782
Total	810	267	1,077

**Figure 27:
Cases with EMS as a Condition
2008-2012**



c. Dollars Saved

Electronic monitoring services are designed for low-risk offenders who typically are confined to their own homes rather than to jail, except for purposes of attending work, court ordered treatment, or for medical services. Sentences to electronic monitoring (house arrest) must be court ordered. As a sentencing alternative, it has the impact of preserving precious jail bed space for more serious offenders.

**Table 23:
Value of EMS for Adult Clients
2008-2012**

	2008	2009	2010	2011	2012
Avg. EMS Daily Population	66.9	60.0	51.6	54.8	49.1
Jail Days Saved (1 day EMS = 1 day)	24,434	21,906	18,819	20,019	17,906
Jail Per Diem Rate	\$163.78	\$163.72	\$191.51	\$213.68	\$198.60
TOTAL VALUE	\$4,001,801	\$3,586,450	\$3,604,027	\$4,277,660	\$3,556,132

Source: Stearns County CSTS and Stearns County Auditor's Office

3. URINALYSIS (UA) TESTING

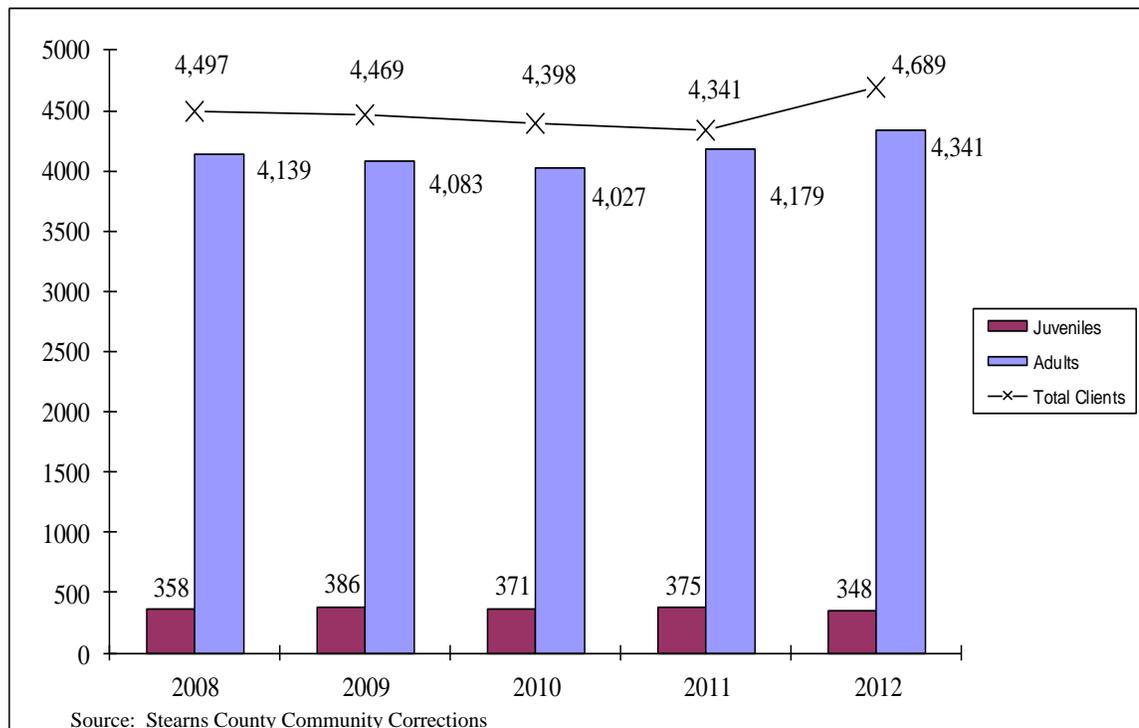
a. Service Description

Since February 2005, drug testing has been contracted with Medtox Laboratories, Inc. of St. Paul, MN. As of September 2011, Medtox has approximately 488 adult clients set up on random color code drug testing requirements. These clients are required to listen to a daily recording and provide a urine sample within a designated time frame if their color is called. Clients are required to pay for their own drug test if they are financially able to do so. Stearns County also utilizes the same vendor and a “Verdict” test cup for random urine tests conducted in the office or field by the supervising agent. This cup tests for six different drugs and has an immediate negative or positive test result indicator. Medtox has its own lab to which positive samples are sent for confirmations when necessary. Community Corrections is billed by Medtox on a per test basis and offenders are in turn required to reimburse Community Corrections if they have the financial means to do so.

b. Case Activity

These data represent cases where UA Testing is a condition of another service or program for both open and closed cases. There is a slight increase (4%) from 2008 to 2012.

**Figure 28:
 Cases with UA Testing as a Condition
 2008-2012**



4. RELEASE ADVANCE PLANNING (RAP) TEAM

a. Service Description

The Release Advance Planning (RAP) Team concept stemmed from a 2002 goal for the Stearns County Human Services Public Health Division/Correctional Health Unit: increase coordination with other Human Services Programs prior to inmates release from jail. Since then, the Family and Children's Services Division has replaced the role of the Public Health Division. The RAP Team members are made up of staff from the following Divisions/Departments:

- MH/CD Social Worker from Community Supports Division,
- Corrections Supervisor and/or Corrections Agent from Community Corrections Division,
- Financial Supervisor from Gateway Services Division,
- Social Worker from Family and Children's Services Division,
- Supervisor from the Family and Children's Services Division,
- Child Support Supervisor from Administrative Services Division,
- MEND jail health staff,
- Jail Coordinator from the Sheriff's Department, and
- Any other invited community resources as identified by inmate needs.

Each team member has a defined role based on the division/department to which they are assigned. Each team member has a designated "back-up" person should he/she not be able to attend a team meeting.

Persons who, upon release, will live in Stearns County and fit the following criteria will be assessed for and referred to the RAP Team for review: identified by Jail, MEND staff, or by the inmate him/herself as benefiting from the review process, diagnosed with Serious and Persistent Mental Illness (SPMI), identified with significant health problems and/or complex medical management, identified with alcohol and/or drug dependency issues, or will be considered homeless upon release.

The RAP Team follows this process:

- The inmate must participate in the process.
- Assessments for eligibility, gaps, and barriers are completed prior to the RAP team evaluation meeting.
- A Plan for Release is developed for the inmate.
- At release, the inmate and any identified case manager are given the plan.
- The Family and Children's Services Division staff will follow up with the inmate for a limited period of time after release.

As the released inmate incorporates strategies identified in the plan, their risk to re-offending is decreased.

The Stearns County RAP Team has been in place since July 2003. Steele County implemented a RAP Team in July 2008 and Crow Wing County implemented a team in 2011. Other counties have inquired into and are considering the practice. The RAP Team was designated as a Promising Practice by the National Association of County

and City Health Officials (NACCHO) in June 2008. In November 2009, the RAP Team was presented with the National Alliance on Mental Illness (NAMI) of Minnesota Criminal Justice Award. NAMI Minnesota is developing a RAP resource page on their website: <http://www.namihelps.org/advocacy/criminal-justice-project.html> as a reentry support. In January 2013, the Dakota County Re-Entry Assistance Program (Dakota County’s version of RAP) was a Local Government Innovation Awards Finalist, receiving a \$10,000 grant award from the University of Minnesota Humphrey School of Public Affairs.

b. Case Activity/Recidivism Data

Data is collected on jail inmates receiving RAP Team services. Each RAP participant receives at least one RAP Team meeting, but may receive more than one. Data is collected on incarcerations for RAP team participants for two years before the RAP services and two years after the RAP services.

**Table 24:
 RAP Team Statistics
 2006-2012**

Year	2006	2007	2008	2009	2010	2011	2012
# of RAP Participants	30	36	30	22	15*	3*	19
# RAP meetings**	NA	NA	35	25	17	7	23
# incarcerations 2 years before RAP	190	291	139	149	84	17	na
# incarcerations 2 years after RAP	42	62	29	41	6	8	na
% Reduction in incarcerations after RAP services	-78%	-79%	-79%	-83%	-93%	-53%	na

Source: Stearns County Human Services and Jail Administration

*Jail Health Services transferred from Stearns County Human Services Public Health Division to a private entity, MEND, on 8/13/2010. The last RAP meeting in 2010 took place on 7/21/10. MEND joined on 9/1/11 and RAP was restated. The first meeting in 2011 was on 9/14/11 with the first inmate meeting on 9/28/11.

**The RAP team may meet for training purposes without an inmate on the agenda.

5. OFFENDER HOUSING

Offender housing is an issue for every jurisdiction throughout the state. Probation agents are assisting offenders in finding housing in the encouraging offenders to consider pro-social housing that support crime free lifestyles when possible. Corrections Agents working with sex offenders and other offenders have developed relationships with a number of landlords who are willing to rent to this offender population. The Dream Center, which is licensed for Group Residential Housing (GRH), will take sex offenders and other felons who have mental health issues. Our Supervised Release population does not seem to have a significant problem finding housing; there is difficulty for the offenders to pay for housing. There seems to be an adequate number of vacant units and landlords willing to accommodate our offenders but more funded housing would be beneficial.

In July 2010, Center City Housing Corporation opened River Crest Housing complex in St. Cloud. River Crest is permanent supportive housing for public inebriates. They have 40 units in a three-story wood-framed building. They have 24/7 staffing and they provide case management and nursing services via a contract with Recovery Plus through the St. Cloud Hospital. The building is located in Sherburne County, but we have clients staying at River Crest. 100% of the residents have a primary physician, are utilizing their Harm Reduction Plans, and participate in community activities. 11 of the residents have secured SSI/SSDI while living at River Crest. 100% of the residents who have medications are using the medication-safe-keeping program with the nurse.

River Crest provides housing stability. 37% (15) of the original residents are still housed three years later. 27% (11) remained housed for more than one year. 20% (8) remained housed for more than 6 months. They have seen dramatic reduction in system usage. In January - June of 2010, River Crest residents (prior to moving into River Crest) utilized the emergency room 174 times and Detox 158 times. For the time period of January through September 2013, River Crest residents had 33 emergency room visits and 7 Detox admissions.

6. PLANNING

a. Planning for the Female Offender

i. Description

Stearns County is faced with the challenge of providing adequate correctional programs and services for the female offender population. A majority of traditional correctional resources are available to both male and female offenders (i.e. chemical dependency treatment, employment training, and counseling). However, increasing evidence points to the need for attention to programming unique to females, due to issues such as child care responsibilities, health, and male dependency.

Services available to the female offender population in the County include:

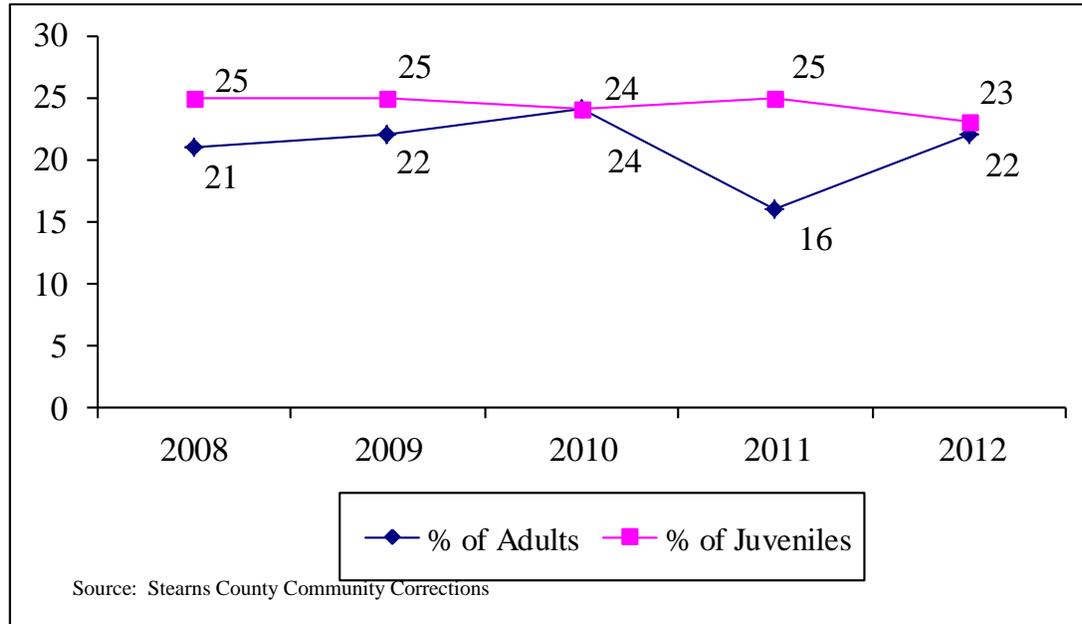
- Family planning centers
- Battered women’s self-help and support groups
- Sexual abuse support groups
- Shelters for abused and pregnant women
- Family counseling and parenting
- In-patient and out-patient chemical dependency treatment
- Chemical dependency halfway-house care
- Individual counseling on gender-specific issues
- Health care
- Adult basic education
- Employment and job training
- Day care
- Post-secondary education
- Gender specific programming for at-risk females

ii. Client Activity

As seen in Figure 29, from 2008 to 2012 in Stearns County, the percentage of female offenders in relation to total corrections clients served averages 25% for adults and 21% for juveniles.

Caseload as of 12/31/12	Juveniles: 56	Adults: 559	TOTAL: 615	
Classification Levels (Please see pages 57-59 for descriptions)				
Juvenile Females:	Low 7(13%)	Moderate/High 12 (20%)	Very High 2 (4%)	Unclassified 35 (63%)
Adult Females:	Low 175 (31%)	Medium 136 (24%)	High 49 (9%)	Unclassified 199 (36%)

**Figure 29:
Female Offenders as Percent of Total Offenders Served
2008-2012**



b. Planning for the Minority Offender

i. Description

The Community Corrections Division increasingly recognizes a growing diversity in the Stearns County area, which brings with it the challenges of accommodating the needs of victims, offenders, and family members from different cultures. Corrections workers are faced with the ever-growing need to understand difference in language, personal experiences, education, beliefs, norms, and values when conducting assessments of risk to re-offend and case planning to restore minority offenders as law-abiding members of the community. Cultural differences can also present additional challenges in aiding ethnic-minority offenders and their families to deal with the cultural shock they may experience when interacting with the criminal justice system.

Traditional community resources are available for minority offenders (i.e. chemical dependency treatment, mental health services, financial counseling, and employment training). A growing number of non-English speaking corrections clients and crime victims present a need for the services of language interpreters. When applying restorative justice principles, it is also important that victims be able to express the impact the crime had on them in a

meaningful way. Interpreter services are critical not only for offenders, but also for victims. The range and quantity of interpreter services can be challenging at times, but are usually obtained, on a contractual basis, from the St. Cloud or Twin Cities area.

Other community-based services utilized include Catholic Charities, the American Indian Center, the African Forum at St. Cloud State University, the Willmar-based MADD Victim Impact Panel, and Path Finders, which provides therapy and counseling for Hispanics.

Efforts will continue for staff training in multiculturalism. The Community Corrections Advisory Board (CCAB) continues to consider and evaluate strategies in how best to serve both victims and offenders of various ethnic-minority groups.

A CCAB Cultural Awareness Study Group was convened in May 2011 (please see page 44) and continues to meet on a regular basis. The Work Group will continue to meet on approximately a monthly basis. The Work Group consists of six staff from the Community Corrections Division and five members of the Community Corrections Advisory Committee.

In April, 2012, the Study Group compiled and approved the distribution of a client satisfaction survey. From May through December 2012, the surveys were distributed utilizing a convenience sample of clients presenting to the office. In August 2012, the Study Group sponsored a Somali Cultural Awareness Training for staff and agencies involved in the criminal justice system: attorneys, judges, etc.

In February 2013, the CCAB Cultural Study Group met to review the results of the survey. In three building locations, 1,235 surveys were handed out to clients. 751 (61%) surveys were returned. The demographics of survey respondents were as follows. *Gender*: 543 Male, 188 Female, 20 Blank. *Age*: 39 were age 10 to 18, 449 were age 19 to 35, 219 were age 36 to 55, 37 were age 56+, 7 Blank. *Spanish/Hispanic/Latino Ethnicity*: 23 Yes, 719 No, 9 Blank. *Race*: 526 Caucasian, 106 Black, 1 Asian, 2 Pacific Islander, 23 American Indian/Alaskan Native, 4 Declined, 10 Other, 79 Blank. The respondents were asked six questions on a Likert Scale of Strongly Disagree, Disagree, Agree, Strongly Agree. The questions were:

- My agent made me feel comfortable
- My agent spent enough time with me
- My agent listened to what I was saying and answered my questions
- My agent provided me with helpful information
- My agent treated me with respect
- My agent treated me fair regarding gender, age, and/or race

The data for the Likert Scale questions were compiled for all respondents and for the African American respondents. The data for Agree and Strongly Agree

were combined and the responses from the African American respondents were one or two percentage points higher than all respondents together. For all questions, the responses for Agree and Strongly Agree were around 90%.

ii. Client Activity

The number of minority offenders has steadily increased over the last decade. The percentage of the minority offender population compared to the total offender population is higher than the overall minority population in Stearns County, and continues to slowly increase. During 2012, minorities represented 24% of all offenders served (21% in 2010, 21% in 2008, 20% in 2006, 19% in 2004, and 16% in 2002).

Adult minority offenders represented 23% of all adults served (20% in 2010, 19% in 2008, 17% in 2006, 16% in 2004, and 11% in 2002), while juvenile minority offenders accounted for 38% of juvenile referrals (35% in 2010, 41% in 2008, 47% in 2006, 44% in 2004, and 22% in 2002).

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V. TOTAL ACTIVITY

The following client activity totals are from the Adult programs of Adult Traditional Supervision, PRC, SOP, ISP, Drug Court, and clients assigned exclusively to Community Service Work. They are also from the Juvenile programs of Juvenile Traditional Supervision, EJJ, and juveniles assigned exclusively to Community Service Work.

Figure 30 (next page) depicts total clients served by Stearns County Human Services Community Corrections Division including Adult Intake/Investigations. From 2008-2012, there was a decrease in all juvenile and adults programs.

Client Activity	Adults	Juveniles	Total
On Hand as of 12/31/11	2,521	312	2,833
Added	4,057	541	4,598
Served	6,578	853	7,431
Deducted	4,164	593	4,757
On Hand as of 12/31/12	2,414	260	2,674

Definitions:

On Hand – a single day “snapshot” of client load
Added – all new clients opened to this program during the year
Served – On Hand + Added
Deducted – all clients closed from this program during the year

Classifications as of 12/31/12:

(see pages 57-59 for descriptions)

Juvenile Classification Levels:	Low	Medium	High	Unclassified
	21 (8%)	94 (36%)	36 (14%)	109 (42%)
Adult Classification Levels:	Low	Medium	High	Unclassified
	667 (28%)	632 (26%)	237 (10%)	878 (36%)

**Table 25:
Total Clients Served by Program
2010-2012**

	Total Served 2010	Total Served 2011	Total Served 2012	Percent Change*
Adult Supervision	2,841	3,087	3,109	9%
PRC	2,416	2,548	2,391	-1%
SOP	385	463	474	23%
ISP	111	152	147	32%
Adult CSW only	361	382	294	-19%
Drug Court	182	182	163	-10%
Intake/Investigations	1,821	1,605	1,701	-23%
Juvenile Supervision	791	820	788	0%
EJJ	18	16	13	-28%
Juvenile CSW only	117	125	52	-56%

*Percent Change reflects from 2010 – 2012

**Table 26:
 Total Cases by Services
 2010-2012**

	Total Cases 2010	Total Cases 2011	Total Cases 2012
Adult CSW	953	799	786
Adult EMS	1,078	1,234	1,077
Adult UA Testing	4,027	4,179	4,341
Juvenile CSW	477	352	435
Juvenile EMS	51	106	119
Juvenile UA Testing	371	375	348

Source: Stearns County Human Services

**Figure 30:
 Total Clients Served
 2008-2012**

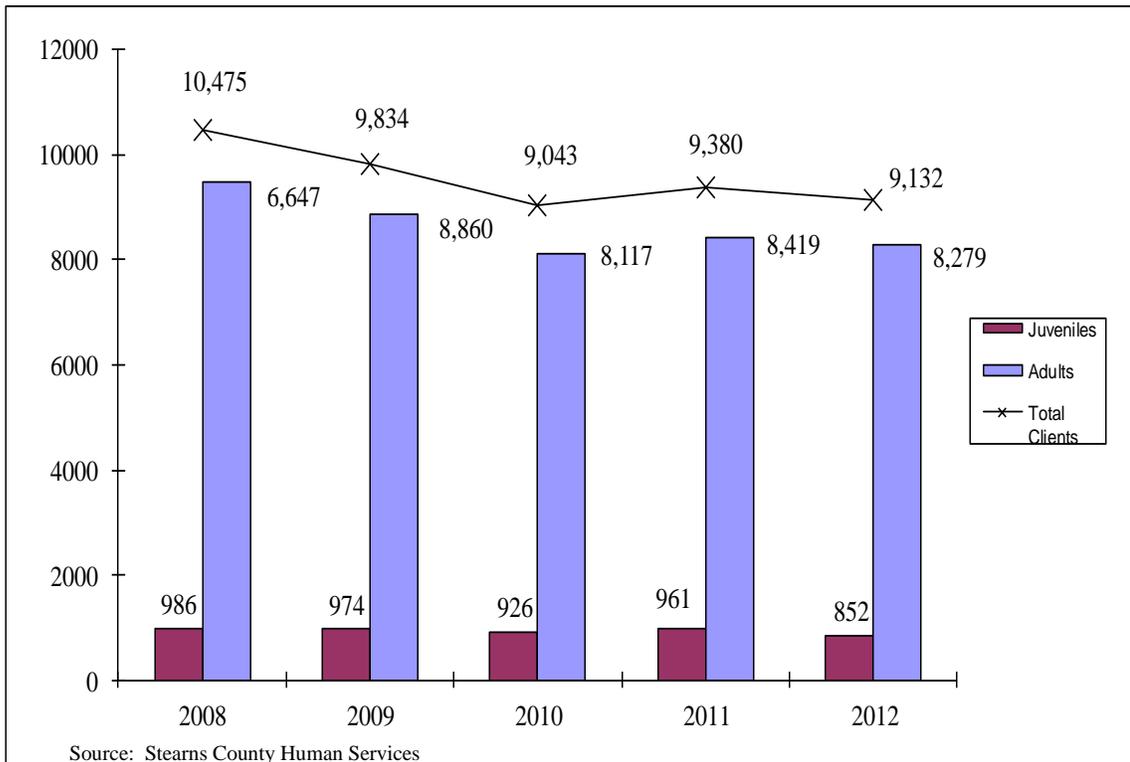


Table 27 and 28 include data collected on the Statewide Supervision System (S³) via a secure web based system and presented in the 2012 Probation Survey. The tables present unduplicated “probationers”: adults and juveniles, regardless of conviction status, who were under the supervision of a probation agent as part of a court order at any time, including those ordered to pay restitution, complete community service, or monitoring.

Table 27: Caseload Analysis 12/31/11-12/31/12*					
	ADULT FELONY	ADULT GROSS MISDEMEANOR	ADULT MISDEMEANOR	JUVENILE	TOTAL
SUMMARY					
Beginning as of 12/31/11	1,085	719	929	255	2,988
Entries	459	540	1,143	335	2,477
Total Served	1,544	1,259	2,072	590	5,465
Removals	463	488	1,033	356	2,340
Ending as of 12/31/12	1,102	783	1,006	234	3,125
GENDER TOTALS As of 12/31/12					
Male Count	835	623	755	181	2,394
Female Count	267	160	251	53	731
Total	1,102	783	1,006	234	3,125
RACE TOTALS As of 12/31/12					
Asian	13	8	10	7	38
Black	195	85	121	44	445
American Indian	28	17	14	5	64
Other	32	45	90	32	199
White	834	628	771	146	2,379
TOTAL	1,102	783	1,006	234	3,125
ETHNICITY TOTALS As of 12/31/12					
Hispanic	53	37	45	17	152
Not Hispanic	1,049	746	961	217	2,973
Total	1,102	783	1,006	234	3,125

Source: Probation Survey Report for Stearns County Community Corrections, January through December of 2012, printed on 1/1/2013.

*Includes individuals supervised due to status on pre-trial, probation, and supervised release. Offenders who held more than one status during the year are counted only once and are counted at their highest status.

**Table 28:
 Offenses as of 12/31/2012***

OFFENSE	ADULT FELONY	ADULT GROSS MISDEMEANOR	ADULT MISDEMEANOR	JUVENILE	TOTAL
Arson	3	2	0	2	7
Assault	133	42	42	37	254
Assault –Domestic	55	22	63	15	155
Crime Against Family	7	5	0	0	12
Crime Against Justice	47	28	49	4	128
Crime Against Gov't	4	6	109	0	119
Burglary	65	6	0	15	86
Counterfeiting / Fraud	43	7	0	1	51
Criminal Sexual Conduct	107	12	2	23	144
Criminal Vehicle Oper Harm	6	14	0	0	20
Criminal Vehicle Oper Death	2	0	0	0	2
Disturbing the Peace	5	10	140	37	192
Drugs	317	2	8	12	339
DWI	41	536	448	0	1,025
Escape/Flight	20	2	13	5	40
Gambling	0	0	0	0	0
Harassment/Stalking	0	0	0	0	0
Homicide	0	0	0	0	0
Kidnapping	0	0	0	0	0
Obscenity	0	0	1	21	22
Other Person	2	2	4	2	10
Property Damage	0	0	0	0	0
Robbery	11	15	21	9	56
Sex Related	12	2	0	2	16
Juvenile Petty Offender**	13	1	0	0	14
Stolen Property	13	7	4	1	25
Theft	184	32	23	28	267
Traffic	0	27	75	7	109
Vehicle Theft	7	1	4	11	23
Weapons	5	2	0	2	9
Unknown	0	0	0	0	0
TOTAL	1,102	783	1,006	234	3,125

*If an offender was being supervised for multiple offenses, only the most serious offense is reflected

**Listed as "Misc/Juv/Fed" in the Probation Survey Report

Source: Probation Survey Report for Stearns County Community Corrections, January through December of 2012, printed on 1/1/2013

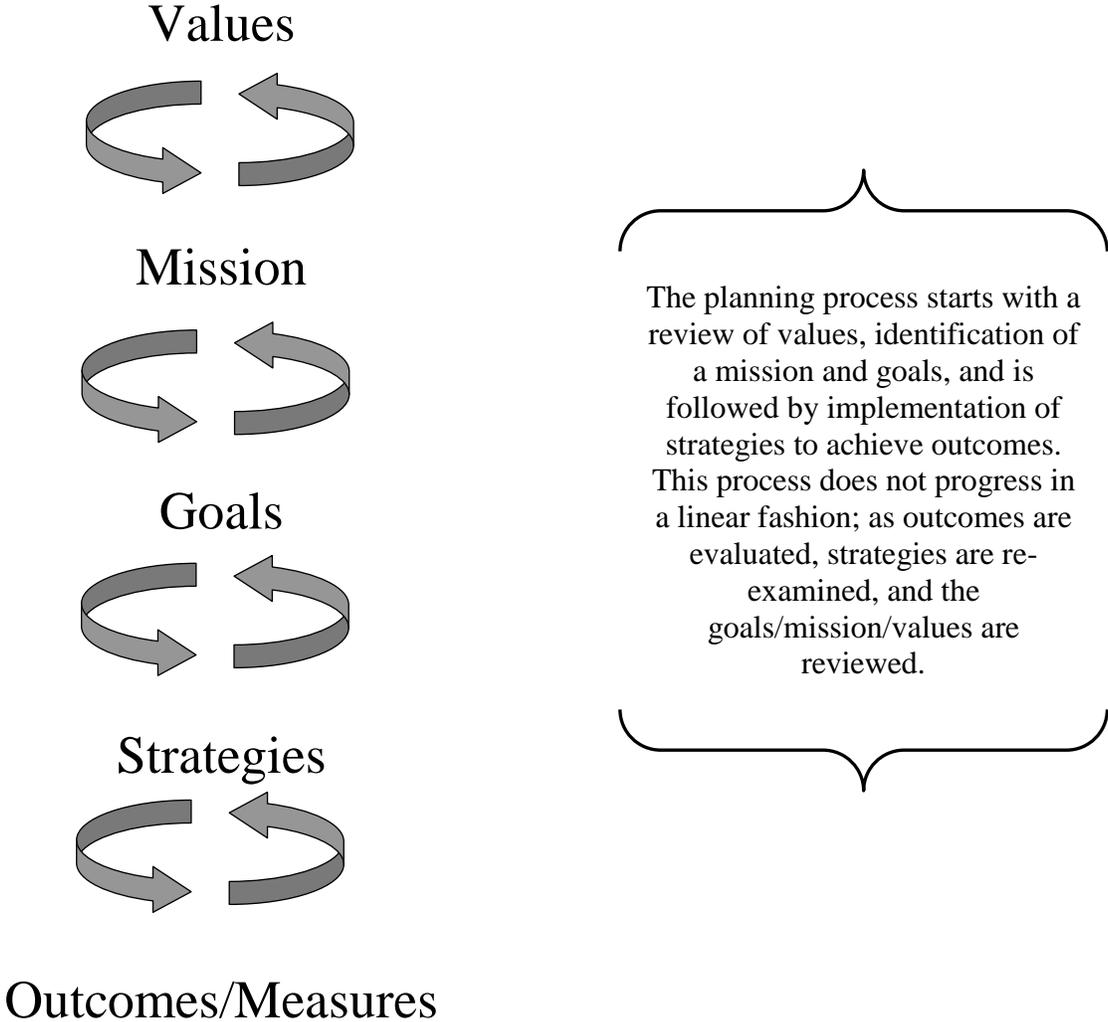
VI. STRATEGIC PLANNING

“The world is a place of constant change. If we are open and ready to consider everything while remaining unbiased, we will be ready to accept these changes and utilize them to improve our lives.”

Daniel Willey
(1990-) Author

The Stearns County Human Services Department – Community Corrections Division employs strategic planning as a systematic, proactive approach to the inevitability of change. This strategic plan is the means by which we will shape and adjust to our future; it is our approach to our programs’ direction and resource allocation. It incorporates our values, mission and vision; defines the indicators we will use to determine success; and lays out strategies that ultimately are the vehicles we will use to reach our goals and outcomes. Underlying the entire plan and constantly serving as our reference standard is the principle of *public safety* through *restoration* and *evidence-based practices*.

“Life belongs to the living, and he who lives must be prepared for changes.”
Johann Wolfgang von Goethe
(1749-1832) Writer/Politician



A. APPROACH

On any given day in 2012 in the state of Minnesota, there were over 122,000 offenders under supervision, 6,500 jail inmates, and another 9,600 in state prison facilities. The cost of this service to society is significant and we take the charge seriously. Not only do we want to make the most efficient and effective use of the available resources, but we would also like to align our services and outcome measures with other counties in the state and collaborate and cooperate in the collection of statewide data.

“Goals are the fuel in the furnace of achievement.”
Brian Tracy
(1944-) Author

In August of 2002, the Minnesota Department of Corrections, Community Services Advisory Council, Data Definition Team identified uniform statewide outcome measures for probation. The Stearns County Human Services Department, Community Corrections Division adopted these measures that are designed to meet the following correctional objectives:

- For the offender to be law abiding,
- For the victim to be financially restored,
- For the community to be restored, and
- To reduce the risk and needs of the offender.

The overarching goal of our strategic plan is to provide for the public safety through promoting positive change in Stearns County and improve cost efficiency in the delivery of correctional services.

B. DATA

This plan is based upon data and statistical analysis from the following sources:

- Minnesota Bureau of Criminal Apprehension – crime statistics in Minnesota and Stearns County
- Minnesota Department of Corrections – Statewide Supervision System data
- Stearns County Human Services Department – Community Corrections Division – CSTS system, data on offenders.
- Community Input – please see the Research and Evaluation Efforts Section of this plan.

“It is a capital mistake to theorize before one has data. Insensibly one begins to twist facts to suit theories, instead of theories to suit facts.”
Arthur Conan Doyle, Sherlock Holmes
(1892) A Scandal in Bohemia

1. GOAL: OFFENDERS WILL REMAIN LAW ABIDING

OUTCOME 1 ⇨ COMMUNITY SAFETY

STRATEGIES

1. Conduct risk/needs assessment with targeted clients and apply appropriate levels of supervision according to their assessed risks and needs.
2. Manage selected offender groups through specialized caseloads (e.g., Intensive Supervision Program, Enhanced Supervision Program, Sex Offender Program, Supervised Release, Domestic Violence Program, Drug Court, and Adult Pre-trial Services).
3. Ensure completion of conditions outlined in offender case plans.
4. Study offender data to determine recidivism rates.

<i>Indicator</i>	<i>Data</i>	<i>Target</i>
<p>The percentage of adults on active felony probation, parole or supervised release, who are not convicted of a new felony offense within three years of discharge from probation or supervised release.*</p> <p><i>Note:</i> Offenders in this indicator are only adult felony offenders who were not re-convicted of a new felony offense. This indicator does not include any GM or M offenders or felony offenders who were re-convicted of a new GM or M offense.</p>	<p>The benchmark was determined by the MN statewide Data Definition Team, utilizing data from the CSTS information system and Statewide Supervision System. The data is separated into adult felony offenders discharged from (a) probation and (b) supervised release, three years after discharge:</p> <p>Using a cohort in 2006: (a) 85.9% and (b) 75.0% did not reoffend.</p> <p>Using a cohort in 2007: (a) 86.0% and (b) 83.9% did not reoffend.</p> <p>Using a cohort in 2008: (a) 87.6% and (b) 74.5% did not reoffend.</p>	<p>90% will not re-offend.</p>

***Probation** is defined as a court-ordered sanction imposed upon an offender for a period of supervision as an alternative to confinement or in conjunction with confinement or other sanctions.

Supervised Release is defined as a period of mandatory community supervision following the end of the term of imprisonment for offenders from a state correctional facility under such conditions as the paroling authority proscribes.

2. GOAL: VICTIMS WILL BE FINANCIALLY RESTORED & SATISFIED W/ SERVICES

OUTCOME 2 ⇒ RESTORED CRIME VICTIMS

STRATEGIES

1. Compile Victim Impact Statements and Neighborhood Impact Statements (in drug trafficking cases) in pre-sentence investigations.
2. Work in cooperation with the Stearns County Attorney’s Office, Stearns County Court Administration, and St. Cloud City Attorney to survey victims as to their satisfaction with restitution services.
3. Incorporate recommendations for victim restitution into court reports and outline steps to be completed by offenders in their case plans when restitution is ordered. Additional restorative recommendations are made through the Restorative Considerations section of PSI, which was added in 2008.
4. Actively pursue restitution payments by offenders ordered to make reparations until paid in full or released from supervision.
5. Offer direct work service to victims or victim designated surrogates by indigent offenders as a reparation alternative.
6. Expand voluntary victim and offender conferencing opportunities.
7. Utilize Victim Database feature of CSTS.

<i>Indicators</i>	<i>Data</i>	<i>Target</i>
Out of all discharged cases where restitution was ordered, the percentage of cases where restitution was paid in full [meeting the condition of “satisfactory” in the CSTS system] at discharge.	In 2012, 63% of the restitution ordered for adults was satisfactory and 86% of the restitution for juveniles was satisfactory.	65% of the restitution ordered for adults and 84% of the restitution ordered for juveniles will be paid.
The percentage of victims who respond to a Satisfaction Survey indicating that they are satisfied with the manner in which their cases were handled by the Community Corrections Division.	In 2012, satisfaction surveys were not sent out. The Stearns County Human Services – Community Corrections Division continues to explore a feasible means of conducting a victim survey.	75% of victims responding to the survey will indicate overall satisfaction with restitution services.

3. GOAL: THE COMMUNITY WILL BE RESTORED BY THE OFFENDER

OUTCOME 3 ⇒ COMMUNITY RESTORATION

STRATEGIES

1. Enroll eligible offenders in CSW/STS Program (utilizing community-based work service opportunities).
2. Train staff to ensure dispositional recommendations and case plans to incorporate RJ principles based upon victim, community, and offender input.
3. Broad-based community sector participation in CCAB and committees for review and planning of correctional services.
4. Develop action steps in case plans, which target increased employability and productive work when assessments demonstrate the need.
5. Conduct and/or sponsor public education activities.

<i>Indicators</i>	<i>Data</i>	<i>Target</i>
Out of all cases where adult Sentencing to Service (STS) or Community Service Work (CSW) hours are ordered, the percent that are complete [meeting the condition of “satisfactory” in the CSTS system] at discharge.	In 2010, 89% of STS/CSW adult hours were complete. In 2011, 70% of STS/CSW adult hours were complete. In 2012, 50% of STS/CSW adult hours were complete.	90% of the assigned adult STS/CSW hours will be completed.
Out of all cases where juvenile Sentencing to Service (STS) or Community Service Work (CSW) hours are ordered, the percent that are complete [meeting the condition of “satisfactory” in the CSTS system] at discharge.	In 2010, 85% of the juvenile CSW hours were complete. In 2011, 80% of the juvenile CSW hours were complete. In 2012, 71% of the juvenile CSW hours were complete.	87% of the juvenile assigned STS/CSW hours will be completed.

The dollar value of all completed adult and juvenile Community Service Work, as well as Sentencing to Service hours (of cases that are closed), will be calculated annually using \$8 per hour, exclusive of the market value of the projects completed, including as a sanction, in lieu of fines, and in lieu of jail. The cost off-set of jail days saved by the County will also be calculated.

4. GOAL: THE OFFENDERS WILL HAVE REDUCED RISK AND NEEDS

OUTCOME 4 ⇨ OFFENDERS WILL DEVELOP COMPETENCIES

STRATEGIES

1. Develop and employ individualized case plans appropriate to criminogenic needs identified through client assessment and utilize innovative programs in case planning which focus on developing pro-social offender competencies.
2. Address offender employment/education needs identified through assessment and case plans.
3. Refer clients in need of cognitive restructuring and skill development to agency sponsored or community programs.
4. Refer clients with treatment, counseling or other special needs to available community programs.
5. Reassess client risk-needs to determine client progress.
6. Provide early identification and intervention for targeted first-time offenders.
7. In addition to the LS/CMI, the following trailers are used with the appropriate adult populations: TCU Drug Screen II; SARA, Tolman Scale, and Marshall Scale – domestic abuse risk assessments; Static-99 – assess male sex offenders risk to sexually reoffend, and SOGS – for specific theft offenses.
8. In addition to the YLS/CMI, the following trailers are used with the appropriate juvenile populations: PESQ – alcohol/chemical screen and the MAYSI-2 – mental health screen.

<i>Indicators</i>	<i>Data</i>	<i>Target</i>
<p>Within the year of calculation, from the initial assessment to the most recent re-assessment, percentage of assessed adult offenders who show a reduction in risk and/or needs as measured by the LSI-R and LS/CMI (started 10/1/2012).</p> <p>[Offenders included in this indicator are offenders with felony, GM DWI, and GM and M person offenses.]</p>	<p>In 2010, 50% of re-assessed adult offenders had lowered scores. (7% remained the same and 43% went up)</p> <p>In 2011, 53% of re-assessed adult offenders had lowered scores. (4% remained the same and 43% went up)</p> <p>In 2012, 47% of re-assessed adult offenders had lowered scores. (7% remained the same and 46% went up) In 2012, there were 260 assessments completed using the LS/CMI, but no re-assessments.</p>	<p>60% of re-assessed adult offenders will have a lower successive score at re-assessment.</p>

<i>Indicators</i>	<i>Data</i>	<i>Target</i>
<p>Within the year of calculation, from the initial assessment to the most recent re-assessment, percentage of assessed juvenile offenders who show a reduction in risk and/or needs as measured by the YLS/CMI.</p>	<p>In 2010, 39% of re-assessed juvenile offenders had lowered scores. (18% had the same score and 43% had higher scores)</p> <p>In 2011, 33% of re-assessed juvenile offenders had lowered scores. (20% had the same score and 47% had higher scores)</p> <p>In 2012, 41% of re-assessed juvenile offenders had lowered scores. (14% had the same score and 45% had higher scores)</p>	<p>60% of re-assessed juvenile offenders will have a lower successive score at re-assessment.</p>
<p>The percent of adult felony offenders who are not re-convicted of a new felony offense within one year of discharge from probation or supervised release.</p> <p>[Offenders in this indicator are only adult felony offenders who were not re-convicted of a new felony offense. This indicator does not include any GM or M offenders or felony offenders who were re-convicted of a new GM or M offense.]</p>	<p>The benchmark was determined by the MN statewide Data Definition Team, utilizing data from the CSTS information system and Statewide Supervision System. The data is separated into adult felony offenders discharged from (a) probation and (b) supervised release, one year after discharge:</p> <p>Using a cohort in 2006: (a) 94.0% and (b) 93.0% did not reoffend.</p> <p>Using a cohort in 2007: (a) 95.2% and (b) 95.8% did not reoffend.</p> <p>Using a cohort in 2008: (a) 93.0% and (b) 91.7% did not reoffend.</p>	<p>95% will not re-offend.</p>

Also to be calculated on an annual basis are (1) the total number of offender assessment and reassessments completed throughout the year, and (2) the total number of case plans developed that address factors relating to criminal behavior.

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VII. FINANCIAL

A. 2014 BUDGETED REVENUES AT A GLANCE

1. STATE FUNDS

• CCA Subsidy	\$1,683,392
• Adult Felony Caseload Reduction	\$ 41,696
• Caseload/Workload Reduction	\$ 553,366
• Sentencing To Service Funds (State)	\$ 19,034
• Sex Offender Supervision	\$ 161,023
• Remote Electronic Alcohol Monitoring	\$ 35,000
• Sex Offender Assessment & Polygraph Reimbursements	\$ 12,750

2. COUNTY FUNDS

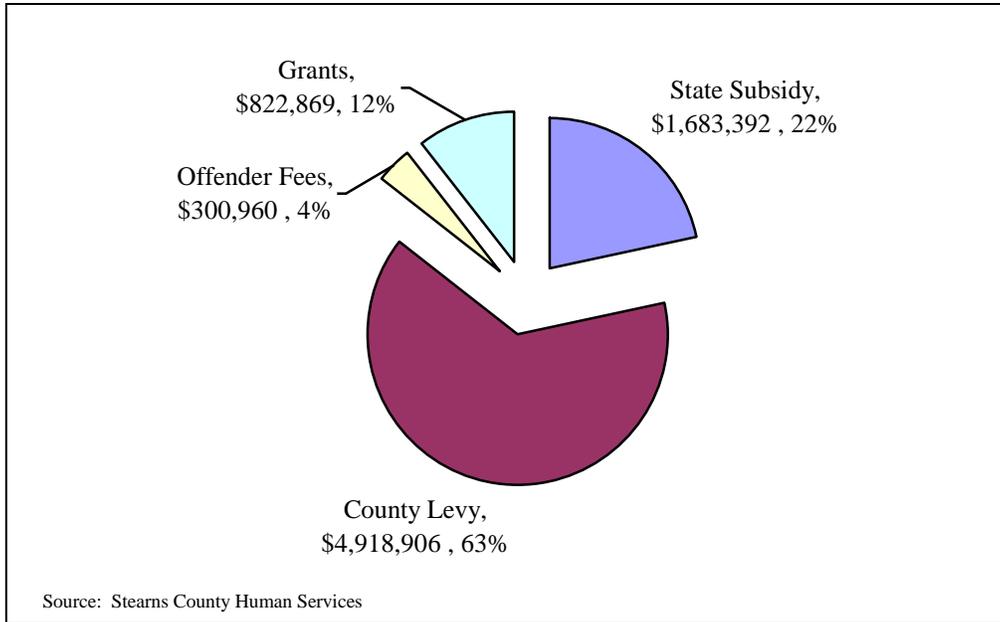
• County Levy	\$4,918,906
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3. OFFENDER FEES

• Adult Supervision Fees	\$ 275,010
• Drug Testing Fees	\$ 15,000
• Electronic Home Monitoring Administrative Fees	\$ 30,000

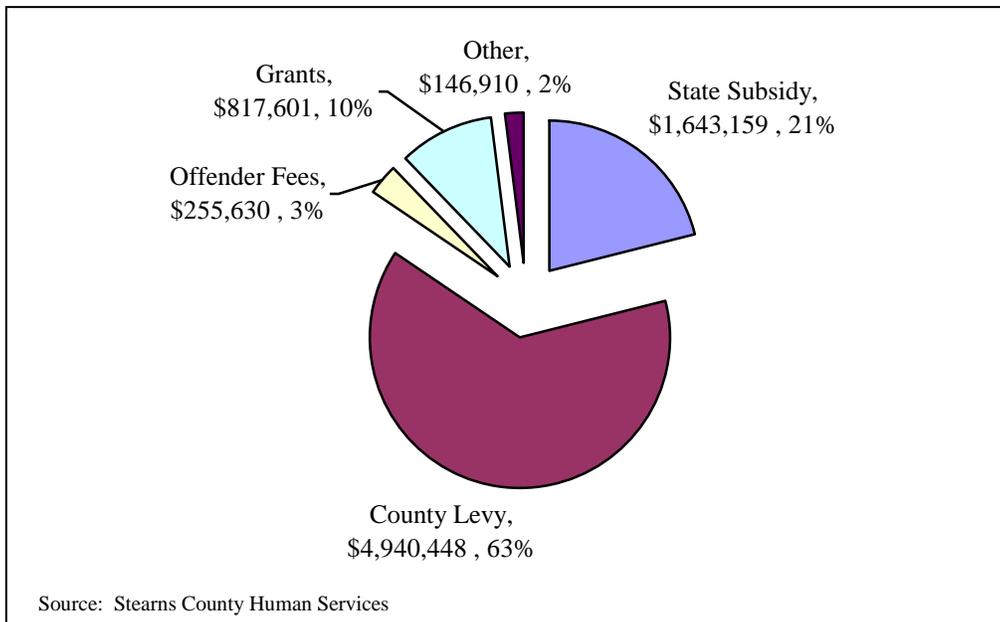
TOTAL BUDGETED REVENUE	\$7,726,128
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**Figure 31:
2014 Budgeted Income**



The 2012 budgeted income is included for comparison.

**Figure 32:
2012 Budgeted Income**



B. GRANTS

1. ADULT FELONY CASELOAD REDUCTION

Stearns County Human Services is currently receiving grant funds in the amount of **\$41,696** from the Adult Felony Caseload Reduction subsidy. These funds cover 0.50 FTE of an Adult Corrections Agent in order to reduce adult felony caseloads.

2. CASELOAD/WORKLOAD REDUCTION

Stearns County Human Services is currently receiving Caseload/Workload Reduction funds in the amount of **\$553,366**. These funds are used to offset the cost of 5.0 FTE Corrections Agents and 0.35 FTE Process Specialist to reduce both adult and juvenile caseloads, while enhancing supervision of all offender populations.

3. SENTENCING TO SERVICE FUNDS (STS)

The Sentencing to Service program provides for crews of juvenile or adult offenders, supervised by corrections crew leaders, to perform community service work (CSW) at community-based worksites. A crew leader supervises a group of 4-8 offenders who complete projects such as recycling, construction, landscaping, park beautification, natural resource work, etc. Two leaders alternate supervision for separate groups of adults and juveniles. Stearns County Human Services currently receives **\$19,034** to provide the STS program.

4. ENHANCED SEX OFFENDER SUPERVISION

The Enhanced Sex Offender Supervision grant provides **\$161,023** for 1.44 FTE Corrections Agents. The additional staff enables the Community Corrections Division to supervise offenders at a more appropriate level, based on risk and need, and allows opportunity for continued research of static and dynamic risk assessment tools.

5. REMOTE ELECTRONIC ALCOHOL MONITORING

The **\$35,000** received from this subsidy enables the Stearns County Human Services Community Corrections Division to operate a Remote Electronic Alcohol Monitoring program for indigent DUI offenders. Previously, indigent DUI offenders were held in custody at the County Jail, thereby contributing to jail crowding conditions, or they were released into the community without electronic breath-test monitoring or drug testing, posing a heightened risk to themselves and the community.

C. CORRECTIONAL FEES

Stearns County has established a schedule of local correctional service fees to be paid by offenders who have the financial ability to directly offset the costs for service associated with their delinquent or criminal conduct. The proposed 2014 Correctional Fee Schedule is shown in the table below.

**Table 29:
 Proposed 2014 Correctional Fee Schedule**

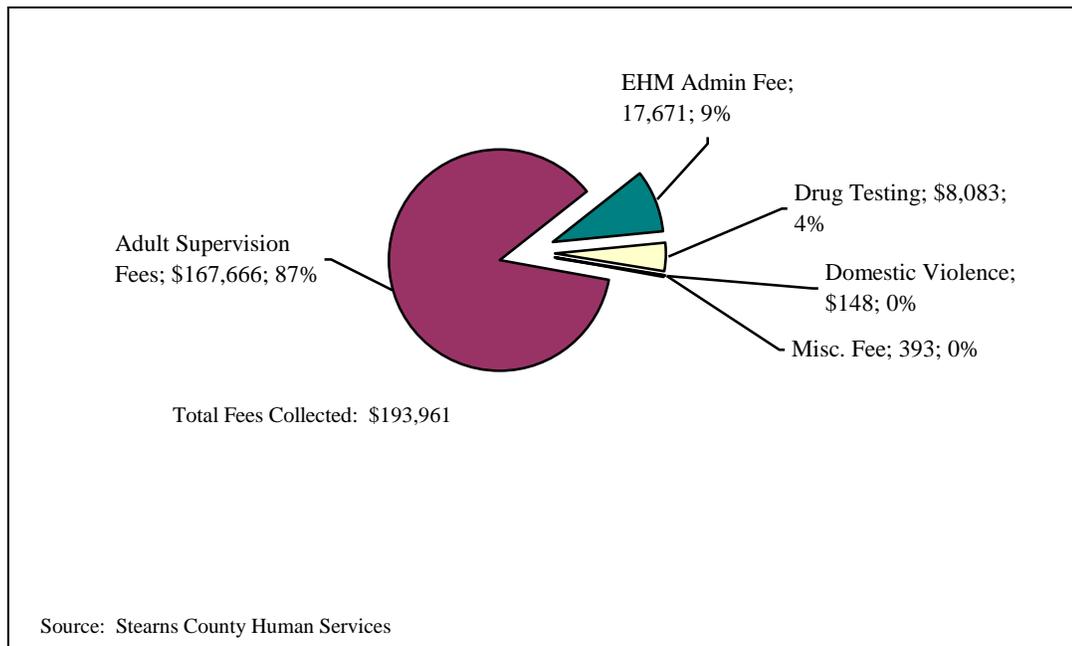
Adult Traditional Case Management Fee*	\$300/ year
Probation Reporting Center Case Management - Adult Fee*	\$230/year
Urinalysis (UA) Positive Confirmation Test**	\$40/ drug
UA Administration Fee – Adult *	\$2/test
EHM Administration Fee *	\$1/day

*Human Services – Community Corrections sliding fee is available for the indicated fees

**No cost to the offender for negative results

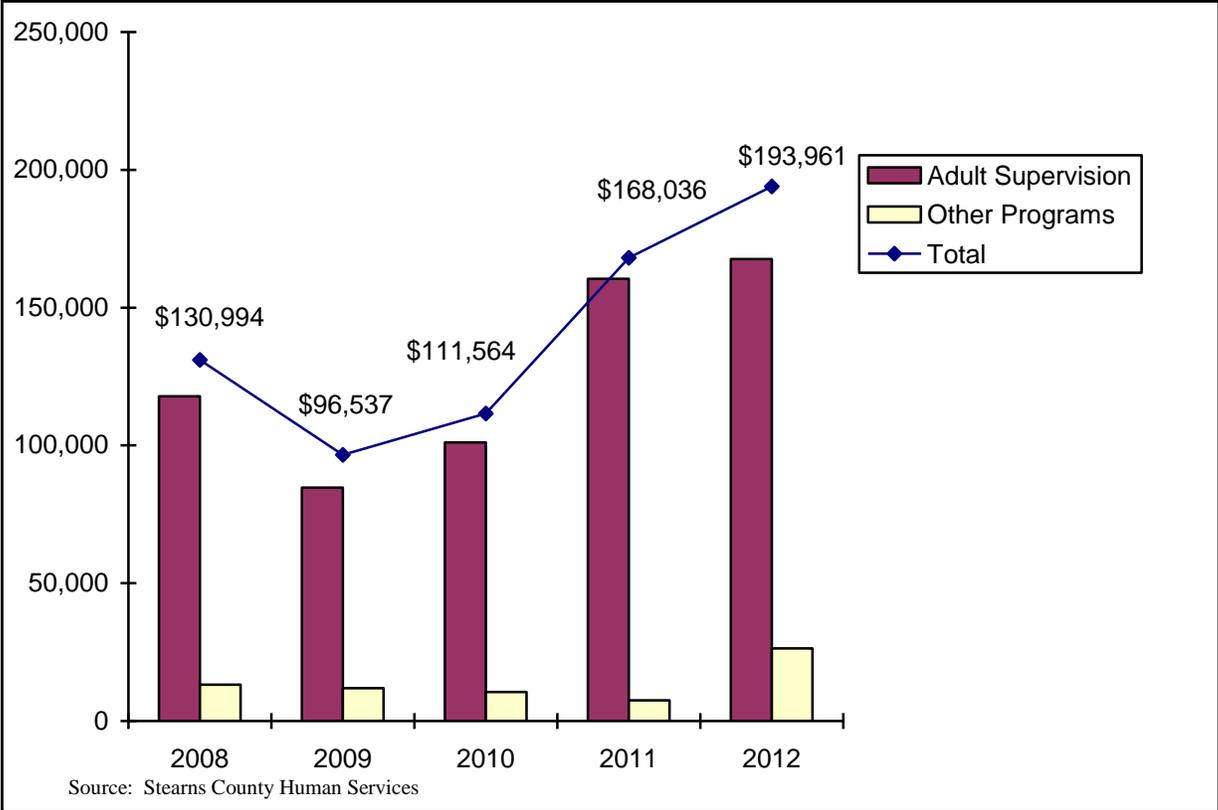
Figure 33 shows the source of offender fees for 2012. The total of \$193,961 collected in 2012 was 2.66% of the overall \$7,298,567 Community Corrections revenues.

**Figure 33:
 Offender Fees Collected
 2012**



Correctional fees require the offender to be directly accountable for a portion of the expense for correctional services and lessen the financial burden on local property taxes and state income taxes to fund the County correctional system. Revenue from fees may be used to offset these costs, as well as enhance services provided to offenders. Figure 34 depicts Offender Fee Revenues collected for 2008 – 2012.

**Figure 34:
 Offender Fees Collected
 2008-2012**



Stearns County Human Services has entered into an agreement with the District Court Judges and Court Administration that requires an offender to pay restitution, fines, and court costs prior to paying any supervision fees to Human Services. The Human Services Department has adopted a sliding fee scale that is based on the Federal Poverty Guidelines and entitlement program participation. Starting in 2010, staff in the Stearns County Human Services Finance and Technology Division took over the assessment of the offenders for the sliding fee schedule; prior to that time, Corrections Agents were assessing the offenders. Also, starting in 2011, an Electronic Home Monitoring Administration Fee of \$1.00 per day was implemented. Human Services continues to look at ways in which additional revenue from fees can be generated.

D. CONTRACTED SERVICES

1. ELECTRONIC MONITORING

Midwest Monitoring and Surveillance, Inc. (MMS) of Burnsville, Minnesota, provides remote electronic monitoring services for house arrest and electronic breath testing. Offenders court-ordered to either of these services receive orientation and field supervision, including scheduling, equipment check and maintenance, field drug testing, and employment verification, from a field officer employed by *MMS* and stationed in the St. Cloud area. This officer checks on compliance with monitoring requirements and reports violations to Community Corrections staff for follow-up action. Program participants are expected to bear the cost of services and pay *MMS* directly if they have the financial means to do so.

2. DRUG TESTING

MedTox Laboratories, Inc. (MedTox) of St. Paul, Minnesota, provides drug test results, maintains specimens that test positive, and testifies in court proceedings, if necessary, as to test methods, results, interpretation, and quality control procedures. Offenders required to submit to drug testing may be asked by their supervising probation officer to furnish urine specimens which are then forwarded to *MedTox* for analysis, or they may be required to submit to in-house testing. Community Corrections is billed by *MedTox* in a per test basis and offenders are, in turn, expected to reimburse Community Corrections if they have the financial means to do so.

VIII. BUDGET PAGES

See FTE's by Program Area on page 41.

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**MINNESOTA DEPARTMENT OF CORRECTIONS (DOC)
CCA SUBSIDY COMPREHENSIVE PLAN BUDGET SUMMARY
STEARNS COUNTY COMMUNITY CORRECTIONS SYSTEM**

Program: Administration

270

Budget Year: 2014

Annual: X Supplement:

FUNDING SOURCE	DOC Subsidy	County	Other*	Total Funding
Personnel				\$564,161
Training				10,898
Service & Contractual				57,991
Supplies & Materials				3,181
Capital Outlays				0
Other Expenditures				1,253,482
Direct Expenses Budgeted	\$344,910	\$1,544,803	\$0	1,889,713
Use of State Institutions				0
All Budgeted Expenses	344,910	1,544,803	0	1,889,713
Allotment Free Non-Budgeted				0
Total Allotments	344,910	1,544,803	0	1,889,713
Unallotted Non-Programmed				0
TOTAL APPROPRIATION	\$344,910	\$1,544,803	\$0	\$1,889,713

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
State Community Corrections Subsidy	\$344,910			\$344,910
County Human Services Fund		\$1,544,803		1,544,803
Other (Explain):				0
Fees:				0
Grants:				0
Other Dept.:				0
Miscellaneous:				0
TOTAL BUDGETED FUNDING FOR PROGRAM	\$344,910	\$1,544,803	\$0	\$1,889,713

**MINNESOTA DEPARTMENT OF CORRECTIONS (DOC)
 CCA SUBSIDY COMPREHENSIVE PLAN BUDGET SUMMARY
 STEARNS COUNTY COMMUNITY CORRECTIONS SYSTEM**

Program: Adult Services

271

Budget Year: 2014

Annual: X Supplement:

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
Personnel				\$1,113,226
Training				5,300
Service & Contractual				114,695
Supplies & Materials				4,183
Capital Outlays				0
Other Expenditures				0
Direct Expenses Budgeted	\$225,849	\$783,646	\$227,909	1,237,404
Use of State Institutions				0
All Budgeted Expenses	225,849	783,646	227,909	1,237,404
Allotment Free Non-Budgeted				0
Total Allotments	225,849	783,646	227,909	1,237,404
Unallotted Non-Programmed				0
TOTAL APPROPRIATION	\$225,849	\$783,646	\$227,909	\$1,237,404

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
State Community Corrections Subsidy	\$225,849			\$225,849
County Human Services Fund		\$783,646		783,646
Other (Explain):				0
Fees: Probation Supervision			62,303	62,303
EHM Admin Fees			3,391	3,391
Drug Test Fees			1,740	1,740
Grants:				
Adult Felony			20,848	20,848
Caseload/Workload Reduction			122,127	122,127
Remote Electr. Alcohol Monitor			17,500	17,500
Miscellaneous:				0
TOTAL BUDGETED FUNDING FOR PROGRAM	\$225,849	\$783,646	\$227,909	\$1,237,404

**MINNESOTA DEPARTMENT OF CORRECTIONS (DOC)
CCA SUBSIDY COMPREHENSIVE PLAN BUDGET SUMMARY
STEARNS COUNTY COMMUNITY CORRECTIONS SYSTEM**

Program: Juvenile Services

272

Budget Year: 2014

Annual: X Supplement:

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
Personnel				\$1,328,207
Training				4,500
Service & Contractual				74,645
Supplies & Materials				2,400
Capital Outlays				0
Other Expenditures				0
Direct Expenses Budgeted	\$448,787	\$809,819	\$151,146	1,409,752
Use of State Institutions	100,000			100,000
All Budgeted Expenses	548,787	809,819	151,146	1,509,752
Allotment Free Non-Budgeted				0
Total Allotments	548,787	809,819	151,146	1,509,752
Unallotted Non-Programmed				0
TOTAL APPROPRIATION	\$548,787	\$809,819	\$151,146	\$1,509,752

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
State Community Corrections Subsidy	\$548,787			\$548,787
County Human Services Fund		809,819		809,819
Other (Explain):				0
Fees				0
EHM Admin Fees			4,169	4,169
Drug Test Fees			1,497	1,497
Grants:				
Caseload/Workload Reduction			145,480	145,480
Juvenile Incentive Block Grant			-	0
Other Dept.:				0
Miscellaneous:				0
TOTAL BUDGETED FUNDING FOR PROGRAM	\$548,787	\$809,819	\$151,146	\$1,509,752

**MINNESOTA DEPARTMENT OF CORRECTIONS (DOC)
 CCA SUBSIDY COMPREHENSIVE PLAN BUDGET SUMMARY
 STEARNS COUNTY COMMUNITY CORRECTIONS SYSTEM**

Program: Correctional Programs

273

Budget Year: 2014

Annual: X Supplement:

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
Personnel				\$1,340,671
Training				5,950
Service & Contractual				73,627
Supplies & Materials				6,594
Capital Outlays				5,600
Other Expenditures				0
Direct Expenses Budgeted	\$261,448	\$707,144	\$463,850	1,432,442
Use of State Institutions				0
All Budgeted Expenses	261,448	707,144	463,850	1,432,442
Allotment Free Non-Budgeted				0
Total Allotments	261,448	707,144	463,850	1,432,442
Unallotted Non-Programmed				0
TOTAL APPROPRIATION	\$261,448	\$707,144	\$463,850	\$1,432,442

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
State Community Corrections Subsidy	\$261,448			\$261,448
County Human Services Fund		\$707,144		707,144
Other (Explain):				0
Fees: Adult Supervision			123,800	123,800
Drug Tests			10,394	10,394
Grants:				
Caseload/Workload Reduction			155,883	155,883
Sex Offender Supervision			161,023	161,023
Other Dept.:				0
Miscellaneous:				
Sex Offender Assessments			12,750	12,750
TOTAL BUDGETED FUNDING FOR PROGRAM	\$261,448	\$707,144	\$463,850	\$1,432,442

**MINNESOTA DEPARTMENT OF CORRECTIONS (DOC)
CCA SUBSIDY COMPREHENSIVE PLAN BUDGET SUMMARY
STEARNS COUNTY COMMUNITY CORRECTIONS SYSTEM**

Program: Community Service Work

274

Budget Year: 2014

Annual: **X** Supplement:

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
Personnel				\$403,182
Training				1,830
Service & Contractual				64,165
Supplies & Materials				6,900
Capital Outlays				0
Other Expenditures				0
Direct Expenses Budgeted	\$86,893	\$370,150	\$19,034	476,077
Use of State Institutions				0
All Budgeted Expenses	86,893	370,150	19,034	476,077
Allotment Free Non-Budgeted				0
Total Allotments	86,893	370,150	19,034	476,077
Unallotted Non-Programmed				0
TOTAL APPROPRIATION	\$86,893	\$370,150	\$19,034	\$476,077

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
State Community Corrections Subsidy	\$86,893			\$86,893
County Human Services Fund		\$370,150		370,150
Other (Explain):				0
Fees: STS Work Crew			-	0
Grants:				
Sentence to Serve			19,034	19,034
Other Dept.:				0
Miscellaneous:				0
TOTAL BUDGETED FUNDING FOR PROGRAM	\$86,893	\$370,150	\$19,034	\$476,077

**MINNESOTA DEPARTMENT OF CORRECTIONS (DOC)
 CCA SUBSIDY COMPREHENSIVE PLAN BUDGET SUMMARY
 STEARNS COUNTY COMMUNITY CORRECTIONS SYSTEM**

Program: Adult Services & Reporting Unit

275

Budget Year: 2014

Annual: X Supplement:

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
Personnel				\$1,146,058
Training				5,190
Service & Contractual				25,107
Supplies & Materials				4,385
Capital Outlays				0
Other Expenditures				0
Direct Expenses Budgeted	\$215,506	\$703,344	\$261,890	1,180,740
Use of State Institutions				0
All Budgeted Expenses	215,506	703,344	261,890	1,180,740
Allotment Free Non-Budgeted				0
Total Allotments	215,506	703,344	261,890	1,180,740
Unallotted Non-Programmed				0
TOTAL APPROPRIATION	\$215,506	\$703,344	\$261,890	\$1,180,740

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
State Community Corrections Subsidy	\$215,506			\$215,506
County Human Services Fund		\$703,344		703,344
Other (Explain):				0
Fees: Adult Supervision			88,906	88,906
EHM Admin			3,391	3,391
Drug Tests			1,370	1,370
Grants: Caseload/Workload Reduction			129,875	129,875
REAM			17,500	17,500
Adult Felony			20,848	20,848
Other Dept.:				0
Miscellaneous:				
TOTAL BUDGETED FUNDING FOR PROGRAM	\$215,506	\$703,344	\$261,890	\$1,180,740

**MINNESOTA DEPARTMENT OF CORRECTIONS (DOC)
CCA SUBSIDY COMPREHENSIVE PLAN BUDGET SUMMARY
STEARNS COUNTY COMMUNITY CORRECTIONS SYSTEM**

Program: Combined

TOTAL

Budget Year: 2014

Annual: **X** Supplement:

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
Personnel				\$5,895,505
Training*				33,668
Service & Contractual				410,230
Supplies & Materials				27,643
Capital Outlays				5,600
Other Expenditures				1,253,482
Direct Expenses Budgeted	\$1,583,393	\$4,918,906	\$1,129,829	\$7,626,128
Use of State Institutions	100,000			100,000
All Budgeted Expenses	1,683,393	4,918,906	1,123,829	7,726,128
Allotment Free Non-Budgeted				0
Total Allotments	1,683,393	4,918,906	1,123,829	7,726,128
Unallotted Non-Programmed				0
TOTAL APPROPRIATION	\$1,683,393	\$4,918,906	\$1,123,829	\$7,726,128

FUNDING SOURCE	DOC Subsidy	County	Other	Total Funding
State Community Corrections Subsidy	\$1,683,393			\$1,683,393
County Human Services Fund		\$4,918,906		4,918,906
Other (Explain):				0
Fees:			\$300,961	300,961
Grants:			810,118	810,118
Other Dept.:			0	0
Miscellaneous:			12,750	12,750
TOTAL BUDGETED FUNDING FOR PROGRAM	\$1,683,393	\$4,918,906	\$1,123,829	\$7,726,128

*Training - 2% of DOC Subsidy (\$1,683,400 x 2%) = \$33,668

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IX. SIGNATURE PAGE

E. MINNESOTA DEPARTMENT OF CORRECTIONS COMMUNITY CORRECTIONS ACT SUBSIDY

To be used for original application and for amendments to the original comprehensive plan that add or delete units of service. Check one: Original Application Amendment #

Applicant: Stearns County Community Corrections

Application Period: January 1, 2014 to December 31, 2014

Original Proposed Budget:	DOC Subsidy	\$	<u>1,643,383</u>
	Other State Funds	\$	<u>822,869</u>
		\$	<u> </u>
	County Funding	\$	<u>4,918,906</u>
	Other Funding	\$	<u>300,960</u>
	TOTAL BUDGET	\$	<u>7,726,128</u>

*Amendment: Name of Units of Service (attached budget sheets) _____

Community Corrections Administrator:

Name/Title/Signature Becky Bales Cramlet/Community Corrections Division Director /

Address 705 Courthouse Square, St. Cloud, MN 56303

Telephone # (320) 656-6000

Financial Officer:

Name/Title/Signature Dona Pederson / Finance and Technology Division Director /

Address 705 Courthouse Square, St. Cloud, MN 56303

Telephone # (320) 656-6297

APPLICANT'S AGREEMENT

It is understood and agreed to by the applicant that:

- 1) Funds granted for this community corrections comprehensive plan will be used only to implement the plan as approved by the Commissioner of Corrections.
- 2) The grant may be terminated in whole, or in part, by the Commissioner of the Minnesota Department of Corrections. Such termination shall not affect obligations incurred under the subsidy prior to the effective date of such termination.
- 3) The applicant will apply for approval to change the plan whenever implementation or financing will be materially changed. Approval will be governed by Minnesota Rules Chapter 2905.0500.
- 4) Financial status reports will be submitted every three months and narrative progress reports every six months as directed by the Commissioner of Corrections. Necessary records and accounts, including financial and property controls, will be maintained and made available to the Department of Corrections.
- 5) The applicant will strictly adhere to rules promulgated by the Department of Corrections (Minnesota rules 2905).

SIGNATURES OF AUTHORIZED OFFICIALS

Please remember: These same signatures are required to be on any amendment that adds or deletes programs/services/funding.

Name/Title/Signature _____
Mark J. Bromenschenkel, Chair, Stearns County Board of Commissioners

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X. APPENDIX

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Glossary.....A142

GLOSSARY/ACRONYMS AND TERMS

ACRONYMS

The following acronyms are used by the Community Corrections Division and throughout the Stearns County Community Corrections Comprehensive Plan.

**Table 30:
 Listing of Acronyms**

<u>Acronym</u>	<u>Definition</u>
A & D	Apprehension and Detention Order
AOD	Agent of the Day
AOR	Agent of Record
C for D	Continuance for Dismissal
CC	Continuous Compliance
CCA	Community Corrections Act
CCAB	Community Corrections Advisory Board
CHIPS	Child in Need of Protection or Services
CJ	Criminal Justice
CJI	Criminal Justice Institute
CJIS	Criminal Justice Information System
COG	Cognitive Programming
CPST	Child Placement Screening Team
CSTS	Not an acronym - Corrections data tracking system
CSW	Community Service Work
CUA	Chemical Use Assessment
CY	Calendar Year (1/1 to 12/31)
DC	Drug Court
DOC	Minnesota Department of Corrections
DWI	Driving While Intoxicated
DVC	Domestic Violence Court
EBP	Evidence-Based Practices
EJJ	Extended Jurisdiction Juvenile
EMS	Electronic Monitoring Services
F	Felony Level Offense
FBI	Federal Bureau of Investigation
FGDM	Family Group Decision Making
FTE	Full-time Equivalent
FY	Fiscal Year
GM	Gross Misdemeanor Level Offense
HRU	Hearings and Release Unit
ICS	Intensive Community Supervision
ISP	Intensive Supervision Program
JPO	Juvenile Petty Offense
LS/CMI	Level of Service/Case Management Inventory
M	Misdemeanor Level Offense

Table 36 (continued)
Listing of Acronyms

<u>Acronym</u>	<u>Definition</u>
MAYSI-2	Massachusetts Youth Screening Instrument-2
MCF	Minnesota Correctional Facility
MCF-RW	Minnesota Correctional Facility – Red Wing
MCF-TOGO	Minnesota Correctional Facility - Togo/Thistledeew Programs
MNCIS	Minnesota Court Information System
M.S.	Minnesota Statute
NIC	National Institute of Corrections
PDR	Pre-Dispositional Report
PESQ	Personal Experience Screening Questionnaire
PRC	Probation Reporting Center
PRISM	Providing Resources to Improve Support in Minnesota
PSI	Pre-Sentence Investigation
R&R	Reasoning and Rehabilitation
RAP	Release Advance Planning
REAM	Remote Electronic Alcohol Monitoring Grant
RFP	Request for Proposal
SARA	Spousal Assault Risk Assessment
SCSU	St. Cloud State University
SOGS	South Oaks Gambling Screen
SOP	Sex Offender Program
SR	Supervised Release
STS	Sentencing to Service
TCG	The Carey Group
TCIS	Total Court Information System (no longer in use) See MNCIS
TCU	Texas Christian University Drug Screen II
UCR	Uniform Crime Reporting
YLS 2.0	Youth Level of Service/Case Management Inventory 2.0

TERMS

Adjudication	A judicial determination (i.e. judgment that a juvenile is responsible for a delinquent or juvenile petty offense that is charged in a petition).
Adult Correctional Institution	A facility for the confinement of adults for periods of time longer than one year; usually by the state or federal government or under their auspices; can include private correctional facilities under contract to the latter.
Alliance	The relationship between the client and agent. (See also <i>Effective Alliance</i> .)
Apprehensions	The act of taking an offender into custody by law enforcement officers.
Apprehension and Arrest Rates	These rates are calculated by dividing the number of arrests or apprehensions in a jurisdiction by 100,000 population.
Arrest	The taking of an adult offender into immediate custody by a peace officer to answer to a criminal charge. Under Minnesota laws, M.S. section 260.165, subd. 2, juveniles taken into custody are not considered to be under arrest.
Asset Building	Based upon the Search Institute's research concerning developmental assets, or protective factors, needed by all youth to grow up healthy and strong and able to avoid falling into negative pathways often associated with delinquent conduct. Asset building in juvenile justice emphasizes action on developing attitudes, values, competencies, and social skills which support pro-social conduct, leading away from future delinquent acts toward life as a productive member of society. (For more information on the Search Institute, see http://www.search-institute.org/ or call 800-888-7828.)
Bail	To procure the release of an offender by means of posting a security, usually in the form of cash or a bond, with the Court to assure that the defendant will reappear at a later time and date to submit him/herself to the jurisdiction and judgment of the Court.
Bail Study	An investigation and report to the Court, usually prepared by a probation officer, used to determine the necessity of setting bail or other conditions upon a defendant's release, to ensure his or her later appearance before the Court.

Best Practice	In corrections, refers to principles of effective intervention with offenders, leading to reduction in future victimizations. Based upon empirical research, the principles include: 1) use of clinically and psychologically appropriate correctional programming, 2) use of techniques that are empirically validated, 3) use of trained and clinically supervised staff, 4) use of assessments employing actuarial measurement of static and dynamic risk factors associated with risk to re-offend, coupled with matching of offender, therapist and program characteristics, 5) services which address criminogenic factors, and 6) structured follow-up.
Calendar Year (CY)	In this plan, the calendar year runs from January 1 st through December 31 st .
Case Plan	A plan of action developed and based on client assessment, identifying problems or conditions associated with the offender's criminal or delinquent conduct, and strategies implemented by the offender and correctional staff leading to successful case outcomes, e.g. avoidance of future criminal conduct, and completion of court ordered conditions, i.e. legal requirements, of probation. Case plans are dynamic and based upon changes over time. Larger, long-range goals are typically broken down into smaller, short-term objectives. Progress is monitored at regular, frequent intervals, and adjustments are made as needed.
Certification	The legal procedure for determining whether a juvenile's case should be transferred from juvenile court to trial in the adult court system.
CHIPS	<i>Child in Need of Protection or Services.</i> This is a child, person age 17 or younger, whose case has been brought into juvenile court, usually by a social service agency for the protection of the child. (see also <i>CHIPS Petition</i>)
CHIPS Petition	A petition filed with juvenile court to initiate all juvenile protection proceedings, and is based on one or more of the criteria under M.S. section 260C.007, subd. 6, which provides the definition of a child who is in need of protection or services. (see also <i>CHIPS</i>)
Classification	An objective process for assessing the level of risk and needs of a juvenile delinquent or an adult offender under supervision or in confinement. Assignments to appropriate levels of supervision and programming are based upon the assessment outcome. Two tools to accomplish a classification are the <i>LSI-R</i> and the <i>YLS/CMI</i> .

COG	<i>Cognitive Behavioral Programming.</i> Also described as cognitive skills training or cognitive restructuring; an approach for working with offenders designed to foster social and moral growth; to alter identity, the way offenders live their lives, and how they think and make decisions.
Commitment	The legal action taken by the Court when it has been determined that the offender should be placed in a state correctional facility operated under the jurisdiction of the Commissioner of Corrections. In doing so, the offender's legal custody is transferred to the Commissioner.
Community Justice	A model where the community is viewed as the ultimate customer (including, but going above and beyond the individual victims and offenders) and partner of the justice system, citizens work together to strengthen communities, victims are served, and crime-related problems are solved. Crime is confronted by addressing social disorder, criminal activities and behavior, and by holding offenders accountable to victims and the community.
Continuance for Dismissal (C for D)	An adjournment or postponement of the court process to a later date. In juvenile delinquency or adult criminal court proceedings, the court may suspend the legal process for a specified period of time on conditions which, if met, result in a dismissal of charges. Consideration typically involves the likelihood that the alleged delinquent act or crime can be proven, but that the offender and society will likely benefit more from attempts at rehabilitation. Usually, dismissal of the charge at the end of the continuance has the effect of preventing an adjudication or conviction record from being made. In some cases, though, an agreement on the facts, which functions as an admission, is an inherent part of the C for D. The C for D is the Court's lesser preferred option in most cases, since the State and Court are usually looking for some finality/permanency and the C for D does not fill that desire.
Conviction	The result of a criminal trial which ends in a judgment (e.g., by verdict, findings of guilt, or pleas of guilty) that the accused is guilty.
Correctional Facility	A place or organization designed to incarcerate adults or juveniles sentenced by a legal authority.
Correctional Fees	Fees charged to persons served by local corrections agencies for supervision and program expenses resulting from placement on probation or other court-ordered local corrections programs (authorized under Minnesota Statute); not to exceed actual costs of supervision or program.
Corrections Agent	Job title used in Stearns County for <i>Probation Officer</i> .

Crime Index	The FBI (Federal Bureau of Investigation) Uniform Crime Reporting (UCR) Program's Crime Index is composed of selected offenses used to gauge fluctuations in the volume and rate of crime reported to law enforcement. (see also <i>Index Crimes</i>)
Crime Rates	Rates in which the number of Part I crimes (commonly referred to as serious crimes) known or reported to law enforcement agencies are reported per 100,000 population. These rates are calculated the same for all jurisdictions (e.g., nation, states, counties, or cities).
Criminogenic Need	Needs which are linked to criminal behavior; dynamic in nature and predictive of recidivism. Altering these needs changes the likelihood of future criminal behavior.
CSTS	(Not an acronym.) CSTS is a computer software system designed to assist with the management of many different functions in community corrections and court services agencies. It is used to meet the case management and reporting needs of agents, support personnel, and the management team. Features include client demographic information, alias tracking and searching, case and court-related data, tracking of probation and parole conditions, and tracking of supervision and agent history. (see also <i>Central Client Index</i>)
Delinquent	A child who is at least 10 years of age, but not more than 18 years of age, who has been adjudged by a court of committing an act that would be a crime if committed by an adult. (see also <i>Adjudication</i>)
Delinquent Act	An act, which if committed by an adult, would be called a crime.
Delinquent Under 10	A child less than 10 years of age who commits a delinquent act. Such a youth is a "Child in Need of Protection or Services". (see also <i>CHIPS</i>)
Disposition	The point at which the Court completes the case process by imposing sanctions.
Diversion	An alternative to adjudication by which the juvenile or adult agrees to conditions set by a Diversion Program in exchange for withdrawal of the charges.
Effective Alliance	The relationship between the client and the agent, which includes trust to assist the client toward meeting his or her goals.
Extended Jurisdiction Juvenile (EJJ)	A youth "sentenced" to both the juvenile and the adult corrections systems. The adult sentence is stayed on the condition of the juvenile probation. If the youth violates those conditions, the stayed adult sentence is revoked and the youth must serve the adult sentence. To be eligible for sentencing as an <i>EJJ</i> , a youth must have

been at least 16 years old at the time of the offense and the offense must be one, which, if committed by an adult, would result in a sentence to prison or be a felony offense in which the youth used a firearm or be 14-17 years old at the time of the offense and the Court designates the proceedings as an *EJJ* prosecution.

Evidence-Based Practice (EBP)

The objective, balanced, and responsible use of current research and the best available data to guide practice decisions, so that desired outcomes are improved.

Family Group Conferencing

A process of dialogue between offenders and those affected by their inappropriate behavior, which promotes individual responsibility and accountability. The process affords victims an opportunity to be instrumental in determining how to repair the harm caused by the behavior.

Family Group Decision Making (FGDM)

In the context of child welfare, a process whereby family, extended family, friends, service providers, legal consultants, social services, and others are prepared and then gathered together to share information about the child(ren) or family, risks, strengths, and existing safety. The purpose of the meeting is the development of a care and protection plan specific to the needs of the child(ren) and the family. The desired outcome is the development of a plan that when implemented increases child well-being, safety, reunification, and permanency.

Felony (F)

An offense for which imprisonment for more than one year can be imposed.

Fidelity

Specific to *Evidence-Based Practice*: Faithful implementation of research-based, developer-defined program components.

Gross Misdemeanor (GM)

A crime which is not a misdemeanor or felony. Under Minnesota law punishable by imprisonment for no more than one year in a County jail and a fine of no more than \$3,000.

Hearings and Release Unit (HRU)

The governing authority, as opposed to the state court system, for adult clients placed on *supervised release* from the state correctional facilities.

Index Crimes

Those crimes used by the FBI to compile an index as to the incidence of crime in the U.S.; generally, serious crimes. The crimes include the Part I crimes of murder and non-negligent manslaughter, forcible rape, robbery, arson, and aggravated assault, as well as the property crimes of burglary, larceny-theft, and motor vehicle theft. (see also *Crime Index*)

Judgment	A decision made by the Court.
Judicial Determination	A decision made by the Court.
Juvenile	A person less than 18 years of age in the State of Minnesota.
Juvenile Petty Offender	A youth who has been adjudicated on a <i>juvenile petty offense</i> .
Juvenile Petty Offenses (JPO)	<p>Offenses that include a juvenile alcohol offense, a juvenile controlled substance offense, a violation of Minnesota laws pertaining to the sale and use of tobacco by minors, or a violation of a local ordinance e.g. curfew, which by its terms prohibits conduct by a child under the age of 18 years, but which would be lawful conduct if committed by an adult.</p> <p>It also includes offenses, which would be a misdemeanor if committed by an adult. It specifically does not include misdemeanor violations for contempt of court, fifth degree assault, domestic assault, prostitution or solicitation, arson, negligent fires or dangerous smoking, dangerous weapons or indecent exposure. It also does not include a major traffic offense or petty traffic matter as part of the same behavioral incident for a misdemeanor being handled by the juvenile court. Also excluded are DWI, aggravated DWI, or any misdemeanor or gross misdemeanor committed in connection with a DWI or Aggravated DWI charge.</p> <p>Youth who have previously been found delinquent are ineligible to be charged with juvenile petty offenses. Those who have been previously charged with a misdemeanor level juvenile petty offense on two or more occasions are also ineligible unless the County Attorney designates the child to be a <i>juvenile petty offender</i> on the petition.</p>
Juvenile Status Offense	See <i>Status Offense</i>
LS/CMI	<i>Level of Service/Case Management Inventory</i> . A quantitative survey of adult offender characteristics and their situation relative to the level of correctional supervision and programming they may require. Using this tool results in a classification of risk and need that assists the probation officer in determining appropriate services for the offender.

Matching Considerations	See <i>Responsivity</i> .
Misdemeanor (M)	A crime for which a sentence of not more than 90 days of jail or a fine of not more than \$1,000 or both, may be imposed.
Neighborhood Impact Statement	In felony cases involving the sale or distribution of controlled substances, a description of any adverse social or economic effects the offense had on persons residing in the neighborhood where the offense was committed, which is compiled by the pre-sentence investigator.
Office of Juvenile Release	The office within the Minnesota Department of Corrections that serves as the releasing authority for juveniles who have been committed to the Commissioner of Corrections.
Over-ride	In terms of case classification, the corrections agent may use professional discretion to increase the risk level as identified by an assessment tool such as the LSI-R or YLS-CMI if aggravating or mitigating circumstances arise. (see also <i>Under-ride</i>)
Parole	Since May 1, 1980, Minnesota no longer has a parole system where a parole board reviews each particular case to determine whether a particular offender should be released from prison. Under Minnesota law, the person is subject to a set imprisonment period, followed by supervised release. (see also <i>Supervised Release</i>)
Part I Crimes	Defined by the FBI; includes rape, homicide, robbery, aggravated assault, burglary, larceny, car theft, and arson; also known as Serious Crimes.
Part II Crimes	Includes assaults other than aggravated assault; forgery and counterfeiting; fraud; embezzlement; buying, receiving or possessing stolen property; vandalism or destruction of property; violations of weapons laws; prostitution and commercialized vice; sex offenses; narcotic and liquor law violations; gambling; offenses against the family and children; driving under the influence; disorderly conduct; disturbing the peace; vagrancy; and all other offenses (other than <i>Part I Crimes</i> and <i>Juvenile Petty Offenses</i>).
Per Diem	Refers to the average operating cost to house an offender in a correctional or residential facility; in the case of state juvenile corrections facilities this expense is charged back to the counties who are participants in the Minnesota Community Corrections Act.
Petition	A formal written application requesting a Court for a specific judicial action.
Petty Offenses	See <i>Juvenile Petty Offenses</i>

Polygraph	An instrument that simultaneously records changes in physiological processes such as blood pressure, heartbeat, and respiration. Sometimes used in lie detection.
PRC	<i>Probation Reporting Center.</i> A supervision strategy utilizing a few staff members and group reporting techniques to manage large volumes of relatively low-risk offenders. A typical application calls for offenders to report at periodic intervals to a designated reporting site and undergo group orientation, group processing, group education, etc. Offenders in the group who require individual attention are typically separated out during group sessions for one-on-one meetings with a staff member.
Pre-Dispositional Report (PDR)	This is a court ordered pre-dispositional investigation for juvenile offenders. This report contains much of the same information as its adult counterpart. (see also <i>Pre-Sentence Investigation</i>).
Pre-Sentence Investigation (PSI)	An investigation and summary report concerning a convicted defendant prepared for the court to aid in arriving at an appropriate sentence; includes complete background on the offense, prior record of convictions, demographics factors, psycho-social concerns, and victim(s)' interests. It typically also includes an appraisal of the defendant's prospects for rehabilitation and the need for behavioral controls directed toward public safety interests.
Pre-trial Release	The release of a defendant pending further hearings before the court, usually on certain conditions, including requirements that the defendant report to a probation officer, abstain from mood altering substances, maintain employment, be of good behavior, etc. Failure to abide by such conditions could result in confinement of the defendant pending further hearings.
PRISM	<i>Providing Resources to Improve Support in Minnesota.</i> A federally mandated computer system that supports Minnesota's Child Support Enforcement program in efforts to: locate missing non-custodial parents, implement automatic withholding with employers for support, enforce child support orders, and centralize receipt and disbursement of child support payments as required by federal law. (see also <i>Central Client Index</i>)
Prison	A facility where convicted adult felons are incarcerated.

Probation	A court-ordered sanction imposed upon an offender for a period of supervision as an alternative to confinement or in conjunction with confinement or other sanctions. The purpose of probation is to deter further criminal behavior, punish the offender, help provide reparation to crime victims and their communities, and provide offenders with opportunities for rehabilitation. The court, with input from probation officers, establishes conditions that offender must obey while on probation. If those conditions are violated, the court may revoke probation and confine the person in a local or state correctional facility.
Probation Officer	An official of the Court who enforces probation by assisting the delinquent or adult offender in carrying out the Court's orders.
Probation Revocation	Refers to a hearing before a court concerning alleged violations of probation; also is used to refer to action taken by a court based upon a showing that the terms of probation have been violated.
Recidivism	Relapse into a former pattern of criminal behavior.
Responsivity	<p>How services are delivered to meet an individual's characteristics. How to engage in and individualize behavior change strategies. Working within the client's experience and frame of reference, providing choices, and consistently monitoring the alliance and outcomes are the hallmarks of responsivity.</p> <p>Sometimes referred to <i>matching considerations</i>. Takes into account client, agent, treatment, and case management considerations. Matching should be taken into consideration assigning supervision clients to agents whenever possible. They should also include matching clients and their specific highest need considerations with the various treatment modalities or resources available. Doing so puts the client in a better place to build and strengthen client/agent alliance and ensure the client receives programming and supervision that best suits his or her needs.</p>
Restitution	Compensation for financial, physical, or emotional loss caused by an offender, in the form of either a payment to the victim, or at the request of the victim, in-kind volunteer work performed for the victim or a local non-profit organization.
Restorative Justice	A model for the administration of justice which re-defines crime as an injury to the victim and community rather than an affront to the power of the state. The primary purpose of the criminal justice system under this model is to repair the harm of crime to the degree possible through restoration of victims, the community, and offenders. A sub-section of <i>Community Justice</i> .
Restructure	A change to a supervised release client's conditions of release. This most often occurs when the client does not follow the conditions of their release and must be approved by the <i>Hearings and Release Unit</i> . (see also <i>Supervised Release</i>)

Sentencing Guidelines

A system adopted by the Minnesota Legislature in 1980 to create a more uniform and determinate sentencing system for adult felons. The goals of this system include: promoting “uniformity” in sentencing practice across the state so that offenders who have similar criminal records and who have committed similar crimes receive similar sentences; to promote “proportionality” in sentencing by emphasizing a “just desserts” philosophy in which those who are convicted of more violent crimes (even with no prior record), those with repeat violent records, and those with more extensive nonviolent criminal records, are recommended to receive the most severe penalties.

Sentencing Guidelines Grid

A ranking of the current offense of conviction together with prior criminal history. The intersection between severity of the current offense and prior history result in a weighted value. The resultant grid values denote either a presumption for commitment to prison or placement on probation. In either case, the grid also provides a range within which a judge may sentence without the sentence being deemed a departure. If the judge departs from the guidelines, he or she must make a written record setting forth compelling reasons for the departure.

Serious Crimes

See *Part I Crimes*

Static-99

A brief actuarial instrument designed to estimate the probability of sexual and violent recidivism among adult males who have already been convicted of at least one sexual offense against a child or non-consenting adult. The scale contains 10 items: prior sexual offenses, prior sentencing dates, any convictions for non-contact sex offenses, current convictions for non-sexual violence, prior convictions for non-sexual violence, unrelated victims, stranger victims, male victims, young, and single.

The Static-99 is intended to be a measure of long-term risk potential. Given its lack of dynamic factors, it cannot be used to select treatment targets, measure change, evaluate whether offenders have benefited from treatment, or predict when (or under what circumstances) sex offenders are likely to recidivate. It is not recommended for adolescents (less than 18 years at time of release); female offenders; or offenders who have only been convicted of prostitution, pimping, public toileting (sex in public locations with consenting adults), or possession of indecent materials.

The Static-99 is administered in an interview setting by probation/parole officers, correctional case managers, as well as mental health professionals.

Notes: by R. Karl Hanson, Ph.D., Dept. of the Solicitor General of Canada

Stay	A suspension of court proceedings. (see also <i>Stayed Sentence</i>)
Stay of Adjudication	A court process by which there is an admission of guilt and a court record is established noting the admission and the stay of adjudication. The Court may stay (i.e. continue/suspend the legal process), with conditions, for up to two ninety day periods for juveniles and longer periods for adults. If the conditions are met through the end of the stay, the stay of adjudication record is filed and the process is completed. If the conditions are violated during the stay and an <i>adjudication</i> record is established, a sentence/sanction is imposed upon the adult offender/juvenile delinquent. Even if the conditions are fulfilled, a Stay of Adjudication can function as a “prior” and may affect other rights if the client were to reoffend. (see also <i>Continuance for Dismissal</i>)
Stayed Sentence	A <i>stay</i> is the suspension of court proceedings (i.e., a stay of execution may involve an order by the Court sentencing an offender to jail or prison term, but then interrupting that sentence and releasing the defendant back to the community on conditions imposed by the Court for a specified length of time). If conditions are met, the offender may remain in the community until the time set by the court has lapsed or the defendant is discharged. If conditions are not met, the defendant is required to serve the original jail or prison term.
Supervised Release (SR)	A period of mandatory community supervision following the end of the term of imprisonment for offenders from a state correctional facility under such conditions as the paroling authority proscribes; an administrative act following incarceration. Prior to May 1, 1980, was referred to as “Parole.”
Under-ride	In terms of case classification, the corrections agent may use professional discretion to decrease the risk level as identified by an assessment tool such as the LSI-R or YLS-CMI. (see also <i>Over-ride</i>)
Victim Impact Statement	In pre-sentence investigations, a summarization of the damages or harm and any other problems generated for the victim as a result of the crime, which is prepared by the investigator. A concise statement of what disposition the victim feels is appropriate, the reasons given, and any written objections the victim may have to the proposed disposition or sentence shall also be included.
Violent Crime	Includes the Part I crimes of homicide, rape, robbery, and aggravated assault.

Wraparound

A community-based effort to provide services and support to meet the individualized needs of children and their families through community teams representing agencies, schools, businesses, cultural leaders, neighborhood leaders, clergy, advocates, law enforcement, and others.

YLS 2.0

Youth Level of Service/Case Management Inventory 2.0. A quantitative survey of delinquent/youthful-offender characteristics and their situation relative to the level of correctional supervision and programming they may require.