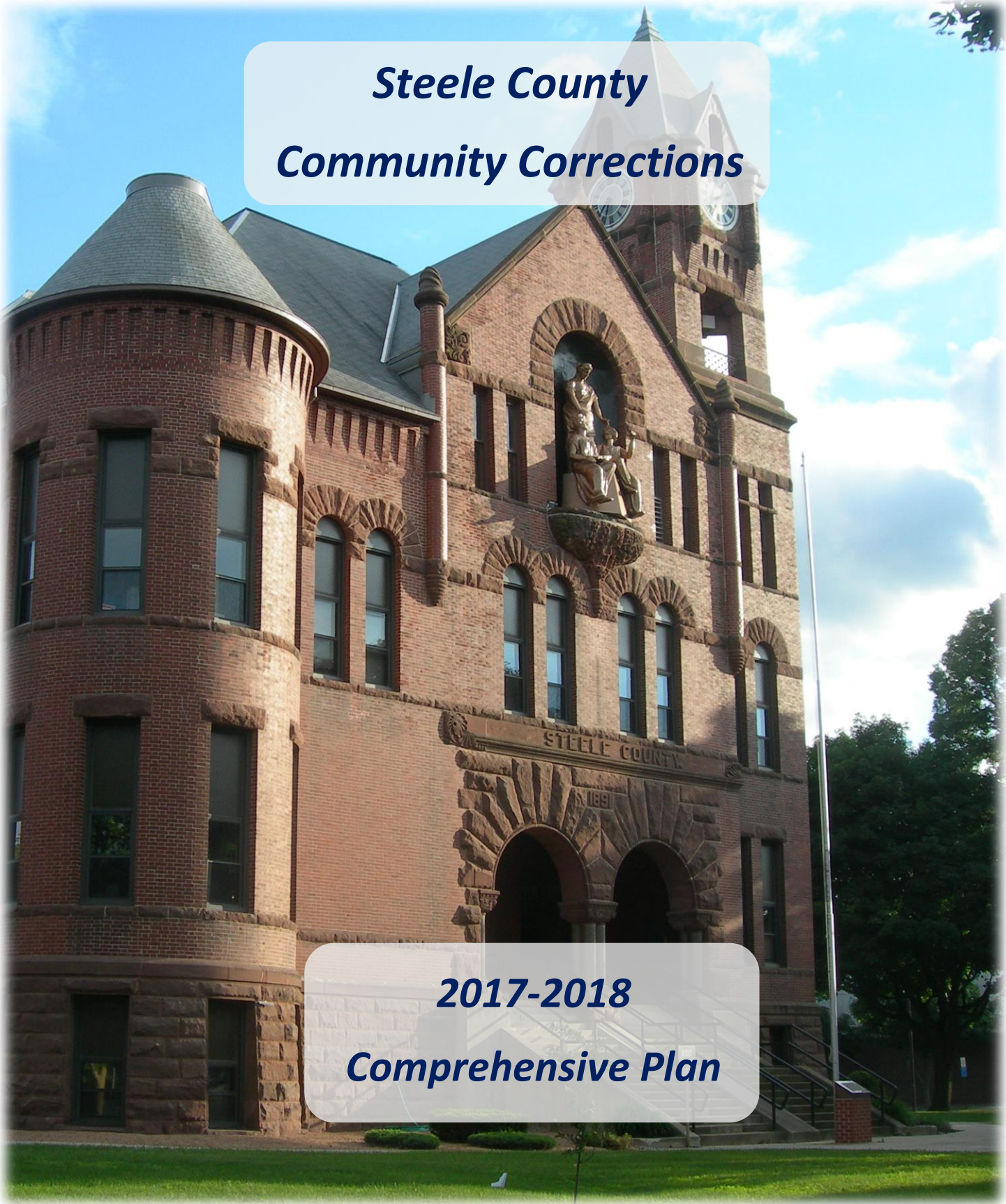


A photograph of the Steele County Courthouse, a large, ornate brick building with a prominent clock tower and a statue on the facade. The building is set against a blue sky with scattered clouds. The text is overlaid on a semi-transparent white box in the upper center.

Steele County Community Corrections

2017-2018 Comprehensive Plan

Photo Credit by Jimmy Emerson / Licensed under [CC BY-NC-ND 2.0](https://creativecommons.org/licenses/by-nc-nd/2.0/) Cropped from original

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Mission and Vision

Mission

To enhance the safety of all citizens by facilitating and promoting adherence to evidence based and restorative practice.

Vision

To reduce recidivism within our Criminal Justice System.
Our goal is to work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change amongst the people we work with.

Acronym Reference Guide

SCCC - Steele County Community Corrections

CJ - Criminal Justice.

SCRAM - Secure Continuous Remote Alcohol Monitoring

T4C - “Thinking for a Change” Cognitive Skills Programming.

CORE - CORE Professional Services- A sex offender treatment program for adult and juveniles.

CSTS - An electronic records management system for probation/supervision agencies in Minnesota. It uploads information to the Statewide Supervision System.

DOC - Department of Corrections.

DVI - Domestic Violence Inventory

EBP - Evidence-Based Practices- Current best research evidence in corrections which administrators use in selecting programs designed to manage offenders, reduce recidivism, and increase public safety.

FTE - Full-Time Equivalent.

LS/CMI - Level of Service Case Management Inventory- An assessment that measures the risk and need factors of adult offenders. The LS/CMI is also a fully functioning case management tool.

MACCAC - Minnesota Association of Community Corrections Act Counties- An association of counties who operate corrections programming within their communities under the provisions of the Minnesota Community Corrections Act of 1973.

OHP - Out of Home Placement.

POSIT - Problem Orientated Screening Instrument for Teenagers- A brief screening tool designed for adolescents 12 through 19 years of age to identify problems requiring subsequent in-depth assessment. It also can help determine a potential need for treatment.

SASSI - Substance Abuse Subtle Screening Inventory

SWDC - Steele Waseca Drug Court

YLS/CMI - Youth Level of Service/Case Management Inventory-A risk assessment tool to assess juvenile risk to reoffend, and to identify the youth’s major needs, strengths, barriers, and incentives; assist to select the most appropriate goals for him or her; and produce an effective case management plan.

Highlights

On June 14, 2016, the Steele County Board of Commissioners unanimously decided to change the Steele County probation delivery system from a “County Probation Office” model to a “Community Corrections Act” model; which will officially go into effect on July 1, 2017. The change was based on a review of the current delivery system, processes, outcomes and alignment with evidence-based practices for the delivery of probation services. A recommendation from stakeholders including probation, law enforcement, court, and county administration, was made supporting the delivery system change. The premise of Steele County changing the probation delivery system is based on creating a new precedent for public safety and facilitating change in the behaviors and actions of offenders. It is believed this will be achieved within the Community Corrections Act delivery model by creating a balanced corrections continuum of increased staff, resources, programing and community integration to provide stronger supervision outcomes and thus offering Steele County more efficient cost avoidance measures by reducing recidivism, incarceration costs, court costs, and increased safety in the community.

Significant Changes and Accomplishments

In the past year, the department has made some very profound changes and accomplishments in terms of the “Evidence Based” focus within the department. With the new model comes a completely different mindset, focusing on criminogenic needs with high risk offenders to lower recidivism. Agents have worked hard at adapting to this mindset and are attending trainings to become proficient in the practice model. As an evidence based department, staff will rely heavily on specific assessments and tools to provide the offenders with the appropriate level of supervision. To solidify this vision and create a “team” approach to Evidence Based Supervision, the “Steele County Probation Agent Career Development Process” was also created. The process requires specific yearly requirements regarding evidence based training and development to advance to the next grade classification. The goal is to develop and value an agent’s expertise in corrections by promoting them to levels within the wage scale and achieving that grade by utilizing their years of evidence based training to develop a specific correctional specialty service or program within the department. In order to obtain the Probation Agent III classification an agent must perform, sustain and demonstrate professional leadership and excellence in the field of corrections.

The goal is to create a continuum comprised of preventative measures coinciding with an incentive based supervision model which provides agents time to case manage with high risk/high need offenders; while still providing meaningful contacts with all offenders. A successful example of this model includes the implementation of the Steele/Waseca Drug Court, SCRAM Monitoring Program, Truancy Court Program and a Domestic Specific Unit/Caseloads. These programs and specialty services rely heavily on community integration along with stakeholders who provide

expertise and services to the cause. This results in improved preventative measures by keeping children in the school system, increasing consistency and responsivity when dealing with domestic abuse cases and providing innovative supervision to high risk high/need offenders in our community. Currently these services are in their implementation stages but the support and response witnessed is overwhelmingly impactful and positive. Lastly, Probation Services has worked extensively to place all offenders under supervision to a dedicated, specific supervision level, which will create a new case/risk specific supervision structure. This will create an incentive based supervision model that will also aid in our transition to the Community Corrections Act delivery coming July 1, 2017.

Introduction

Geography/History

Steele County, Minnesota, was officially organized February 20, 1855 and originally included what is now known as Waseca County. Re-organization in 1856 established the boundaries we recognize today. The new county was named in honor of Franklin Steele, a St. Anthony governmental contractor and a man of prominence. Steele County is located in the south-eastern part of Minnesota, has 432 square miles, and is 24 miles long and 18 miles wide.



The first county building, built in 1874 at a cost of \$5,000, was a one-story brick building which has since been demolished. The historic Steele County Courthouse was built in 1891 for \$50,000. It has been remodeled several times and is used solely by the courts.

Two courtrooms and one hearing room are available, as well as meeting rooms and office space.

In 1860 Steele County had a population of 2,863 as compared to 21,155 in 1950 and 36,163 as of the 2006 census.

Steele County has numerous streams, natural springs, brooks and lakes. The largest of the streams is the Straight River and the largest lake is Rice Lake. Nine mineral springs are located in Owatonna, in an area known as Mineral Springs Park. These springs have been analyzed and show the definite qualities of celebrated springs of this country and France.

Demographics

<i>Population</i>	
2015 Population	36,775
Population per square mile	85
Population in square miles	429.65
Under age 5, percent, 2015	6.80%
Under age 18, percent, 2015	25.30%
Over age 65, percent, 2015	16.40%
Female, percent 2015	50.60%
Veterans, (number), 2010-2014	2,638

<i>Race, 2015 (Percent)</i>	
White	94.40%
Black	2.80%
Native American	0.40%
Asian	1.00%
Hispanic/Latino	7.50%

<i>Housing</i>	
Housing Units, 2015	15,424
Homeownership rate, 2010-2014	76.80%
Median Home Value of owner-occupied housing units	\$150,600
Per Capita money income in past 12 months	\$27,596
Median Household income, 2009-2013	\$55,764
Persons below poverty, 2009-2013	12.10%

Crime Rate and Change

“Part I” offenses include murder, rape, aggravated assault, robbery, burglary, larceny, motor vehicle theft and arson. “Part II” offenses include simple assault, curfew offenses and loitering, embezzlement, forgery and counterfeiting, disorderly conduct, driving under the influence, drug offenses, fraud, gambling, liquor offenses, offenses against the family, prostitution, public drunkenness, runaways, sex offenses, stolen property, vandalism, vagrancy, and weapons offenses.

Area	Total Arrest Per Agency	Part I Crimes	Part II Crimes	Total Adult
Statewide Total	152,470	33,260	116,978	128,670
Judicial District 3	10,892	2,015	8,628	9,113
Steele County	694	178	516	581

Source: 2014 Bureau of Criminal Apprehension Uniform Crime Report, Table 16.

Steele County Baseline Recidivism Rates

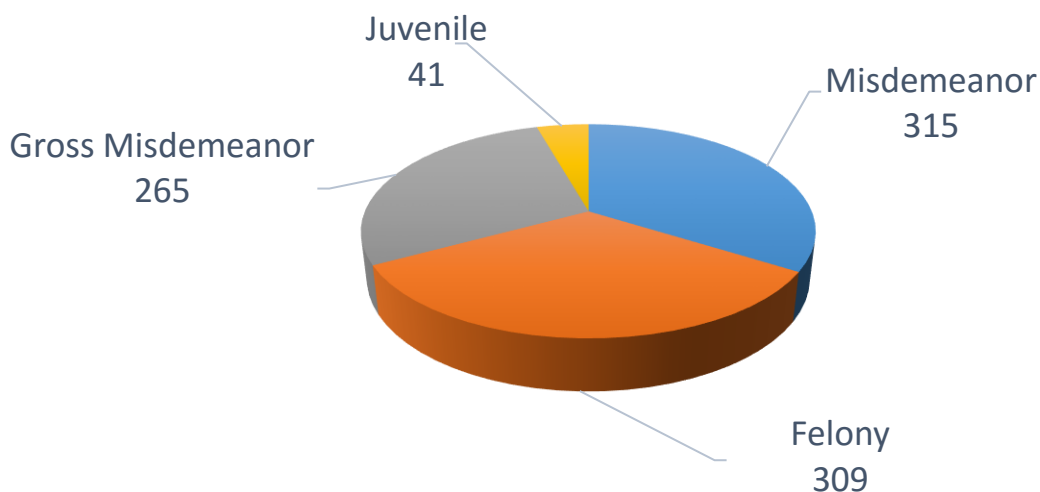
Steele County Adult Felony Offenders Closed in 2012							
3 Year Recidivism Rates with ISR				3 Year Recidivism Rates without ISR			
Case Type		Frequency	Percent	Case Type		Frequency	Percent
Probation	No	76	87.4	Probation	No	63	88.7
	Yes	11	12.6		Yes	8	11.3
	Total	87	100.0		Total	71	100.0
Supervised Release	No	63	70	Supervised Release	No	24	64.9
	Yes	27	30		Yes	13	35.1
	Total	90	100.0		Total	37	100.0

Probation Survey Reports

The following graph represents 2015 Probation Survey Reports data and only displays offenders on active probation supervision and is not inclusive of duties by agents regarding supervised release, pre-sentence, pre-trial, diversion or monitoring cases.

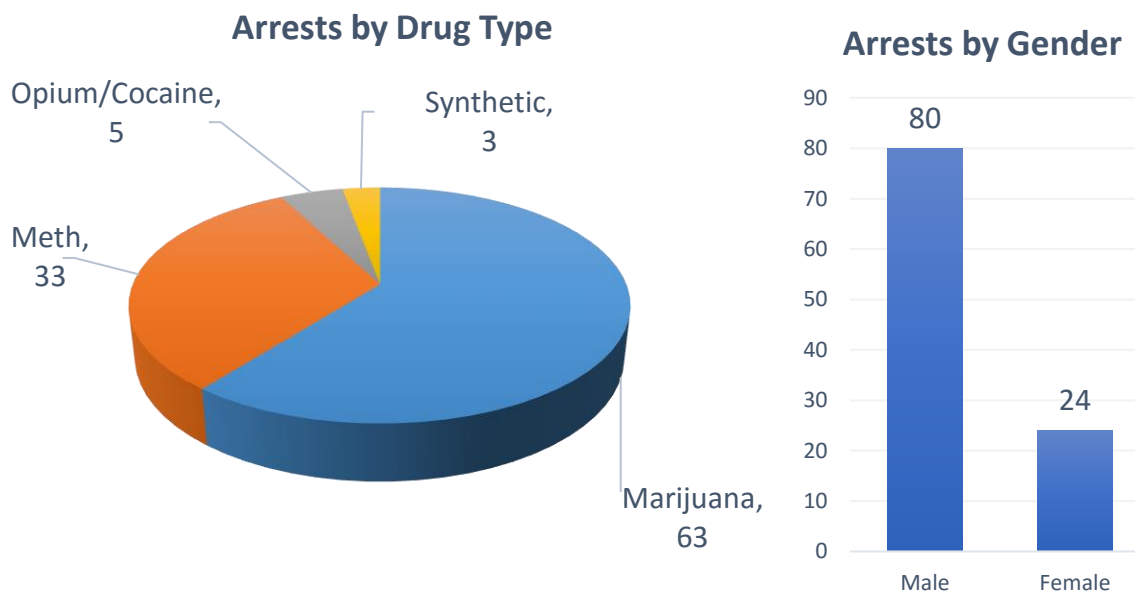
Steele County Offense Classification – 930 Total

Steele County Offense Classifications



MN 2015 Probation Survey “County Data” Appendix B

Steele County Drug Abuse Arrest by Agency – 104 Total

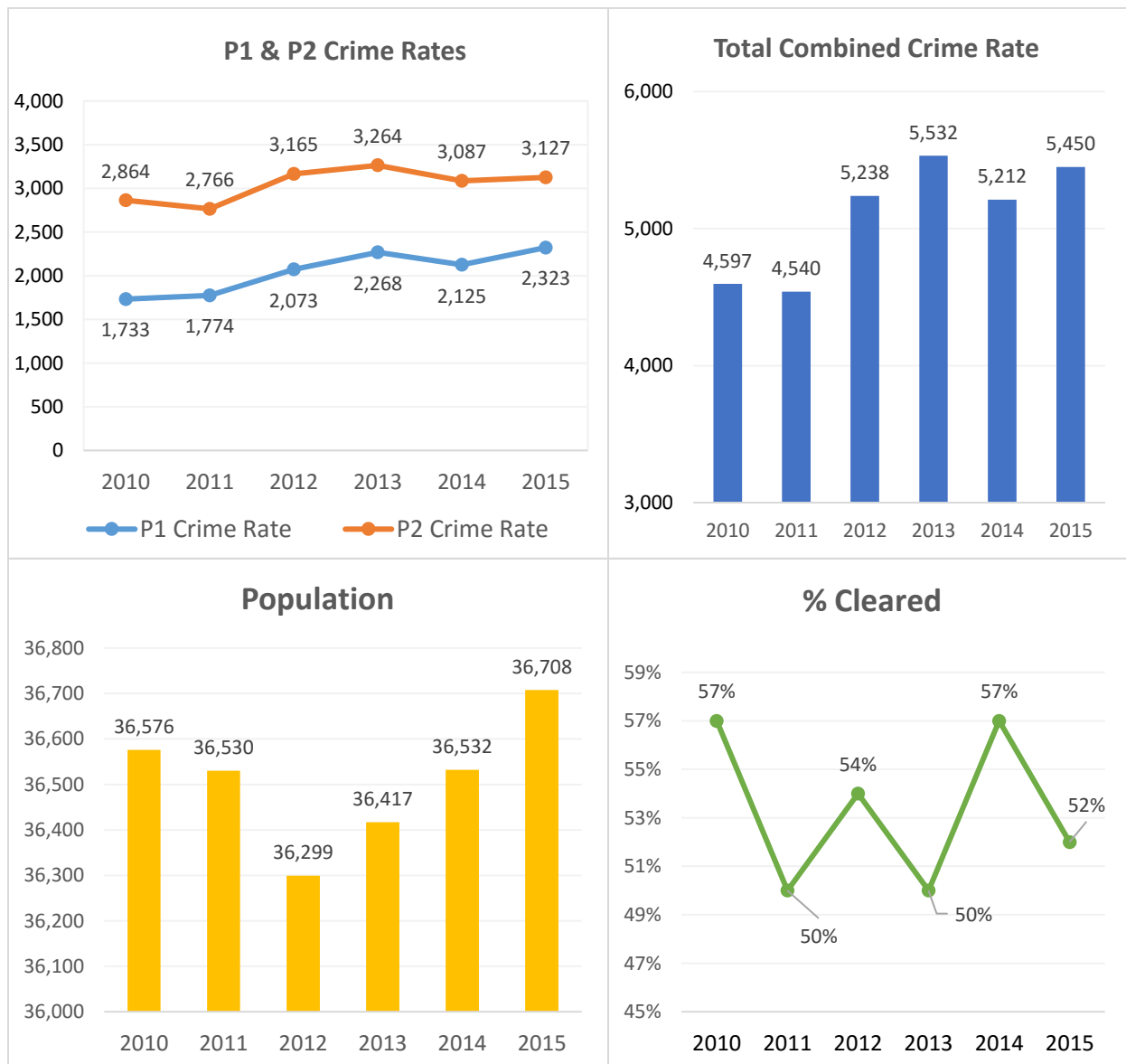


Source: 2015 Bureau of Criminal Apprehension Uniform Crime Report

Crime Rate per 100,000 Inhabitants and percentage cleared

Year	Population	P1 Crime Rate	P2 Crime Rate	Combined	% Cleared
2010	36,576	1,733	2,864	4,597	57%
2011	36,530	1,774	2,766	4,540	50%
2012	36,299	2,073	3,165	5,238	54%
2013	36,417	2,268	3,264	5,532	50%
2014	36,532	2,125	3,087	5,212	57%
2015	36,708	2,323	3,127	5,450	52%

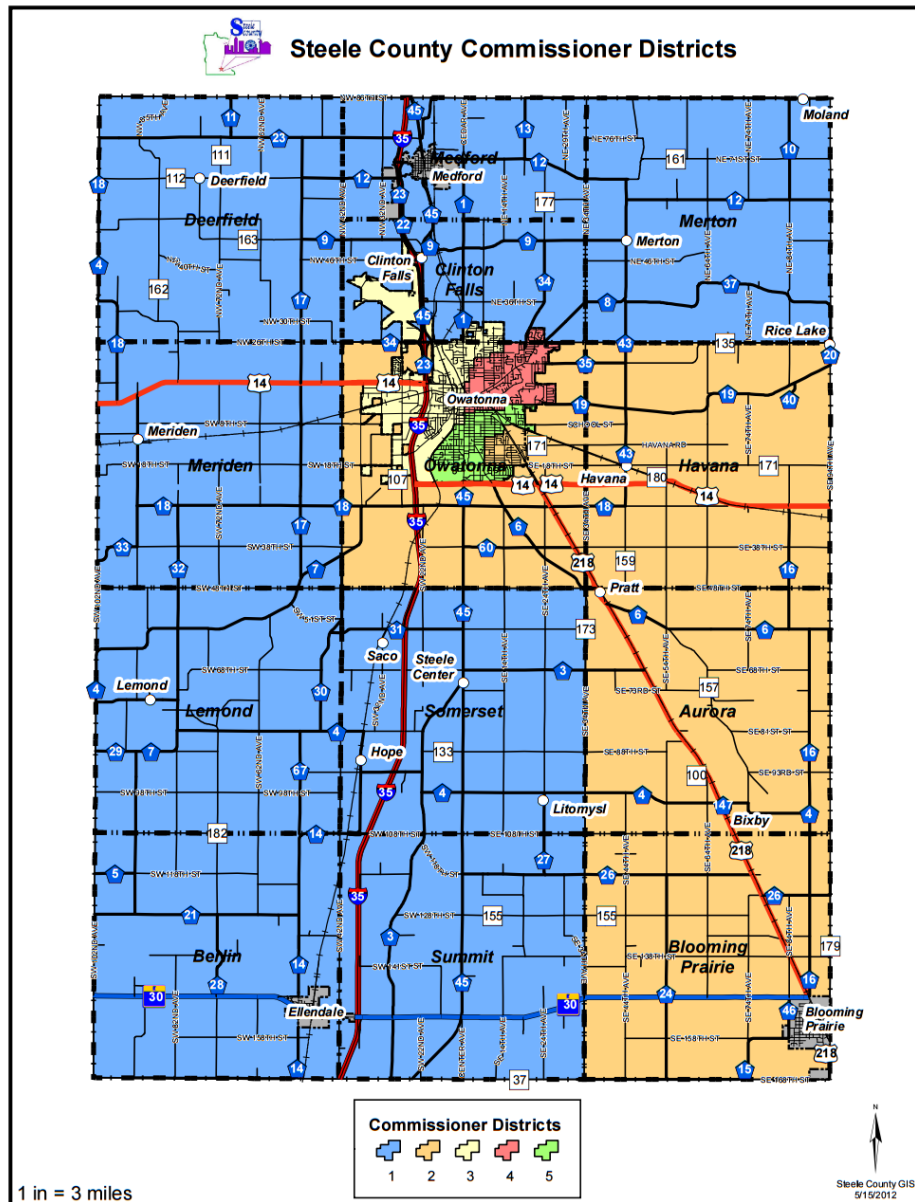
Source: 2015 Bureau of Criminal Apprehension Uniform Crime Report, Table 12 and Published Financial Statements



Political System



<i>County Board</i>			
<i>District</i>	<i>Name</i>	<i>Email</i>	<i>Phone</i>
District 1	James Brady	James.Brady@co.steele.mn.us	507-202-0804
District 2	John Glynn	John.Glynn@co.steele.mn.us	507-475-0473
District 3	Rick Gnemi	Rick.Gnemi@co.steele.mn.us	507-444-7427
District 4	Jim Abbe	Jim.Abbe@co.steele.mn.us	507-444-7478
District 5	Greg Krueger	Greg.Krueger@co.steele.mn.us	507-413-0692



The Steele County Board of Commissioners normally meet in the evenings on the 2nd and 4th Tuesdays of the month, with the exception of the first meeting in January, which is set by statute on the first Tuesday after the first Monday of the month. The meetings are held in the County Boardroom located at 630 Florence Avenue, Owatonna, MN.

The County Board Operates on a Committee system, with five committees in which two Commissioners are members.

2017 Steele County Board of Commissioners

The county board's role relative to Community Corrections is:

1. To identify, support, review, modify and sustain effective evidence based correctional services and programs.
2. Establish the annual budget for the Community Corrections Department.
3. Approve and authorize the implementation of the annual comprehensive plan.
4. Ensure compliance with the provision of the Community Corrections Act.
5. Establish all matters of policy in relation to correctional services under its authority.

Steele County Government:

The County Administrator is the administrative head of Steele County and is responsible for the overall management of county operations and for carrying out all decisions, policies, ordinances, and resolutions of the Board of Commissioners. The administrator reports directly to the board and acts as a liaison between the board and its 7 divisions. The administrator serves on a wide variety of county-related boards and committees to enhance the organization in general and serve the best interests of the county. The County Administrator's leadership includes management of current operations as well as planning for the future. The Administrator also serves as the Public Information Director for the County.

Significant elements of the County Administrator's position are to:

- Develop and advance vital policy, program, and project initiatives at the local, regional, state, and federal levels
- Ensure the implementation of the mission of Steele County, to effectively provide services for the health, safety, and general welfare of the public
- Plan, monitor, and oversee County operations
- Assist in the preparation of the annual budget
- Supervise appointed Division Directors and perform general administrative duties
- Forge positive and beneficial relationships between and among the public, private, and nonprofit sectors as well as the greater citizenry of the county
- Foster the development of a professional and productive organizational culture to ensure the delivery of quality public services for the citizens of Steele County
- Preserve the sustainability of a responsive, adaptable, and customer-oriented public service system
- Promote the public trust through responsible fiscal management, open and consistent communication, and a realistic long-term vision
- Protect the ongoing viability of taxpayer dollars and promote the larger economic vitality of the county as a whole

Judiciary Chambers

3rd Judicial District

Judge Joseph A. Bueltel
Third Judicial District Judicial Agents



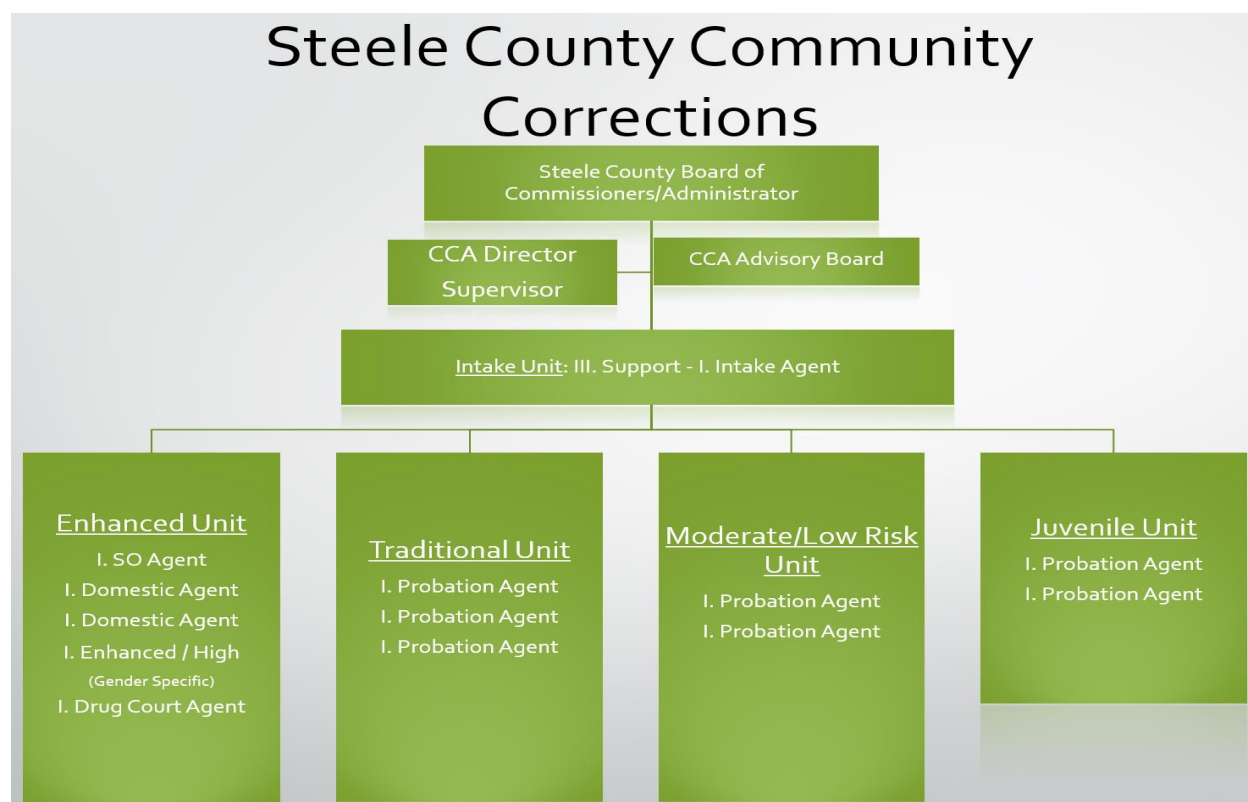
Judge Karen R. Duncan
Third Judicial District Judicial Agents



Steele County Community Corrections Advisory Board Members

- | | |
|--------------------|--|
| 1. John Glynn | Steele County Board of Commissioners |
| 2. Joseph Bueltel | Chief Judge - 3 rd Judicial District |
| 3. Tim Schammel | Steele County Community Corrections Director |
| 4. Steve Rick | Steele County Community Corrections Assistant Director |
| 5. Christy Hormann | Steele County Chief Deputy County Attorney |
| 6. Lon Thiele | Steele County Sheriff |
| 7. Keith Hiller | Owatonna Police Chief |
| 8. Jane Hardwick | MN Prairie Executive Director |
| 9. Amy Roggenbuck | Steele County Community Services Director |
| 10. Jill Barickman | MN Department of Corrections |
| 11. Jolene Mohs | Education |
| 12. Shelly Flores | Ethnic Minority Member/Education |
| 13. Rob Stewart | Citizen Member |

Organizational Structure



Organization and Description of Services

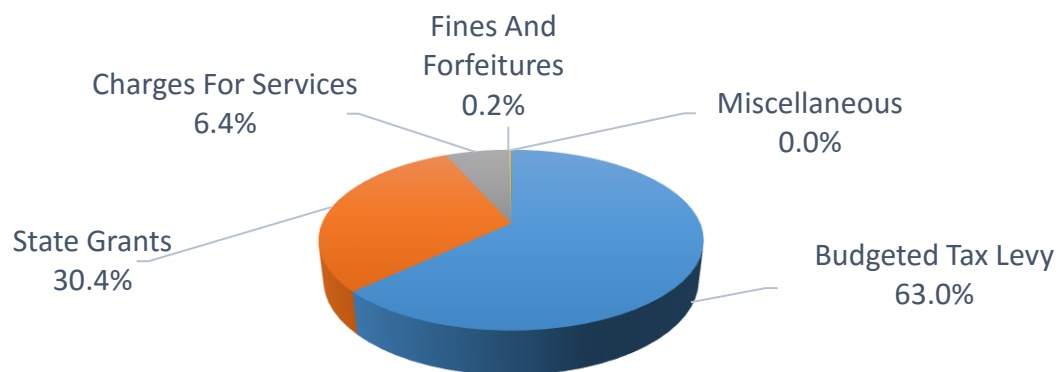
County Administration is responsible for the overall management of Steele County Community Corrections. Community Corrections is within the Community Services Division and under direction of the Community Services Director. The department provides a variety of services to the Steele County Court. These services include investigative, program and probation supervisory services for adult and juvenile offenders.

Corrections management staff provide oversight, and direct and monitor all aspects of the department. Management is also responsible for administering the comprehensive plan under the direction of the advisory board. Corrections acts as liaison to other agencies; Corrections directs offender supervision, programming, personnel functions, planning, research, budget preparation and financial reporting.

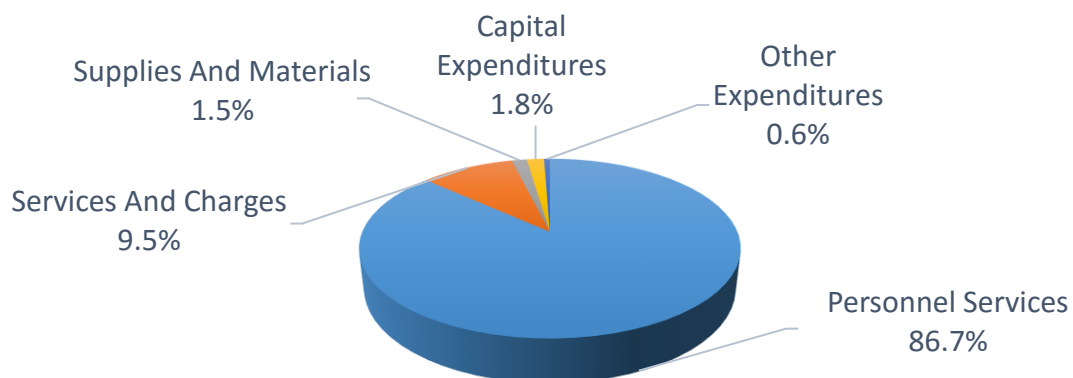
The Intake Unit provides receptionist duties, collects offender fees, processes departmental invoices, maintains records in CSTS, assists in the preparation of financial and data reports, provides inventory management, provides support services for all department staff, assists with PSI's, risk assessments and facilitates file movement to appropriate units.

Department Budget

2017 Revenues	Amount	%
Property Tax Levy	\$ 1,078,650	63.0%
State Grants	519,450	30.4%
Charges for Services	110,000	6.4%
Fines and Forfeitures	2,700	0.2%
Miscellaneous	600	0.0%
Total Revenues	\$ 1,711,400	100.0%



2017 Expenditures	Amount	%
Personnel Services	\$ 1,483,500	86.7%
Services and Charges	161,900	9.5%
Supplies and Materials	26,000	1.5%
Capital Expenditures	30,000	1.8%
Other Expenditures	10,000	0.6%
Total Expenditures	\$ 1,711,400	100.0%



MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Steele County
Budget Year: 2017

Consolidated Budget

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				1,483,500
Service & Contractual				134,400
Travel				12,000
Training				15,500
Supplies & Materials				26,000
Capital Outlays				30,000
*Other Services (specify below)				10,000
Direct Budgeted Expenses	312,746	1,098,644	300,010	1,711,400
Use of State Institutions	0	0	0	0
Total Budgeted Expenses	312,746	1,098,644	300,010	1,711,400

Staff Training Budget (minimum requirement = 2% of Subsidy)	<u>6,255</u>
Minimum County/Group Level of Spending Current Year:	<u> </u>
Percent of County budget	<u>0%</u>

Full Time Equivalent by Program Area

<i>Program Area</i>	<i>Description</i>	<i>FTE's</i>
Supervisory	Director and Assistant Director employed as the Department Head and Supervisor to oversee the correctional operations in Steele County and serve as as the liaison with the CCA Advisory Board, Steele County Board of Commissioners and stakeholders.	2.00
Administrative	Administrative Assistants and a Probation Program Assistant provide services and operational procedures of intake and office management of files and Agent/client communications.	2.25
Specialty Court Agent	Corrections Agent to provide full-time services to the Steele County Drug Court.	1.00
Adult Probation Services	Corrections Agents to supervise adult offenders sentenced to probation in Steele County and supervised release offenders accepted to supervision in Steele County.	10.00
Juvenile Probation Services	Corrections Agents that supervise and provide services to juveniles sentenced to probation and diversion in Steele County.	2.25
Intake Services	Corrections Agent that assists with PSI's, risk assessments, inter/intra state transfers and file facilitation per structure.	1.00

Staff Training

Steele County Community Corrections is dedicated in keeping our staff educated and trained in correctional best practice. To reinforce this philosophy, the Department's pay system recognizes years of services, meeting training requirements and program innovation and development. We attempt to maximize limited training resources by facilitating in-house training when it is possible and collaborating with outside agencies in training of evidence-based practices (EBP).

Core Staff Training Goals

Department-Evidence Based Practices

Evidence Based Practices (EBPs) are utilized by the department daily. EBPs focus on reducing offender risk and addressing offender needs, which in turn reduces new crime and improves public safety. Of the many available approaches to community supervision, a few core principles stand out as proven risk reduction strategies. Though not all the principles are supported by the same weight of evidence, each has been proven to influence positive behavior change.

Motivational Interviewing (MI)

Probation Agents use motivational interviewing techniques to facilitate and engage intrinsic motivation within the offender to change behavior. MI is a goal-oriented, client-centered counseling style for eliciting behavior change by helping offenders to explore and resolve ambivalence. All probation agents are trained in MI and will receive ongoing MI booster trainings.

Risk/Needs Assessment

The Level of Service Inventory Revised pre-screen (LSI-R:SV) and the Level of Service/Case Management Inventory (LS/CMI) are risk/needs assessment tools which assesses recidivism risk factors including criminal history, education/employment, relationships, substance abuse and criminal attitudes.

A LSI-R:SV (pre-screen), and a LS/CMI with a pre-screen score of three or more, is initially completed by Intake or Probation Agents to help identify, risk, offender programming needs, sentencing recommendations, and supervision assignment. High risk offenders receive individual case management while medium/low risk offenders, scoring 12-19, are assigned to "Moderate/Low Risk Unit". Offenders scoring 20-29, are assigned to the "Traditional Unit" and offenders with risk scores 30 and above will be assigned to the "Enhanced Unit." The LS/CMI

assists supervising probation agents with case planning goals and supervision strategies. Reassessments are initially required 1 year after sentencing and/or prior to any change in supervision level. Additionally, quality assurance for all LS/CMI's is completed by supervisors prior to the assessment being posted on the statewide system.

The Youth Level of Service/Case Management Inventory (YLS/CMI pre-screen and YLS/CMI 2.0) are validated risk/needs assessment tools that assess risk and need factors for youth, including legal history, family circumstances, education/employment, peer relationships, substance abuse, leisure/recreation, personality/behavior, and attitudes/orientation. A YLS/CMI pre-screen, and YLS/CMI 2.0 with a pre-screen score of three or more, is completed on all delinquent youth ordered to complete a pre-disposition report and/or placed on probation to our department. The YLS/CMI is used in the pre-disposition phase to determine a youth's risk to re-offend and assist with programming and disposition recommendations to the Court. It is used post-disposition to assign an appropriate level of supervision, and assist the supervising probation agent with case planning. Reassessments are initially required six months from disposition, annually thereafter or more often if there is a significant change in circumstances. All YLS/CMI 2.0 assessments and reassessments are reviewed and posted by a supervisor designated to provide quality assurance.

Case Plans

Case plans are written, time and goal driven, dynamic in nature, and focus on addressing the criminogenic needs of the offender. The tool guides the offender and the probation agent toward targeted activities and outcomes. Case plans are completed with juvenile and adult offenders who score High or above (20+) on the risk/needs assessment. Case plans are reviewed with the offender at least monthly.

Carey Guides

Research demonstrates that traditional methods of supervision are ineffective in reducing recidivism among adult and juvenile offenders. For behavior change and recidivism reduction to be possible, offenders must understand the personal and environmental factors contributing to their offending behavior and be taught the skills they need to make positive changes in the future.

The Carey Group is a national consulting firm that provides training and technical assistance for justice and correctional professionals and community groups. The Carey Group developed 33 practical, easy-to-use handbooks to help corrections professionals deliver EBP to offenders with whom they are working. Twelve Guides address criminogenic needs and focus on case management issues.

All probation agents are trained in the effective use of Carey Guides and utilize them with high risk offenders as part of the case planning process.

Cognitive Restructuring

Thinking for a Change

Thinking for a Change is a cognitive-behavioral program, governed by a simple, straightforward principle: thinking (internal behavior) controls actions (external behavior). Therefore, it is necessary to target offenders' thinking to change their actions that lead to criminal conduct. Thinking for a Change is appropriate for a wide range of offenders. Some offenders engage in criminal conduct because they are under socialized, lacking a repertoire of pro-socially acceptable responses to their daily lives. This often takes the form of aggressive acts but can also be manifested in withdrawn behaviors, or other anti-social behaviors such as those associated with drug and alcohol abuse. Other offenders engage in planned and deliberate criminal acts supported by strong antisocial attitudes and beliefs. Their way of thinking supports and justifies the serious offenses they commit. Behavior change cannot take place for these individuals until they become aware of their thinking and see a reason to change. When deciphering which offenders are appropriate for cognitive restructuring courses Steele County Agents will refer based on; offenders scoring high risk in the Anti-social attitudes and Anti-social pattern domains on the LS/CMI, criminal history and history of noncompliance as criteria for referral to Thinking for a Change programming.

Moving On – Female Specific Cognitive Restructuring

This gender-specific program addresses many risk factors that can lead to a woman's criminal behavior. It provides women with alternatives to criminal activity by helping them identify and mobilize personal and community resources.

- Is a flexible, open-ended intervention program
- Draws on the evidence-based treatment models of relational theory and cognitive-behavioral therapy
- Can be administered to groups or individuals in community corrections as well as institutional settings

Program content is organized around four main themes:

1. Encouraging personal responsibility and enhancing motivation for change
2. Expanding connections and building healthy relationships

3. Skill enhancement, development, and maintenance
4. Relaxation and stress management skills

Community of Practice (CoP)/Coaching Circles

Community of Practice, or CoP, is an informal, peer-facilitated forum that convenes quarterly to continue learning and practicing skills that were acquired during previous training and follow-up coaching sessions involving Carey Guides, Case Planning and Motivational Interviewing. Activities for a CoP might include debriefing recent or difficult interactions, brainstorming motivational interviewing responses for challenging situations, real-play/role-play, listening and providing feedback to recordings, and various skill practice exercises.

Salary Roster

<i>Position Title</i>	<i>Salary Range</i>	<i>FTE Count</i>
Director	\$73,258 - \$102,586	1.00
Assistant Director	\$64,210 – \$89,918	1.00
Probation Agent (III)	\$60,050 – \$84,094	3.00
Probation Agent (II)	\$56,576 – \$79,186	3.00
Probation Agent (I)	\$53,789 – \$75,338	4.00
Assistant/Support Staff	\$43,368 – \$60,736	2.50

Signed Board Resolution

STEELE COUNTY RESOLUTION NO. 16-62

NOTIFICATION TO THE DEPARTMENT OF CORRECTIONS COMMISSIONER OF STEELE COUNTY'S INTENT TO ENTER INTO THE COMMUNITY CORRECTIONS ACT (CCA) DELIVERY SYSTEM

WHEREAS, Steele County currently provides correctional services under Minn. Stat. §244.19, the County Probation Agents (CPO) system; and

WHEREAS, stakeholders representing probation, the Court, law enforcement, County Attorney's Office, Administration and Finance; determined that it is in the best interest of Steele County to participate in Community Corrections Act model and provided its recommendation to the Steele County Board of Commissioners;

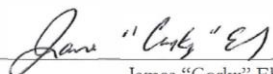
WHEREAS, the Steele County Board of Commissioners has reviewed the similarities and differences of all the correctional services; and

WHEREAS, it is felt that a consistent level of service delivery and the use of evidence-based practices will benefit Steele County by reducing recidivism, strengthening families, supporting individuals as contributing members of the community, etc.;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that Steele County inform the Minnesota Department of Corrections of its intent to participate in the Community Corrections Act delivery system under Minn. Stat. Chapter 401 effective on or after July 1, 2017.

Dated this 14th day of June, 2016.

STEELE COUNTY
BOARD OF COMMISSIONERS


James "Corky" Ebeling, Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 14th day of June, 2016.


Laura Ihrke, Steele County Auditor

Program Descriptions

Juvenile Probation

Juvenile Unit

Pre-disposition, the juvenile unit monitors juveniles with court ordered, pretrial release conditions; completes court ordered reports to assist the court in making informed, evidence based decisions, and provides information and coverage for detention hearings as needed.

Post-disposition, the unit supervises juveniles placed on probation or parole for offenses ranging from petty-misdemeanor to felony. The youth assigned to the juvenile unit can range in age from ten to twenty-one, if designated extended jurisdiction juvenile (EJJ). The unit utilizes the Youth Level of Service/Case Management Inventory (YLS/CMI) risk/needs assessment for all delinquents to determine their level of supervision and assist in case planning. Delinquents are assigned to a probation agent and stay with that agent throughout the duration of their supervision. Probation agents work collaboratively with the juvenile, their family, school staff, Health and Human Services and service providers to provide support and accountability in an effort to improve outcomes for the youth and their family.

A mental health screening is completed pursuant to Minnesota Statute and is a brief questionnaire to detect potential mental health problems. The unit utilizes the (POSIT) Problem-Oriented Screen Instrument for Teenagers - used to determine mental health concerns of adolescents. This tool assists probation agents in assessing whether a youth could benefit from a referral to a mental health professional, and whether a mental health professional trained in trauma focused-cognitive behavioral therapy is warranted. Research shows that early identification and intervention improves the quality of life for children and their families with reduced cost of services.

The juvenile unit utilizes a variety of community-based resources to address the juvenile's risk and needs while under supervision. These resources include, but are not limited to, community work service/juvenile work crew, anger management programming, cognitive restructuring, independent living, theft prevention, drug/alcohol education, impact panels, social skills, and various chemical dependency and mental health services.

When community-based services are not appropriate, or do not meet the juvenile's needs, an out-of-home placement may be considered. Out-of-home placement options vary in length, and range from non-secure foster care to a secure juvenile correctional facility.

Youth Level of Service/Case Management Inventory (YLS/CMI)

<i>Risk Level and YLS/CMI Score</i>	<i>Contact Level</i>	<i>Supervision Contact Goals</i>
Very High (Score of 28-42) <i>YLS/CMI and Case Plan</i>	Enhanced	Minimum of weekly contact Case Plan Required
High (Score of 23-27) <i>YLS/CMI and Case Plan</i>	<i>High</i>	Minimum contact twice per month Case Plan Required
Moderate (Score of 16-22) <i>Case Plan at 20 or higher</i>	Medium	Minimum of one contact per month
Low (Score of 0-15) <i>YLS/CMI; no Case Plan required</i>	<i>Low</i>	Minimum of one contact every three months (Consider Group Supervision)

Diversion

Steele County Community Corrections works collaboratively with the County Attorney's Office who typically refers all first time, low-level offenses for pre-charge diversion. Successful completion of the diversion program allows the juvenile to avoid prosecution, the formal court process, and a legal record. Diverting low risk juveniles from the formal court process can improve outcomes and reduce costs while holding youth accountable. The requirements of a diversion may include: an education program, restitution, community work service, apology letter, evaluation(s) and/or counseling.

The Diversion Payable Program is a diversion option for tobacco and curfew violators. The juvenile is assessed a fee based on their history of tobacco and/or curfew offenses. The juvenile is given 30 days to pay and are only referred to court if they fail to pay or upon their request. All fees collected through this program are credited to the department's juvenile restitution account and distributed through the Restitution Reimbursement Program.

Steele County Truancy Court Program

Building upon the lessons learned from local, state, and national specialty court programs, the Steele County Truancy Court (SCTC) serves students ages 12-16 to address the underlying causes of truancy. The SCTC reinforce the need for and value of education through efforts from the schools, courts, local government agencies, mental health and CD counselors, families, and

the community. The SCTC will provide both sanctions and incentives to students with the goal of improving the students' school attendance and as a result, increasing academic achievement and reducing the child's risk of involvement in the juvenile or adult criminal justice system.

The SCTC will use a ten week (minimum), three-phase process to address habitual truancy. The phases will reinforce not only the legal obligation to attend school, but also the long-term value of education. A case plan will be developed for each student and any appropriate referrals for assessments or counseling will be made. Parents/guardians will also be expected to participate in the SCTC to build families' ability to reinforce the importance of education.

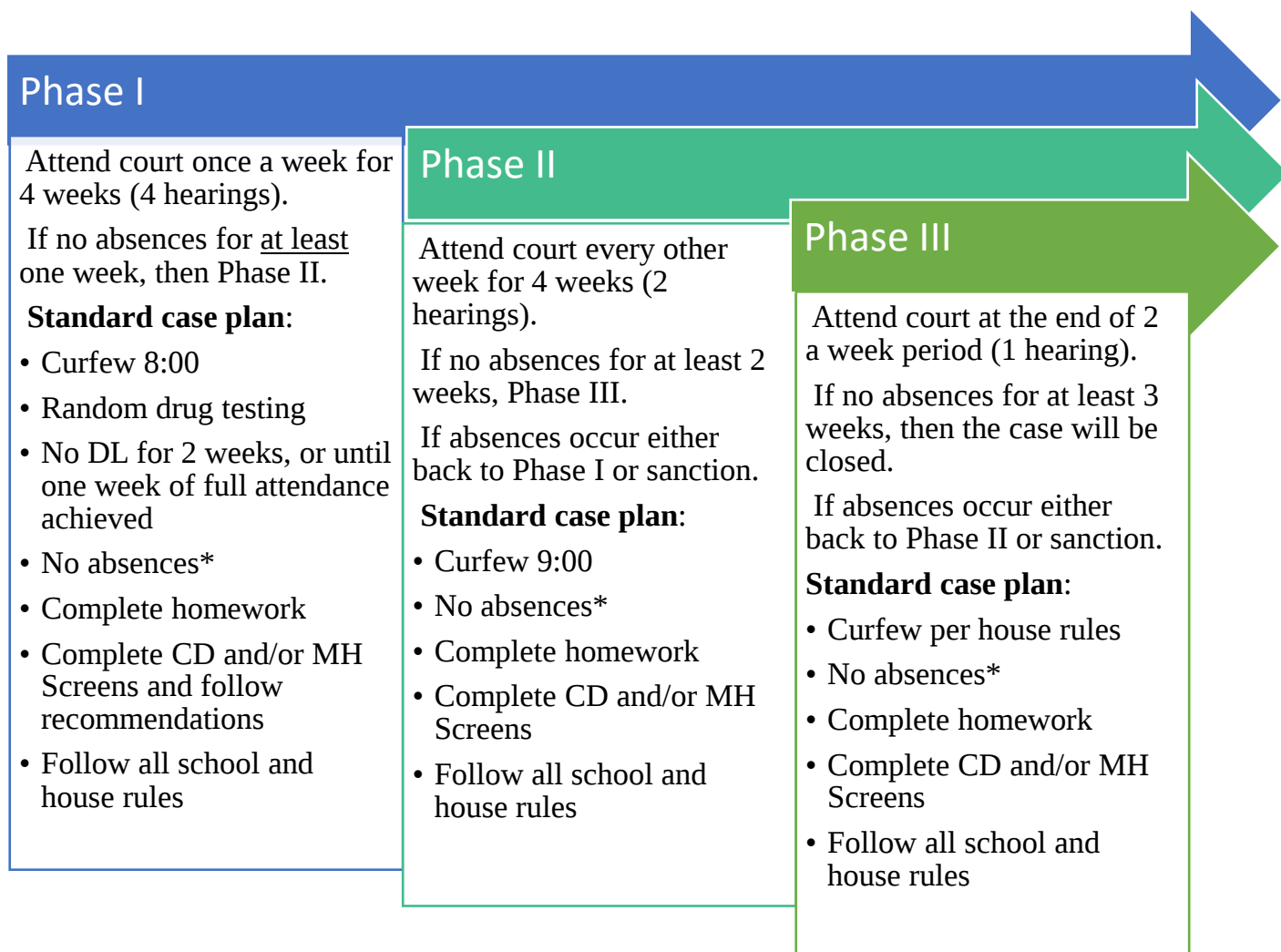
SCTC Eligibility

The SCTC will serve students who are:

1. Age 12-16
2. Enrolled in school
3. "Habitual Truants"
4. Referred by a school official
5. Have had the opportunity to participate in an Attendance Review Board (ARB) process.

Students ineligible for SCTC:

1. Students with behavioral or emotional conditions that pose a threat to the success of other SCTS participants
2. Students on supervised juvenile probation at the time of SCTC referral.



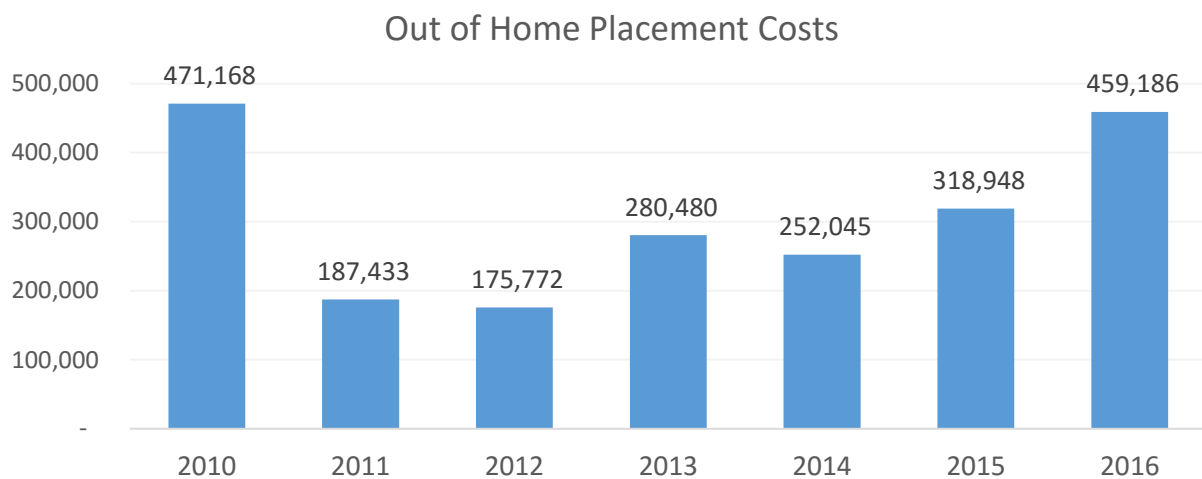
*NOTE: "Absence" means any unexcused missed time from school.

Examples of incentives for improving attendance	Examples of sanctions for lack of improvement
Recognition by Court and other interested parties	Community work service
Gas cards	Paper presented to Court
Reduction of fines/costs	Loss of DL privilege
Phase advancement	Earlier curfew
“Fishbowl” drawing	Electronic Home Monitoring
“Student of the Week”	Increased office visits
*Graduation = Pizza party!	Additional referrals
	Delay in phase advancement

Local Juvenile Programming

- Associates in Psychiatry/Psychology
- Fernbrook Family Center
- South Central Human Relations Center
- Fountain Centers
- Big Brothers / Big Sisters
- Diversion Solutions
- Mills Street House
- Crisis Resource Center
- Truancy Court
- Owatonna Public Library

Juvenile Out of Home Placement Costs



Adult Probation

Resources provided to offenders by the differentiating units may include, but are not limited to: community work service/adult work crew, mental health services, alcohol/drug education, chemical dependency treatment, sex offender treatment, parenting classes, individual counseling, anger management programming, domestic abuse programming, driver improvement classes, impact/awareness panels, and/or cognitive restructuring programming.

Intake Unit

The Intake Unit is responsible for Pre-Sentencing Investigations, risk assessments, intra/inter-state transfer investigations monitoring of court-ordered pre-trial conditions, hooking up SCRAM monitoring equipment, completing court-ordered and supplemental assessments/reports, and completing probation intakes after sentencing. During the probation intake process, probation expectations are reviewed, the offender's supervision level is assigned, offenders are transferred to appropriate supervision units and resources are provided to the offender based on their risk/need and court-ordered conditions.

Enhanced Unit

The Enhanced Unit is comprised agents that specialize in Domestic, Gender Specific, Very High/High Risk and Sex Offender Supervision. These caseloads are designed to have smaller caseloads of offenders to allow for increased supervision and focus on criminogenic needs and case plans. These caseloads are designed to supervise offenders with a high LS/CMI scores (30+), crimes of violence, sexual assault and a history of supervision failures. The goal of these caseloads is to keep offenders in the community by focusing on offenders' needs and hold them accountable to provide public safety to the community.

Sex Offender Supervision

Adult offenders who are sentenced for a sex-related offense are assigned to a Sex Offender Specific caseload. Sex offenders are considered high risk until they complete the primary portion of sex offender treatment. Supervision consists of face to face contact, case management, use of supplemental assessments, DRA's, attendance at weekly sex offender groups, case planning, polygraphs and Carey Guides.

Domestic Violence Supervision

Since January of 2015, Steele County Probation Services has established Domestic Specific Supervision to closely supervise a domestic violence specific caseload. These Probation Agents

work exclusively with offenders who have committed an act of domestic abuse pursuant to Minnesota Statute 518B.01, Subd. 2. Domestic abuse is committed against a family or household member, by a family or household member. The Domestic Abuse Agents administer the LS/CMI, the Domestic Violence Inventory (DVI) along with local domestic abuse professional reports to aid in placing offenders into the appropriate risk area of supervision. The focus of the Probation Agent is to increase victim safety, hold offenders accountable, and promote change in offender behavior through appropriate levels of supervision.

Early Intervention Family Violence Program / Domestic Diversion

This program is a true collaboration between the Steele County Attorney's Office along with the Steele County Community Corrections.

The Steele County Attorney's Office Early Intervention Family Violence Program encompasses first time misdemeanor domestic abuse cases, misdemeanor violation of harassment restraining orders, misdemeanor violation of orders for protection, and gross misdemeanor interference with an emergency call cases. The diversion program applies only to first-time offenders. An offender who has been convicted of a qualified offense or any person-related offense does not qualify for diversion. Steele County Community Corrections then supervises offenders who qualify for up to two years. The level of supervision is determined by the Domestic Violence Unit and special domestic violence conditions apply.

* Steele County also has an Adult Diversion program. The focus of this program is specific to first time property/theft crimes and these adult offenders are referred to classes and courses in the area specific to their offense.

Steele County Coordinated Community Response Team

Our Coordinated Community Response Team (CCRT) meets on a regular basis to talk about critical issues and aspects of how we deal with domestic violence as a community. It is our goal to continuously improve and evaluate our response and how we can come together as a community to better respond and limit these offenses.

The mission of the Steele County Coordinated Community Response Team is to establish and maintain a coordinated, county-wide response to domestic violence that emphasizes offender accountability and rehabilitation, as well as the safety and the public. The CCRT will further this mission through enforcement, education, collaboration, and innovation in order to end the cycle of violence and the exposure of children to domestic violence in our community, which can create healthy, violence free family units.

Gender Specific

Steele County Community Corrections designed the new structure to allow the gender-specific supervision of an enhanced/high-risk “female specific” caseload supervised in the ‘Enhanced Unit’. Currently the department has two Agents trained in “Moving On,” a female specific cognitive restructuring program. This gender-specific program will address risk factors that can lead to a woman's criminal behavior. It provides women with alternatives to criminal activity by helping them identify and mobilize personal and community resources. It is the goal to continually examine gender specific data, programming and training to help meet community and supervision needs in the future for Steele County.

Traditional Unit

Traditional supervision includes offenders who have been placed on probation and/or who have been released from prison. Typically, offenders in this unit have been assessed as high risk (20-29), per the LS/CMI risk assessment tool. Probation agents supervise offenders based on risk and criminogenic need. These contacts may occur at the Community Corrections Department, the offender’s home, employment or in the community and may take place during non-traditional hours including nights, weekends and holidays. Agents employ evidence based strategies to promote positive behavior change by establishing professional rapport, utilizing motivational interviewing (MI) strategies and creating an individual offender case plan.

Moderate/Low Risk Unit

Offenders who have been assessed moderate-low risk (19-12) per the LS/CMI and will be required to have contact with their probation agent bi-monthly, quarterly or as needed. These contacts occur at Steele County Community corrections meeting facilities and these visits may take place during non-traditional hours including evenings. Probation agents verify residence and employment status and address any barriers an offender may be having with completing their court ordered conditions. The goal with these offenders, after court conditions are completed, is to then transfer their supervision to monitoring/administrative supervision.

Steele Waseca Specialty Courts - SWDC Drug Court and DWI Track

Building upon a strong tradition of collaboration and joint cost-savings strategies, Steele County and Waseca County began the process of planning and implementing an Adult Drug Court that serves both counties’ residents in July of 2013. The Steele Waseca Drug Court (SWDC) directly serves a largely rural area with a combined total of 853.01 square miles and a combined population

of 55,598, based on the 2014 US census estimate. The multi-county program has operated since July 1, 2014, is an Adult Hybrid Drug Court program, serves post-adjudication cases and is administered by Third District Court Judges in Steele County and in Waseca County.

The Steering Committee adopted the Mission of the SWDC: The Steele Waseca Drug Court collaboratively reduces crime, increases public safety, lowers recidivism, rehabilitates offenders, and re-integrates them into the community with the means to become contributing members of society. This Mission is put into action through the commitments of the dedicated team members and steering committee, guided by an orientation of continuous education and improvement. As an example of this orientation, the SWDC sought and received technical assistance through American University in late 2015. The recommendations from this review were incorporated into a 2016 Enhancement Grant proposal (additional detail below). This grant was awarded beginning in October of 2016 and will be used to strengthen the SWDC's ability to promptly assess and treat participants' mental illness, ensure protection of due process rights by communicating with defense counsel, increasing access to NADCP training and continuing to conduct evaluations of the program. In January 2017, SWDC was awarded a Minnesota Department of Public Safety-Office of Justice Programs (DPS-OJP) Grant to establish a DWI-Track (described below).

Waseca County operates the program, employs all positions, and manages all budgetary items. SWDC follows the Waseca County policy for acceptance and approval of any grant or devise of real or personal property and maintains such property for the benefit of its citizens in accordance with the terms prescribed by the donor pursuant to Minn. Stat. §465.03. SWDC is a current recipient of two three-year BJA Adult Drug Court Grants to include a 2014 Implementation Grant awarding \$346,604.76 (expires 9/30/17) and a 2016 Enhancement Grant awarding \$295,920.11 (expiring 9/30/19). The Implementation Grant funds a FTE Drug Court Coordinator, reimburse law enforcement for compliance checks, drug and alcohol testing supplies and laboratory fees to support 40 offenders, transportation, training, incentives, contracted Rule 25 assessments, chemical health treatment, mental health diagnostic evaluation and an independent evaluator for evaluation. The Enhancement Grant funds mental health services, defense counsel services, training and evaluation in years two and three. The SWDC is a recipient of a one-year DPS-OJP awarding \$99,917 grant (expires 12/31/17) to establish the DWI-track and funds one FTE probation agent/case manager, testing costs, training and travel. SWDC program receives Minnesota Judicial Branch allocated dollars of \$170,424 annually. The State allocated dollars fund one FTE probation agent/case manager, cell phone services, transportation costs, team training costs, and office supplies. The Drug Court Coordinator performs the grant management and reporting. The Waseca County Court Service Director approves payments of all expenses.

As of May 30, 2017, the SWDC has served a total of 157 participants in Steele County since its inception with 13 graduations and 27 terminations.

Steele Waseca Drug Court

SWDC recognizes the direct connection between substance abuse, co-occurring disorders, and crime and the importance of providing rapid entry into appropriate treatment for persons charged with crimes related to substance use or co-occurring disorders. The SWDC targets non-violent adult offenders residing in Steele or Waseca Counties with felony or gross misdemeanor level offenses that are high risk/high need on a Risk and Need Triage (RANT), deemed chemically dependent on a chemical use assessment and are willing to participate in the program. SWDC enhances participant strengths and seeks to use positive reinforcement to affect behavioral change. The SWDC differs from traditional probation by offering intensive, personalized, multidisciplinary supervision and providing a strength-based program to promote the participant's ability to change behavior and choose a pro-social lifestyle. Prior to program completion, participants obtain safe-sober housing, employment, a valid driver license, high school diploma or GED, comply with child support, pay all fines, fees and restitution, complete a cognitive behavioral program, complete chemical health treatment and finally become a member of the *Recovery* community.

The SWDC accepts up to 40 participants across all phases at any one time for supervision. The program is a minimum of 18 months and is progress based with an average participation of 24 months. The SWDC Team consists of the following: Judges, SWDC Coordinator, SWDC Probation agents, law enforcement representatives, prosecutors, defense counsel, Rule 25 Evaluators, treatment representatives, and mental health representatives. The SWDC will forge partnerships with various other community partners to comprehensively provide participants with the means to successfully re-enter the community by fostering pro-social relationships and lifestyles in its participants.

SWDC - DWI Track

The DWI track is a parallel part of the SWDC. The hallmarks of the DWI-track will be intensive, community based testing and monitoring, DWI-specific cognitive behavioral therapy, and re-establishing valid driving privileges for offenders. This project's target population and eligibility requirements include adult DWI offenders who are non-violent residents of Steele or Waseca Counties. Participants are identified as high risk/high need using the RANT-DWI tool, willing to participate, and have been diagnosed with a substance use disorder and in need of treatment. The program will target repeat offenders and those with significantly elevated alcohol concentrations at the time of offense, both of which pose increased risk to public safety. If determined eligible, the case is referred to the staffing team for consideration. Once accepted, the parties are notified to expedite the plea/admission and order the defendant's release from custody and participation in the SWDC program. Acceptance occurs within two weeks of referral. The structure of the program is post adjudicatory, divided into 4 phases and is a minimum of 18 months. The DWI track structure is based on NADCP recommended supervision guidelines for DWI courts. Program

participants receive downward dispositional departures on their sentence. This project's target capacity is 20 participants to enhance SWDC's overall capacity from 40 to 60 participants.

Cultural Specific

Although the department does not have the resources nor do the numbers currently justify a need for specialized caseloads for minorities, the department consistently looks for cultural specific training opportunities for staff. In that Steele County has a significant Somali population, future goals are to take a deeper look into this population and explore how to prevent and react more effectively organizationally and as a Community. As part of our utilization of EBPs, agents assess risk, responsivity and criminogenic needs when making referrals to outside agencies. For offenders not proficient in the English language, probation agents utilize language interpretation to help ensure clear and effective communication.