



# Board of County Commissioners Agenda Request

5A  
Agenda Item #

**Requested Meeting Date:** 6/14/2016

**Title of Item:** Community Corrections Comprehensive Plan

<input checked="" type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input checked="" type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

<b>Submitted by:</b> Elizabeth DeRuyck	<b>Department:</b> Community Corrections
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<b>Presenter (Name and Title):</b> Elizabeth Deruyck, Director	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**

The community corrections department is required to develop a Comprehensive Plan for the Department of Corrections per MS 401.11. The Aitkin County Community Corrections Advisory Board approved the plan on May 31, 2016 and recommended it be subsequently approved by the Aitkin County Board.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve the Aitkin County Community Corrections Comprehensive Plan.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No Please Explain:



Aitkin County  
Community  
Corrections

2016-2017  
Comprehensive Plan

## ACRONYM REFERENCE GUIDE

**CJ**-Criminal Justice.

**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.

**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 Minnesota 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.

**YLS/CMI**- Youth Level of Service Inventory, 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; select the most appropriate goals for him or her; and produce an effective case management plan.

The Aitkin County Community Corrections Department is settling into the idea of a single departmental structure after withdrawing from the Joint Powers Agreement with Crow Wing and Morrison Counties. We are busy re-working the structure to provide the best possible services to adult and juvenile offenders in Aitkin County.

Some of the changes include retooling program infrastructure within Aitkin County to employ our programming efforts as a single entity. We were able to begin efforts with an Aitkin County Advisory Board beginning January 2016. A subgroup of the Advisory Board initially met and included judiciary, law enforcement, county attorney, human services, corrections, two commissioners and the county administrator. Representatives of education, lay citizen and victim services were later added to the Board.

Our staff is currently utilizing the standards related to evidence-based practices and have been trained in four of the five skill sets. Each agent is assigned to focus on one of the skills sets to help develop professionally through our office team meetings.

Aitkin County struggles with having local resources for the treatment of offenders. The Aitkin County Community Corrections Staff utilize the latest online programming as available for lower risk offenders and assists the client in locating treatment resources that will lead to the best chance for success in the community including coordinating transportation. Some of the strategies include: increased urinalysis testing for high risk offenders, swift and certain response to those who continue to use controlled substances, and regular visits to the offender's homes.

Efforts have begun to take a systematic look at programming efforts and local needs for revision and enhancements. This includes working more closely with human services in endeavors to better treat our growing mental health population by assisting them with wrap around services. Further, we are adding programming to deal with our DWI population since this is the highest rate of offenders. We continue to be challenged with the inclusion of creative alternatives and advancements due to the lack of resources and funding. Aitkin County is doing their best to deliver effective, affordable correctional services to the community.

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services, and actively providing offenders opportunities to become law-abiding citizens. The collaborative work and efforts is duly appreciated and critical for the ongoing success of Aitkin County and its clients as we strive to meet our mission.



Elizabeth DeRuyck  
Aitkin County  
Community Corrections Director

## 2016 HIGHLIGHTS

Aitkin County is entering its first year as a stand-alone community corrections agency after a dissolution of a Joint Powers Agreement with Crow Wing and Morrison Counties. We are excited for this endeavor and look forward to advancing our programs for adult and juvenile clients under the single county structure. We continue to participate in the Minnesota Association of Community Corrections Act Counties (MACCAC). Below are some of the highlights specific to Aitkin County for 2015.

### **Implementation of the MACCAC Quality Assurance Model**

Aitkin County Community Corrections is dedicated to improving and maintaining quality assurance regarding supervision and programming for offenders. The Corrections Department has adopted the MACCAC quality assurance model and continues much of the work that began under the Aitkin County Community Corrections structure. The model includes four phases, and includes the following five skills sets:

- Professional alliance
- Risk assessments
- Cognitive interventions
- Case planning
- Motivational interviewing

The community corrections department has continued its advancement of evidence-based practices. All staff has been trained in Thinking for a Change, a cognitive intervention, validated risk assessments including the LS/CMI and YLS, motivational interviewing and applicable staff have been trained in case planning. One agent is interested in becoming a Master Trainer for Professional Alliance once available.

Aitkin County continues to provide a 32-hour “Thinking for a Change” group for high risk adult offenders.

The Aitkin County Sobriety Court also continues to provide needed services to high risk drug and alcohol offenders. We have been able to continue Aitkin’s specialty court with county funds and legislatively appropriated grant funds for at-risk specialty courts.

Aitkin County has one staff member trained in Driving with Care, a cognitive-behavioral based program for DWI Offenders. We will be introducing the program to offenders during calendar year 2016.

## INTRODUCTION

Aitkin County is located in central Minnesota. The region is dominated by services and trade in the tourism, lumber and agriculture industries. Since the region is a tourism and retirement destination the population fluctuates greatly, often increasing in summer months.



Aitkin County is governed by a five-member county board employing the county administrator model of management. Aitkin County is in the Ninth Judicial District. The Ninth Judicial District consists of seventeen counties in Northwest to North Central Minnesota, including Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kittson, Koochiching, Lake of the Woods, Mahnomon, Marshall, Norman, Pennington, Polk, Red Lake, Roseau.

The most recent US Census Bureau noted 15,771 persons in Aitkin County. The County of Aitkin is comprised of 1,821 square miles and the City of Aitkin is the county seat.

<b><u>Population</u></b>	15,771
Under age 5, percent, 2014	4.1%
Under age 18, percent, 2014	17.5%
Over age 65, percent, 2014	30.1%
Female, percent 2014	49.4%
Veterans, percent, 2009-2013	13.3%

<b><u>Race, 2014</u></b>	
White	94.9%
Black	0.4%
Native American	2.8%
Asian	0.3%
Multi-Racial	1.6%
Hispanic/Latino	1.2%

<b><u>Housing Unit, 2014</u></b>	16,237
Homeownership rate, 2009-2013	81.8%
Units in Multi-unit structure, 2009-2013	4.6%
Median Home Value of owner-occupied housing units	\$168,700
Per Capita money income in past 12 months	\$24,939
Median Household income, 2009-2013	\$41,617
Persons below poverty, 2009-2013	12.1%

Source: US Census Bureau: *State and County Quick Facts*. Data derived from population estimates, American Community Survey, Census of Population.

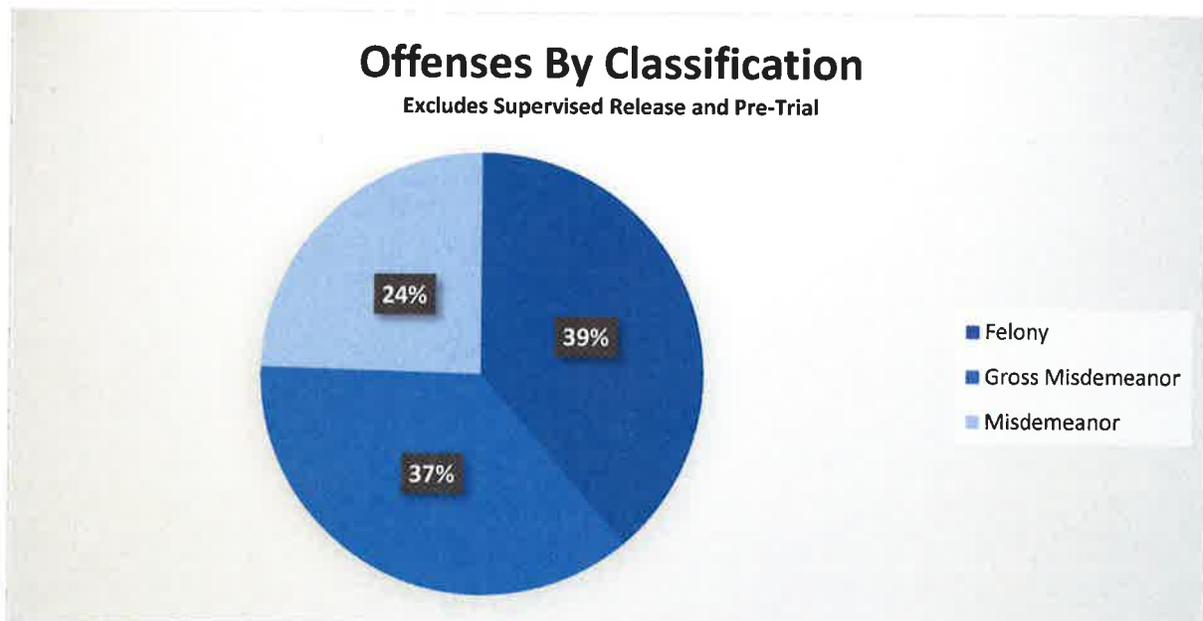
## CRIME RATE AND CHANGE

“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.

Total Arrests Per Agency	Part I Crimes	Part II Crimes	Total Adult
Statewide Total (160,797)	3,450	123,091	134,017
Judicial District 9 (8,771)	1,630	7,124	7,581
Aitkin County (369)	72	297	357

Source: 2013 Bureau of Criminal Apprehension Uniform Crime Report, Table 16, No Data Reported for Mahnomon and Marshal Counties

The following Graph data was drawn from the 2015 Probation Survey Reports and is only indicative of active probation supervision and is not inclusive of duties by agents regarding supervised release, pre-sentence, pre-trial, diversion or monitoring cases.



## Adult Probation Rates by Offense Level

Over the past 10 years there has been a continued incline of felony offenses. This trend is continuing into 2016. At the beginning of 2006 felony offenders were 24% of the total offender population. At the beginning of 2016 felony offenders make up 39% of adult probation caseloads. These statistics do not include the felony offenders on supervised release. Supervised release cases have also been on the rise. Since 2006, supervised release cases have increased from 22 offenders to 36 offenders on supervised release. Felony offenders tend to utilize more resources, yet employee numbers have not increased in Aitkin County.

In Aitkin County, we plan to work with the County Attorney's Office and the Court in an attempt to earlier discharge lower level offenders by classification and assessment who pose less risk to the community noted by validated risk assessments and programming. The goal is to have a fully implemented integrated case management model.

## Crime Trends by Offense Group

DWI offenders continue to be the largest population served within our agency across all offense levels. 10% of the DWI offenders under supervision are felony level offenders and 59% are repeat DWI gross misdemeanor clients. We have chosen to utilize the validated program, Driving with Care, to focus on prevention of future offenses in a cognitive-based approach. This program is scheduled to begin Fall 2016.

Drug cases are also a larger portion of caseloads in Aitkin County. Drug cases make up 13% of probation cases under supervision. Assaultive offenders include 7% of the offenders on probation in our community.

11% of sex offenders on probation supervision are juvenile clients. This trend has been similar for the past 10 years. Focus on this population is expanding and efforts are being made to expand prevention services to our local schools for this population. We are considering regular media articles to continue to educate the public focused on prevention and reporting the safety of our community.

## Adult Female Offender Populations

Female offenders account for 22% of offenders on supervision in our community. In Aitkin County, we are making referrals to programs that are gender based in an effort to increase opportunities for the female clientele. Further, during the 2017 calendar year we plan to begin discussion to include a trailer risk assessment tool for this population.

## Minority Offender Rates

Minority offenders currently account for 13% of ACCC's total offender population. ACCC does not operate any minority driven programs, but the agents will make referrals to programs for specific populations as applicable and as available to meet the individual needs of clients.

## ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

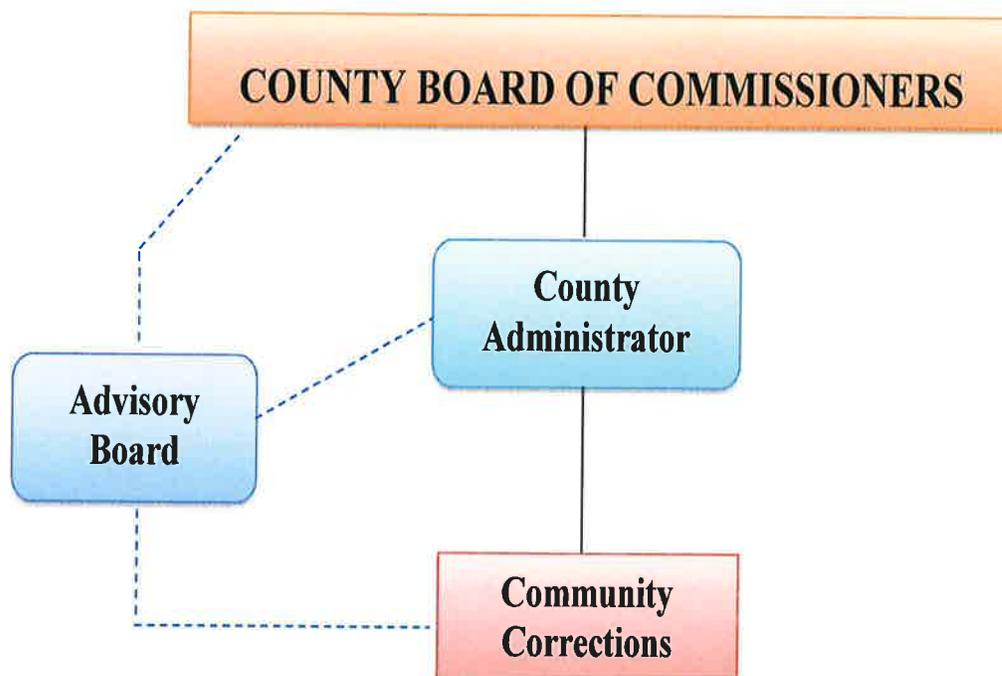
Effective supervision and opportunity for change are essential to increasing rehabilitative and restorative programming and assisting offenders in increasing their skills and reducing their risk to continue to commit crimes

### VISION

It is the vision of Aitkin County Community Corrections to reduce recidivism within our community and work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change among our clientele.

### MISSION

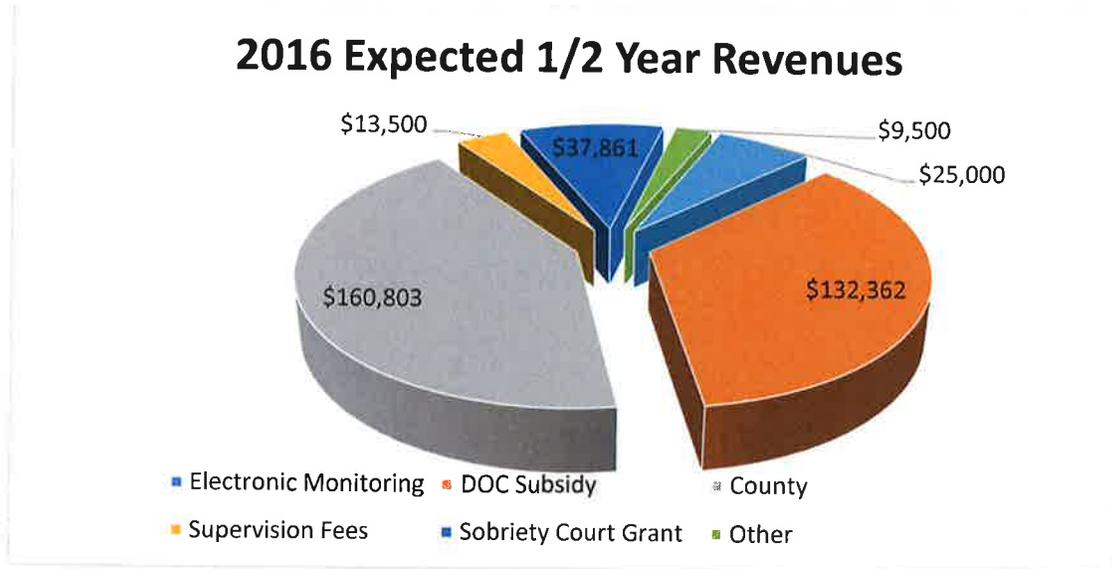
It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services, and actively providing offenders opportunities to become law-abiding citizens.



## DEPARTMENT BUDGET

*See Appendix for the full department budget.*

Below are the expected 2016 revenues for the period July 1, 2016 through December 31, 2016.



Below are the expected 2016 revenues for the period July 1, 2016 through December 31, 2016.



## FTE'S BY PROGRAM AREA

PROGRAM AREA	DESCRIPTION	FTE's
ADMINISTRATIVE	Director employed as the Department Head to oversee the correctional operations in Aitkin County and provide as the liaison with all stakeholders.	1.0
SPECIALITY COURT AGENT	Corrections Agent to provide full-time services to the Aitkin County Sobriety Court.	1.0
ADULT PROBATION SERVICES	Corrections Agent and Part-Time Case Aide services to adult offenders sentenced to probation in Aitkin County and supervised release offenders accepted to supervision in Aitkin County.	3.6
JUVENILE PROBATION SERVICES	Corrections Agent and Part-Time Case Aide services to juveniles sentenced to probation in Aitkin County.	1.2
EVALUATION	Part-Time Case Aide services provided to oversee the CSTS database statistical reports and assist the Director in gathering outcomes.	0.2

## SALARY ROSTER

Position	Salary Range	FTE's
Probation Case Aide	34,632-51,272	1.0
Corrections Agents	53,352-79,352	5.0
Director	65,832-98,072	1.0

## SIGNED BOARD RESOLUTION/SIGNATURE PAGE

See Appendix

## BOARD STRUCTURE

### Aitkin County Board 2016

This Aitkin County Board is comprised of the five county commissioners from each district.

J. Mark Wedel	District #1
Laurie Westerlund	District #2
Donald Niemi	District #3
Brian Napstad	District #4
Anne Marcotte	District #5

The county board's role in regard to Community Corrections is: 1) Establish the budget for the Community Corrections Department. 2) To determine, establish, continue, modify and terminate Aitkin County correctional services and programs with input from the Director and the Corrections Advisory Board. 3) Approve and authorize the application of the annual comprehensive plan. 4) Ensure compliance with the Community Corrections Act. 5) Establish all matters of policy in relation to correctional services under its authority.

### Aitkin County Corrections Advisory Board 2016

The Advisory board is appointed by the Aitkin County Board to oversee the corrections planning process and to take an active role in the development of the Comprehensive Plan. The Plan is approved by the Board.

#### **Members**

J. Mark Wedel	Commissioner, Aitkin County
Laurie Westerlund	Commissioner, Aitkin County
Honorable John Solien	Judiciary
Sheriff Scott Turner	Law Enforcement
Attorney James Ratz	Prosecution
Attorney Jeff Haberkorn	Defense
Director Tom Burke	Social Services
Cheryl Meld	Education
Nancy Johnson-Houg	Citizen Member
Sharon Richardson	Citizen Minority
Jessica Brown	Victim Services
Director Elizabeth DeRuyck	Corrections

#### **Ex-Officio Advisory Board members**

Victor Moen	State Liaison, Minnesota Department of Corrections
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## STAFF TRAINING

Aitkin County Community Corrections remains committed to providing the opportunity for staff to access other training and educational opportunities that keeps them current on professional practices. The Director has regular meetings with staff to determine training needs and available resources. We attempt to maximize limited training resources by facilitating in-house training when it is possible and collaborating with outside agencies in training evidence-based practices (EBP).

A variety of topics were covered during in-house trainings over the last two-year period through our former structure as CMCC including Level of Service Case Management Inventory (LS/CMI) and YLS booster training, CSTS Upgrades, Motivational Interviewing refresher meetings, and a variety of webinar's specific to the duties of staff. The staff participated in learning teams with the Crow Wing and Morrison offices to focus on Evidence-Based Practices. Our department is hopeful we can continue this project with our neighboring counties and is hopeful to expand the opportunity to counties that border Aitkin County through collaboration efforts.

## VOLUNTEERS

Aitkin County utilizes volunteers primarily in the role of Field Service Interns. Intern and volunteer requests are reviewed by the Director. Prospective applicants make a formal application and complete a short interview process. Internship and volunteer appointments are unpaid. All volunteers receive a general orientation to correctional services and may specialize in adult or juvenile departments.

We also offer a job shadow program where students from community colleges and universities may spend up to one day assigned to a corrections agent. This allows students to gain practical knowledge of the field of corrections early in their academic careers. Students have also interviewed staff for various academic works during their course of study. Overseeing interns and job shadow students is encouraged for the Career Corrections Agent as part of their role in the department.

Our juvenile agent was an integral part of the Aitkin County Restorative Justice Program and finding volunteers to facilitate meetings. There are two volunteers who have been formally trained to facilitate the group. At this time the program is focused primarily on juvenile offenders.

## RESEARCH AND EVALUATION EFFORTS

Aitkin County Community Corrections is not able to employ a full-time employee in the evaluation program area. The responsibility of data collection and management is completed by the Director or designee as required to monitor programs and data within our department.

Staff utilizes CSTS to effectively manage caseloads. Data is collected from CSTS regarding caseload sizes, offender supervision and risk levels, fee collection rates, predatory offender rates, work load reports, agent work reports, and violation reports.

All department staff are up to date regarding CSTS enhancements and the latest technological updates. Further, the Director informs the staff of the latest information regarding evidence-based practices and strives to ensure a learning environment.

## JUVENILE FIELD SERVICES AND PROGRAMMING

Juvenile offenders that come to the attention of Aitkin County Community Corrections are processed and supervised traditionally or through diversion programming. The Aitkin County Attorney's Office in consultation with the Corrections Department has determined Corrections will operate youth diversion programming in Aitkin County. All juvenile offenders placed on probation are screened to determine level of supervision required. Troubled youth may continually be assessed and monitored for improvement.

The juvenile agent is under the administrative authority of the community corrections department Director. One FTE supervises all juvenile files in Aitkin County. This caseload averages approximately 60-70 clients, of which approximately 50% are diversion clients. The agent facilitates a cognitive behavioral based program for diversion. The agent is also part of a restorative justice initiative for traditional clients.

The juvenile agent also provides direct support services to the juvenile court. The agent is present at all hearings to make recommendations, record orders, and coordinate activity with our department. Furthermore, the agent is responsible to make contacts with victims, prepare social history reports, certification studies, Extended Juvenile Jurisdiction studies, and make referrals for chemical dependency assessments. The juvenile agent also attends detention hearings and provides temporary supervision during investigations. The role of the juvenile agent also includes working closely with Health and Human Services to provide the most holistic of services possible for the youth and their families.

## Prevention

ACCC is currently working on a brochure to distribute to our educational professionals working with teens. The brochure will focus on criminal sexual conduct laws and sexting as a method of prevention. By focusing on healthy relationship and describing the current laws that affect this population we are hopeful we can prevent these types of offenses from occurring in our community. We plan to distribute these at the beginning of the 2016-2017 school year. The agent will also facilitate presentations at each school as invited as a prevention method.

Our juvenile agent also participates on local Children's Justice Initiative committee to stay informed on legislative changes and rules of Court, and to maintain a network to discuss local issues. The agent continues to work with the social workers intricately to deal with files proactively.

## Juvenile Diversion

The Aitkin County Probation Agent currently administers a Juvenile Diversion Program in conjunction with the Aitkin County Attorney's Office. Diversion level youth are typically first time, lower risk petty or status clients. The County Attorney's Office will petition more serious offenses or juveniles with prior legal or diversion history. Eligibility criterion is established by the Aitkin County Attorney's Office. Services provided to Juvenile Diversion clients by ACCC include a cognitive-behavioral component. Juvenile clients are not assessed by a formal assessment tool for risk. Each juvenile on diversion provides service work in the community for six hours. Approximately 30 clients are on diversion and/or participating in the restorative justice as a diversion method at any given time.

## Restorative Justice

The Aitkin County Juvenile Agent oversees the Aitkin County Area Restorative Justice Program for juvenile clients. The program is generally for person or property crimes, and often times is a requirement of diversion for applicable offenses. The program includes a face-to-face encounter between victim(s), the offender, individuals who support them, and community members or others affected by the incident. Led by the facilitator(s), this voluntary process seeks to identify, repair and prevent harm. The Juvenile Agent is responsible to oversee the process and document progress of the terms and conditions of the Restorative Justice Contract. Initially the case is referred by the Aitkin County Attorney's Office, the agent prepares a file and contacts the facilitators. The facilitators contact the parties and schedule initial meetings and the conference. At the conference, the parties determine the conditions of the contract. Contract duration varies depending on offense and conditions. Ultimately the facilitators submit a completion packet to the agent when conditions satisfied, and the agent notifies the County Attorney of the completion.

## Juvenile Risk/Needs Assessment

Aitkin County Community Corrections utilizes the YLS/CMI Assessment Tool for assessing non-petty/status offenders. Supervision expectations and policy are in line with statewide standards of supervision. A POSIT is completed on applicable cases in accordance to M.S. § 260B.157 subd. 1.

## Administrative Supervision

These cases are provided low-administrative services and include juveniles that have been involved with petty or traffic offenses. Juveniles under administrative supervision are assigned to the juvenile agent. After an initial meeting with the child and parent(s) to clarify expectations, the agent monitors compliance with court-ordered conditions. Conditions may include community service work, chemical and/or mental health evaluations, educational programs, restitution and/or fines.

## Traditional Supervision

Traditional supervision is targeted at juveniles between the ages of 10-19 placed on probation by the Courts. Extended Jurisdiction Juveniles, when ordered by the Court, may be supervised until age 21. Traditional supervision provides structured supervision of juveniles in the community. Our agent provides direct supervision of juveniles and typically has close contact with others involved with that juvenile, including parents, schools, social service agencies and various treatment providers. Payment of fines or restitution and completion of community service work are used as measures of accountability and efforts to assist juveniles in making reparations for the harm caused by their illegal behavior.

Agents received training in case management and motivational interviewing skills. Goals are discussed with the offender, identifying behaviors which will be addressed during the probation supervision period.

## Sex Offender Supervision

The juvenile agent has completed specialized training in assessing and supervising juvenile sex offenders and all juvenile cases involving a sex offense are assigned.

Aitkin County considers any untreated juvenile sex offender to be high risk/enhanced and therefore exempt them from initial risk assessment. These offenders are supervised at an intensive level for the first year of treatment. After a year the juvenile's progress is reviewed and may be reduced to high supervision. After completion of treatment the juvenile will be supervised in accordance to his/her risk/needs tool.

## Juvenile Programs

Program resources are scarce in Aitkin County. The juvenile agent refers to neighboring counties for chemical dependency treatment. Some of these programs include: Destiny By Choice, Ron Brusven, Independent Counselor, PORT, Northern Pines, Nystroms, Maple Lake, Recovery Plus, Avalon, and North Homes. In addition, other programs include the following:

Program	Description
<b>3<sup>rd</sup> Millennium</b>	Online offender education courses for alcohol violations, misdemeanor drug violations and shoplifting violations. Tobacco classes will be available soon.
<b>Alcohol and Drug Testing</b>	Juveniles ordered by the Court will have drug and alcohol testing at no cost to the juvenile.
<b>AEOA and Aitkin Workforce Center</b>	A work program through the government that can offer employment for juveniles and GED program.
<b>Aitkin County Area Restorative Justice</b>	Juveniles referred to this program participate in mediation with the victim. See description above.
<b>Alive at 25</b>	This is a driver education course.
<b>CORE</b>	Provides juvenile sex offender treatment with active agent involvement.
<b>Crossroad Juvenile Referrals</b>	This is an intense six-hour drug and alcohol education program for first-time offenders.
<b>Family Group Decision Making Conference</b>	The family and support persons of the juvenile meet to identify a child's needs and sets up supports for those needs.
<b>In-Home Family Counseling</b>	In-home counseling with the juvenile and the parents focused on appropriate rules and consequences in the home.
<b>Northern Pines Children's Mental Health</b>	This program provides contracted mental health services and housed within the Aitkin High School.
<b>Psychological Services</b>	Monthly an on-site Doctor provides diagnostic assessments for juveniles referred by probation, the Court and/or social services. The cost is covered by Aitkin County Health and Human Services.

## Out-of-Home Placements

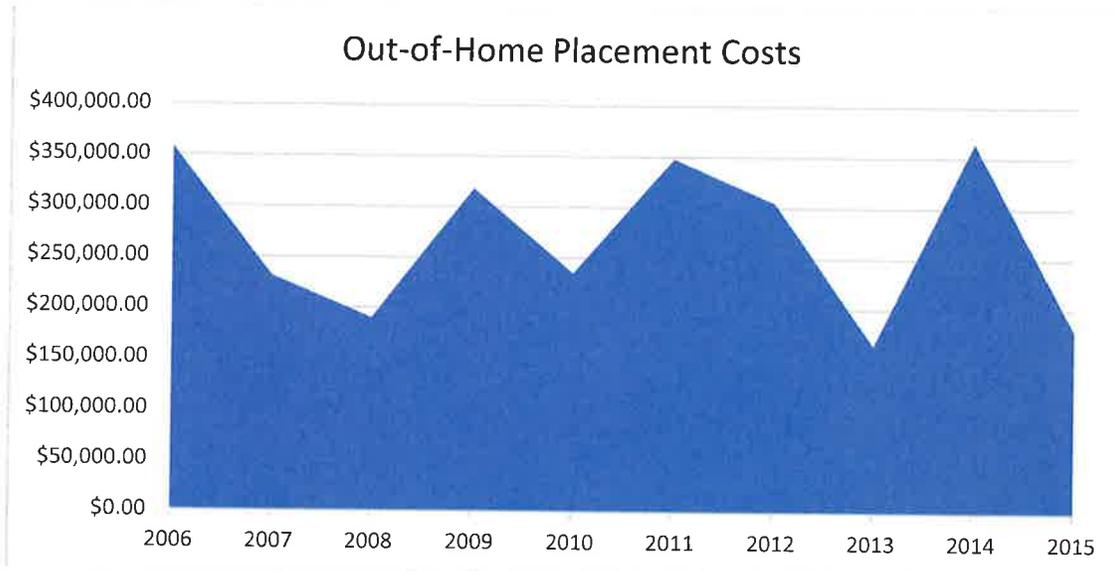
The philosophy for out of home placements in Aitkin County encompasses public safety factors as well as the individual needs of the juvenile. Prior to placement consideration all appropriate community based resources have been reviewed and/or attempted. Currently, ACCC does not operate any juvenile institutions, so referrals are made to neighboring counties when possible and if appropriate.

The juvenile agent is part of the Screening Team. The team consists of the probation agent, a social worker, an assistant county attorney and/or other appropriate professionals. A mental health worker or chemical dependency evaluator is also part of the screening team as requested by the probation agent and/or the social worker. The team addresses the best interests of the juvenile for placement to ensure that least restrictive alternatives have been attempted or will not meet the needs of the juvenile and/or protect the community. A plan for a successful transition to the community is developed with the agent and treatment personnel.

Community Corrections considers itself an integral part of the placement process in assuring the Screening Team is successful in its mission and purpose. The juvenile agent appearing before the Screening Team is required to be professionally prepared to address his/her cases being reviewed, answer team questions and make recommendations based on the best interests of the child and community safety. The practice of considering the least restrictive sanctions whenever possible is followed and required. Frequently, the probation agent makes a joint recommendation with an assigned social worker and in many cases Social Services is active with the client and client family prior to corrections involvement.

## Out-of-Home Placement Costs

The following graph reflects corrections costs related to placements during the past ten years, 2006-2015:



All costs for corrections out-of-home placements are expensed to the Aitkin County Health and Human Services Budget. Community Corrections and Social Services work in collaboration in regard to the best interests of our juvenile populations. Collaboration is necessary and also includes the County Attorney's Office and the Court. Together new and existing programs are reviewed statewide to remain proactive in addressing needs of the juveniles and at the most reasonable expense to the county. Family preservation is the main goal when possible.

## ADULT FIELD SERVICES AND PROGRAMMING

Adult services are under the administrative authority of the Director. This includes direct staff supervision. Administrative services are provided by the Director in alliance with Aitkin County Policies and Procedures.

ACCC provides programs and services in support of its mission and the vision of the Aitkin County Board. Programs and services are directed toward protecting the public by reducing the probability of future criminal behavior and holding offenders accountable for repairing the harm caused by crime to victims and communities.

### Adult Caseloads (as of January 1, 2016)

The Probation and Supervised Release Survey notes there are 697 active adult clients on supervision and 42 juvenile clients. The Aitkin office is comprised of four full-time agents who provide supervision to adult offenders. One agent is responsible for the specialty court supervision and the caseload is approximately 20 clients at any given time. Another agent in the office is responsible for supervising supervised release/sex offenders and high risk clientele. This caseload varies between 70-90 offenders. Currently there are 99 cases and our office will be restructuring during the 2016-2017 year so more resources can be utilized toward this population. The other two remaining agents supervise a combination of administrative, low, and medium risk offenders. These two agents also conduct Pre-Sentence Reports, complete transfer requests and monitor clients who are not transferrable.

### Adult Risk/Needs Assessment

The Wisconsin Risk Assessment is used to pre-screen all felony cases (unless a pre-sentence investigation is completed), gross misdemeanor cases and all misdemeanor crimes against a person offense cases. An elevated score of 14 or above on the Wisconsin Assessment requires an LS/CMI be completed.

ACCC continues to correlate services with the needs and risk level of the offender. ACCC has established supervision guidelines based on the risk level of the adult. High risk sex offenders in treatment receive high level supervision including agent involvement in sex offender programming and home visits at least quarterly. High traditional adults are seen at least twice monthly, with a home visit at a minimum of every 90 days. Medium risk adults are seen at least once a month, and low risk adults are seen at least once every three months. All adult cases require collateral contacts as necessary. Specialty Court clients are high risk offenders and receive enhanced supervision. Felony DWI offenders are also seen at a more intense level for the first 90 days. Thereafter, the risk assessment is utilized to determine the supervision level. Non-person misdemeanor offenders are unclassified and supervised at an administrative level.

### Administrative Monitoring Supervision

Administrative Monitoring supervision includes cases where monitoring of court conditions needs to occur, but active supervision does not.

### Administrative Non-Monitoring Supervision

Administrative Non-Monitoring supervision includes cases where all conditions are completed and there is no longer a need for active supervision per policy. It may also include cases where an offender is not eligible for an early discharge from probation, per ACCC or court policy.

### Traditional Supervision

This would include the typical supervision of offenders on probation or supervised release, according to risk levels. This would include high, medium and low offenders who are supervised by ACCC staff.

### Aitkin County Drug Court

Aitkin County operates a Sobriety Court. ACCC provides a full time probation agent in this program and provides for related costs to the program.

## Adult Programs

Program	Description
<b>AEOA and Aitkin Workforce Center</b>	A work program through the government that can offer employment for Adults and a GED program.
<b>Alcohol and Drug Testing</b>	Adults ordered by the Court will have random drug and alcohol testing at no cost for instant testing. Confirmation testing is the responsibility of the client.
<b>Cognitive-Behavioral Programming</b>	Thinking for a Change (T4C) is a cognitive-behavioral curriculum designed to assist with changing the criminogenic thinking of offenders. T4C is a cognitive-behavioral therapy (CBT) program that includes cognitive restructuring, social skills development, and the development of The curriculum is designed to be implemented with small groups of 10-12 high risk, higher medium risk offenders.
<b>Driving With Care</b>	Driving With Care is a 12-week Level II education program specifically for individuals convicted of repeat DWI offenses. The curriculum utilizes cognitive-behavioral approaches to help participants understand how problem behaviors are learned, gain insight into their impaired driving behavior and the negative consequences of chemical use. Program participants are able to develop strategies to prevent further problems of use, involvement in DWI behavior, and relapse prevention.
<b>Electronic Home Monitoring</b>	A house arrest program, which utilizes electronic equipment to monitor the offender while they serve a custodial sentence at home.
<b>Institutions</b>	The sheriff's office is responsible for the detention and incarceration of pre-trial and sentenced offenders, as well as for the operation of treatment programs in the jail. NERCC in the Arrowhead Region is being discussed as another option for Aitkin County offenders.
<b>MADD Panel</b>	A two-hour panel presentation regarding the impact on victims of drinking and driving.
<b>Psychological Services</b>	Monthly an on-site Doctor provides diagnostic assessments for adults referred by probation, the Court and/or social services. The cost is covered by Aitkin County Health and Human Services. Additional services are referred to the community.
<b>Sentence-to-Service</b>	The Aitkin County Sheriff administers the STS program. STS is a valuable opportunity for the offender to give back to the community.
<b>Sex Offender Programming</b>	Sex offenders are referred to neighboring counties for treatment. The sex Offender supervision maintains active attendance with each program and/or Communicates with agent from neighboring counties to ensure compliance and involvement in the therapy.

## CONTRACT SERVICES/GRANTS

### Aitkin County Sobriety Court Grant

Aitkin County currently receives a grant for Sobriety Court from the State Court Administrator's Office. With the assistance of county funds, this grant allows a probation agent to be assigned full-time to the program.

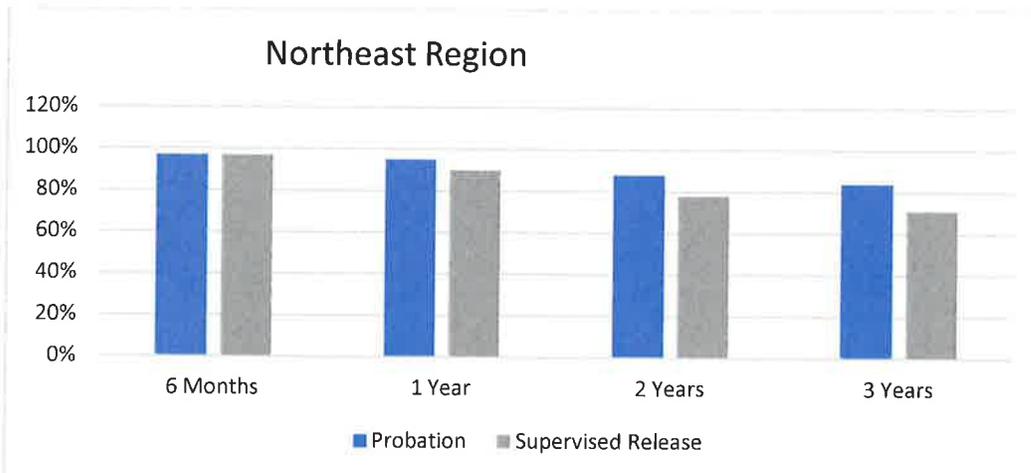
## OFFENDER HOUSING

Adult residential services are available for Level III offenders on intensive supervised release as determined and funded by the Minnesota Department of Corrections. Aitkin County does not have any specialized re-entry housing for other offenders. Further, there currently is no funding available for specialized residential services. Therefore, relevant to other hard to place offenders, agents make referrals to existing resources in neighboring counties. The Department of Corrections has allowed placement of non-level III offenders in their housing if available in other counties. There are not housing options within Aitkin County at this time.

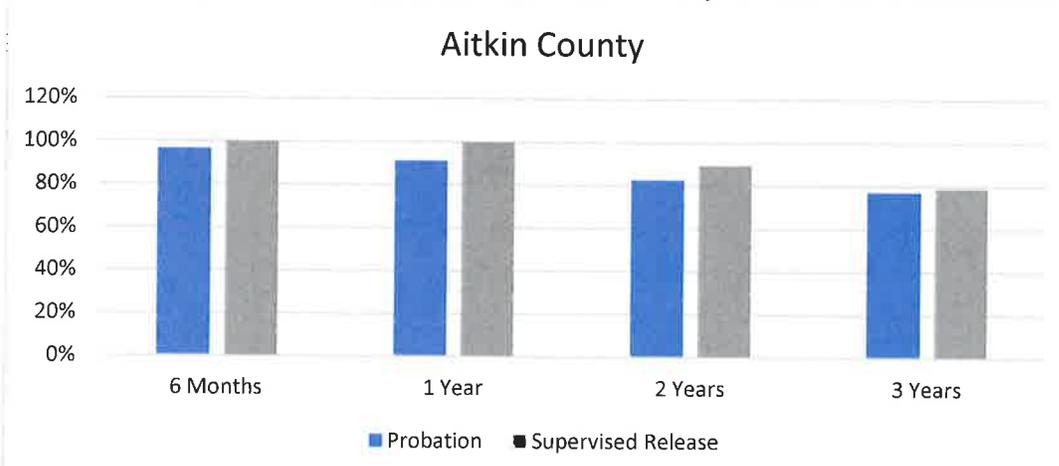
## OUTCOME MEASURES AND STRATEGIC PLAN

Aitkin County is part of the Northeast Region for statistical reporting by the Minnesota Definition Team. The Northeast Region includes: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.

The following graph represents the percentage of probation and supervised release offenders who did not commit a new felony offense within six months, one year, two years or three years post release from supervision. The offenders were released in 2011 according to the 2015 Minnesota Probation and Supervised Release Outcomes Report.



The following graph represents the percentage of probation and supervised release offenders who did not commit a new felony offense within six months, one year, two years or three years post release from supervision. The offenders were released in 2011 and is the same data used for the Northeast Region calculation noted in the 2015 Minnesota Probation and Supervised Release Outcomes Report. Data shows there is not a significant margin of difference between Aitkin County and the entire Northeast region.



## PHASE ONE AGENCY PREPAREDNESS

MACCAC agreed in April 2013 the Continuous Quality Improvement Plan would be reported within the Comprehensive Plan. Phase One is designed to measure and prepare your agency for implementing Evidence Based Practices. This work was completed in Aitkin County with Central Minnesota Community Corrections. However, based on the structural changes Aitkin County Community Corrections has reviewed many of the Phase One objectives and will be making a more detailed review in the following year and a half based on the new structure. Phase Two will be reported on during the 2018-2019 Comprehensive Plan.

Objectives	Narrative Update
Assess the agency's mission/vision and operating principles/policies for alignment with EBP practices	The ACCC Advisory Board has approved the overall vision and mission for ACCC to ensure alignment with EBP.
Conduct an organizational assessment and evaluate the culture/structure support for implementation of EBP	This goal was met under the structure of CMCC. The same employees are vested in EBP and the culture is expected to continue.
Develop an EBP plan to guide implementation strategies and progress	The plan for training in EBP principles was completed with CMCC. All staff have been trained in the core practices and ACCC will continue to attend more in depth training along with the Director. A formal guide will also be developed.
Ensure staff's participation in EBP through communication strategies and/or involvement in a task force	This goal is ongoing. Currently the Director is involved with EBP committees throughout the state. This includes serving on the Statewide EBP Policy team since 2013, chairing the MACCAC QA Group, and recently serving on the newly formed Supervision Outcomes Steering Committee. ACCC will strive to involve direct line staff as Master Trainers in specialized areas.

Develop a plan that outlines methodology for tracking outcomes

This goal will be reviewed in the upcoming 18 months. Quality assurance is conducted via statewide proficiency testing and booster trainings. Feedback is consistently provided to staff by the Director who is also trained in these tools.

MI coding is conducted on an annual basis and goals are set with staff to increase their proficiency. Additional tracking will be the focus of the next 18 months.

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

This work will be done under the new structure of ACCC during 2017.

Ensure hiring strategies and performance expectations are aligned with EBP

This goal will be ongoing in 2016 in light of the change in structure. The goal will include modifying hiring practices will be to include knowledge and experience in evidence based practices specific to corrections staff.

Performance outcome statements will be defined for staff. Those who demonstrate proficiency and continue to hone their skills with EBP are compensated according to the county's compensation structure.

## GOALS AND OBJECTIVES

### Restore the Victim

- The agency will take a baseline measurement of the collection rate and work to improve the rate by having clients commit to regular payment arrangements.
- A victim survey will be developed and implemented.
- The STS Crew operated through the Aitkin County Sheriff's Office will work on community projects.

### Rehabilitate the Offender

- Agents will continue to participate in training in the core evidence based practice skill sets and receive booster training as applicable.
- Agents will participate in communities of practice with neighboring agencies to improve their skills for working with offenders.
- Case plans will be implemented for high risk clients.
- Violation rates will be measured to determine a baseline.
- Recidivism rates on felony cases will be reviewed.
- Performance feedback to staff will support EBP.

### Reduce Risk to the Community

- Agents will work closely with law enforcement to ensure proper notification is provided in sex offender and violent offender cases.
- Agents will include the factors linked to rehabilitation in case plans including employment and education.
- Aitkin County Community Corrections will continue to provide intensive supervision for the Aitkin County Sobriety Court.

MINNESOTA DEPARTMENT OF CORRECTIONS - COMMUNITY CORRECTIONS ACT SUBSIDY

To be used for original application and for amendments to the original comprehensive plan that adds or deletes units of service.  
Check one: XX **Original Application** \_\_\_ Amendment

Applicant: AITKIN COUNTY COMMUNITY CORRECTIONS

Application Period: JULY 1, 2016 to DECEMBER 31, 2016

Original Proposed Budget:	DOC Subsidy	\$ <u>132,362</u>
	Other State Funds	\$ <u>0</u>
		\$ _____
	County Funding	\$ <u>160,803</u>
	Other Funding	\$ <u>85,861</u>
	TOTAL BUDGET	\$ <u>379,026</u>

\*Amendment: Name of Units of Service (attach budget sheets) \_\_\_\_\_

Community Corrections Administrator:

Name/Title/Signature ELIZABETH DERUYCK, DIRECTOR  
Address 204 1<sup>st</sup> Street, AITKIN, MN 56401  
Telephone # (218) 927-7394

Financial Officer:

Name/Title/Signature KIRK PEYSOR, AITKIN COUNTY AUDITOR  
Address 209 2<sup>nd</sup> Street NW, #202, AITKIN MN 56431  
Telephone # (218) 927-7354

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 Wedel, Aitkin County Board Chair

Name/Title/Signature: Nathan Burkett, Aitkin County Administrator

