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**Policy Number:** 600.130  
**Title:** Reimbursement to Counties for Adult/Juvenile Probation/Parole Services  
**Effective Date:** 8/6/19

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**PURPOSE:** To reimburse non-Community Corrections Act (CCA) counties for a portion of the salary and fringe benefit costs incurred while providing juvenile probation and adult misdemeanor/gross misdemeanor probation and parole services to wards of the department and the district court.

**APPLICABILITY:** Non-CCA counties and Minnesota Department of Corrections (DOC) grants and subsidies (GAS) unit, field services, and financial services unit

**DEFINITIONS:**

Commensurate salary – the salary of a position that corresponds in scale to the salary of a comparable position in the classified service of the State of Minnesota.

County probation officer (CPO)/DOC new position formula – the formula used to calculate eligibility based on a county’s previous calendar year average arrests, court filings, and probation survey caseload in comparison to the number of CPO reimbursed positions.

County probation officer (CPO)/DOC reimbursement board – consists of three designated CPO directors, the DOC director of field services, the DOC regional manager, and a DOC supervisor.

**PROCEDURES:**

A. Estimates for cost for probation services

1. In even-numbered years, the grants and subsidies (GAS) unit sends an Estimated Salary Budget Cost form (attached) to the county auditor, chief probation officer director, and district supervisor. The form requests the cost estimates for salary and fringe benefits for probation officers during the next biennium. Estimates must include the cost of existing positions eligible under Minn. Stat. § 244.19.
2. Estimates must be returned to the financial services unit for tabulation on or before June 30.
3. The cost estimates are included in the community services biennial budget to be presented to the governor and legislature.
4. Reimbursement is at a rate of up to 50 percent of estimated or actual (whichever is less) salary and fringe benefit costs, unless the appropriation is insufficient, in which case reimbursements are prorated.

B. Positions eligible for reimbursement

1. Probation officers appointed pursuant to Minn. Stat. § 244.19.
2. New positions approved by the commissioner of corrections.
  - a) The chief probation officer or DOC supervisor must first consider and verify the necessity for a new position base on the CPO/DOC new position formula (link

attached). Only counties that have met eligibility based on the formula may be approved for a new CPO reimbursed position.

- b) After a county meets eligibility based on the CPO/DOC new position formula, the chief probation officer or district supervisor must submit a County Probation Officer (CPO) Reimbursement Request form (link attached) for a new position(s) to the director of field services for consideration by the CPO/DOC reimbursement review board.
- c) The CPO/DOC reimbursement review board provides its recommendations to approve or deny the request, and supporting documentation, to the GAS unit.
- d) The GAS unit provides the recommendations from the CPO/DOC reimbursement board to the deputy commissioner of community services and the commissioner of corrections. The GAS unit must notify the county of the commissioner's final decision. Approved requests for new positions are retained in the GAS unit.
- e) If the position is approved for CPO reimbursement, the county director must notify the DOC field services director and the GAS unit director when the position is filled. If the approved position is left vacant for 365 days or more, a new CPO reimbursement request is required.

C. Conditions for reimbursement

- 1. All probation officers appointed for any district court or CPO position must be selected from a list of candidates who meet the minimum qualifications according to the same or equivalent examining procedures as used by the Minnesota Management and Budget to certify candidates to the department, in accordance with Minn. Stat. § 244.19, subd. 2.
- 2. County probation officer salaries are only reimbursed if those salaries are commensurate with the salaries paid to those in comparable positions in the classified service of the state civil service. County probation officer salaries falling below the levels for comparable, state civil service positions are not reimbursed.
- 3. Severance payouts are the responsibility of the CPO or DOC county in which the position resides. In the event a reimbursable employee is on extended leave and the position is back-filled, the back-fill position is not included in the reimbursement.
- 4. Salaries that exceed the department agent maximum are reimbursed up to 50 percent of the maximum paid to department agents. Individuals whose salaries are currently above the agent level must continue to be reimbursed at the salary level effective June 30 and December 31 of the reimbursement year.
- 5. Salaries and fringe benefits of court services directors are also eligible for reimbursement. Reimbursement is for up to 50 percent of the audited classification. Documented reimbursement is retained in the financial services unit.
- 6. The department reimburses counties for fringe benefits comparable to those available to department agents, but only to the extent that the benefits don't exceed those provided for state civil service employees.

D. Payment procedure

1. The financial services unit forwards a County Probation Officer Salary Reimbursement Claim form (attached) to the county auditor following the end of the calendar year.
2. The reimbursement request is tabulated by financial services based on the estimates that were submitted by the county or the actual cost, whichever is less. If eligibility exceeds the appropriation, reimbursements are prorated.
3. Financial services responds to questions of eligibility and other reporting problems.
4. Financial services approves payments and makes reimbursements by the end of the state's fiscal year.

**INTERNAL CONTROLS:**

A. Approved requests for new positions are retained in the GAS unit.

B. Reimbursements are retained in financial services.

**ACA STANDARDS:** None

**REFERENCES:** [Minn. Stat. § 244.19, subd. 6](#)

**REPLACES:** Policy 600.130, "Reimbursement to Counties for Juvenile Probation/Parole Services," 7/3/18.  
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

**ATTACHMENTS:** [Estimated Salary Budget Cost form](#) (external link)  
[County Probation Officer \(CPO\) Salary Reimbursement Claim](#) (external link)  
[County Probation Officer \(CPO\) New Position Formula](#) (external link)

**APPROVALS:**

Deputy Commissioner, Community Services  
Deputy Commissioner, Facility Services  
Assistant Commissioner, Operations Support  
Assistant Commissioner, Facility Services