CSTS Web

Supervised Release

HRU Warrant & Violation Features

November 2025

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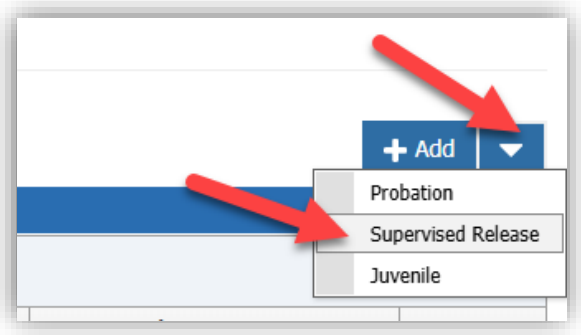
Violation Functionality Overview

Information for Violations can be found on the "Violations" Client and Case List bar screens. The Client List Bar screen lists a complete history of Violations for the Client. The Case List Bar screen lists a complete history of Violations for the current Case. From this screen, the user can add new Violations, edit or view existing Violations, copy existing Violations, and delete existing Violations. There are three types of Violations available: Adult Probation Violation, Juvenile Probation Violation, and Supervised Release Violation. When adding a new item, the user will need to use the Add button pop-up menu to select the type of violation. This document will focus on Supervised Release Violation and Warrant Request functionality.



The Violation screens will walk the user through several tabs of information to enter all the necessary information for the Violation and/or Warrant Request and then produce the final report. The required fields for the Violation are validated at the time the Violation is finalized (when the user clicks the "Finalize" button) or when attempting to generate the Warrant Request report. The user can save incomplete information for the violation and/or warrant request and return to it later to complete it.

The Violation functionality includes a workflow for finalizing a Violation and (optional) Supervisor Approval. Once the final report is generated, Supervised Release Violations and Warrant Requests can be electronically sent to HRU through the CSTS-COMS data exchange process.

Current Request Options – Violation Report, Warrant Request, or Both

The Supervised Release Violation screen includes the option to create a Supervised Release Violation Report and/or Warrant Requests. Similar data is needed for warrant requests and violation reports, so the SR Violation screen can be used for both types of reports. The "Current Request" field on the Violation Information tab will determine the type of report that is generated. The user must select from one of the following value options: "Warrant Request Only", "Warrant Request and Violation Report", or "Violation Report Only". The value will default to the "Violation Report Only" option for newly created SR Violation records. If the user selects the "Warrant Request Only" option, a "Generate Warrant Request" button will be available. The "Current Request" value can be modified until the violation report is finalized. For example, a user can initially select "Warrant Request Only" to send a warrant request and later edit that

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value to "Violation Report Only" to complete and send a violation report. Once the violation report is finalized, the value can no longer be modified.

Steps for "Warrant Request Only"

The following steps must be completed for a Supervised Release - **Warrant Request Only** report:

1. The user initiates a new Supervised Release Violation, changes the "Current Request" drop-down on the Violation Information tab to "Warrant Request Only", and populates all fields on the various tabs that are required and/or relevant to the Violation. The user can save and return to the Violation as needed before generating the warrant request report.
2. Once all information for the Warrant Request Only report is complete (all fields marked as required except for the Agent Recommendation Type and the fields on the Hearing Report Data tab), the user will click the "Generate Warrant Report" button. Warrant Only reports do not need to go through the review/approval process for any user. Instead, when the user is prompted for their Signature PIN, the user will confirm this prompt: "A supervisor has been consulted regarding this request." The report will generate and, if the report content is correct, the user can confirm the prompt to save the report and send it to HRU. The report will then be sent to COMS / HRU using the CSTS / COMS data exchange process. (Note: if the report is not successfully sent to HRU for any reason, your CSTS Administrator will be notified of the error.)
3. If the warrant request was not an emergency warrant, then once the warrant outcome is determined, the user should edit the Warrant Only request entry in the HRU Report History list on the Violation Information tab and populate the warrant outcome fields.

Steps for "Violation Report Only" & "Warrant Request and Violation Report"

The following steps must be completed for a Supervised Release Violation Report:

1. The user initiates a new Supervised Release Violation or edits an existing violation with the "Warrant Request Only" option selected and changes to one of the violation report options. The user populates all fields on the various tabs that are required and/or relevant to the Violation. The user can save and return to the Violation as needed and can also preview the report as many times as needed. Note: Users cannot Save/Send the Violation when previewing the Report. The Save/Send functionality is not available until the Violation is finalized and approved (if needed).
2. Once all information for the Violation is complete, the user will click the "Finalize" button to indicate that the Violation Report is complete and submit it for Supervisor Approval (if needed).
3. All users that have been set up as a Reviewer for the user that finalized the Violation will be notified in their Message Center that they have a Violation to review. When reviewing the Violation, the Supervisor can use the "Preview Report" button to preview the report or view the information within the fields on the Violation screen. The Reviewer can either approve the Violation, make modifications and then approve the Violation, or deny the Violation. If the

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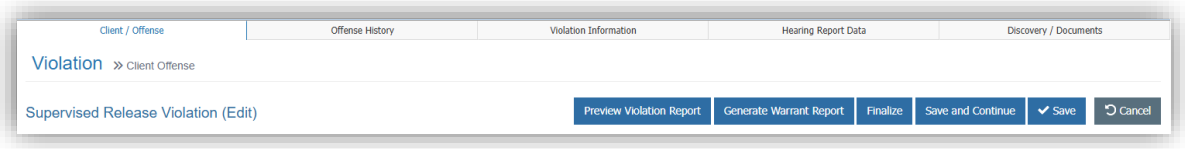
Violation is Denied, the user that finalized the Violation will be notified that it was denied and can make the necessary modifications and finalize the Violation again.

4. Once the Violation has been approved, the user can then generate the final version of the Violation Report, entering the appropriate Distribution list, and selecting and ordering the final list of Discovery Documents. When the Violation Report is generated after finalization and approval, the user will be prompted to save the final Violation Report Document and send it to HRU. This will add it as a new Client Document that is linked to the Violation and automatically send the Report to HRU via the CSTS/COMS Data Exchange process. (Note: if the report is not successfully sent to HRU for any reason, your CSTS Administrator will be notified of the error.)
5. If the violation report included a warrant request that was not an emergency warrant, then once the warrant outcome is determined, the user should edit the warrant request entry in the HRU Report History list on the Violation Information tab and populate the warrant outcome fields.
6. Once the final outcome for the Violation is determined, a user needs to close the Violation by populating the "Outcome" drop-down and "Outcome Date" fields on the "Violation Information" tab. All violations linked to a case will be required to be closed before a case can be closed.

SR Violation Screen Details

The SR Violation screens in the CSTS Web Edition application contain the following tabs of information: Client / Offense, Offense History, Violation Information, Hearing Report Data, and Discovery / Documents. When the user views a new tab, the changes entered on the prior tab will be automatically saved. The sections below contain details on the information tracked within each tab. Note: Some fields on the violation screen are tracked for data reporting and do not print on the violation report.



Each tab will display a set of buttons. The buttons will vary slightly depending on the status of the violation. Here are the available buttons:

- Preview/Create/View Violation Report: This button will initially have the text "Preview Report," which will allow the user to view a preview of the generated report. After the violation report has been finalized and approved by a supervisor (if needed), the button will change to "Create Report," which will allow the user to generate the final version of the report to be saved and sent to HRU. Once the final report has been saved, the button will change to "View Report," which will allow the user to view the previously saved report.
- Generate Warrant Report: This button will only display when the "Current Request" field on the "Violation Information" tab is set to "Warrant Request Only". This button allows the user to generate the Warrant Request Only report to be saved and sent to HRU.

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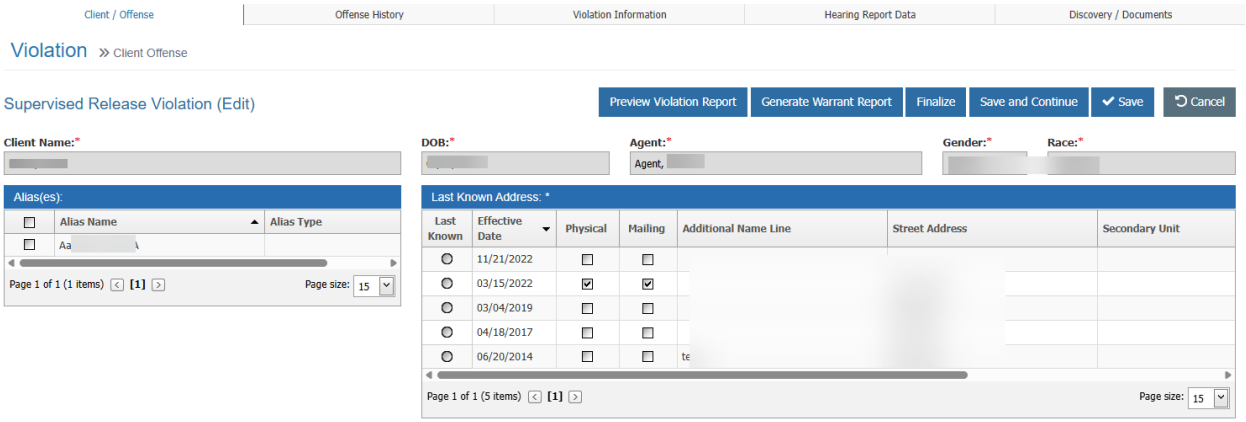
- Finalize: This button is used when generating a violation report to finalize the data for the report and initiate the supervisor review process (if needed). The user will only be able to finalize the data for the report if all required fields have been populated.
- Approve: This button will only be available to users who are completing the supervisor review of the finalized violation. The user will review the violation information, with an option to make minor adjustments if needed, and then approve the violation data, which will allow the final report to be created.
- Deny: This button will only be available to users who are completing the supervisor review of the finalized violation and will be used when the violation is not approved. It can be used if the violation report should not be created, or if changes are needed before the violation report can be created.
- Save and Continue: This button allows the user to save the information that has been entered into the violation screens while continuing to view the violation screen.
- Save: This button allows the user to save the information that has been entered into the violations screens and then close the violation.
- Cancel: This button allows the user to close the violation screen without saving any recent changes.

Client / Offense

The Client / Offense tab contains the following fields and functionality:



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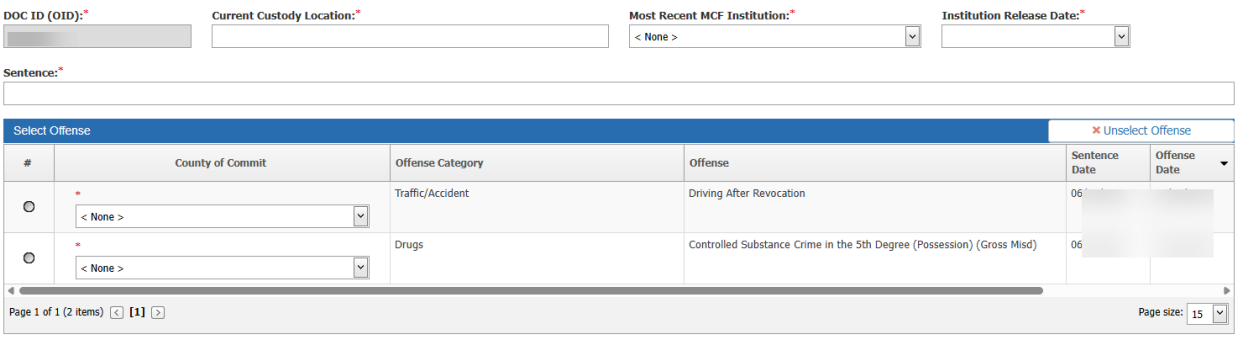
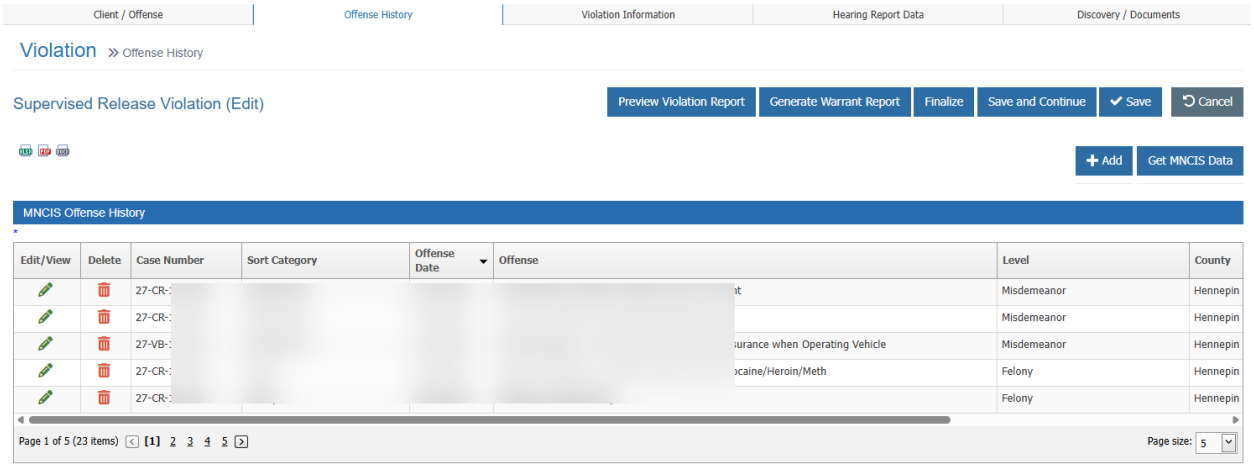


- Client Name, DOB, Agent, Gender, Race, DOC ID (OID): These fields are required fields that display on the violation screen but are not editable. If updates are needed, the information must be updated on the appropriate data-entry screen.
- Alias(es): This is an optional field. The user can check the checkboxes in the first column to include one or more of the client's alias names on the generated report.
- Last Known Address: This is a required field. The user must select an entry from the client's list of addresses by selecting the option button in the first column for the appropriate row.
- Current Custody Location, Most Recent MCF Institution, Institution Release Date, and Sentence: These are required fields.
- Select Offense: A list of case offenses from the client's open supervised release cases will display. The user must select an entry by selecting the option button in the first column and enter the "County of Commit" in the drop-down list in the second column for that offense.

Offense History

The Offense History tab contains the following fields and functionality:



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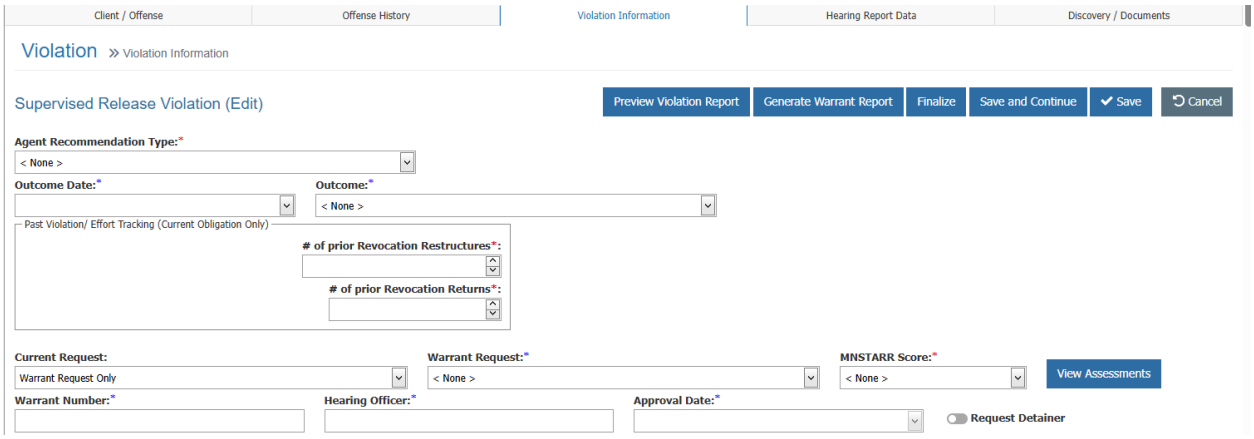
- MNCIS Offense History: The user must either enter values in the “MNCIS Offense History” section or the “Other Offense History” textbox. The user can pull cases and then offenses from MNCIS using the “Get MNCIS Data” button to search for cases by person, select the appropriate cases, and then select the offenses from those cases. The user can also manually add entries or edit or delete existing entries.

- Other Offense History: This is a multi-line text box field. The user must enter at least one entry in the “MNCIS Offense History” section or enter a value in the “Other Offense History” field.

Violation Information

The Violation Information tab contains the following fields and functionality:



- Report Date: This is a read-only field that is automatically populated when the user finalizes a violation.
- Agent Recommendation Type: This field is required for violation reports, but not for a warrant request only report.
- Outcome Date / Outcome: If one is populated, both are required. A violation is considered open until these values are populated. Users will see a “VIOL” indicator in search results and the client header while a violation is open. A case cannot be closed if there are open violations.

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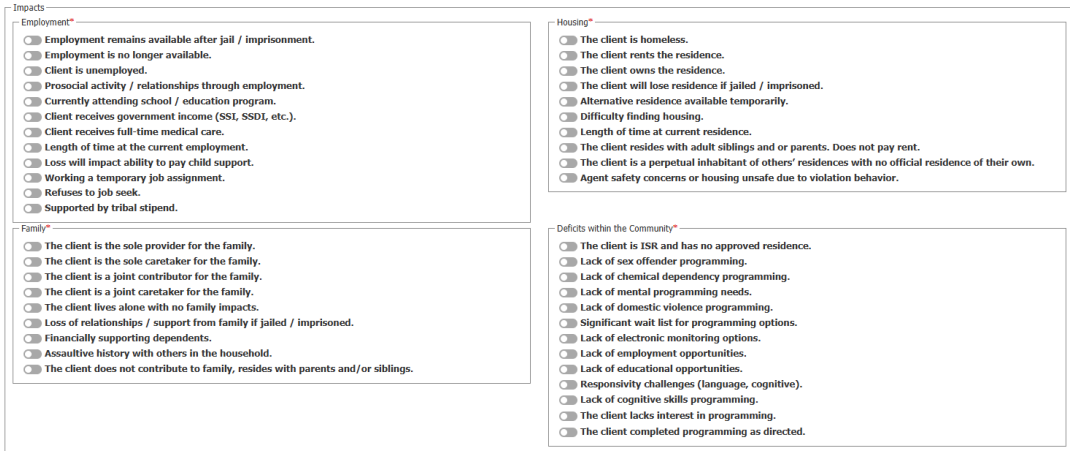
- Past Violation / Effort Tracking (Current Obligation Only): Both fields are required.
- Current Request: Defaults to "Violation Report Only" option.
    - Violation Report Only: the user will generate the full violation report.
    - Warrant Request Only: the user will generate a Warrant Request report only and can later generate a full violation report.
    - Warrant Request and Violation Report: The user will generate a violation report that will include a warrant request.
- Warrant Request: This field will be disabled if the "Current Request" is "Violation Report Only" and enabled and required for "Warrant Request Only" and "Warrant Request and Violation Report". The user must specify if the Warrant Request is for an Emergency or Non-Emergency Warrant.
- MNSTARR Score: This field is required. The user can click the "View Assessments" button to view a pop-up listing the client's risk assessment scores from CSTS.
- Warrant Number: This value is enabled and required if the user is generating a warrant request and selects "Emergency Warrant" in the "Warrant Request" field. If an emergency request is granted, the user must enter the warrant number. Note: The Warrant Number is documented in the HRU Report History section for non-emergency warrants.
- Hearing Officer: This value is enabled and required if the user is generating a warrant request and selects "Emergency Warrant" in the "Warrant Request" field. If an emergency request is granted, the user must enter the hearing officer's name. Note: The hearing officer is documented in the HRU Report History section for non-emergency warrants.
- Approval Date: This value is enabled and required if the user is generating a warrant request and selects "Emergency Warrant" in the "Warrant Request" field. If an emergency request is granted, the user must enter the approval date for the emergency warrant. Note: The approval date is documented in the HRU Report History section for non-emergency warrants.
- Request Detainer: This is an optional checkbox field that should be checked if a detainer was requested.



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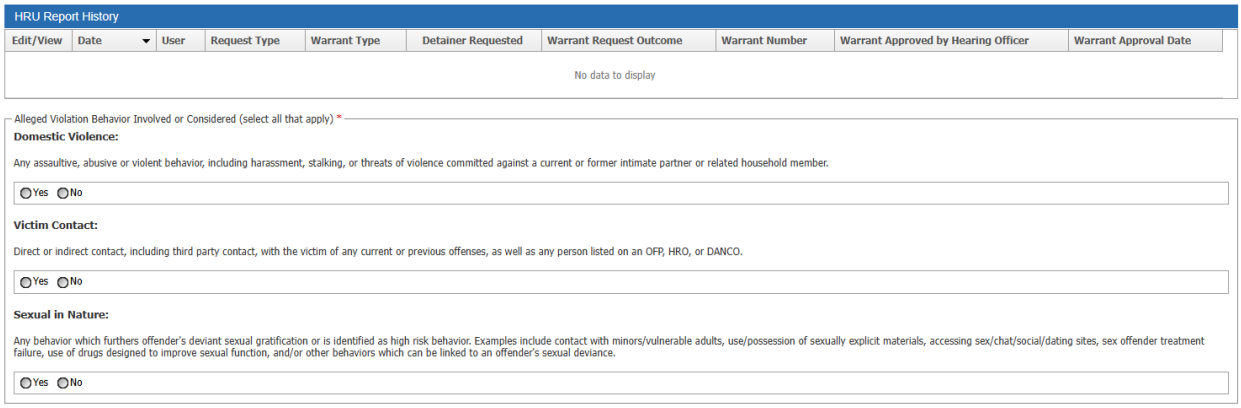
- Impacts sections: The user must select at least one item from all four sections: Employment, Housing, Family, and Deficits with the Community. Select all that apply.



- HRU Report History: This section will display a list of final reports that have been generated and sent to HRU from the current SR Violation data, including warrant requests and violation reports. Any reports that include a non-emergency warrant should be updated to include the warrant outcome data.
- Alleged Violation Behavior Involve or Considered: The user must select a Yes/No answer to all three questions in this section for Domestic Violence, Victim Contact, and Sexual in Nature.

- HRU Conditions and Associated Violation Severity Level and Type: The user must use the “Add” button to select at least one entry from the HRU condition list to populate the Severity Level, HRU Condition, and Violation Type values. The text for the selected HRU Conditions will also automatically populate the Alleged Violation field. The list of HRU Standard and Special Conditions of release are displayed based on policy that was in effect as of the client’s release date.
- Alleged Violation: This field is required. The user can use the “Add” button to get a list of HRU Standard and Special Conditions of release, based on the offender’s release date. The user can

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select one or more HRU Conditions and the exact text from those conditions will populate the Alleged Violation field. The user can add the additional details that are needed.

- Prior Violations on File: This is an optional field. The user can click the “Get Prior Violations” button to populate it with a list information for the client’s other violations that have been saved in CSTS.
- Adjustment: This is a required field for the user to document the client’s adjustment for the report.

- Custody: This is an optional field for the user to document the custody details for the report.
- Recommendations / Rationale: This is a required field. The user can default some of the already entered data from this page by clicking the “Populate with Info Above” button.

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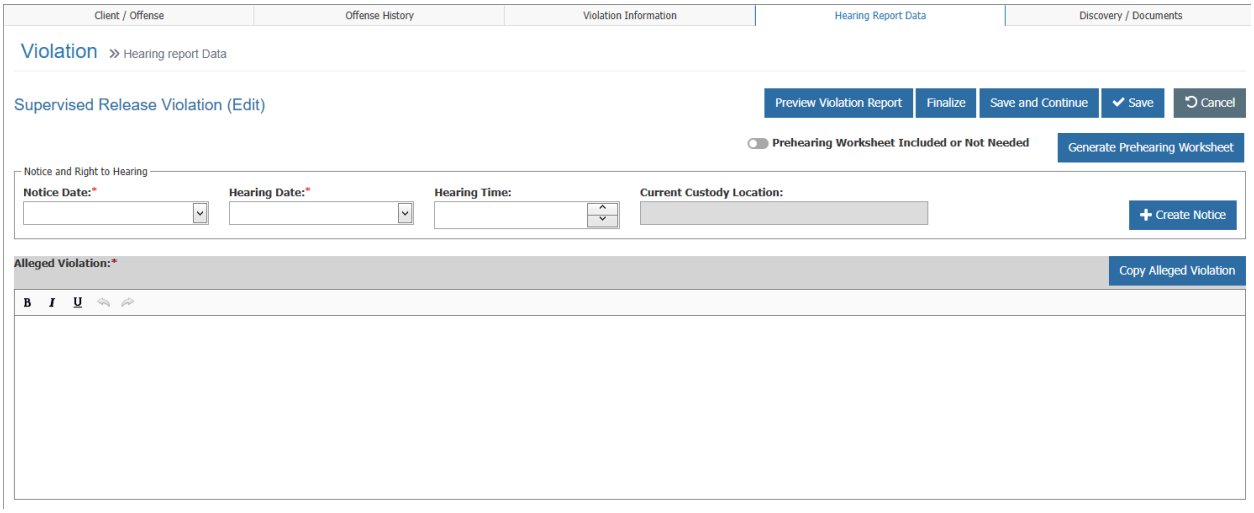
Hearing Report Data

The Hearing Report Data tab contains the following fields and functionality:



- Prehearing Worksheet Included or Not Needed: This checkbox field must be checked prior to finalizing the violation report, for the user to confirm that the prehearing worksheet was either included or confirmed to be not needed.
- Generate Prehearing Worksheet: This button can be used to generate a prehearing worksheet and save it as a client document that can be selected on the “Discovery / Documents” tab.
- Notice Date: This field is required when generating a violation report.
- Hearing Date: This field is required when generating a violation report.
- Hearing Time: This field is not required and can be populated if the hearing time is known.
- Current Custody Location: This is a read-only field displaying the value entered on the first tab of the violation.
- Create Notice: This button will use the configured CSTS template to generate a client notice document. This document is not saved as a client document because it often requires a client signature.
- Alleged Violation: This is a required field. The user can use the “Copy Alleged Violation” button to copy the value from the “Alleged Violation” field on Violation Information tab.
- Testimony / Evidence: This is a required field. The value will default to the following list: Agent Testimony, Agent’s File Materials, and Violation Report. The user can modify this value, if needed.

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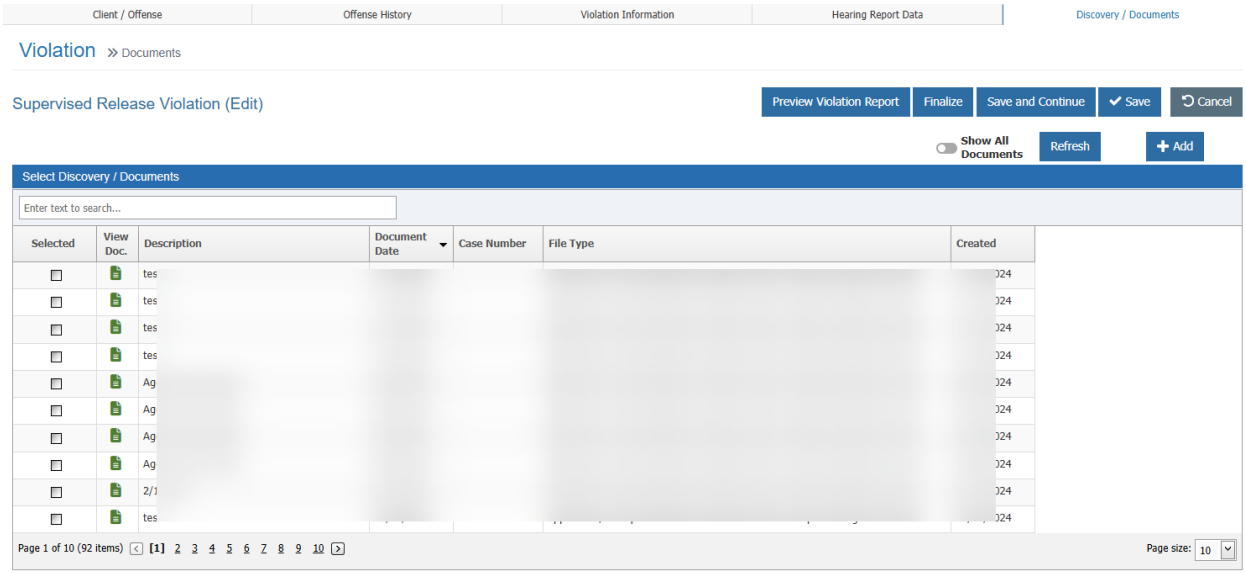
Discovery / Documents

The Discovery / Documents tab contains the following fields and functionality:



- A list of documents for the violation case will be displayed with an option to view all client documents by clicking the "Show All Documents" checkbox. Any entries with the checkbox checked in the "Selected" column will be included on the final violation report. The selected documents will be automatically appended to the end of the report. If multiple documents are selected, the user can select the document order when generating the violation report. Users can add new documents from this screen or view an existing document from the list.

SR Violation – Copy / Amend

SR Violations can be copied or amended.

- Copy: This option creates a new SR Violation by copying certain information from a prior violation to the new violation record. The following fields are copied to the new violation: Sentence, Selected Offense, Offense History, Other Offense History, Past Violation / Effort Tracking, Prior Violations on File, Alleged Violation, and Adjustments.
- Amend: This option should be used when there is a change for an open violation, and an amended violation report needs to be sent to HRU. All data from the amended violation will be copied, except the Notice Date.

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Reporting

- Violation Detail/Statistics Report: The Detail report allows the user to download violation data into a spreadsheet for further analysis. The Statistics Report provides counts and percentages of total violations for various categories of information, and the ability to expand to get a list of client violations counted in each category. These reports are run by Violation Type, with an option to include all violations or just violations for your local cases, for a given date range that can apply to the violation report date or the outcome date. The user has the option to filter by one or more values for any of the following: Case Source, Assignment, Supervisor, Agent, District, County, or Supervising Location.
- Violation Outcome Report: This report can be used to view violation outcome data for an entered date range. The user can choose to limit the report to specific types of violations with an option to filter by one or more violation outcome values. The user can also filter the report by the standard CSTS report filters of Supervisor, Agent, District, County, and/or Supervising Location. The report lists the Client Name, Client Number, Case Number(s), Violation Report Date, Violation Report Type, Agent Name, Agent Code, and Outcome Date, grouped by Violation Outcome value with a total count for each outcome value group.
- HRU Warrant Missing Outcome Report: This report will allow a user to get a list of HRU Report History entries that indicate that a warrant was requested, but do not have warrant outcome information populated. The user can filter the report by the standard CSTS report filters of Supervisor, Agent, District, County, and/or Supervising Location. The report will list the Client Name, Client Number, Client ID, Case Number, and Report Sent Date. The user will have the option to order the report by Client Name (Last, First Middle) or Report Send Date.

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