DEPARTMENT OF CORRECTIONS

Policy Number:	**203.018**
Title:	**Agent Assignment and Release Planning**
Effective Date:	**10/24/25**

PURPOSE: To guide the assignment of an agent/entity responsible for supervising a person in the community and for investigating and assisting in release planning efforts, including the selection and approval of a residential placement, to provide the highest level of public safety and optimize the person's of successful transition into the community.

APPLICABILITY: Adult facilities, health services, community services division, and Community Corrections Act (CCA) counties.

DEFINITIONS:

Assessment summary report (ASR) – a report that summarizes the results from the risk-needs-responsivity assessments completed by an incarcerated person during their confinement period.

Associate Director of case management – the DOC employee who directs the caseworkers in all state correctional facilities.

Case Plan (Community Supervision) – a case plan guides the corrections practitioner and the client toward the accomplishment of action steps and goals. The plan targets criminogenic needs and should be written, time- and goal-driven, and dynamic in nature.

Case Planning (Community Supervision) – case planning is different than monitoring the client's conditions. The purpose of case planning is to reduce a client's risk of re-offense by building skills using cognitive behavioral interventions tailored to a client's criminogenic needs. If a client has more than one criminogenic need, the initial case planning process will help align with an initial area of focus.

Case Review – a meeting with the incarcerated individual and caseworker to determine and/or review the incarcerated person's institution case plan.

Caseworker – a DOC facility staff member responsible for assisting incarcerated persons in the release planning process, including the selection of a suitable and available residential or community placement.

County of commitment – the county with the sentence having the latest termination date among the counties in which the person was convicted and sentenced for the crime(s) that required commitment to the DOC.

County of historical ties – the county in which the person primarily resided six months before incarceration at a Minnesota correctional facility. Stays in homeless shelters, motels, hotels, treatment facilities, jails, and transitional housing (for example, halfway houses, DOC-leased intensive supervised release (ISR) housing, and emergency housing) are not considered historical ties.

Criminogenic Needs – dynamic attributes that directly contribute to an individual's likelihood of engaging in future criminal behavior and can be changed through interventions. (Examples include the ability to cope with life's stressors in a healthy way, the ability to identify positive peers, and the ability to make good decisions.)

Document Exchange Manager (DEM) – an electronic program located in the correctional operations management system (COMS) to send requests for agent assignments to counties.

Earned Incentive Release Credit (EIRC) – credit that is earned and included in calculating an incarcerated person's term of imprisonment for completing objectives established in their individualized rehabilitation plan.

Individualized Rehabilitation Plan (IRP) - a case plan developed by an incarcerated person in collaboration with their assigned caseworker and other relevant DOC staff, that targets their criminogenic needs and identified responsivity factors.

Initial facility case review (IFCR) report – a report that documents and summarizes a person's case history, active offenses, custody level, primary rehabilitative programming (PRP) and secondary programming objectives, and projected release plan. If applicable, the report also addresses predatory registration, DNA testing, end-of-confinement review (ECRC), civil commitment, and risk level assignment.

Intensive supervised release (ISR) – level of supervision for one-year or until the expiration of sentence (whichever is less) of a client released from a Minnesota Correctional Facility (MCF) who scores very high on the MNSTARR 3.0 or who has been approved for release by the Supervised Release Board. Clients designated as level 3 registrants by the End of Confinement Review Committee (ECRC) are released under Intensive Supervised Release for the duration of their supervised release term, unless approved for risk level reduction by the ECRC.

Minnesota Rehabilitation and Reinvestment Act (MRRA) – the state law that authorizes the DOC to award and apply EIRC to eligible incarcerated persons and supervision abatement to eligible supervised releasees.

Multidisciplinary Team (MDT) – a meeting between the incarcerated person, DOC facility staff (including the caseworker), and community supervision staff.

Permanent Therapeutic Setting – A placement that provides care for an individual with special needs based on a disabling condition, and where they can reside permanently.

Proposed residence – a specific residence proposed by an incarcerated person that has been verified by a caseworker and then by a supervision agent as available and suitable. A permanent therapeutic setting or college student housing qualifies as a proposed residence. Motels, hotels, homeless shelters, transitional housing, treatment facilities or other treatment programs that provide temporary housing, and DOC-leased ISR housing outside a person's county of historical ties or presumptive release jurisdiction (county of commitment) do not meet the definition of a proposed residences for purposes of this policy.

Success Planner - a dynamic document an individual works on and maintains during their incarceration as an extension of formal facility case planning with their caseworker and to document events throughout their time incarcerated.

Suitability – a residence or placement that is habitable by addressing basic needs, does not present an articulable risk of harm to a person at the time the residence is considered, and can accommodate a specific level of care to meet the person's needs as defined by an assessment or professional statement of need. A residence or placement is not automatically unsuitable because a person is at high risk for recidivism or has committed a specific offense against a particular type of individual in the past.

Supervision Agent – an employee in the job classification of DOC corrections agent or Community Corrections Act (CCA) county corrections agent responsible for providing community supervision for clients. References to an agent include the agent's designee.

PROCEDURES:

A. Agent Assignment and County of Supervision Determination

Prior to the deadline for submitting an agent assignment request (see Procedure E.3, below), the caseworker must meet with the client to determine residency options and verify the address and availability of the option most suited to the client's release plan. The caseworker must determine if there are specific idenfiable risks to public safety or issues of the concentration of clients at risk level III as articulated per Minn. Stat. § 244.052, subd. 4a (a).

1. Incarcerated persons are responsible for participating in the release planning process by proposing specific placement options and caseworkers submit requests for agent assignment as follows:

   a) Proposed residence

   If a client's proposed residence is initially determined to be available and suitable by the caseworker, and then by a supervision agent, acceptance of supervision by the county or agency responsible for providing supervision where the residence is located is assumed.

   b) County of historical ties

   If the client does not have an approved placement at the time of agent assignment, the county or supervising agency where the person has documented historical ties serves as the supervising entity. The supervising agency assists the person with release planning efforts where options may be located anywhere in the state.

   c) County of commitment

   If the client does not have an approved residence or sufficient historical ties outside the person's county of commitment, the county or agency responsible for providing supervision in the county of commitment serves as the supervising entity. The supervising agency assists the client with release planning efforts where options may be located anywhere in the state.

2. If the client is committed to a DOC facility for an offense that occurred while residing in a treatment setting, or in a DOC prison, supervision and release planning responsibility reverts to the county of commitment or to the county of historical ties for the original offense.

3. If the client does not have a release option other than their assigned agent's office, within 60 days or one-third of the time remaining for short-term-release persons before their scheduled release date, the caseworker must initiate a virtual meeting with the assigned agent and the person to explore homelessness mitigation options. All mitigation efforts must be documented in CSTS and the Correctional Operations Management System (COMS) including what options have been investigated and why they were not suitable or available. Efforts must include community, county, or state homeless assistance options.

4. For clients recommended to release to a treatment program, the caseworker should first consider treatment options within the assigned agent's supervision area.

5. For a client admitted to a treatment program upon release from incarceration, the supervision and release planning responsibility remains with the county of proposed residence after treatment, county of historical ties, or county of commitment if no historical ties.

B. Intensive Supervised Release (ISR) Clients

1. If a client is placed on intensive supervised release (ISR), the caseworker must submit an agent assignment request and referral for placement on ISR in accordance with the standards set forth in Procedure A. If the client will release on ISR, the caseworker must schedule a virtual meeting with the agent along with the client, no less than 60 days prior to release.
   a) A client will be placed on ISR if any of the following apply:
      (1) They score very high on the MNSTARR 3.0;
      (2) They are designated as a level III registrant by the End of Confinement Review Committee; or
      (3) They are a Supervised Release Board releasee.

   b) The commissioner of the DOC also reserves the right to place any client on ISR.

   c) The supervising agency director may request consideration for assignment to ISR from the commissioner for a client who does not meet the ISR criteria (above).
      (1) The request must be made in writing to the field services director and include the Request for Agent Assignment (attached), reasoning for the request including special circumstances to justify placement on ISR, and how increased or modifications to standard supervision will not meet the client's and community's need.
      (2) Caseworkers may provide justification in the agent assignment request to the supervision agency that may support ISR designation.
      (3) The formal request must be made by the supervising agency director (please see form attached below).

2. For clients designated for ISR who have been assigned an agent but lack an approvable release plan, the caseworker and assigned supervision agent must assist the person in locating an available and suitable residence both within and outside the county of historical ties or county of commitment.

a) The caseworker and/or assigned supervision agent must investigate all residences or placements proposed by the client to be placed on ISR, regardless of whether those placements are within the county of commitment or county of historical ties. However, DOC-leased ISR housing outside a client's county of historical ties or county of commitment is excluded as a potential placement option.

b) If the proposed residence is outside the agent's supervision area but is otherwise available and suitable, a request for agent assignment must be sent to the county or ISR team in which the residence is located.

c) If there is no available and suitable residence, the caseworker and assigned agent must assist the client in locating an approvable residence in any county within the agent's supervision area.
   (1) When providing such assistance, the caseworker and assigned agent may give priority to potential residences, or transitional housing, within the person's county of commitment and county of historical ties before considering residences in other counties within the agent's supervision area.

   (2) Once the caseworker and assigned agent believe all options within the agent's supervision area have been exhausted, they may consider available and suitable residences anywhere in the state.

d) If incarceration past a client's release date (for release violators) or re-incarceration (of ISR clients) is likely due to the lack of an approved residence the caseworker must immediately:
   (1) Convene an initial, frequent, and on-going multidisciplinary team (MDT) for the purpose of an expedited, collaborative, and continual search for an available and suitable residence;
   (2) Notify the field services director, agency director, and the associate director of case management and programming; and
   (3) Document what has been done to locate an available and suitable residence.

C. Residency Funding

To access residential funding for persons deemed eligible under DOC Policy 205.130, "Adult Halfway House/Emergency Housing Fund Use," caseworkers and agents must follow the procedures contained in that policy.

D. Victims of Sexual Assault/Misconduct

Clients who have made a Prison Rape Elimination Act (PREA) report that has been either substantiated or unsubstantiated must be offered post-release victim services. Caseworkers may contact the DOC victim services and restorative justice unit to consult on the client's release plan or referral for victim services. These services must be communicated to the assigned agent through the agent assignment request.

E. Agent Assignment Requests (AARs)

When submitting a request for agent assignment, the caseworker must generate a request for agent assignment report from COMS that includes a completed first-page checklist, release plan, individualized rehabilitation plan (IRP) (if applicable), and recommended conditions of release.

1. The report must note the following in the miscellaneous section, if applicable:
   a) The client's overall facility adjustment during incarceration;
   b) Programming attempts and certificated of completion;
   c) Case plan progress and completed cognitive behavioral interventions;
   d) ISR recommendation;
   e) Predatory person registration;
   f) Risk level assignment from the end-of-confinement review committee (ECRC);
   g) MNSTARR level of risk and probability for each area (felony, violent, and repeat sex offending);
   h Release transportation;
   i) Revocation information and prior agent assignment rejections, including the rationale for those rejections;
   j Past residency (dates and locations and information to support historical ties);
   k) County of financial responsibility;
   l) Discipline history;
   m) Permanent therapeutic settings that were investigated during the client's current incarceration and found to be not suitable or available;
   n) Calculation of earned incentive release credit (EIRC) if earned and avalible;
   o) Involvement with a release planner;
   p) Justification for special conditions;
   q) Justification of placement;
   r) Release healthcare summary;
   s) Security threat group (STG) involvement;
   t) Relevant visitor history;
   u) No-contact orders or victim-sensitive information;
   v) Any known victim concerns or victim-expressed desires for contact or reunification;
   w) Holds (such as detainers, warrants, Immigration and customs enforcement (ICE) holds; and
   x) Earned Compliance Credit Summary Report (if ECC was earned and is avalible).

2. Requests for agent assignments must be sent via Document Exchange Manager (DEM) and the following documents must be attached to the DEM file, if applicable and available:
   a) Initial facility case review (IFCR) report and case action report;
   b) Risk assessments completed during incarceration;
   c) Presentence Investigation (PSI) report;
   d) Criminal complaint(s);
   e) Warrant of commitment;
   f) Probation or release violation reports, including hearing notes and restructures;
   g) Treatment discharge reports;
   h) Release health care summary (e-mail to agent when available);
   i) Case plans and completed cognitive behavioral interventions;
   j) ECRC reports;
   k) COMS case notes for the previous year;

l) Specialized release plans;
m) Domestic violence summary reports;
n) Victim Input and Concerns form;
o) Discipline reports;
p) Pertinent medical and mental health information;
q) Assessment Summary Report (ASR) (if applicable);
r) Success planner (if applicable);
s) IRP (if applicable); and
t) Earned Compliance Credit Summary Report (if applicable).

3. The agent assignment request must be sent to the supervisor of the county or agency responsible for supervision at least 30 calendar days before the projected release date of a client who has violated release, 90 calendar days before a client's initial release on standard supervised release, or 120 calendar days for clients to be placed on ISR. If complicating factors making suitable placements difficult to find, such as a disability or End of Confinement Review Committee (ECRC) status, exist, the agent assignment request must be sent to the supervisor 180 days before a client's initial release and the case must be expedited by the supervising agency and caseworker.

4. Requests for interstate transfers are processed according to DOC Policy 206.020, "Interstate Compact for the Supervision of Adult Parolees and Probationers." If an incarcerated person releases to their Interstate Release Plan, a Minnesota backup release plan must also be approved and deferred by HRU. In the event the client returns to Minnesota permanently, either by choice or in response to a violation, the client must be transferred to the most recent Minnesota agent of record or the Minnesota backup release plan agent. The approved backup plan's agent and jurisdiction is responsible for supervision upon the person returning and reporting as directed.

5. Victims of incarcerated persons committed to the commissioner's custody for a qualified domestic violence-related offense listed in Minn. Stat. § 609.02, subd. 16, must be notified by the victim services and restorative justice unit about the opportunity to provide input during intake and the release planning process.
   a) Victim input may include:
      (1) A summary of victim concerns related to release;
      (2) Concerns related to victim safety during the incarcerated person's term of imprisonment; and/or
      (3) Requests for imposing victim safety protocols as additional conditions of imprisonment or supervised release.

   b) Requests for additional conditions and justification for including them must be provided to the caseworker and included in the miscellaneous comments section.

   c) Caseworkers and agents must use the Guiding Principles for Reunification for a victim-centered approach to consideration of contact.

F. Responses to Agent Assignment Requests
Within seven calendar days of receiving a request for agent assignment, the supervisor of the receiving county or agency must assign an agent to investigate the proposed release plan.

1. The investigating agent must respond to the request for agent assignment within 21 calendar days of receipt, or within one-third of the time remaining before the client's projected release, whichever is sooner. When the client's projected release date is imminent, responses are expected as soon as reasonably possible to enable timely release of the client. Requests for agent assignment must be given top priority and promptly investigated. If circumstances prevent a timely response, the supervisor must contact the client's existing caseworker or assigned field agent. If the proposed residence is a permanent therapeutic setting, the agency has five business days to respond to the request for supervision. Agent assignment requests (AAR) that are rejected must be reviewed and approved by supervising agency supervisors.

2. The county or agency staff assigned to investigate a proposed release plan must determine the suitability and availability of the proposed residence as they would for other clients residing in their county.
   a) County or agency staff should not directly contact property owners unless the proposed placement could create an articulable risk to public safety (for example, access to a victim pool, arson, the client has a history of manufacturing methamphetamine, etc.).

   b) For ISR or challenge incarceration program (CIP) clients, staff may also contact property owners only when articulable concerns raised by the tenant arise as part of the placement investigation to determine the length of time the client could reside there.

3. If the request for agent assignment or proposed residence is rejected, the assigned agent must consult with the caseworker and the denial in DEM must indicate why the proposed residence was not available or suitable based on the principles and definitions outlined in this policy
   a) The proposed residence may not be rejected solely for being outside the county of commitment or for the lack of historical ties.

   b) If the rejection cites a concentration of level III predatory offenders per Minn. Stat. § 244.052, subd. 4a(a), the agent's response must include an explanation of the concentration and the basis for determining that concentration.

   c) If the reason for rejection is a local residency restriction on people convicted of predatory offenses, the agent must provide documentation of the residency restriction and why it covers the proposed residence.

   d) Rejection of a proposed residence based on potential harm must be tied to an articulable risk of harm to an individual, a victim or victim pool, the agent, or others that cannot be mitigated through supervision or other safety measures. The specific reasons for rejection must be documented and tied to the principles outlined in this policy. Such rejection also requires supervisor approval.

   e) Victim input related to concerns about release, concerns related to victim safety during the incarcerated person's terms of imprisonment, and requests to impose victim safety protocols as conditions of release must be considered when

assessing a proposed residence but do not automatically prevent release to the proposed residence.

4. Requests for additional conditions or the removal of proposed supervision conditions must be included in the agent's response, along with a justification for the addition or removal.

G. Transitional Multi-Disciplinary Team Meeting

The caseworker must convene a meeting with, at minimum, the agent and incarcerated person for the purpose of final release planning.

1. When submitting a request for agent assignment, the caseworker generated a request for agent assignment report from COMS that includes a completed first page checklist, release plan, IRP (If applicable), and recommendeedd conditions of release.

2. At least one week prior to the scheduled transitional meeting, the caseworker merges the facility's case plan in COMS and fills out relevant information not automatically generated. The caseworker sends an electronic version of the facility case plan to the assigned agent.

3. During the transitional MDT meeting, at a minimum, the discussion should include the following:
   a) Progress on the person's IRP;
   b) Prison records;
   c) Proposed release location;
   d) Support system;
   e) Health information;
   f) Discipline history;
   g) Victim safety concerns, if applicable;
   h) Conditions of release;
   i) Priorities for successful re-entry; and
   j) Current accumulated earned compliance credits.

4. The agent gathers the information from the transitional meeting to inform the community case planning process.

5. The caseworker submits the release plan through COMS to the hearings and release unit (HRU) for final review and approval. The HRU makes the final decision regarding the conditions of release.

6. Any changes to HRU-approved plans require additional review and approval by the HRU.

7. The caseworker and agent must include justification for all special conditions on the proposed release plan when submitting the release plan to HRU for final approval.

8. All signed release planning documents must be scanned and stored electronically in CSTS and COMS/ODocS.

9. A person being released from a DOC facility must not be transported by anyone deemed a victim of the person unless approved by the agent during release planning consultation. The caseworker, when discussing who will transport the person upon release, must inform the person that anyone deemed a victim is not allowed to transport. This notice of victims not transporting must be documented on the conditions of release transportation section and in COMS.

10. In the case of a short incarceration where there is less than seven days to schedule a transitional MDT, the meeting and structure should be abbreviated to accommodate the limited time involved.

H. Resolving Disputes over Release Plans and Supervision Responsibility

Caseworkers and supervision agents must attempt to informally resolve disputes over proposed release plans by referring to the principles and procedures identified in this policy. Most often, disagreements concerning residency options and supervision responsibility can be resolved through ongoing communication about the rationale for the proposed residence.

1. If a dispute cannot be resolved informally, the caseworker must refer the matter to the DOC associate director of case management and programming who must send a written request for reconsideration to the county supervisor and agency director. The request should include the following information and why the rejection did not follow the principles and procedures of this policy:
   a) The person's county of commitment;
   b) The person's historical ties, past residences, and existing support systems, including support in providing housing;
   c) Special needs requiring treatment and what treatment facilities were investigated and ruled out;
   d) Prior revocation information, if applicable;
   e) The rationale for the county's rejection and rejections by other counties; and
   f) The reasons why the county should reconsider its rejection.

2. The county should provide a written response to the request for reconsideration within seven calendar days. If the county rejects the request, it should explain why the proposed placement was not available or suitable based on the principles outlined in this policy.

3. If the matter remains unresolved, the DOC associate director of case management and programming must, absent good cause, forward the request for reconsideration and the county's written response to the DOC's assistant commissioner of community services and reentry for final resolution. The assistant commissioner or designee makes the final decision regarding the suitability of a proposed residence and the agency responsible for supervision.

4. For post-release supervision dispute resolution, the community agency supervisor must submit a request to the DOC associate director of case management and programming, who obtains information from all parties needed to determine supervision responsibility. If the DOC associate director of case management and programming determines further review is needed, they refer the matter to the assistant commissioner of community services and reentry for final resolution.

I. Expedited Resolution

When a client has a known disability and/or has been certified as a person with a disability and a permanent therapeutic setting treatment bed is available that exclusively meets the client's needs, disputes over the proposed release plan and supervision responsibility must be expedited.

1. The caseworker and health services release planner must submit a memorandum to the assistant commissioner of community services and reentry that includes:
   a) The client's projected release date, county of commitment, and past residential placements;
   b) The special needs requiring treatment and what treatment facilities were investigated and ruled out;
   c) Why the proposed treatment option exclusively meets the client's needs; and
   d) Bed availability at the proposed treatment facility.
2. The assistant commissioner of community services and reentry contacts the director in the county where the treatment bed is located for final resolution of the dispute.

STATE CORRECTIONAL FACILITY SECURITY AUDIT STANDARDS: None

INTERNAL CONTROLS:

A. Agent assignment requests are sent electronically via DEM and rejected plans are reviewed and confirmed by a supervisor.

B. All signed release planning documents are scanned and stored electronically in CSTS and COMS/ODocS.

REFERENCES: Minn. Stat. §§ 241.01, 242.19, 243.05, 243.1605, 244.05, 244.052, 244.056, 244.13, 244.43, 401.01, 401.02, 401.025, 401.06.
Policy 106.112, "Approval and Modification of Release Plans"
Policy 203.010, "Case Management Process"
Policy 203.012 "Release Health Care Summary"
Policy 203.040, "DNA Analysis of Incarcerated People"
Policy 203.110, "Interstate Corrections Compact (Facility)."
Policy 205.130, "Adult Halfway House/Rental Assistance Use"
Policy 205.140 "Adult Incarcerated Person Reentry Services and Programming"
Policy 205.200, "Sex Offender Civil Commitment Screening"
Policy 205.220, "Predatory Registrant: Registration, Notification, Public Registrant Website, and Risk Level Assessment"
Policy 206.020, "Interstate Compact for the Supervision of Adult Parolees and Probationers"
Prison Rape Elimination Act (PREA), 28 C.F.R. § 115

REPLACES: Policy 203.018, "Agent Assignment and Release Planning," 9/1/22.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Intensive Supervised Release – Assignment Request (203.018B)

APPROVALS:
Commissioner of Corrections