



A collage of newspaper headlines and snippets of text related to Minnesota's corrections system. The headlines are arranged in a dense, overlapping manner. Key headlines include: "Prison programs offer a chance for new start", "Minnesota prisons rated as a model system", "Restorative justice Reaching for a new vision of correction", "Felons face more probation supervision with added probation agents", "Minnesota finds key to better prisons", "Sentencing to Service Community Corrections program benefits workers, community", "Minnesota's prison system proves less is more", and "Corrections system wins national award". The text is in various sizes and orientations, creating a busy, layered visual effect.

# Organizational Profile

## August 2005



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## □ Scope

The commissioner of corrections, as the chief administrative officer of the department, is responsible for operation of adult and juvenile state correctional facilities; provision of probation, supervised release, and parole services; administration of the state Community Corrections Act; and provision of assistance and guidance on a state-wide basis in the management of criminal justice programs and facilities.

Responsibilities of the commissioner of corrections in Minnesota are much broader than is typical of most other states. For example, Minnesota is one of fewer than a dozen states where the commissioner is responsible for both adult and juvenile facilities. The commissioner is responsible for determinations regarding the parole of first-degree murderers; in most states, this function is the responsibility of a separate parole board. The provision of probation and parole services is also a function of a separate agency in many states.

The Minnesota Department of Corrections was created in 1959 to consolidate state correctional functions into one agency. A service and regulatory agency, the department has a broad scope of activities and responsibilities.

The department currently operates ten correctional facilities including eight for adults and two for juveniles. For adult offenders, a five-level classification system reflects the necessary level of control for offenders classified in each designation. Adult prison populations total more than 8,000 inmates; juvenile residents number around 150. Department agents supervise nearly 18,000 adult and juvenile offenders on probation, supervised release, and parole. Through the state Community Corrections Act, the department also administers subsidy funds to units of local government for corrections programs.

## □ Organization & Staff

The department is organized into three divisions:

— The *Facility Services Division*, headed by a deputy commissioner reporting directly to the commissioner. This division oversees Health Services, MINNCOR Industries, Safety, Special Investigations, Government Relations, and Financial Services. Additionally, an assistant commissioner within this division is responsible for day-to-day operations of adult and juvenile facilities.

— The *Community Services Division*, headed by a deputy commissioner reporting directly to the commissioner. This division oversees Administrative Services, Field Services, Information & Technology, and Policy & Legal Services.

— The *Support Services Division*, headed by an assistant

commissioner reporting directly to the commissioner. This division oversees the Office of Diversity, Community Juvenile Services, Strategic Planning, Project SOAR, Best Practices, and Employee Development, Human Resource Management.

A communications director and executive aide also report directly to the commissioner. Additionally, the commissioner's office has direct access to advisory representatives from the state's Attorney General's Office and Department of Finance.

The department has approximately 3,700 employees working in facilities, field offices, central office, and MINNCOR Industries.

## □ Background

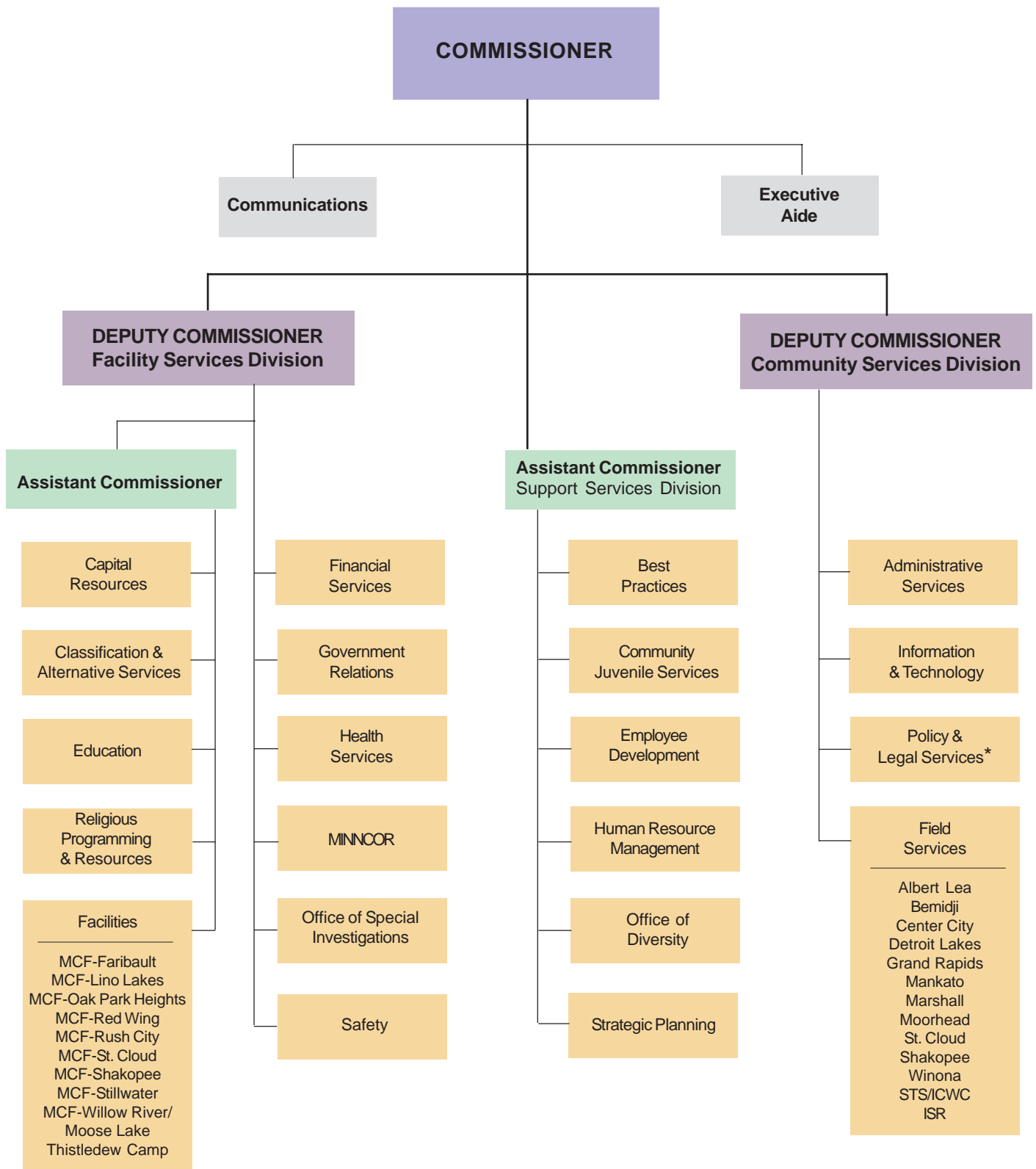
Minnesota has a national reputation for operating secure, humane correctional institutions that have low levels of violence and are safe for inmates and staff. Inmate populations have been increasing substantially during the last decade, and prison crowding is plaguing most states. Minnesota has been able to manage its increasing population through renovation and expansion. The department continues to plan for an increasing prison population, based on projections determined by the agency and the Sentencing Guidelines Commission.

Minnesota has had relatively low levels of violent crime for many years. Minnesota's low rate of incarceration is reflected in the correctional system's heavy reliance on local alternatives to prison for less serious offenders. The system is designed to reserve expensive prison space for only those criminals who are dangerous and need to be incarcerated.

All of the department's correctional institutions meet standards established by the American Correctional Association (ACA). The standards relate to all aspects of institutional operation. The department's central office, adult and juvenile release functions, and adult and juvenile field services also meet ACA standards.

Inmates in state facilities have access to a variety of work, education, and other program activities. MINNCOR Industries provides positive activities for inmates while they are incarcerated and develops work skills they can use in productive employment after release. Educational programs focus on basic literacy instruction. Programs are also provided for sex offenders and chemically-dependent inmates.

# Organization Chart



\*The Hearings & Release function, which is part of this unit, reports to the commissioner.



**Joan Fabian, Commissioner**  
phone 651/642-0282, fax 651/642-0414  
joan.fabian@state.mn.us

The commissioner of corrections, as the chief administrative officer of the department, is responsible for operation of adult and juvenile state correctional facilities; provision of probation, supervised release and parole services; administration of the state Community Corrections Act; and provision of assistance and guidance on a statewide basis in the management of criminal justice programs and facilities.

Responsibilities of the commissioner of corrections in Minnesota are much broader than is typical of most other states. For example, Minnesota is one of fewer than a dozen states where the commissioner is responsible for both adult and juvenile facilities. The commissioner is responsible for determinations regarding the parole of first-degree murderers; in most states, this function is the responsibility of a separate parole board. The provision of probation and parole services is also a function of a separate agency in many states.

By statute, the commissioner also serves as a member of the Minnesota Sentencing Guidelines Commission.

#### **☐ Communications Director**

**Liz McClung**  
Phone 651/642-0514, fax 651/642-0414  
elizabeth.mcclung@state.mn.us

This office provides assistance and advice to the commissioner, executive team, and department managers on media and public relations issues. The communications director coordinates the department's response to media inquiries as well as questionnaires and surveys. This office develops public information materials, including newsletters, brochures, and flyers on a variety of topics. Review of department and legislative reports is also a task of this office.

# Community Services Division



**Harley Nelson, Deputy Commissioner**  
phone 651/642-0280, fax 651/642-0414  
harley.nelson@state.mn.us

This office oversees the community services division and reports directly to the commissioner. This division includes administrative services, field services, information & technology, and policy & legal services. Descriptions of units in this division follow.

## □ Information & Technology

**Dan Storkamp, Director**  
phone 651/603-0194, fax 651/603-6768  
dan.storkamp@state.mn.us

The information & technology unit provides correctional information/statistics, technology direction, and services. The director is also responsible for the Statewide Supervision System (the department's component of CrimNet), office services, and web services. In addition, the director has responsibility for special projects as assigned by executive staff, such as prison population forecasting and legislative support.

### *Information Technology*

**Lon Erickson**  
phone 651/642-0302, fax 651/642-0223  
lon.k.erickson@state.mn.us

Information technology provides information technology direction and services for the agency, including strategic planning, project management, applications development, data and network security, data management, and technical and operations support.

### *Correctional System Information & Statistics*

**Deb Kerschner**  
phone 651/632-5074, fax 651/642-0223  
deb.kerschner@state.mn.us

Responsible for the department's research and evaluation projects as well as components of CrimNet, including the Statewide Supervision System known as S3 that provides criminal justice professionals with offender probation and incarceration information. This unit also coordinates application project testing and training, and provides information and statistics to staff and stakeholders.

### *Office Services*

**Pat Wewers**  
phone 651/642-0345, fax 651/642-0223  
pat.wewers@state.mn.us

Responsible for a variety of office support services including supplies, mail, reception services, space planning, and building liaison for the department's central

office. The office services supervisor also coordinates telecommunication services and fleet management for central office and field services offices located throughout the state.

## □ Policy & Legal Services Unit

**Peter Orput, Director**  
phone 651/603-0161, fax 651/603-0148  
peter.orput@state.mn.us

Responsibilities include administrative review of claims filed by offenders; provision of technical assistance to staff that draft contracts and administrative rules; development and review of department policy; review of department policies and practices in non-litigation matters to ensure compliance with statutory and case law; and management and coordination of litigation and legal advice to facilities. State inmate habeas corpus litigation is also provided in the district and appellate courts as well as select civil litigation on behalf of the department. Legal advice and counsel is also provided to the commissioner and her executive staff. This manager also oversees the department's data practices function and serves as a staff resource to ensure compliance with provisions of the act.

Other responsibilities include activities relating to the Interstate Agreement on Detainers and processing extraditions for persons under the jurisdiction of the department; oversight of OSHA-related cases; review of department investigations including all criminal, employment and inmate related cases; and provision of staff support to the Board of Pardons and Sentencing Guidelines Commission. Additionally, all offender hearings, release plans, and warrants are the responsibility of this unit.

### *Hearings & Release*

**Jeffrey Peterson**  
phone 651/642-0270, fax 651/642-0417  
jeff.peterson@state.mn.us

This office is responsible for all administrative hearings and reviews to which inmates and those offenders released to the community are entitled, including disciplinary hearings and release revocations. Staff approve plans for supervised release, work release, and parole as well as approve restructures and issue warrants when offenders abscond from supervision. Other responsibilities include reviewing treatment goal progress and making parole decisions for juveniles under the jurisdiction of the commissioner of corrections. Staff also coordinate reviews for inmates serving life sentences.





***Litigation Manager & Offender Property  
Claims Officer***

***Kobie K. Hudson***

***phone 651/642-0352, fax 651/603-6770***

***kobie.hudson@state.mn.us***

This position is responsible for tracking all litigation to which the department is a party; supervising the intake of all new litigation; directing and coordinating responses to lawsuits; and working with the attorney general's office to prepare litigation defenses. This manager serves as a resource to facility managers and staff. Other responsibilities include review of policies and practices to ensure compliance with statutory and case law, coordinating employee responses to subpoenas, and providing administrative review of property claims relating to offenders.

***Assistant Legal Counsel – Employment &  
Civil Rights Matters***

***Brent D. Wartner***

***phone 651/917-4750, fax 651/603-6770***

***brent.wartner@state.mn.us***

This position litigates on behalf of the department state writs of habeas corpus before district and appellate courts as well as select employment and civil rights lawsuits; provides departmentwide direction for handling employment/labor/civil rights litigation; and manages outside counsel with regard to these litigation matters. This manager also supervises the preparation of responses to charges filed at a federal or state fair employment practices agency. Additional responsibilities include providing counsel and conducting training on employment/labor/civil rights issues.

***Data Practices, Offender Injury Claims,  
& Board of Pardons***

***Randy Hartnett***

***phone 651/643-2560, fax 651/603-6770***

***randy.hartnett@state.mn.us***

This office is responsible for reviewing classification of department data pursuant to Minnesota statutes in response to data practices requests; investigating and reviewing claims against the department by injured offenders; and making recommendations regarding payment of claims to the Joint Senate/House Subcommittee on Claims. This position also serves as counsel to the State Advisory Committee for the Interstate Compact on Adult Offender Supervision, administering the Interstate Agreement on Detainers; and coordinating applications under the International Prisoner Transfer Program. Other assigned duties include advising the Board of Pardons - made up of the Governor, Chief Justice, and Attorney General - on investigative back-

grounds of applicants for pardons, commutations of sentence, and pardons extraordinary.

***Policy, Accreditation, Contracts, & Rule Review***

***Shelby Richardson***

***phone 651/642-0372, fax 651/603-6770***

***shelby.richardson@state.mn.us***

This position is responsible for review and approval of all department policies. To ensure consistency and accuracy, training and technical assistance are provided to agency staff on development of policy language and format. This manager also oversees the department's compliance with standards set by the American Correctional Association. This manager is the designated contracts coordinator for the agency. Other responsibilities include drafting contracts, requests for proposals, and administrative rules.

***Records & Sentence Administration***

***Patrick Courtney***

***Phone 651/642-0320, fax 651/643-3588***

***pcourtney@co.doc.state.mn.us***

This office is responsible for providing departmentwide direction, planning, and coordination of all activities related to offender information management and sentence administration including interpreting and administering sentences, calculation of release and expiration dates, and maintaining information on all active cases for offenders committed to the commissioner or corrections and those under supervision in the community. This manager also serves as the liaison between the department and the courts, attorneys, corrections agencies, attorneys, law enforcement, and other agencies with regard to admission, release, and sentence administration.

**□ Field Services**

***William Guelker, Director***

***phone 651/603-0181, fax 651/642-0457***

***william.r.guelker@state.mn.us***

This unit is responsible for administration of the statewide intensive supervision program; work release; Institution Community Work Crew program; Sentencing to Service; and probation, supervised release, and parole supervision in designated areas of the state.

Although the 31 counties participating in the Community Corrections Act (CCA) provide services to persons on probation, supervised release or parole, the department provides these services to adult offenders in the remaining 56 counties. Juvenile probation and parole services in non-CCA counties are provided by county probation agents or by state agents under contract to the counties. In either case, the state pays up to 50 percent of the agent's salary.



For specific information about probation, supervised release, or parole, contact the following community services staff:

***Northern Region:***

Andy Doom, Regional Manager  
Andrew.E.Doom@state.mn.us, phone 320/202-0966, fax 320/654-5272, 810 West St. Germain, Suite 202, St. Cloud, Minnesota 56301

Bruce Besse, Bruce.Besse@state.mn.us, phone 218/846-0727, fax 218/846-0740, 211 West Holmes Street, Suite 204, Box 844, Detroit Lakes, Minnesota 56502

Vic Moen, Victor.A.Moen@state.mn.us, phone 218/327-4494, fax 218/327-4397, 104 NE 3rd Street, Suite 250, Grand Rapids, Minnesota 55744

Greg Potvin, Greg.Potvin@state.mn.us, phone 218/291-4377, fax 218/236-2072, 919 8th Avenue North, Box 280, Moorhead, Minnesota 56561

Larry Smith, Lawrence.R.Smith@state.mn.us, phone 320/255-3900, fax 320/255-3905, 810 West St. Germain, Suite 202, St. Cloud, Minnesota 56301

Rick Thomton, Richard.Thomton@state.mn.us, phone 218/755-2980, fax 218/755-4186, 403 4th Street NW, Box 397, Bemidji, Minnesota 56619

***Southern Region:***

Jill Carlson, Regional Manager  
Jill.Carlson@state.mn.us, phone 507/389-1297, fax 507/389-1644, 12 Civic Center Plaza, Suite 2145, Mankato, Minnesota 56001

Dayna Burmeister, Dayna.Burmeister@state.mn.us, phone 952/496-4170, fax 952/496-4180, 1275 Ramsey Street, Suite 100, Shakopee, Minnesota 55379

Michael Downey, Mike.Downey@state.mn.us, phone 507/379-3416, fax 507/379-3419, 142 Main Street West, Box 627, Albert Lea, Minnesota 56007

Kent Grandlienard, Kent.Grandlienard@state.mn.us, phone 651/257-2258 ext. 226, fax 651/257-8623, 335 Summit Avenue, Box 187, Center City, Minnesota 55012

Rena Patterson, Rena.Patterson@state.mn.us, phone 507/457-6470, fax 507/454-9391, Courthouse, 171 West 3rd Street, Winona, Minnesota 55987

James Sop, JimSop@state.mn.us, phone 507/389-5794, fax 507/389-1644, 12 Civic Center Plaza, Suite 2145, Mankato, Minnesota 56001

Swantje Willers, Swantje.Willers@state.mn.us, phone 507/537-7104, fax 507/537-7111, 601 Highway 59 North, Marshall, Minnesota 56258

***Intensive Supervision Program (ISR)***

***Mike Fall, Director***  
***phone 320/229-5682, fax 320/654-5272***  
***Mike.Fall@state.mn.us***

***Greg Roti, ISR Southern District Supervisor***  
***phone 507/389-2023, fax 507/389-1644***  
***Greg.Roti@state.mn.us***

This statewide program provides intensive supervision of offenders seven days a week, 365 days a year - including four face-to-face contacts weekly, electronic home monitoring, mandatory work or school, daily curfews, mandatory restitution, and random drug testing.

Specially trained corrections agents whose caseloads are 15 or less supervise offenders deemed high-risk to the public who are released from department institutions. The department has agents in several locations across the state.

***Institution/Community Work Crew (ICWC)***

***Ron Solheid, Director***  
***phone 651/603-0010, fax 651/632-5065***  
***Ron.Solheid@state.mn.us***

***Greg Potvin, Moorhead Field Services/ICWC Supervisor***  
***phone 218/236-2471, fax 218/236-2072***  
***Greg.Potvin@state.mn.us***

***Mark Siemers, ICWC Supervisor***  
***phone 651/642-0361, fax 651/632-5065***  
***Mark.Siemers@state.mn.us***

***Mike Stoltman, STS Region I/ICWC Supervisor***  
***phone 218/291-4379, fax 218/236-2072***  
***Mike.Stoltman@state.mn.us***

ICWC puts minimum-security prison inmates to work in the community under the supervision of a department crew leader. Participants primarily build affordable housing in partnership with non-profit community agencies. The program helps address a housing shortage for low to moderate income families and serves





as a vocational training program for offenders. As of July 2003, over 130 homes have been constructed by the ICWC.

This unit also supervises the department's work release program and phases 2 and 3 of the challenge incarceration program.

*Work Release*

*Tom Drobac, Director*

*phone 651/642-0350, fax 651/642-0251*

*tom.drobac@state.mn.us*

Work release provides a structured transition period for offenders returning to the community with the intent of better preparing them for a successful, crime-free life. Selection criteria include current and prior criminal behavior, institutional adjustment, and alcohol and chemical dependency history. Offenders are eligible for work release during the last eight months prior to their supervised release date. The program contracts with public and private agencies for residential work release services. Programs provide structured living and close supervision and surveillance.

***Sentencing to Service (STS) Program***

STS is a sentencing alternative for courts that puts carefully selected, nonviolent offenders to work on community improvement projects. Supervised STS crews work in parks and other public areas, frequently in combination with jail time. The Minnesota Department of Corrections, courts, and local governments operate STS. City, county, township, school districts, state, and nonprofit entities may submit project proposals. Submitted proposals should outline anticipated community improvement projects.

For more information about STS or to submit a project proposal, contact the following community services staff:

***Northern Region:***

Andy Doom, Regional Manager

Andrew.E.Doom@state.mn.us, phone 320/202-0966, fax 320/654-5272, 810 West St. Germain, Suite 202, St. Cloud, Minnesota 56301

Mike Stoltman, Region 1

Mike.Stoltman@state.mn.us, phone 218/291-4379, fax 218/236-2072, P.O. Box 280, Moorhead, Minnesota 56302 (includes Becker, Clay, Douglas, Grant, Mahnomen, Ottertail, Pope, Todd, Traverse, Wadena, and Wilkin Counties)

Shelva Swanson, Region 3

Shelva.Lee.Swanson@state.mn.us, phone 763/274-

0615, fax 763/241-1118, 633 Upland Avenue, Suite I, Elk River, Minnesota 55330 (includes Aitkin, Benton, Big Stone, Chippewa, Crow Wing, Kandiyohi, Lac Qui Parle, McLeod, Meeker, Mille Lacs, Morrison, Sherburne, Sibley, Stearns, Stevens, Swift, Wright, and Yellow Medicine Counties)

Rick Thomson, Bemidji Field Services District

Richard.Thomson@state.mn.us, phone 218/755-4033, fax 218/755-4186, 403 - 4th Street Northwest, Suite 330, Box 397, Bemidji, Minnesota 56619 (includes Beltrami, Clearwater, Lake of the Woods, and Roseau Counties)

Vic Moen, Grand Rapids Field Services District

Victor.A.Moen@state.mn.us, phone 218/327-4494, fax 218/327-4397, 104 NE 3rd Street, Suite 250, Grand Rapids, Minnesota 55744 (includes Carlton, Cass, Cook, Hubbard, Itasca, Koochiching, Lake, and St. Louis Counties)

Greg Potvin, Moorhead Field Services District

Greg.Potvin@state.mn.us, phone 218/291-4377, fax 218/236-2072, 919 - 8th Avenue North, Box 280, Moorhead, Minnesota 56560 (includes Kittson, Marshall, Norman, Pennington, Polk, and Red Lake Counties)

***Southern Region:***

Jill Carlson, Regional Manager

Jill.Carlson@state.mn.us, phone 507/389-1297, fax 507/389-1644, 12 Civic Center Plaza, Suite 2145, Mankato, Minnesota 56001

John Radmer, Region 5

John.N.Radmer@state.mn.us, phone 651/385-6489, fax 651/385-6498, Goodhue County Government Center, Room 103, 509 West Fifth Street, Red Wing, Minnesota 55066 (includes Blue Earth, Brown, Carver, Dakota, Goodhue, Hennepin, LeSueur, Nicollet, Ramsey, Rice, Scott, and Waseca Counties)

Mike Downey, Albert Lea Field Services District

Mike.Downey@state.mn.us, phone 507/379-3416, fax 507/379-3419, 142 West Main Street, Box 627, Albert Lea, Minnesota 56007 (includes Dodge, Faribault, Fillmore, Freeborn, Mower, Olmsted, and Steele Counties)

Kent Grandlienard, Center City Field Services District

Kent.Grandlienard@state.mn.us, phone 651/257-2258, fax 651/257-8623, 335 Summit Avenue, Box 187, Center City, Minnesota 55012 (includes Anoka, Chisago, Isanti, Kanabec, Pine, and Washington Counties)



Jim Sop, Mankato Field Services District  
Jim.Sop@state.mn.us, phone 507/389-5794, fax 507/389-1644, 12 Civic Center Plaza, Suite 2145, Mankato, Minnesota 56001 (includes Jackson, Martin, and Watonwan Counties)

Swantje Willers, Marshall Field Services District  
Swantje.Willers@state.mn.us, phone 507/537-6918, fax 507/537-7111, 601 Highway 59 North, Marshall, Minnesota 56258 (includes Cottonwood, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Renville, and Rock Counties)

Rena Patterson, Winona Field Services District  
Rena.Patterson@state.mn.us, phone 507/457-6477, fax 507/454-9391, Courthouse, 171 West Third Street, Winona, Minnesota 55987 (includes Houston, Wabasha, and Winona Counties)

#### □ Administrative Services

**Ken Merz, Director**

**phone 651/642-0348, fax 651/603-6768**

**ken.merz@state.mn.us**

The administrative services unit is responsible for administration of the Community Corrections Act, county probation officer subsidy program, sex offender services, grants and subsidies, interstate compacts, and jail inspections and standards enforcement. The position also provides administrative assistance to the division's deputy commissioner and serves as legislative liaison for the division.

#### ***Risk Assessment/Community Notification Unit***

***William Donnay, Director***

***phone 651/642-0374, fax 651/603-0020***

***william.b.donnay@state.mn.us***

This unit is responsible for risk assessment of sex offenders and those offenders known as predatory offenders under the Community Notification Act (M.S. 244.052). Risk assessments are done for several purposes, including assessments to recommend risk level assignment for community notification, treatment referrals, and referrals for civil commitment as a person with a sexual psychopathic personality or a sexually dangerous person.

The unit is also responsible for providing community notification information to law enforcement agencies for each predatory offender released from prison and subsequent address changes of each offender. In conjunction with this responsibility, this unit also maintains a website with information provided by local law enforcement agencies on level 3 predatory

offenders in the community ([www.doc.state.mn.us](http://www.doc.state.mn.us), select "Level 3 Offender Locator").

In support of the risk assessment process, research has been done to develop and maintain an actuarial risk assessment instrument called the Minnesota Sex Offender Screening Tool-Revised (MnSOST-R).

#### Interstate Compacts for Supervision

Rose Ann Bisch, Director

phone 651/642-0311, fax 651/917-4768

[rose.ann.bisch@state.mn.us](mailto:rose.ann.bisch@state.mn.us)

Responsible for administering adult and juvenile interstate compacts which allow for the transfer of probation and parole supervision to and from Minnesota. This unit also assists in returning both delinquent and nondelinquent runaways to their home state.

#### Facilities Inspection and Enforcement

Greg Carlson, Director

phone 218/485-5072, fax 218/485-5007

[greg.carlson@state.mn.us](mailto:greg.carlson@state.mn.us)

This unit is responsible for inspection and licensing of state and local correctional facilities including jails, lock-ups, holding facilities, adult institutions, private prisons, group homes, halfway houses, juvenile detention centers, and other juvenile correctional residential facilities. This unit also provides for the certification of juvenile facilities for out-of-home/out-of-state placements and the certification of all residential adult and juvenile sex offender programs.

Additionally, the unit is responsible for development and coordination of security audits conducted in all department facilities.

Development and enforcement of facility standards and training of staff overseeing these operations are also duties of the unit, which acts as a clearinghouse for architectural and operational planning for new or remodeled state and local correctional facilities.

#### ***Grants, Contracts & the Community Corrections Act***

***Mary Dombrowski, Director***

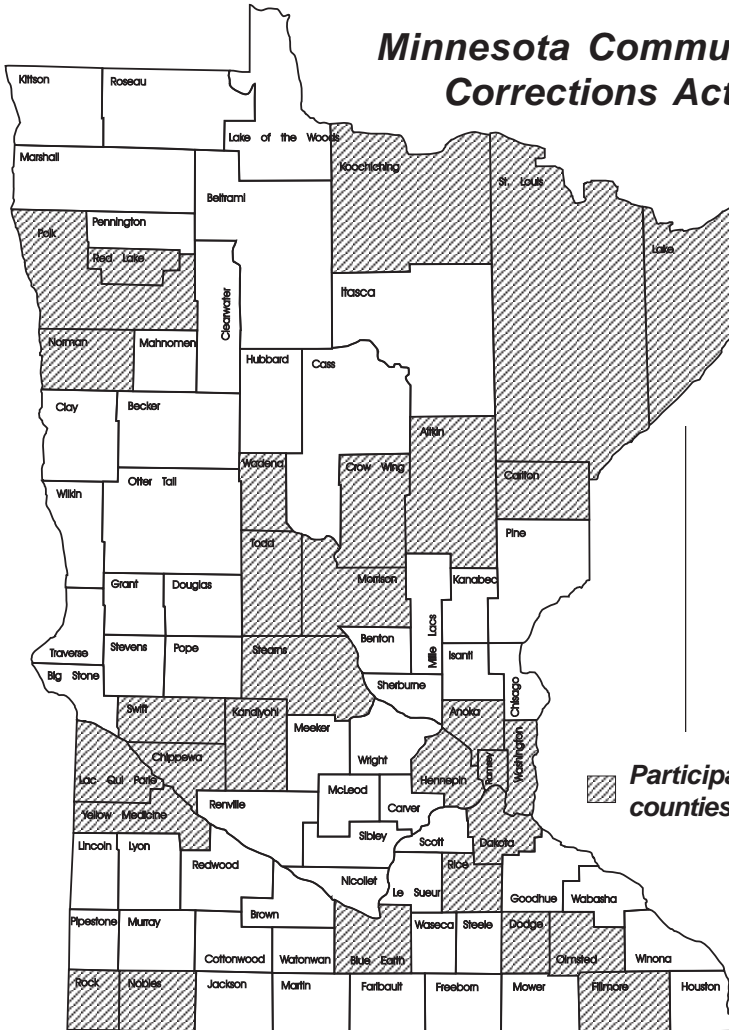
***phone 651/643-3442, fax 651/642-0292***

***mary.dombrowski@state.mn.us***

This unit administers department contracts with community residential and nonresidential programs to provide halfway house placements, job placements, and other support services. Grants are administered for remote electronic alcohol monitoring programs, adult felony, sex offender supervision, intensive supervised release, caseload/workload reduction, restorative justice, eight-day temporary hold, and sex offender treatment programs. This unit is also responsible for administration of county probation officer reimbursement, short-term offender reimbursement, an emergency housing fund, and a transitional housing project.



## Minnesota Community Corrections Act



3737, P.O. Box 3543, Mankato, Minnesota 56002-3543

*Dakota* - Barbara Illsley, director, Dakota County Community Corrections, 651/438-8288, fax 651/438-8340, Judicial Center, 1560 Highway 55, Hastings, Minnesota 55033-2392

*Dodge/Fillmore/Olmsted* - Andy Erickson, director, Dodge/Fillmore/Olmsted Community Corrections, 507/287-1686, fax 507/287-2673, 151 Fourth Street Southeast, Government Center, Fourth Floor, Rochester, Minnesota 55904

*Hennepin* - Fred LaFleur, director, Hennepin County Community Corrections, 612/348-8981, fax 612/348-6488, C-2353 Government Center, Minneapolis, Minnesota 55487-0533

*Kandiyohi* - Deborah West, director, Kandiyohi County Community Corrections, 320/231-6222, fax 320/231-6292, 2200 - 23rd Street Northeast, Suite 2060, Willmar, Minnesota 56201

*Ramsey* - Carol Pender-Roberts, director, Ramsey County Corrections Department, 651/266-2384, fax 651/266-2293, 50 West Kellogg Boulevard, Suite 650, St. Paul, Minnesota 55102

*Red Lake/Polk/Norman* - Susan Mills, director, Tri-County Community Corrections, 218/281-6076, fax 218/281-0403, 600 Bruce Street, Crookston, Minnesota 56716

*Rice* - Jim Haas, director, Rice County Community Corrections, 507/332-6290, fax 507/332-5981, 128 Northwest Third Street, Suite B, Faribault, Minnesota 55021

*Rock/Nobles* - Jon P. Ramlo, director, Rock/Nobles Community Corrections, 507/372-8285, fax 507/372-8393, P.O. Box 547, Worthington, Minnesota 56187

*St. Louis/Carlton/Cook/Koochiching/Lake* - Tom Roy, director, Arrowhead Regional Corrections, 218/726-2650, fax 218/733-2972, 100 North Fifth Avenue West, 319 Courthouse, Duluth, Minnesota 55802-1202

*Stearns* - Mark Sizer, director, Stearns County Community Corrections, 320/656-6404, fax 320/656-6439, 705 Courthouse Square, Room 445, St. Cloud, Minnesota 56303

This unit also administers the Minnesota Community Corrections Act (CCA) of 1973, which authorizes the commissioner of corrections to award subsidy grants to a county or group of counties for the provision of local correctional services. The act is designed to encourage development of a local correctional system that includes sanctions for offenders and a variety of community programs. Thirty-one counties representing about 70 percent of the state's population participate in the CCA. Areas include:

*Aitkin/Crow Wing/Morrison* - Mike Kafka, director, Central Minnesota Community Corrections, 218/825-8345, fax 218/825-8370, 611 Oak Street, Brainerd, Minnesota 56401

*Anoka* - Jerry Soma, director, Anoka County Corrections, 763/422-7008, fax 763/422-6987, 2100 Third Avenue, Anoka, Minnesota 55303

*Blue Earth* - Gerald Haley, director, Blue Earth County Community Corrections, 507/344-3707, fax 507/344-



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*Swift/Lac qui Parle/Yellow Medicine/Chippewa* - Midge Christianson, director, 6W Community Corrections, 320/269-6513, fax 320/269-5996, 1215 Black Oak Avenue, P.O. Box 551, Montevideo, Minnesota 56265

*Todd/Wadena* - Kathy M. Langer, director, Todd/Wadena Community Corrections, 320/732-6165, fax 320/732-6197, 239 Central Avenue, Long Prairie, Minnesota 56347

*Washington* - Tom Adkins, director, Washington County Court Services, 651/430-6900, fax 651/430-6947, 14949 - 62nd Street North, Box 6, Stillwater, Minnesota



# Facility Services Division

**Dennis L. Benson, Deputy Commissioner**  
phone 651/642-0290, fax 651/632-5066  
dennis.benson@state.mn.us

This office oversees the facility services division and reports directly to the commissioner. This division includes government relations, MINNCOR Industries, health services, safety, special investigations, and financial services. Additionally, an assistant commissioner within this division is responsible for day-to-day operations of adult and juvenile facilities. Descriptions of units and facilities within this division follow.

**□ Government Relations Director**

**Barbara Cox**  
Phone 651/642-0321, fax 651/642-0414  
barbara.cox@state.mn.us

This office primarily serves as a liaison with members of the legislature and their staff. Responsibilities include monitoring legislative hearings, responding to inquiries on how proposed legislation would affect the agency, and participating in preparation of the biennial and capital budget documents. This office also performs administrative duties assigned by the commissioner and deputies.

**□ Health Services Unit**

**Nanette Schroeder, Director**  
phone 651/603-0165, fax 651/523-7139  
nan.schroeder@state.mn.us

This office is responsible for management of inmate health care delivery systems and administration, as well as providing leadership as the department begins more intensive health care planning and cost-containment efforts. This manager oversees clinical supervision for medical and dental care, mental health services, chemical dependency and sex offender programming, and supervises the directors of nursing, mental health services, dental, and medical, as well as administrative and contract managers. The Health Services Unit is also responsible for monitoring the food services vendor contract and providing nutritional guidance to state correctional facilities. The director advises the commissioner, deputy commissioners, and institution heads on policy matters related to the delivery of health care to the inmate population.

**□ MINNCOR Industries**

**Chris Pizinger, Chief Executive Officer**  
phone 651/603-6700, fax 651/603-0119  
chris.pizinger@state.mn.us

MINNCOR Industries...a business where skills are taught and the community served. Maintaining profitability, MINNCOR Industries promotes a safer prison environ-

ment through efficient reduction of inmate idleness. MINNCOR gives offenders the opportunity to learn work ethics and job skills, increasing their chances for successful reentry into society and becoming responsible citizens.



MINNCOR's administrative office and showroom are located at 1450 Energy Park Drive, Suite 110, St. Paul, Minnesota 55108-5219, or visit their website at www.minncor.com.

**□ Financial Services**

**Lisa Cornelius, Chief Financial Officer**  
phone 651/642-0216, fax 651/643-3457  
lisa.cornelius@state.mn.us

This unit is responsible for all financial activities within the department. Services include biennial budget and annual spending plan development, employee payroll, purchasing, internal auditing, accounts receivable, accounts payable, lease preparation, and cost accounting. The unit also manages offender banking activities at all correctional facilities.

Budget and reporting functions for federal grant monies are another responsibility of this unit, as well as distribution of grants and subsidies to local units of government and nonprofit agencies.

Formulation of fiscal policies and procedures is managed by the financial services unit. Staff provide training and consultation on fiscal activities to department staff and monitor use of department funds. The chief financial officer also determines the financial impact of proposed legislation on the department and serves as a resource and liaison to State Finance Department staff.

**Facility Finance Directors:**

Chris Dodge, chris.dodge@state.mn.us  
MCF-Stillwater, Oak Park Heights, Red Wing

Robin Sylvester, robin.sylvester@state.mn.us  
MCF-St. Cloud, Lino Lakes

Lori Wilmes, lori.wilmes@state.mn.us  
MCF-Willow River/Moose Lake, Thistledeew Camp

Alan Walz, alan.walz@state.mn.us  
MCF-Rush City

Vicky Baukol, vicky.baukol@state.mn.us  
MCF-Shakopee

Jim Dull, jim.dull@state.mn.us  
MCF-Faribault





#### ❑ Safety & Health Unit

**Mark Koetke, Director**

**phone 651/642-0277, fax 651/642-0223**

**mark.koetke@state.mn.us**

This position is responsible for management, development, and consistent implementation of safety and health initiatives that improve operational effectiveness and reduce costs for all department facilities, field services offices, and ICWC/STS offender work crew sites. This position supervises facility safety & health officers and directs safety activities of the department through education, compliance, and injury reduction programs to help ensure a safe and healthful environment for employees, offenders, and visitors. The director serves as liaison with state regulatory agencies and advises the commissioner and her executive team, institution heads, and other department managers on policy matters, cost-saving measures, and system improvements related to safety and health.

#### ❑ Office of Special Investigations (OSI)

**Cari Gerlicher, Director**

**phone 651/642-0419, fax 651/642-0403**

**cari.gerlicher@state.mn.us**

The OSI provides the department with a variety of coordinated investigative services:

- Criminal activity and misconduct by institution staff, visitors, or inmates are vigorously investigated. The OSI coordinates such cases to ensure that department resources are used efficiently and productively. In all criminal matters, the OSI works cooperatively with appropriate criminal justice agencies. The OSI also performs investigations for other entities.
- The second branch of the OSI is responsible for intelligence gathering within state correctional facilities including information on security threat group activity, escape-risk offenders, and others who threaten facility security.
- A third branch coordinates fugitive apprehension efforts. (The fugitive unit has been designated by statute as a law enforcement agency, and staff are licensed peace officers with full authority to arrest department fugitives.)

The OSI is designated as the official liaison with local, state, and federal enforcement entities in investigative and apprehension matters.

#### ❑ Erik Skon, Assistant Commissioner

**phone 651/642-0245, fax 651/632-5066**

**erik.skon@state.mn.us**

This assistant commissioner reports to the deputy commissioner of the facility services division and is responsible for the day-to-day activities of eight adult and two

juvenile correctional facilities. This assistant commissioner also oversees facility support services such as education, classification/alternative services, capital resources, and religious programming/resources. Descriptions follow.

#### *Minnesota Correctional Facility-Faribault*

**Connie Roehrich, Warden**

**phone 507/334-0700, fax 507/332-4538**

**connie.roehrich@state.mn.us**

The Minnesota Correctional Facility-Faribault, 1101 Linden Lane, Faribault, Minnesota 55021-6400, is a medium-security, level-three facility housing adult males. A level 1 and 2 minimum-security unit is also located outside the secure perimeter. The 1989 Minnesota Legislature initially approved opening of the facility by authorizing funds to convert portions of the Faribault Regional Center for correctional use. Population is 1,230 (6/05).

The facility includes ten remodeled buildings used for living quarters. One of the buildings has been adapted to meet the needs of the department's geriatric and special needs populations.

A variety of work, vocational/academic, and other programs is offered. MINNCOR Industries include wood furniture manufacturing, truck refurbishing, laundry, cleaning products, and subcontract work.

Education programs include adult basic education, literacy, general educational development (GED), critical thinking skills, and transitional life skills. Vocational diploma/certificate programs include cabinetmaking, painting and decorating, commercial drywall, floor covering installation, carpentry, computer certification, small business management, and mechanical drafting.

The facility also has a treatment unit for alcohol and other drugs.

The 2005 Legislature appropriated funding for phase 1 renovation/expansion to 1,941 beds by 12/07. Remodeling is scheduled to begin in October 2005, with construction of new units and food service beginning in April 2006.

#### *Minnesota Correctional Facility-Lino Lakes*

**David Crist, Warden**

**phone 651/717-6100, fax 651/717-6105**

**david.r.crist@state.mn.us**

The Minnesota Correctional Facility-Lino Lakes, 7525 Fourth Avenue, Lino Lakes, Minnesota 55014, opened in 1963, originally served as a juvenile facility. In 1978 the institution was remodeled and converted to a level three, medium-security facility for adult males transferred from the state's higher-security locations that are housed inside a secure perimeter. A level one, mini-



mum-security unit is located outside the perimeter. Population is 1,300 (6/05).

The facility is the primary department treatment center for sex offenders and provides prerelease programming for sex offenders released to the community. Chemical dependency programming is provided in TRIAD, a 390-bed therapeutic community. Additional programming is offered through educational and vocational classes, and work opportunities are available through support services.

Lino Lakes is also the site of the InnerChange Freedom Initiative, a faith-based program funded and operated by Prison Fellowship through a partnership with the corrections department.

**Minnesota Correctional Facility-Oak Park Heights**

*Jessica Symmes, Acting Warden*

*phone 651/779-1400, fax 651/779-1385*

*jessica.symmes@state.mn.us*

The Minnesota Correctional Facility-Oak Park Heights, 5329 Osgood Avenue North, Stillwater, Minnesota 55082-1117, opened in

1982, receives offenders transferred primarily from other adult male institutions who are classified as maximum custody or extreme risks to the public. The level five, maximum-security institution has a population of 430 (6/05). The facility has nine self-contained complexes that can operate independently. Six are designed to house 52 inmates each.

Inmates participate in highly-structured programming including industry, education, and institutional housekeeping. The remaining three complexes contain the mental health, transitional health care, and administrative control units that serve adult male offenders departmentwide.

Oak Park Heights is the site of the consolidated offender canteen service, operated by MINNCOR Industries and servicing all department adult facilities.

**Minnesota Correctional Facility-Red Wing**

*Otis Zanders, Superintendent*

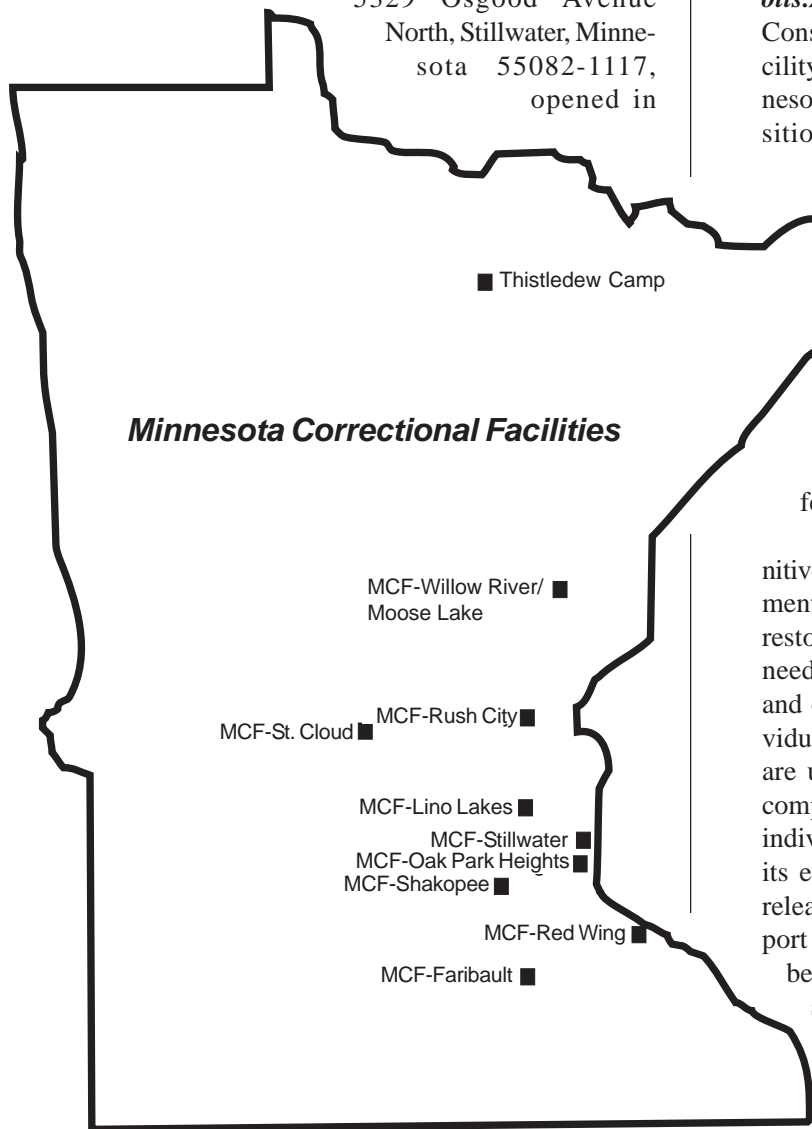
*phone 651/267-3600, fax 651/267-3761*

*otis.zanders@state.mn.us*

Constructed in 1889, the Minnesota Correctional Facility-Red Wing, 1079 Highway 292, Red Wing, Minnesota 55066, provides treatment, education, and transition services for approximately 130 serious and chronic male juvenile offenders placed at the facility either as a condition of court-

ordered probation or as the result of having been committed to the commissioner of corrections. The facility also provides detention services and predisposition evaluation services as requested by the courts. A separate, community reentry program for 60 minimum-security adult male offenders also operates at Red Wing.

Juvenile residents participate in the facility's cognitive/behavior restructuring and skill development treatment model, which incorporates the principles of the restorative justice and therapeutic communities. Risk/needs assessments are completed for each resident, and outcomes are used to develop the resident's individual treatment plan. Weekly and quarterly reports are used to measure progress toward treatment plan completion. All residents are expected to develop an individualized relapse prevention plan and demonstrate its effectiveness during daily activities prior to their release. The facility's Mental Health Treatment Support Unit provides services for residents assessed to be in need of mental health management and counseling. These services include a 12-bed temporary living unit for those residents who have difficulty adjusting in the general population programs.





The facility also provides sex offender and substance abuse-specific treatment programs, based on the principles and practices affiliated with cognitive/behavioral treatment.

Volunteer, religious, and after-school learning enrichment program components are used to support and enhance program services.

The education program includes academic and prevocational components. Special education and Title 1 remedial/transition services are also available. Residents who achieve their high school or general equivalency diploma are assigned to an independent living skills and work readiness program.

The facility provides both a prerelease and post-release transition services program, in collaboration with community-based service providers. The prerelease component is designed to assist residents develop community reentry plans related to residency, education, employment, and aftercare treatment support services. Residents on prerelease status are afforded three and five-day furloughs to finalize their plans prior to release. These furloughs are also used to process the effectiveness of the resident's relapse prevention plan, particularly as it relates to environmental risk factors in the community. Upon successful completion of the prerelease component, residents are placed in the community on an extended, community-based furlough status. During this phase of programming, caseworkers continue to provide case management, monitoring, and support services during the first 90 days after release. The caseworker coordinates post-release activities with court services staff, community-based service providers, families, and other agencies or individuals affected by the resident's return to the community. Residents who fail to abide by the conditions of their extended furlough may be returned to the facility for additional programming. Residents who successfully complete the post-release program are placed on probation or parole status.

#### ***Minnesota Correctional Facility-Rush City***

***Robert Feneis, Warden***

***phone 320/358-0400, fax 763/689-7543***

***robert.feneis@state.mn.us***

The Minnesota Correctional Facility-Rush City, 7600 - 525th Street, Rush City, Minnesota 55069, opened in February 2000. The close-custody, level-four facility currently houses 1,015 offenders (6/05), most in double-bunked cells. Offender activities are conducted on a strict schedule. These activities include institution support and prison industry jobs, education assignments, religious programming, and recreation and visiting times.

MINNCOR Industries at the facility focuses on providing production space and offender labor to the business community through subcontract services.

Educational programming focuses on basic education, parenting, English as a second language, vocational, and transitional programming.

#### ***Minnesota Correctional Facility-St. Cloud***

***Patt Adair, Warden***

***phone 320/240-3000, fax 320/240-3054***

***patt.adair@state.mn.us***

The Minnesota Correctional Facility-St. Cloud, 2305 Minnesota Boulevard, St. Cloud, Minnesota 56304, is a level four, close-security institution built in 1889, remodeled and modernized. Population is 1,000 (6/05). A variety of programs is offered such as individual and group counseling and chemical dependency. The facility serves as the department's intake center for adult males.

Varied educational opportunities are available including adult basic education, GED instruction, and vocational training with programs in barbering, masonry, painting, and decorating. MINNCOR Industries oversees the production of Minnesota's auto and truck license plates and tabs.

#### ***Minnesota Correctional Facility-Shakopee***

***Rick Hillengass, Warden***

***phone 952/496-4440, fax 952/496-4476***

***rick.hillengass@state.mn.us***

The Minnesota Correctional Facility-Shakopee, 1010 West Sixth Avenue, Shakopee, Minnesota 55379, opened in 1986, houses adult women offenders committed to the commissioner of corrections. Population is 466 (6/05), which includes all custody levels. The facility has 11 buildings including a core building for administration and inmate activities, a segregation unit with a mental health programming unit connected, seven living units, an industry/vocational educational building, and a heating plant.

MINNCOR Industries provides part or full-time work for the offender population in the areas of data processing, assembly, market research, sewn products, and subcontract work. Many inmates also work on institution maintenance crews and in food service.

Offenders have access to a variety of academic and vocational educational opportunities. Mental health and treatment services are also available.



**Minnesota Correctional Facility-Stillwater**  
**Lynn Dingle, Warden**  
**phone 651/779-2700, fax 651/351-3600**  
**lynn.dingle@state.mn.us**

The Minnesota Correctional Facility-Stillwater, 970 Pickett Street North, Bayport, Minnesota 55003-1490, built in 1914 as an industrial prison, is the state's largest close-security, level four institution for adult male felons. Population is 1,400 (6/05).

MINNCOR Industries at Stillwater include metal products, farm machinery, wood products, furniture, upholstery, system furniture, distribution and installation services, warehousing, and subcontract work for private industry.

A wide variety of vocational and academic educational programs, a chemical dependency program, and a level one minimum-security unit for selected offenders nearing release are available.

The 2005 Legislature appropriated phase 1 funding for a new 150-bed segregation unit to enhance the facility's security.

**Minnesota Correctional Facility-Willow River/Moose Lake**  
**Terry Carlson, Warden**

**phone 218/485-5000, fax 218/485-5120**  
**terry.carlson@state.mn.us**

The Minnesota Correctional Facility-Willow River/Moose Lake has two locations.

The Moose Lake site is located at 1000 Lakeshore Drive, Moose Lake, Minnesota 55767, phone 218/485-5000, fax 218/485-5120. It is a level three, medium-security institution for adult males. The site is the former Moose Lake Regional Treatment Center. Conversion to a correctional facility began in 1988. The facility provides a variety of programming including vocational and academic education, sex offender programming, and industry. MINNCOR Industries encompasses textile/garment manufacturing, signage, printing, and subcontract work. The facility's current population is 1,025 (6/05).

Willow River was the facility's original site and is located at 86032 County Highway 61, Willow River, Minnesota 55795, phone 218/372-3101, fax 218/372-3090. It serves as phase 1 for male offenders in the department's Challenge Incarceration Program (CIP), a boot camp mandated by the 1992 Legislature that accepted its first squad in October 1992. Phase 1 is a six-month, intensive program for up to 90 non-dangerous male offenders (CIP phase 1 female offenders are housed at Thistledeew Camp). Programming components include education, critical thinking skills development, chemical dependency programming, and rigorous physical exercise. Phases 2 and 3, both su-

pervised release phases, are at least six months in duration and served in the community. The 2005 Legislature authorized the department to add up to 100 beds at CIP.

**Thistledeew Camp**  
**David Hegg, Superintendent**  
**phone 218/376-4411, fax 218/376-4489**  
**dave.hegg@state.mn.us**

Thistledeew Camp, 62741 County Road 551, Togo, Minnesota 55723, is available for use on a per diem basis by all Minnesota juvenile county courts and provides court and social service agencies with an alternative residential program. Average daily population is approximately 39.

Thistledeew offers a three-week program, operated separately for boys and girls between 13 and 17 years of age. Thistledeew also offers a three-month program and a separate chemical dependency treatment program for boys. Each program is intended to serve as a treatment resource for juveniles who have experienced failure in the home, school, and community.

*Three-week program* - Wilderness Endeavors is a year-round, 21-day adventure therapy program for boys and girls (the girls' program operates separately from the boys' program and has a strong gender-specific focus). It provides students with a safe but challenging environment in which to discover and develop tools for change and personal growth. Wilderness activities such as backpacking, canoeing, and cross-country skiing are used, along with a four-day solo, rock climbing, a team's course, and a high ropes course. A therapy component helps students process their experiences and transfer them to real-life situations. Students receive one full year of school credit in experiential education and also one full year in physical education.

*Three-month program* - This program is available for juvenile males whose needs and interests are met through involvement in group living, school, work, special classes, and recreational activities. A student's success is measured through a comprehensive points system included in all areas of the program. Scores provide opportunities for both rewards and consequences. A sense of responsibility is encouraged through a fair and reasonable system of accountability. The last three weeks of the three-month program are devoted to Challenge, Thistledeew's high-adventure wilderness program. Challenge stresses self-confidence, leadership abilities, and the important of teamwork.

Chemical dependency treatment program - Thistledeew's comprehensive chemical dependency treatment program addresses all CD issues. This pro-





gram provides a chemical dependency and mental health assessment, group therapy, cognitive restructuring, relapse prevention, educational services, and wilderness therapy, all with a restorative justice focus. Twelve to fifteen weeks of residential treatment are followed by twelve weeks of intensive aftercare/transition services.

*Aftercare and transition* - Thistledeew has a state-wide aftercare and transition program provided for all youth who complete the three-month program. Aftercare is provided for 12 weeks and includes at least three visits to the home community by the child's caseworker. The intent is to provide support for the youth in school, employment, and his relationships with family and peers. Transition programming is centered on setting up a restorative justice circle for each youth as he returns to the community. The purpose of this circle is to identify support systems and individuals who will work with the youth to help provide a positive transition back to the community, school, and work. This network of support is intended to continue beyond the 12-week aftercare period.

*Challenge Incarceration Program (CIP)* - Thistledeew Camp also serves as the site for adult female offenders in phase 1 of CIP, a boot camp mandated by the 1992 Legislature that accepted its first squad in October 1992. Phase 1 is a six-month, intensive program for up to 24 non-dangerous female offenders (CIP phase 1 male offenders are housed at Willow River). Programming components include education, critical thinking skills development, chemical dependency programming, and rigorous physical exercise. Phases 2 and 3, both supervised release phases, are at least six months in duration and served in the community.

### **Education**

**Marcie Sorensen, Director**  
**phone 651/642-0244, fax 651/603-0150**  
**marcie.j.sorensen@state.mn.us**

The central office education unit is responsible for oversight of offender education in adult and juvenile facilities. Adult Basic Education, special education, high school diploma, GED, vocational, parenting, life skills, critical thinking skills, transitional programming, and offender job placement are all available through correctional education. A foundation for correctional education has also been created to offer higher education opportunities within the facilities.

To offer the above programs, the department partners with the Department of Education; Minnesota State Colleges and Universities; the Department of Employment and Economic Development; and other public and private organizations.

Research, data collection, program development, assessment, and national affiliations for the growth of correctional education are all functions of this unit.

### **Religious Programming and Resources**

**Steve Hokonson, Director**  
**phone 651/717-6543, fax 651/717-6137**  
**steve.hokonson@state.mn.us**

This unit is responsible for ensuring that incarcerated offenders have reasonable opportunities to pursue lawful individual religious beliefs and practices of the religion or faith of their choice. Religious programming is provided consistent with security practices and principles, rehabilitative goals, health and safety, allocation of limited resources, responsibilities, and needs of the correctional facilities.

### **Classification & Alternative Services Unit**

**Jerry Clay, Director**  
**phone 651/642-0319, fax 651/632-5066**  
**jerry.clay@state.mn.us**

This office is responsible for inmate classification, transfer, and transportation services; administering the facility interstate corrections compact; and contract monitoring for bed rental at county jails and a private correctional facility.

The department's inmate classification system utilizes an objective rating process to balance the classification assignment of inmates at the lowest custody level consistent with an objective assessment of public risk, facility security, and safety of staff and inmates. The facility interstate corrections compact allows for transfer of inmates between states who are members of the compact.

Transportation provides safe, efficient, and effective movement of supervised release, work release, and CIP violators; interstate corrections compact transfers; and transfer of inmates between department facilities.

The director also oversees security activities including serving as chair of captain meetings and coordination of SORT (Special Operation Response Teams) and K-9 programs.

### **Capital Resources**

**Joe Miller, Administrator**  
**phone 651/642-0247, fax 651/632-5066**  
**joe.miller@state.mn.us**

The capital resources administrator coordinates capital projects, institution bonding, facility remodeling/renovation, and new institution planning. The administrator serves as a liaison with the Department of Administration, other state agencies, and firms involved in capital improvement projects and construction.





# Support Services Division

**Chris Bray, Assistant Commissioner**  
phone 651/642-0273, fax 651/642-0414  
chris.bray@state.mn.us

This office oversees the support services division and reports directly to the commissioner. This assistant commissioner also serves as the department's affirmative action officer and directs the office of diversity.

This office is responsible for oversight of a variety of department activities including restorative justice, planning for female offenders, human resource management, employee development, a reentry initiative, and juvenile community services. Best practices, strategic planning, and performance measures are also major responsibilities of this office. Descriptions of units in this division follow.

## ☐ Office of Diversity (contact: Assistant Commissioner Chris Bray, listed above)

Plans, directs, and implements the diversity and equal opportunity/affirmative action program in the following areas:

- Compliance with federal and state laws requiring the development and implementation of the department's Affirmative Action Plan, and policies in the area of equal
- Investigate allegations of discrimination and sexual harassment to ensure that the department's employment practices are nondiscriminatory and that all employees have a work environment free from discrimination based on race, color, sex, religion, creed, national origin, disability, age, sexual orientation, and marital status;
- Promote an inclusive work environment by ensuring all department employees receive training on professionalism and diverse cultures;
- Implement community and college recruitment to attract a diverse pool of job-seekers to a career in corrections, as well as internship opportunities;
- Ensure that the department provides services, programs, and policies accessible to individuals with physical or mental disabilities; and
- Provide leadership to diversity committees established at each department facility and the community services division.

## ☐ Human Resource Management

**Karen McCarty, Director**  
phone 651/642-0313, fax 651/643-2536  
karen.mccarty@state.mn.us

This unit provides consultation and direction concerning interpretation of personnel policies, grievance disputes, discipline matters, current staffing patterns, workforce planning, worker compensation, and labor relations including the formulation of union negotiation positions. It provides support to supervisors in recruitment, vacancy filling, and

determinations of job classification and compensation. In addition, it documents the department's employment actions and administers employee benefits.

## ☐ Employee Development

**Monica Lyn, Director (acting)**  
phone 651/642-0346, fax 651/603-0185  
monica.lyn@state.mn.us

In addition to providing training for all new employees, including a corrections officer academy, and ongoing skill-building training for staff at all levels, this unit provides management development training and organizational development consultation. Services provided include curriculum development, instructor train-the-trainer courses, certification programs, and development of e-training opportunities.

## ☐ Juvenile Community Services

**David Johnson**  
phone 651/642-0334, fax 651/642-0314  
david.a.johnson@state.mn.us

Responsible for coordination and oversight of community juvenile services. Some areas include:

- Children's Mental Health Initiative Fund; interagency planning for delinquent children with disabilities; juvenile services training and technical assistance for juvenile justice and corrections stakeholders/staff; and development and implementation of interagency juvenile facility licensing rules.
- Management of the State Juvenile Female Commitment Program (for juvenile female adolescents committed to the commissioner of corrections).
- Development of juvenile community services policies and procedures and management of special studies or grants that relate to community juvenile services.
- Work with local juvenile correctional agencies and the legislature to develop and implement legislative initiatives surrounding juvenile justice issues.

## ☐ Strategic Planning

**Susan Allan**  
phone 651/642-0287, fax 651/642-0223  
susan.allan@state.mn.us

Responsible for directing the agency's strategic planning process, providing organizational leadership, and facilitating Six Sigma process improvement initiatives and the Minnesota Comprehensive Offender Reentry Plan (MCORP). Other responsibilities include management of department results and business assessment scorecards, streamlining coordination of workforce planning, and preparation of department position papers.



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**□ Best Practices**

**Tim Hansen (restorative justice)**

**phone 651/643-2162, fax 651/642-0457**

**tim.hansen@state.mn.us**

**Susan Stacey (best practices)**

**phone 651/642-0338, fax 651/642-0457**

**susan.stacey@state.mn.us**

Staff of this unit:

- Develop and promote victim-sensitive policy and practices;
- Provide technical assistance across Minnesota, including coordination, consultation, and training on correctional best practices and restorative justice;
- Serve as liaison with statewide best practices networks;
- Staff the Evidence-Based Practices Policy Team; and
- Build partnerships between correctional organizations and other stakeholders.



# Adult Inmate Profile

## Section 1 - Adult Inmate Profile (excluding short-term offenders) as of 1/1/05

**POPULATION:**

Males .....	7,978	94.1%
Females .....	504	5.9%
Total .....	8,482	100.0%

**OFFENSES (top six total 6,696):**

Drugs .....	2,090	24.6%
Criminal Sexual Conduct .....	1,411	16.6%
Homicide .....	1,155	13.6%
Assault .....	903	10.6%
Burglary .....	613	7.2%
Robbery .....	524	6.2%

(Note: Percentages are based on the total population of 8,482)

**TYPES OF OFFENSES:**

Person .....	4,272	50.4%
Drugs .....	2,090	24.6%
Property .....	930	11.0%
Weapons .....	373	4.4%
DWI .....	312	3.7%
Other/Not Reported .....	505	6.0%
Total .....	8,482	

**NUMBER OF LIFERS:** 445 (486 including Non-Minnesota)

(Note: Of the 445 Minnesota Lifers, 65 were not incarcerated in a Minnesota correctional facility.)

**AVERAGE AGE (in years):** 34.39

**CURRENT INMATES AGE 50 OR OLDER:** 676

**CURRENT INMATES UNDER AGE 18:** 16

**AVERAGE POPULATION (CY2004):** 8,033

(Note: Offenders on work release status are not included in the average population calculation.)

**INMATES CERTIFIED AS ADULTS AT SENTENCING:** 300

**MINNCOR Industry – Inmates Employed:** 1,075

**RACE:**

White .....	4,958	58.5%
Black .....	2,726	32.1%
Indian .....	592	7.0%
Asian .....	201	2.4%
Unknown .....	5	< 0.1%
Total .....	8,482	

(Note: 615 of the above are of Hispanic ethnicity)



<b>EDUCATIONAL LEVEL:</b> Grades 0 - 8 .....	400 .....	4.7%
Grades 9 - 11 .....	2,036 .....	24.0%
High School Graduate .....	1,568 .....	18.5%
GED .....	2,188 .....	25.8%
College and Up .....	159 .....	1.9%
Other/unknown .....	2,131 .....	25.1%
Total .....	8,482	

<b>MARITAL STATUS:</b> Single .....	5,788 .....	68.2%
Married .....	1,253 .....	14.8%
Divorced/Separated .....	1,208 .....	14.2%
Other/Unknown .....	233 .....	2.7%
Total .....	8,482	

<b>RELIGION:</b> Catholic .....	1,362 .....	16.1%
Baptist .....	709 .....	8.4%
Lutheran .....	890 .....	10.5%
Other Christian .....	2,047 .....	24.1%
Muslim .....	303 .....	3.6%
American Indian Religions .....	403 .....	4.8%
Other .....	254 .....	3.0%
Unknown/No Preference .....	2,514 .....	29.6%
Total .....	8,482	

**COUNTY OF COMMITMENT (top six total: 4,818):**

Hennepin .....	2,112 .....	24.9%
Ramsey .....	1,411 .....	16.6%
Dakota .....	372 .....	4.4%
St. Louis .....	342 .....	4.0%
Olmsted .....	303 .....	3.6%
Anoka .....	278 .....	3.3%

(Note: Percentages are based on total population of 8,482)

**POPULATION BY FACILITY/Location:**

Stillwater .....	1,375 .....	16.2%
Lino Lakes .....	1,290 .....	15.2%
Faribault .....	1,234 .....	14.5%
Willow River/Moose Lake .....	1,121 .....	13.2%
Rush City .....	1,023 .....	12.1%
St. Cloud .....	975 .....	11.5%
Oak Park Heights .....	432 .....	5.1%
Shakopee .....	452 .....	5.3%
Red Wing .....	55 .....	0.6%
Thistledeew .....	24 .....	0.3%
Work Release .....	222 .....	2.6%
Institution Community Work Crews .....	44 .....	0.5%
County Jail (Contract) .....	87 .....	1.0%
Prairie Correctional Facility (PCF) .....	148 .....	1.7%
Total .....	8,482	

(Note: Red Wing started housing adult offenders effective 11/06/2003, Thistledeew started housing adult offenders effective 01/20/2004, County Jail and PCF started housing adult offenders effective 04/06/2004 and 05/25/2004, respectively.)



## Section 2. Short-term Offender Profile as of 01-01-2005

**Definition:** Short-term offenders are those offenders, for whom “...in a felony sentence to imprisonment, when the remaining term of imprisonment is for 180 days or less, committed to the custody of the commissioner of corrections and are designated to serve the remaining term of imprisonment at a workhouse, work farm, county jail or other place authorized by law” (Minnesota Statutes §609.105, Subdivision 1, effective July 1, 2003).

Note: The short-term offender population number (251) indicated below is excluded from all statistics reported in Section 1. Adult Inmate Profile.

### SHORT-TERM OFFENDER POPULATION:

Males .....	219 .....	87.3%
Females .....	32 .....	12.7%
Total .....	251	

### RACE:

White .....	177 .....	70.5%
Black .....	53 .....	21.1%
Indian .....	20 .....	8.0%
Asian .....	1 .....	0.4%
Total .....	251	

Note: Nine of the above are of Hispanic ethnicity.

## Section 3. Admissions and Releases For CY 2004

### ADMISSIONS (CY2004):

New Commitments .....	4,309 .....	66.0%
Release Return Without New Sentence .....	1,979 .....	30.3%
Release Return With New Sentence .....	238 .....	3.6%
Total .....	6,526	

Note: The above includes admissions of all offenders committed to the commissioner of corrections including the short-term offenders.

### COMMITMENTS:

	<i>CY2003</i> .....	<i>CY2004</i> .....	<i>Change</i>
January-June .....	2,107 .....	2,353 .....	11.7%
July-December .....	2,148 .....	2,194 .....	2.1%
Total .....	4,255 .....	4,547 .....	6.9%

(Note: Includes new commitments and release return with new sentence by calendar year)

### RELEASES (CY2004):

Supervised Release/Parole .....	4,580 .....	70.5%
Discharge .....	1,064 .....	16.4%
Community Programs .....	844 .....	13.0%
Other .....	6 .....	<0.1%
Total .....	6,494	



# Juvenile Inmate Profile



## *Juvenile Inmate Profile as of 1/1/2005 (unless noted)*

**MCF-Red Wing Population:** State Commits ..... 71  
Non-Commits ..... 53  
Total Population ..... 124

**Average Population CY2004:** 114

### *State Commits Information*

**Average Age:** 17.6

#### **Admissions (CY2004):**

New Commitments ..... 72  
Parole Return W/O New Sentence ..... 0  
Parole Return W/New Sentence ..... 2  
Total ..... 74

#### **Releases (CY2004):**

Parole ..... 23 ..... 36.5%  
Discharge ..... 40 ..... 63.5%  
Total ..... 63

#### **Race (N=71):**

White ..... 39 ..... 54.9%  
Black ..... 12 ..... 16.9%  
Native American ..... 12 ..... 16.9%  
Latin ..... 6 ..... 8.5%  
Asian ..... 2 ..... 2.8%

#### **Offenses (top five): (N=71)**

Criminal Sexual Conduct ..... 16 ..... 22.5%  
Burglary ..... 11 ..... 15.5%  
Probation Violation ..... 11 ..... 15.5%  
Auto Theft ..... 8 ..... 11.3%  
Assault ..... 8 ..... 11.3%

#### **County of Commitment (top four): (N=71)**

Hennepin ..... 16 ..... 22.5%  
Olmsted ..... 7 ..... 9.9%  
Rice ..... 7 ..... 9.9%  
Wright ..... 3 ..... 4.2%

<b>Commitments:</b>	<i>CY2003</i>	<i>CY2004</i>	<i>Change</i>
January-June	31	46	48.4%
July-December	34	26	-23.5%
Total	65	72	10.8%

Note: On January 1, 2005, there were four girls committed to the commissioner of corrections and housed in contract facilities. They are not reflected in the above profile.



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*Non-Commits Information (N=53)*

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**Average Age:** 16.4

**Admissions (CY2004):**

Court Order .....	45	58.4%
Hold: Detention .....	30	38.9%
Hold: Revocation .....	2	2.6%
Federal .....	0	0.0%
Total .....	77	

**Releases (CY2004):**

County Court Order .....	21	34.4%
Detention Hold Releases .....	33	54.0%
Pre-Dispositional releases .....	07	11.5%
Total .....	61	

**Race (N=53):**

Black .....	20	37.7%
White .....	19	35.8%
Native American .....	7	13.2%
Latin .....	5	9.4%
Asian .....	2	3.8%

**Offenses (top five): (N=53)**

Criminal Sexual Conduct .....	13	24.5%
Aggr. Robbery .....	9	17.0%
Probation Violation .....	7	13.2%
Assault .....	5	9.4%
Weapons .....	3	5.7%

**Admitting County (top two): (N=53)**

Hennepin .....	16	30.2%
Ramsey .....	14	26.4%



**Fiscal Years 2006-07  
General Fund Appropriation  
(Reflects Laws of 2005; Dollars in Thousands)**

<b>Correctional Facilities</b>	<u>FY2006</u>	<u>FY2007</u>
Minnesota Correctional Facility (MCF)-Faribault .....	\$25,446	\$25,446
MCF-Red Wing .....	\$11,709	\$11,709
MCF-Lino Lakes .....	\$26,748	\$26,748
MCF-Shakopee .....	\$11,924	\$11,924
MCF-MCF-Willow River/Moose Lake:		
Willow River site .....	\$2,375	\$2,375
Moose Lake site .....	\$21,314	\$21,314
Thistledeew Camp:		
Juvenile program .....	\$23	\$23
Adult program .....	\$918	\$918
MCF-Stillwater .....	\$31,993	\$31,993
MCF-St Cloud .....	\$24,920	\$24,920
MCF-Oak Park Heights .....	\$18,254	\$18,254
MCF-Rush City .....	\$21,065	\$21,065
Education .....	\$370	\$370
Health Services .....	\$44,614	\$44,615
Facility Support Services .....	<u>\$45,761</u>	<u>\$59,450</u>
Total .....	\$287,434	\$301,124
 <b>Community Services</b>		
Probation & Supervised Release .....	\$18,781	\$18,982
Special Supervision .....	\$7,075	\$7,075
Community Programs .....	\$4,555	\$4,555
Sentencing to Service .....	\$3,410	\$3,410
Facilities Planning & Inspection .....	\$644	\$644
Pass Thru Grants & Subsidies .....	\$64,901	\$64,901
Program Support & Evaluation .....	<u>\$3,997</u>	<u>\$3,659</u>
Total .....	\$103,363	\$103,226
 <b>Operations Support</b>		
Support Services .....	\$1,243	\$1,243
Policy & Legal Services .....	\$2,450	\$2,450
Crime Network Systems .....	\$1,350	\$1,300
Financial Services .....	\$896	\$896
Office Services .....	\$1,677	\$1,677
Human Resources .....	\$2,473	\$2,473
Employee Development .....	\$436	\$436
Information Technology .....	<u>\$4,873</u>	<u>\$4,873</u>
Total .....	\$15,398	\$15,348
 <b>DEPARTMENT TOTAL .....</b>	<b>\$406,195</b>	<b>\$419,698</b>