Tri-County Community Corrections Norman, Polk & Red Lake Counties

Minnesota Government Data Practices Act Classifications



Andrew Larson, Executive Director 816 Marin Avenue, Suite 110 Crookston MN 56716 (218) 470-8101

www.communitycorrections-tccc.org

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TCCC Data Practices Act Classification Schedule

Sources

- ✓ Minnesota Statutes, Chapter 13
- \checkmark Minnesota Rules, Chapter 1205

-	Regional Corrections Board Review / Approval	March 13, 2017
•	Regional Corrections Board Review / Approval	March 12, 2018
•	Regional Corrections Board Review / Approval	March 11, 2019
•	Regional Corrections Board Review / Approval	March 09, 2020
•	Regional Corrections Board Review / Approval	March 08, 2021
•	Regional Corrections Board Review / Approval	March 14, 2022
•	Regional Corrections Board Review / Approval	March 13, 2023
•	Regional Corrections Board Review / Approval	March 11, 2024

Implemented: <u>03-13-2017</u>

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Responsible Authority - Andrew Larson **TCCC Executive Director**

Department / Division Accounting and Finance - Cash Mgmt.

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Name of Form, Record, File, System or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification - Statute, Law, Rule	Designee (Name, Title)
Abstracts of TCCC Checks and Receipts	Listing of all TCCC expenditures and receipts, including payroll information	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355 (to the extent it reveals social security numbers of recipients)	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Benefit Overpayment Files	Client/Offender financial information	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Cancelled Checks	Cancelled TCCC checks	Private	M.S. 13.46 (to the extent it is welfare data)	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Checking Account Numbers	Checking account numbers	Private	M.S. 13.37	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Checks Received and Banking Documents	Checks processed for deposit to TCCC bank accounts, NSF checks, ACH transactions and bank wires	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355 (to the extent it identifies social service clients)	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Client Fee Information	Name of client, identifying information and amount owed for services	Private	M.S. 518.167 M.S. 257.70 M.S. 13.84, Subd 2	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Community Corrections Placements & Offender Financial	Client/Offender financial information files	Private	M.S. 13.84 M.S. 13.355	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant

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MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

Department / Division Accounting and Finance – Cash Mgmt.

		Accounting and Final	nce – Cash Mgiit.	
	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Community Services Juvenile Placements	Client/Offender/Resident financial information files	Private	M.S. 13.46 (to the extent it is welfare data) M.S. 13.355 M.S. 13.84	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Accounts Receivable Information	Billings sent & payments received and other support accounts receivable documentation	Private	M.S. 13.46 (to the extent it identifies social service clients) M.S. 13.85	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant

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MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority – Andrew Larson TCCC Executive Director

Department / Division Accounting and Finance – Disbursements

N CE D 1	Description		Citation for	D .
Name of Form, Record, File, System or Process	(Purpose, what it collects, in terms understandable by general public)	Classification	Classification - Statute, Law, Rule	Designee (Name, Title)
Accounts Payable Information	Vouchers, claim forms and other supporting accounts payable documentation	Private	M.S. 13.46 & (to the extent it identifies social service clients) M.S. 13.85	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Benefit Enrollment and History Information	Open enrollment, new hire benefit status change, leave of absence, pension activity, deduction authorizations	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Miscellaneous Payroll Reports & Forms	Annual, monthly payroll reports (deductions, insurance, union dues, Form I-9, Garnishments, Child Support Obligations, etc)	Private (unless public under M.S. 13.43, Subd 2)	M.S. 13.43 Subd 4 & Subd 5	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Monthly and Quarterly Wage Reporting	Records of employee wages and social security number for unemployment (DES, DEED)	Private (unless public under M.S. 13.43, Subd 2)	M.S. 13.43 Subd 4 & Subd 5 M.S. 13.355	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Payroll- Monthly Checks and Timesheets	Records of monthly employee payroll deduction and contribution amounts	Private	M.S. 13.43 Subd 4 & Subd 5	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Payroll- W-2's Form 1095	Records of employee payroll deductions. Employer provided health insurance offer and coverage	Private	Social Security Act M.S. 13.43 Subd 4 & Subd 5 M.S. 13.355	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant

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MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Responsible Authority - Andrew Larson

Department / Division

	TCCC Executive Director	Accounting ar	nd Finance – General l	Ledger Reporting
	Description	Ticcounting at	Citation for	Leager Reporting
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
1099's Component	Social Security Numbers of individuals that receive payments or make payments to Tri-County Community Corrections	Private	M.S. 13.355	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
W9 and 1099 Forms	Collect proper Social Security Number for 1099 and payment purposes. Distribute to payees and file with IRS payment activity for the year	Private	M.S. 13.355 M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Minnesota Reciprocity Form MWR	Social Security numbers and permanent addresses provided by employees so Minnesota employer will not withhold Minnesota income tax from wages	Private	M.S. 13.355 M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant

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MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority – Andrew Larson TCCC Executive Director

Department / Division Administration

	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Contract Bid Proposals	Copy of bid specs and proposals returned by natural person vendors prior to opening	Private	M.S. 13.37, Subd 2	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Emergency Contact Staff Directory	Home address and contact numbers	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Employee Appraisals	Employee evaluations, goals, etc.	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Employee Personnel File	Staff performance evaluations and not sustained disciplinary actions	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Internal Emergency Management Plan	Entire internal emergency management plan that includes emergency procedures, incident response team and continuity of operations plan	Security Data– Private Confidential	M.S. 13.37	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant

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Responsible Authority - Andrew Larson TCCC Executive Director

Department / Division Administration

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	Description		Citation for	
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File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Sick and Vacation Leaves	Employee leaves, reason for sick leave use	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Claims & Accident Reports – Non- Employee	Reports showing non-employee name, injury/accident/claim date, social security number, type of injury/accident/damage while the matter is in pending litigation or investigation.	Private Confidential	M.S. 13.39, Subd 2	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant

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Responsible Authority – Andrew Larson TCCC Executive Director

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Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Annual Basic Life Insurance Evaluation Files	Increases in basic life coverage – sent to life insurance carrier – social security number	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Benefits Enrollment Forms	Enrollment in insurance benefits and flex spending accounts, premium deductions, birth date, address, phone number	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Computer Personnel Screens Master File	All containing data such as social security number, home address, birth date, gender, race, marital status, union status, tax dependents, social security/retirement status	Private	M.S. 13.43, Subd 4 M.S. 13.355, Subd 1	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Controlled Substance Testing Records	Documents pertaining to controlled substance tests	Private	M.S. 181.954, Subd 2 M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Dependent Data	Data on dependents of employees	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Discrimination Files	Information collected regarding discrimination suits filed against Tri-County Community Corrections	Private Confidential (depending on file status)	M.S. 13.39 M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant

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Responsible Authority - Andrew Larson TCCC Executive Director

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Employee Emergency Contact Sheet	Emergency contact information	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Employee Private File	All other documents containing private data	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Family and Medical Leave of Absence Files	Information of a medical nature, including health care provider verification of condition	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Grievance Files	All information collected on employees who have filed grievances per their union contracts against Tri-County Community Corrections	Private Confidential (depending on status)	M.S. 13.39 M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Insurance Applications	Insurance benefits, social security number, home address, age, gender, marital status, home phone, dependent information, general health statement	Private	M.S. 13.43, Subd 4 M.S. 13.355, Subd 1	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant

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Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Insurance Reports: Showing Amounts of Claims by Individual	Reports showing employee name, injury date, social security number, type of injury/damage and total reserve and paid	Private	M.S. 13.43, Subd 4 M.S. 13.355, Subd 1	Paul Bissonette Deputy Director,
Vehicle Accidents, Claims	Data on an accident, including names, addresses, phone numbers, insurance coverage and number, accident and damage description while in active litigation or investigation	Private Confidential (depending on status)	M.S. 13.39 M.S. 13.43, Subd 4	Dorene Erickson Admin Accountant
Internal Investigation Files	Information collected regarding policy violations	Private Confidential (depending on file status)	M.S. 13.43, Subd 4, 8, 11, 12, 15 M.S. 13.39	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Labor Relations	All data used in the negotiation process, including work papers, closed session tapes and TCCC proposals Once presented to the bargaining table and presented to the Regional Corrections Board, the TCCC proposals would become PUBLIC	Private	M.S. 13.37, Subd 2 M.S. 13D.03	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Long-Term Disability Claim Files	Files on claims for Long-Term Disability benefits	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant

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Name of Form, Record,	Description (Purpose, what it collects, in terms		Citation for Classification -	Designee
File, System or Process Medical File: (i.e., Medical Records Respiratory Tests & Functional Assessments)	Employee name, phone number, test/assessment results, treatments, vaccination records and clinic recommendations	Classification Private	Statute, Law, Rule M.S. 13.43, Subd 4	(Name, Title) Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Recruitment Files — * Applicant * Employee * Volunteer / Intern * Contracted Individual	Information collected on current and former applicants regarding recruitment for TCCC employment: ✓ Veteran Status ✓ Test Scores ✓ Rank on Eligibility Lists ✓ Job History ✓ Education and Training ✓ Work Availability NAMES of applicants shall be PRIVATE except when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position – for this purpose, finalist means an individual who is selected to be interviewed by the appointing authority prior to selection	Private	M.S. 13.43, Subd 3 and Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant
Requests for Reasonable Accommodation	Information regarding disability status and accommodation requested supported by health care provider, verification of disability and need of accommodation	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Arika Hitchen Admin Assistant

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Responsible Authority – Andrew Larson TCCC Executive Director

Name of Form, Record, File, System or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification - Statute, Law, Rule	Designee (Name, Title)
Salary Negotiation Calculations	Used to cost negotiation packages	Private	M.S. 13.37	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Unemployment Claim Files	Contains copies of employer responses, determination from DES, social security number on employee	Private Confidential (depending on status)	M.S. 13.43, Subd 4 M.S. 13.355, Subd 1	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Worker's Compensation Cost Analysis Report File	Reports from insurance carrier, monthly claims filed, social security number, nature of injury, injury date, gender, age, records of payments – current month, year-to-date, projected future costs	Private	M.S. 13.43, Subd 4 M.S. 13.355, Subd 1	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant
Worker's Compensation First Report of Injury Employee Statement of Injury Rehabilitation Progress Reports	Reporting of on-the-job injury, social security number, home address, home phone, gender, birth date, marital status, treating physicians, nature of injury	Private	M.S. 13.43, Subd 4 M.S. 13.355, Subd 1	Paul Bissonette Deputy Director, Dorene Erickson Admin Accountant

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MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Responsible Authority – Andrew Larson TCCC Executive Director

Department / Division

TCCC Executive Director Probation-Adult Community Corrections

Name of Form, Record, File, System or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification - Statute, Law, Rule	Designee (Name, Title)
Assessments and Progress Reports from Treatment Providers	Assessment and progress reports from numerous treatment providers often with recommendations	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Bail Evaluations Bail – Bond Study	Information gathered from offender to make bail recommendations to court	Private Confidential	M.S. 13.84, Subd 2 and Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
BCA and Court Record Information Forms	Arrest and court history – may include sex offender registration information	Private Confidential	M.S. 13.87 M.S. 244.052 M.S. 243.166	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Case Planning Documents	Probation goals determined by offender and probation officer	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Chronos	Probation officer notes within the client/offender system, CSTS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, Subd 3 and Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Client/Offender Related Cover Letters	Identifying information when sharing information with others involved	Private Confidential	M.S. 13.84, Subd 2, 3, 4, 6, 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

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MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification –	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Community Work Service and Sentence to Service Forms	Offender personal information and expectations	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Conditional Release Agreements	Signed agreement to allow offender release from custody pending court hearing	Private Confidential	M.S. 13.84, Subd 2 and Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Correctional Assessments and Screens	Information gathered from offender and court records to assess risk/needs	Private Confidential	M.S. 13.84, Subd 2 and Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Court Ordered Sealed Files (expunged)	Orders from court ordering an offender file be sealed/expunged	Confidential	M.S. 609A.03	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Department of Corrections Forms	Offender / offense information including sentences/parole expectations	Private	M.S. 13.84, Subd 2 and Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Offender Court Progress Reports	Court reports including adjustment, violation discharge	Confidential	M.S. 13.84 M.S. 13.85	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

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MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

Department / Division

C Executive Director Probation-Adult Community Corrections

Teee Executive Director		Trobation radii Community Corrections		
	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification –	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Hearing Packet	Notice of violation; report; related evidence as submitted by agent	Private (until violation found), then Public	M.S. 13.87, Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Warrant Packet	Warrant authorization; warrant logs; warrant cards	Private (if release, reasonable, results in risk of harm)	M.S. 13.37 Subd 1	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Hearings and Release Unit (HRU) Data Base	Hearing disposition notes; statistical data	Private (unless violation found or summary data)	M.S. 13.84	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Scheduling Data Base	Location, offender, assigned hearing officer, date and time	Confidential (until hearing completed), then Private or Public	M.S. 13.37 Subd 1	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Discharge Reports	Report for court with offender progress / behavior change / compliance Signed Discharge Orders from the Court are Public Date – MS 13.84, Subd 7	Confidential	M.S. 13.84, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Diversion Forms	Fee agreement, restitution payment agreement, proof of community work service	Private	M.S. 13.84, Subd 2 and Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

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Responsible Authority - Andrew Larson TCCC Executive Director

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Name of Form, Record,	(Purpose, what it collects, in terms		Classification –	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Drug Testing Related Forms	Offender identification with drug screen date/time and results	Private	M.S. 13.84, Subd 2 and Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Expungement Letter	Letter confirming receipt of expungement order	Private	M.S. 609A.03, Subd 8	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Fee Related Forms	Name, address and specific probation fees owed for services	Private	M.S. 13.84, Subd 2 and Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Intake Forms	Offender information gathered to open probation file and begin assessment process	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Interstate Forms	Name, address and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, Subd 2 and Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Intrastate Forms	Name, address and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, Subd 2 and Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

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Name of Form, Record,	(Purpose, what it collects, in terms		Classification –	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Memos with Client/Offender Data	Inter-office or inter-criminal justice system information regarding offenders	Private Confidential	M.S. 13.84, Subd 2, 3, 4, 6, 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Offender Correspondence	Letters to or from offenders regarding probation requirements	Private	M.S. 13.84, Subd 2 and Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Pre-Sentence Investigations	Investigative report ordered by the court with offender and offense information and recommendations	Private Confidential	M.S. 13.84, Subd 2, 3, 4, 7 M.S. 609.115 M.S. 609.2244	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Probation Agreements	Agreement by offender to follow general and specific rules of probation	Private	M.S. 13.84, Subd 2 and Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Progress Reports	Reports prepared for court with offender probation progress	Confidential	M.S. 13.84, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Psychological, Psychiatric Evaluations and/or Assessments	Information collected by a psychologist, psychiatrist with personal information, history and assessment results. May include diagnosis and recommended treatment, medication	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

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Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Requests for Warrants	Offender information to direct and assist law enforcement	Private Confidential	M.S. 13.84, Subd 6	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Restitution Forms	Specific offender restitution payment expectations	Private	M.S. 13.84, Subd 2 and Subd 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Victim Correspondence	Letters to and from victims with offense details, court input, restitution requested	Private (as to victim) Confidential	M.S. 13.84, Subd 3 M.S. 611A.06, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Violation Reports	Reports prepared for court, including court history and alleging a violation of probation description	Private Confidential	M.S. 13.84, Subd 2, 3, 4, 6, 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Employee Emergency Contact Sheet	Emergency contact information	Private	M.S. 13.43, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Emergency Contact Staff Directory	Home address and contact numbers	Private	M.S. 13.43, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

Implemented: $\underline{03-13-2017}$

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Interview Records, Motivational Interviewing Tapes (MI) and Scoring Results	Records or recordings of offender interviews used for completing reports and verifying adherence to Motivational Interviewing principles	Private Confidential	M.S. 13.84, Subd 2, 3, 4, 6, 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

Implemented: <u>03-13-2017</u> Revision Date: 03-11-2024

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Responsible Authority - Andrew Larson **TCCC Executive Director**

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Name of Form, Record, File, System or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification - Statute, Law, Rule	Designee (Name, Title)
All Court Orders Including Warrants	Court documents defining decisions made by the court for other entities in the juvenile justice system and the juvenile	Private Confidential	M.S. 13.84, Subd 2, 3, 4 M.S. 260B.171	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
All Referral Forms	Juvenile information sent and received to/from service providers	Private Confidential	M.S. 13.84, Subd 2 and Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
All Reports for Court and Information Gathered	Reports written to inform the court and make recommendations	Confidential	M.S. 13.84, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
All Requests for Court Action	Written request for a court hearing or court decision	Private Confidential	M.S. 13.84, Subd 2 and Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Apprehension and Detention Orders	Document used to direct law enforcement to detain a juvenile	Private	M.S. 13.84, Subd 6 and Sub 7 M.S. 260B.171	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
BCA and Delinquency History	Delinquency and disposition reports generated by Court Administration and BCA	Private	M.S. 260B.171 M.S. 13.87 M.S. 299C.095	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

Implemented: <u>03-13-2017</u>

Revision Date: 03-11-2024

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

	TCCC Executive Director	Pr	obation-Juvenile / Tra	nsition Program
Name of Form, Record, File, System or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification - Statute, Law, Rule	Designee (Name, Title)
Case Plans	Treatment/probation plan with goals and timeline for the juvenile	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Chemical Health Assessments	Reports prepared by chemical health professionals regarding client/offender's chemical use and diagnosis	Private Confidential	M.S. 13.84, Subd 2 and Subd 3 and; 42 U.S.C. 290	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Chronos	Staff notes within the client/offender system, CSTS and JAIMS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, Subd 3 and Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Client Fee Information	Name of client/offender, identifying information and amount owed for services	Private	M.S. 518.167 M.S. 257.70 M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Community Work Service and Sentence to Service Information	Information collected or given to juvenile for completing work service	Private	M.S. 13.84, Subd 2 M.S. 260B.171	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Correctional Assessments	Information to determine level of risk to re- offend and to determine a case plan	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

Implemented: <u>03-13-2017</u> Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Correspondence with Clients/Offenders and Outside Agencies	Letters to clients/offenders regarding appointments and services – letters to agencies regarding parents and children	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Court Ordered Sealed Files (Expunged)	Orders from court ordering an offender file be sealed/expunged	Confidential	M.S. 260B.198	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Delinquency History	Delinquency and disposition reports generated by Court Administration	Private	M.S. 260B.171 M.S. 13.87 M.S. 299C.095	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Detention Reports	Report generated by law enforcement or corrections related to custody status	Private Confidential	M.S. 13.84 M.S. 13.85	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Discharge Reports	Report for court with offender progress / behavior change / compliance	Confidential	M.S. 13.84, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Diversion Forms	Completed forms used to collect juvenile information to determine a response to an illegal action and agreement	Private Confidential	M.S. 13.84, Subd 2 and Subd 3	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

Implemented: <u>03-13-2017</u>

Revision Date: 03-11-2024

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Responsible Authority - Andrew Larson **TCCC Executive Director**

	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Drug / Alcohol Testing and Results	Information collected or obtained as the result of a drug or alcohol screen	Private Confidential	M.S. 13.84, Subd 2, 3, 7	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Guardian Ad Litem Reports	Reports prepared by Guardian Ad Litem regarding children and parents	Private	M.S. 518.167 M.S. 13.84, Subd 2 M.S. 257.70	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Intake Information and Questionnaires	Information gathered about juveniles by probation / transitions for reports/assessment and recommendations to court	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Interstate Forms	Forms completed by staff and juvenile in order to move to home State or transfer jurisdiction of the case	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Letters Used By Staff	Correspondence with offenders, families and schools	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Memos/Cover Letters with Juvenile Information	Memos for professional(s) or department staff regarding juveniles	Confidential	M.S. 13.84, Subd 3	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

Implemented: $\underline{03-13-2017}$

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

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Description		Citation for	
(Purpose, what it collects, in terms		Classification -	Designee
understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Memos for the court system or treatment provider use	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Mental health information collected to assess psychological problems and to make treatment recommendations	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Detailed law enforcement reports that describe the alleged offense and the investigation of the offense	Private Confidential	M.S. 260B.171 M.S. 13.84	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Information to or from parents to recover costs for juvenile placement or treatment	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Report generated by staff related to placement status	Private Confidential	M.S. 13.84 M.S. 13.85	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
	Description (Purpose, what it collects, in terms understandable by general public) Memos for the court system or treatment provider use Mental health information collected to assess psychological problems and to make treatment recommendations Detailed law enforcement reports that describe the alleged offense and the investigation of the offense Information to or from parents to recover costs for juvenile placement or treatment Charging document generated by a prosecutor for court actions Report generated by staff related to placement	Description (Purpose, what it collects, in terms understandable by general public) Memos for the court system or treatment provider use Private Confidential Mental health information collected to assess psychological problems and to make treatment recommendations Private Confidential Private Confidential	Description (Purpose, what it collects, in terms understandable by general public) Memos for the court system or treatment provider use Mental health information collected to assess psychological problems and to make treatment recommendations Private Confidential Mr.S. 13.84, Subd 2, 3, 4 Mental health information collected to assess psychological problems and to make treatment recommendations Private Confidential Detailed law enforcement reports that describe the alleged offense and the investigation of the offense Private Confidential Mr.S. 260B.171 Mr.S. 13.84, Subd 2 Mr.S. 13.84, Subd 2

Implemented: $\underline{03-13-2017}$

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Progress Reports	Reports prepared for court with offender probation progress	Confidential	M.S. 13.84, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Restitution Information	Description or information related to loss by victims and agreement made with juvenile to make amends	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Signed Consent Forms	Legal consent given by parent/juvenile	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Signed Notice of Rights	Notice defining what information can be shared with whom	Private	M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Treatment Progress Reports	Reports generated by all treatment providers for court and probation	Confidential	M.S. 13.84, Subd 3	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Victim Information	All forms involving a victim of juvenile crime with victim information	Private (as to victim)	M.S. 13.84 M.S. 611A.06, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

Implemented: $\underline{03-13-2017}$

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Employee Emergency Contact Sheet	Emergency contact information	Private	M.S. 13.43, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Emergency Contact Staff Directory	Home address and contact numbers	Private	M.S. 13.43, Subd 4	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer
Satisfaction Surveys	Surveys completed by parent, guardian, juvenile and referring agency	Private	M.S. 518.167 M.S. 257.70 M.S. 13.84, Subd 2	Jessica Hajicek Chief Probation Officer, Dale Arnold Deputy Chief Probation Officer

Implemented: $\underline{03-13-2017}$

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority – Andrew Larson TCCC Executive Director

Department / Division

Northwest Regional Corrections Center-Adult Facility

	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Accident Reports	Officer's report of a crash investigation required by State Law, indicating driver's name(s), DOB, address, passenger(s), cause of accident, amount of damage, injuries and drawing of accident with description	Private Confidential	M.S. 169.09, Subd 9	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Admission / Release Records	To extent contains inmate private or confidential data	Private Confidential	M.S. 13.85, Subd 2 and Subd 3	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Adult Case Files	Written reports of investigation or action taken by deputy; reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports and supporting documents	Private Confidential (depending on status and identified individual)	M.S. 13.82, Subd 7, 8, 9, 10, 11, 17	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Bookkeeping Records for Jail	Records of deposit slips, transaction records within the system, inmate and Huber transactions, billing and receipting of fees to/from other agencies and attorneys	Private (as to inmate financial records)	M.S. 13.85, Subd 2	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Checking Account Numbers		Private	M.S. 13.37	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator

Implemented: 03-13-2017

Revision Date: 03-11-2024

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Responsible Authority - Andrew Larson **TCCC Executive Director** Northwest Regional Corrections Center-Adult Facility

Department / Division

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Classification Records and Screening Forms	Information related to the classification, risk- screening and/or re-classification of inmates. Information used to determine housing assignment and program eligibility	Private Confidential (depending on content)	M.S. 13.85 Subd 2, 3, 4 & 5	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Commitments: Juvenile	Order of the court showing the name of the person to be committed to custody and the location of the commitment; legal documents from sentencing court that authorizes confinement at the jail facility	Private	M.S. 260B.171	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Criminal History Records	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI or NLETS	Private (depending on content)	M.S. 13.87	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Employee, Intern, and Volunteer Data	Data related to employment, volunteer status or applicant data	Private	M.S. 13.43, Subd 3, 4, 5	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Expungement Letter	Letter confirming receipt of expungement order	Private	M.S. 609A.03	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator

Implemented: $\underline{03-13-2017}$

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director No.

on Department / Division Northwest Regional Corrections Center-Adult Facility

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	Description		Citation for	.
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Huber Release Records	Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and payments to the court	Private (to inmate financials)	M.S. 13.85, Subd 2	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Inmate Financial Records	Financial records of inmates	Private	M.S. 13.85, Subd 2	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Inmate Incident Reports	Corrections Officer's report giving particulars in case of accident/incident to inmate while incarcerated in the jail; also located in the daily log	Private Confidential	M.S. 13.85, Subd 2 and Subd 3	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Inmate Logs	Records maintained by Corrections Staff related to inmate's behavior, medical and mental health while the inmate is incarcerated	Private Confidential (depending on content)	M.S. 13.85, Subd 2 and Subd 3 M.S. 13.384, Subd 3 M.S. 253B.05	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Inmate Medical and Mental Health Records	Any and all medical activity and records involving inmates	Private Confidential	M.S. 13.85, Subd 2 and Subd 3 M.S. 13.384, Subd 3 M.S. 253B.05	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator

Implemented: 03-13-2017

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director No.

Department / Division

Northwest Regional Corrections Center-Adult Facility

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	Description		Citation for	ъ.
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Inmate Property Records	Information pertaining to property collected or released while incarcerated	Private Confidential	M.S. 13.85, Subd 2 and Subd 3	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Inmate Visitor Registration Log / Jail Visitor Register/ Professional and Volunteer Visitation Register	Sign in log stating name of visitor, , date, time, organization, reason and name of inmate seen;	Private	M.S. 13.85, Subd 2	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Investigations	a. Active: cases involved in an ongoing investigationb. Inactive: closed cases, identities of some parties	Confidential Private Confidential	M.S. 13.82, Subd 7 M.S. 13.85, Subd 3 M.S. 13.82, Subd 17 M.S. 13.85, Subd 2 and Subd 3	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Jail Videos Tazer Videos	Video recordings from the NWRCC Closed Circuit Television (CCTV) System, Tazer Camera and any hand-held video recording device	Private Confidential (depending on content & context)	M.S. 13.82 M.S. 13.37 M.S. 13.85 Subd 2 and Subd 3	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Juvenile Case Files	Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement	Private Confidential	M.S. 13.82, Subd 17 M.S. 260B.171 M.S. 260C.171	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator

This document is a public record pursuant to Minnesota Statute 13.05

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

 $Implemented: \underline{03\text{-}13\text{-}2017}$

Revision Date: <u>03-11-2024</u>

Responsible Authority - Andrew Larson

Department / Division

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	TCCC Executive Director	orthwest Regi	onal Corrections Cer	ter-Adult Facility
Name of Form, Record, File, System or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification - Statute, Law, Rule	Designee (Name, Title)
Juvenile Detention Record	Name, address, date of birth, offense, date of release and date booked for all juveniles jailed or deprived of liberty	Private	M.S. 260B.171 M.S. 13.82, Subd 2	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Officer Investigative Progress Reports	Deliberate processes or investigative techniques, final opinion or justification, officer's views	Confidential	M.S. 13.85, Subd 3	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Predatory Offender Registration Data		Private	M.S. 243.166	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Program Attendance Records	Documents related to jail programs attendance	Private	M.S. 13.85, Subd 2	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Reports of Transports of Inmates (mileage log form)	Documents relating to all transportations of individuals showing date, time, name of person, by whom and to where transported	Private	M.S. 13.85, Subd 2 M.S. 260B.171	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Sealed Arrest and Criminal Files	Court ordered sealed / expunged records	Confidential	M.S. 609A.03	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator

This document is a public record pursuant to Minnesota Statute 13.05

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Implemented: $\underline{03-13-2017}$

Revision Date: <u>03-11-2024</u>

Responsible Authority - Andrew Larson

Department / Division

TCCC Executive Director Northwest Regional Corrections Center-Adult Facility Description Citation for Name of Form. Record. (Purpose, what it collects, in terms Classification -Designee File, System or Process understandable by general public) Classification Statute, Law, Rule (Name, Title) Private Joev Pederson Shift Briefing Report: Summary of department activity occurring M.S. 13.82 Jail Administrator, Confidential during a Correctional Sergeant's shift Correctional Sergeants Phil Schroeder M.S. 13.85 (depending on Asst. Jail Administrator content) Documents relating to specific activities of Corrections Officers and inmates during each Private Joev Pederson Corrections Officer's shift each day; M.S. 13.37 Jail Administrator. Confidential Shift Log chronological record maintained by M.S. 13.85 Phil Schroeder (depending on Corrections Officers in regard to daily events Subd 2 and Subd 3 Asst. Jail Administrator content) including security checks and routine occurrences Information relating to inmate participation in Private Joev Pederson STS. Chore Services. STS, Work Release & Inmate Worker M.S. 13.85 Jail Administrator, Confidential Work Release & Inmate positions; such as schedules, work locations, Phil Schroeder Subd 2, 3, 4 & 5 (depending on Worker Participation content) Asst. Jail Administrator Huber payments, STS & Chore Services referrals Joev Pederson **Employee Emergency** Jail Administrator. Emergency contact information Private M.S. 13.43, Subd 4 **Contact Sheet** Phil Schroeder Asst. Jail Administrator Joev Pederson **Emergency Contact** Jail Administrator. Home address and contact numbers Private M.S. 13.43. Subd 4 Staff Directory Phil Schroeder

Asst. Jail Administrator

This document is a public record pursuant to Minnesota Statute 13.05

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Implemented: <u>03-13-2017</u>

Revision Date: <u>03-11-2024</u>

$Responsible\ Authority-Andrew\ Larson$

Department / Division

TCCC Executive Director Northwest Regional Corrections Center-Adult Facility

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Criminal Justice Information Services (CJIS) Security Awareness	The FBI CJIS Security Policy contains information security requirements, guidelines and agreements reflecting the will of law enforcement and criminal justice agencies for protecting the sources, transmission, storage and generation of Criminal Justice Information (CJI)	Private	M.S. 13.87	Joey Pederson Jail Administrator, Phil Schroeder Asst. Jail Administrator
Inmate Phone Calls, Video Visitation & Visitation Account Information	Inmate phone records, logs, schedules and recordings. Inmate visiting records, schedules and recordings. Inmate and public visitation account information	Private Confidential (depending on content)	M.S. 13.85, Subd 2	Joey Pederson Jail Administrator Phil Schroeder Asst. Jail Administrator

Implemented: 03-13-2017

Revision Date: 03-11-2024

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority – Andrew Larson TCCC Executive Director

Department / Division

	TCCC Executive Director	Red River Valley Juvenile Center-Juvenile Facility		-Juvenile Facility
	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
All Court Orders Including Warrants	Court documents defining decisions made by the court for other entities in the juvenile justice system and the juvenile	Private Confidential	M.S. 13.84, Subd 2, 3, 4 M.S. 260B.171	Paul Bissonette Deputy Director, Kyle Allen Program Director
All Referral Forms	Juvenile information sent and received to/from service providers	Private Confidential	M.S. 13.84, Subd 2 and Subd 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
All Reports for Court and Information Gathered	Reports written to inform the court and make recommendations	Confidential	M.S. 13.84, Subd 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
All Requests for Court Action	Written request for a court hearing or court decision	Private Confidential	M.S. 13.84, Subd 2 and Subd 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
Apprehension and Detention Orders	Document used to direct law enforcement to detain a juvenile	Private	M.S. 13.84, Subd 6 and Sub 7 M.S. 260B.171	Paul Bissonette Deputy Director, Kyle Allen Program Director
Case Plans	Treatment plan with goals and timeline for the resident	Private	M.S. 13.84, Subd 2	Paul Bissonette Deputy Director, Kyle Allen Program Director

 $Implemented: \underline{03\text{-}13\text{-}2017}$

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority – Andrew Larson TCCC Executive Director

Department / Division

	TCCC Executive Director	Red River V	alley Juvenile Center	-Juvenile Facility
N CD D 1	Description		Citation for	D .
Name of Form, Record, File, System or Process	(Purpose, what it collects, in terms understandable by general public)	Classification	Classification - Statute, Law, Rule	Designee (Name, Title)
Chemical Health Assessments	Reports prepared by chemical health professionals regarding resident's chemical use and diagnosis	Private Confidential	M.S. 13.84, Subd 2 and Subd 3 and; 42 U.S.C. 290	Paul Bissonette Deputy Director, Kyle Allen Program Director
Chronos / Progress Notes	Staff notes within the resident system, JAIMS and CSTS regarding contact with residents, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, Subd 3 and Subd 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
Client Fee Information	Name of resident, identifying information and amount owed for services	Private	M.S. 518.167 M.S. 257.70 M.S. 13.84, Subd 2	Paul Bissonette Deputy Director, Kyle Allen Program Director
Community Work Service Information	Information collected or given to resident, and/or referring agencies regarding community work service completed	Private	M.S. 13.84, Subd 2 M.S. 260B.171	Paul Bissonette Deputy Director, Kyle Allen Program Director
Correctional Assessments	Information to determine level of risk for juvenile placement & classification and to develop a case plan	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
Correspondence with Resident Information	Correspondence for the court system or treatment provider use	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Paul Bissonette Deputy Director, Kyle Allen Program Director

Implemented: <u>03-13-2017</u>

Revision Date: 03-11-2024

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Responsible Authority - Andrew Larson **TCCC Executive Director**

Department / Division Red River Valley Juvenile Center-Juvenile Facility

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Correspondence with Resident Information	Correspondence for professional(s) or department staff regarding resident	Confidential	M.S. 13.84, Subd 3	Paul Bissonette Deputy Director, Kyle Allen Program Director
Court Ordered Sealed Files (Expunged)	Orders from court ordering a resident file be sealed/expunged	Confidential	M.S. 260B.198	Paul Bissonette Deputy Director, Kyle Allen Program Director
Delinquency History	Delinquency and disposition reports generated by Court Administration	Private	M.S. 260B.171 M.S. 13.87 M.S. 299C.095	Paul Bissonette Deputy Director, Kyle Allen Program Director
Detention / Placement Reports	Current or previous resident names, reasons for admission and identifying data	Private Confidential	M.S. 13.84 M.S. 13.85	Paul Bissonette Deputy Director, Kyle Allen Program Director
Drug / Alcohol Testing and Results	Information collected or obtained as the result of a drug or alcohol screen	Private Confidential	M.S. 13.84, Subd 2, 3, 7	Paul Bissonette Deputy Director, Kyle Allen Program Director
Facility Logs	Record of daily events to include resident behavior, facility activities and incidents, wellbeing checks, etc.	Private Confidential (depending on content)	M.S. 13.84 M.S. 13.37 M.S. 13.85 Subd 2, 3	Paul Bissonette Deputy Director, Kyle Allen Program Director

Implemented: $\underline{03\text{-}13\text{-}2017}$

Revision Date: <u>03-11-2024</u>

MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority – Andrew Larson TCCC Executive Director

Department / Division Red River Valley Juvenile Center-Juvenile Facility

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Intake Information and Questionnaires	Information gathered about resident by staff for reports/assessments and recommendations to court	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
Interstate Forms	Forms completed by staff and resident in order to move to home State or transfer jurisdiction of the case	Private	M.S. 13.84, Subd 2	Paul Bissonette Deputy Director, Kyle Allen Program Director
Letters Used by Staff	Correspondence with residents, families and schools	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
Mental Health Screens Psychiatric, Psychological Evaluations	Mental health information collected to assess psychological problems and to make treatment recommendations	Private Confidential	M.S. 13.84, Subd 2, 3, 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
Offense Reports	Detailed law enforcement reports that describe the alleged offense and the investigation of the offense	Private Confidential	M.S. 260B.171 M.S. 13.84	Paul Bissonette Deputy Director, Kyle Allen Program Director
Petitions To Court	Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	Paul Bissonette Deputy Director, Kyle Allen Program Director

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MINNESOTA GOVERNMENT DATA PRACTICES ACT 2024 INVENTORY OF <u>NOT PUBLIC DATA</u> ON INDIVIDUALS

Responsible Authority - Andrew Larson TCCC Executive Director

Department / Division

Red River Valley Juvenile Center-Juvenile Facility

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	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Placement Reports: (i.e. Incident, Administrative Reviews of Restrictive Procedures & Sexual Abuse and Disciplinary)	Reports and incident reviews generated by staff related to placement status	Private Confidential	M.S. 13.84 M.S. 13.85	Paul Bissonette Deputy Director, Kyle Allen Program Director
Resident Medical Records	Any and all medical activity and records involving residents	Private Confidential	M.S. 13.85, Subd 2 and Subd 3 M.S. 13.384, Subd 3 M.S. 253B.05	Paul Bissonette Deputy Director, Kyle Allen Program Director
Restitution Information	Description or information related to loss by victims and agreement made with resident to make amends	Private	M.S. 13.84, Subd 2	Paul Bissonette Deputy Director, Kyle Allen Program Director
Satisfaction Surveys	Surveys completed by parent, guardian, resident and referring agency	Private	M.S. 518.167 M.S. 257.70 M.S. 13.84, Subd 2	Paul Bissonette Deputy Director, Kyle Allen Program Director
Signed Consent Forms	Legal consent given by parent/resident	Private	M.S. 13.84, Subd 2	Paul Bissonette Deputy Director, Kyle Allen Program Director
Signed Notice of Rights	Notice defining what information can be shared with whom	Private	M.S. 13.84, Subd 2	Paul Bissonette Deputy Director, Kyle Allen Program Director

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Responsible Authority – Andrew Larson TCCC Executive Director

Department / Division

	TCCC Executive Director	Red River Valley Juvenile Center-Juvenile Facility		
	Description		Citation for	
Name of Form, Record,	(Purpose, what it collects, in terms		Classification -	Designee
File, System or Process	understandable by general public)	Classification	Statute, Law, Rule	(Name, Title)
Treatment Progress Reports	Reports generated by all treatment providers for court and probation	Confidential	M.S. 13.84, Subd 3	Paul Bissonette Deputy Director, Kyle Allen Program Director
Victim Information	All forms involving a victim of juvenile crime with victim information	Private (as to victim)	M.S. 13.84 M.S. 611A.06, Subd 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
Employee Emergency Contact Sheet	Emergency contact information	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Kyle Allen Program Director
Emergency Contact Staff Directory	Home address and contact numbers	Private	M.S. 13.43, Subd 4	Paul Bissonette Deputy Director, Kyle Allen Program Director

This document is a public record pursuant to Minnesota Statute 13.05