Minnesota Department of Corrections

Division Directive:	**600.140**	**Title:**	**Contracts for State-Provided Services**
Issue Date:	**4/5/16**		
Effective Date:	**4/19/16**		

AUTHORITY: Minn. Stat. §244.19.

PURPOSE: To provide probation and parole services to county court systems at the request of the county.

APPLICABILITY: County court service personnel who may come under the employment of the Minnesota Department of Corrections ("DOC") pursuant to statutory authority.

DIRECTIVE: Upon the request of a county board, a representative of the DOC's Community Services Division must present to the board a description of the benefits and ramifications of contracting for probation/parole services. This presentation is intended to permit the board, court, and probation office the opportunity to study the issues, including support service costs and delineation of state, county and court responsibilities. The director of field services, regional manager, and the district supervisor must negotiate with the appropriate county officials to clearly define the roles and responsibilities of the parties to the agreement.

DEFINITIONS: None

PROCEDURES:

A. Representatives of the judiciary, county board, or court services must submit a written request to the DOC district supervisor for the information required to initiate informal discussions about entering into an agreement for probation services.

B. The district supervisor must respond to the written request for information.

1. The district supervisor must inform the director of field services and the regional manager, in writing, of the county's intent to explore entering a contract for services. The director of Field Services or designee must retain the initial request from the outside entity electronically on the Field Services Manager iShare site.

2. The district supervisor and/or regional manager meets with representatives of the judiciary, county board, or court services to define and discuss the parameters of a contract agreement. The director of Field Services or designee must retain the meeting minutes from outside entity electronically on the Field Services Manager iShare site.

3. The district supervisor provides a written report to the director of field services and the regional manager regarding the outcome of the meeting and awaits further inquiry from the county representatives. The director of Field Services or designee must retain the meeting summary report from the outside entity electronically on the Field Services Manager iShare site.

C. If a formal decision is made to further explore a contract for services, a written notice must be sent to the district supervisor.

D. When the district supervisor receives a written request, notification must be provided to the director of field services and the regional manager of the need for a joint and formal presentation to the county board.

E. The district supervisor and/or regional manager meet with representatives of the county and formally present information regarding contracts for services.

F. When a county board adopts a resolution for a request for probation services and the judiciary drafts letters of support for a contract for services, those letters are submitted to the district supervisor.
   1. The resolution must contain an effective date for transition of county court services to the department.

   2. The director of field services or designee must retain the resolution from the county board electronically on the Field Services Manager iShare site.

G. The district supervisor and regional manager meet with representatives of the judiciary and county board to finalize the agreement for probation services and define its responsibilities.
   1. The district supervisor or designee drafts a final agreement for probation services and forward it to the county for review and inspection.

   2. The agreement must be signed by the county board chairperson and forwarded to the district supervisor.

   3. The district supervisor, regional manager, director of field services and deputy commissioner for community services must review the formal agreement for probation services.

   4. The agreement must then be signed by the Commissioner of Corrections.

   5. The director of field services or designee must retain the executed formal agreement from the outside entity electronically on the Field Services Manager iShare site.

H. The district supervisor will provide the county with a copy of the agreement for probation services.

I. Internal Controls
   1. Requests for information from outside entities and subsequent written documentation are documented and retained electronically on the Field Services Manager iShare site.

   2. The approved, signed agreements are retained electronically on the Field Services Manager iShare site.

REVIEW: Annually

REFERENCES: None

SUPERSESSION: Division Directive 600.140, "Contracts for State-Provided Services," 2/2/10.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

/s/
Deputy Commissioner
Community Services