



## Operational Service Plans

Department:	Community Corrections – Field Services	Date:	Updated: June 15, 2020
<b>Proposed Service Delivery Model (includes PPE / Sanitizing Supplies)</b>			
Describe how your department functions will operate under the “new normal” (i.e. eliminating face to face meetings; prioritizing who we see and how we’ll service them; considering Governor’s waivers; what PPE is needed; what types of sanitizing is being done and supplies needed).			

### **Function A: Guidance for Intake Unit**

#### Protocols

**Court Coverage:** The assigned PO will attend court hearings in person and/or virtual according to department practice and/or when directed by supervisor. All Scott County employees will wear masks while attending court hearings. Staff will remove masks if ordered by the judge and staff and will report back to a supervisor.

- **Intake Coverage-** The assigned PO will work 8:00 am-4:30 PM to cover OD responsibilities. DNA testing is suspended until further notice and until further protocols are developed. Clients receive SCCC contact information that direct them to call within 24 hours of their hearing. These calls will be forwarded to Intake staff to follow up with clients to complete the intake to determine appropriate agent assignment. Intake meetings will be held virtually unless the court holds in-person hearings at the Justice Center. Supervisors will announce when we will open the window to service clients from court hearings.
  - **When court hearing has been in person, face to face intake space:**
    - Required intake meeting will take place utilizing temporary workstations in the 1<sup>st</sup> floor hallway.
    - Signage for traffic directions for public and staff will be posted
    - Meeting spaces will be sanitized after each visit.
    - If temporary interview spaces is not available, alternative office spaces that allows for 6 foot social distancing, will be identified by facilities.
  - **Pre-Sentence Investigations** – Client interviews will be conducted through virtual appointments. PSIs may be completed remotely. Support staff are needed to complete necessary administrative work for investigation to be completed. Requires mechanism for getting releases signed through the mail.
  - **Bail Evaluations** –
    - Non-contact jail interviews will be conducted for completion of the MNPAT.
    - One staff will complete the interview using the designated Video Visitation Booth for SCCC staff.
    - Probation staff will disinfect interview space area before and after every use. (Jail has cleaning supplies available). Temporary change for interview time is 7:30 AM. If you have a large number of bails, feel free to call the jail staff and see if you are able to get in a little earlier.
  - **Transfer** – Staff can work remotely and use virtual means of communication with clients. Staff will follow MN DOC ICOTS updates to date.
    - Initial intake meetings for intrastate cases will primarily be held virtually; however, face to face intake appointments are sometimes required to satisfy Federal Interstate policies.
      - All face to face meetings will be by appointment only.
      - Staff making appointments will use script provided in this plan.
      - Meeting will take place utilizing temporary workstations in the 1<sup>st</sup> floor hallway.
      - Signage for traffic directions for public and staff will be posted

- Meeting spaces will be sanitized by CC agents after each visit.
- If temporary interview spaces is not available, alternative office spaces that allows for 6 foot social distancing, will be identified by facilities.
- SCCC staff will provide the Sheriff's Point of Entry staff a list of names for scheduled appointments.

## **Function B: Guidance for Visits related to Ongoing Case Management : High Risk**

**Public Safety remains the top priority, and high-risk clients must be provided case management.**

### Protocols

#### **Adult Probation/Supervised Release**

##### **High-risk supervision caseloads (Including Specialty Courts):**

- Office and Field visits will resume with high risk supervision caseloads.
  - Office visits will be reserved for clients that we are either unable to meet with in the field, clients that do not have technology to support virtual face to face meetings, PO suspect signs of relapse, acute signs of criminogenic needs that may lead a person to commit new offenses, and/or any other red flags that a PO determines seeing the person in person is essential to the case management and well-being of a client.
  - Probation officers will work with their supervisor to determine contact standards specific to their case load and client needs
  - Client will not be allowed into the Community Corrections work area.
  - Office visits will be conducted in one of 2 probation offices that with hallway access and provide adequate distancing.
  - Office appointments will be arranged by the Probation Officer as meeting space is available.
  - When setting appointments, Probation Officers will utilize the standard appointment script, including health screening questions.
  - Meeting space will be sanitized after each visit.

#### **Appointment Setter Script**

An appointment setter script includes information meant to prepare visitors for their appointment and includes information related to specific business needs and health and safety protocols.

Employees setting appointments for clients/customers will conduct a health screening using the current [Visitor/Employee Health Screening Tool](#) provided in the Health and Safety section of the COVID-19 Site.

- If the client/customer provides a positive response (yes) to any of the health conditions questions, the appointment cannot be made, and alternate services should be explored.
- If the client/customer does not have any of the symptoms identified, the appointment setter will continue with the minimum department script including:
  - The expectation that all customers/clients cancel their appointment if any of the symptoms are present the day of the appointment.
  - Directions and process for entering the facility in which services will be provided.
  - Masks are required when entering and while conducting business in County facilities.
  - Only the person setting the appointment will be allowed to enter the facility unless an exception has been approved prior to the appointment.
  - Ask customers to arrive approximately 15 minutes early in case we can bring them in sooner than their appointment

- An explanation of the specific paperwork required for the service provided.
- In addition to the minimum instructions and notices, department should provide specific information required for their service.

### **Scott County Community Corrections - COVID-19 Field Visiting Guidelines.**

- When performing field visits, only one employee is allowed in the transport vehicle.
- When additional staff are required to assist with a field visit, they will drive separately utilizing another fleet vehicle or their personal vehicle.
- Only one of two probations vehicles will be used to transport clients with cage/plexiglass barrier.
- Field visits may also be conducted with the assistance of law enforcement. Whenever possible, all field visits conducted with the assistance of law enforcement will be scheduled in advance with the law enforcement agency to insure officer availability.
- Probation Officers will maintain 6 feet distance or will wear a mask when conducting field visits. Probation Officers will follow the proper fit and removal processes when wearing a mask.
- Probation Officers are required to sanitize the department fleet vehicle at the beginning and ending of their shift using the sanitization wipes provided in the vehicle.
- Probation Officers will conduct field visits outside the residence when possible, being mindful of their positioning relative to wind direction and others factors, and increasing their distancing to a minimum of 6 feet.
- Probation officers will not enter client homes, vehicles, outbuildings, etc. without supervisor approval.
- If officers enter buildings or vehicles, they will utilize field/search kits, including but not limited to; Kevlar gloves, latex gloves, masks and safety glasses. Also included in the field/search kits are sanitization wipes and hand sanitizer.

PO's may continue contacts virtually if there are no significant safety concerns, and client is compliant with supervision and probation conditions.

### **Supervised release cases with an agent assignment request:**

- PO's should have a conference call with client/case manager prior to release to discuss placement and any concerns or barriers.
- Call the placement option and verify that the person is willing to let the client live there. Screen to see if there are any COVID-19 concerns prior to conducting a placement investigation and follow Scott County Community Corrections COVID-19 Field Visiting Guidelines for investigations.
- Screeners will conduct a health screening utilizing the Client/Customer Health Screening. If any of the screening questions result in a "yes" answer, PO will staff with supervisor.

### **Other Community Corrections Functions:**

- Agents will attend court in-person or Via Technology as determined by Court
- Jail professional visits by phone/glass interview rooms
- If deemed necessary for public safety, follow [MDH protocols](#) for administering swab and PBTs.
- Suspend internships
- Specialty Courts: Probation officer assigned to each Court will provide weekly/bi-weekly updates to the teams
- Staffings and meetings continue via Skype for business unless meeting space can accommodate social distancing.

## **Function C: Medium and low risk caseloads:**

- Client contacts continue virtually/by phone
- Office or field visits will only occur on an emergency basis.
  - PO will report a need for visit to their supervisor
  - Supervisor and PO will determine plan prior to the appointment being scheduled.
  - Upon approval, Office visits will be conducted in one of the two designated offices that open toward the hallway and allow for social distancing.
  - The PO will sanitize the meeting space following each meeting.
- If a field visit is determined, it will be conducted as outlined in Scott County Community Corrections COVID-19 Field Visiting Guidelines.

## **Function D: Probation Services Center**

### Protocols

- 3 Assistant Probation Officers will continue to work remotely.
- Agents will follow court guidance on tracking court, violations and monitoring of conditions.
- Contact with clients will be virtual/by phone or email.
- APO's will complete new CR Intakes virtually.

## **Function E: Juvenile Probation**

### **Supervision caseloads:**

- Office and Field visits will resume with juvenile supervision caseloads. The majority of office visits will be reserved for clients that we are unable to meet with in the field and a virtual visit is not appropriate.
  - Office visits will include the Probation Officer, juvenile, and other family required
  - Office visits will be conducted one of the two designated offices that open toward the hallway
  - Office visits will be by appointment only arranged by the Probation Officer as meeting space is available.
  - When setting appointments, Probation Officers will utilize the standard appointment script, including health screening questions.
  - Meeting space will be sanitized after each visit.
  - PO's will conduct field visits with juveniles/families as outlined in Scott County Community Corrections COVID-19 Field Visiting Guidelines
  - PO's may also continue contacts virtually, if there are no significant safety concerns and the juvenile is in compliance with supervision and probation conditions.
- PO's will attend Court in-person or via technology as required by the Court
- If deemed necessary for public safety, follow [MDH protocols](#) for administering swab and PBTs.
- Out of Home Placements visits will continue virtually based on the criteria set forth by the specific placements and the Department of Human Services.

### **Juvenile Transports:**

- Juvenile transport will only be conducted in one of two Community Corrections vehicle with cage/plexiglass barrier.
- Both the Juvenile and Probation Officer will wear masks during the transport.
- Any variance in juvenile transport processes must be approved by a supervisor.
- Prior to transporting any juvenile, the PO will conduct a current health screening using the approved Customer/Client Health Screening tool.
- Probation Officers are required to sanitize the department fleet vehicle at the beginning and ending of their shift using the sanitization wipes provided in the vehicle.

### **Supervision**

- Supervisors will maintain office coverage rotation to respond to phone calls and emergency requests from clients, courts, etc.

- Supervisors will connect with their staff weekly and plan for unit meetings via Skype for Business.
- Supervisors assign and monitor all case management cases based on workloads
- Supervisors will assign and/or reassign work based on current workloads.

## **Function F: All Field Services Staff**

### Documentation

- Document response changes due to COVID-19 in CSTS Chronos.
- Staff will document in their outlook calendars (or via daily log sent to supervisor) in detail what they are working on. For example (Data privacy training from 9am -10am, phone check in's client names 11am to 2pm, CSTS data clean up 3pm to 4:30.... Etc.)
- We may be assigning additional work for any employees who find that their workload is decreasing below 40 hours a week to continue everyone at their full capacity. We ask that this be a team effort and that you communicate with your supervisor if you could take on special assignments during this time. This work can be completed remotely.
- Supervisor may work remotely as necessary.

## **Function G. Support Staff**

### • **Community Corrections Service Counter**

- Beginning June 15, 2020, the Community Corrections service counter will open for appointment only service, or to serve individuals coming to SCCC immediately following their court hearings.
- Anyone else who approaches the SCCC service counter window will be advised they need to schedule an appointment to see their PO or to make a payment.
- The counter will be open between the hours of 8:00- 4:30.
- The customer service counter will be covered by at least one support staff during those hours.
- To ensure social distancing, only one service window will be open, and only one support staff will be assisting customers at the window at one time.
- When able, Support staff will continue to work from home and will be assigned to work in the office on a rotating schedule.
- Support staff will wear face masks anytime they are away from their desks, within 6' of another employee, or at the service counter.
- Support staff will maintain a regular schedule of sanitizing the service counters at least four times daily.
- Supervisor will assist support staff with cleaning schedules and monitoring counter and hall gatherings
  - When courts open for face to face hearings:
    - All victims, parents and clients reporting to the window will have an appointment (unless they are coming immediately from court) or will be advised that service is by appointment only and will be asked to make an appointment for a future date.
    - Individuals who can make electronic payments are expected to use those mechanisms. For individuals who do not have electronic options, for whom cash payments are the only option, they will be required to schedule an appointment to make that payment.
    - Signature pad and clipboard will be sanitized by support staff after each client use.
    - Pens will be used once and placed in a box to be sanitized by support staff for use later.
    - In the rare case where contact is required, agents and other staff will wear appropriate PPE and attempt to maintain social distancing.

## **Function H: Other Probation Service**

### **Sentence to Services:**

Sentence to Service (STS) will resume **June 1<sup>st</sup>** Crews will run at less than 50% capacity to accommodate social distancing.

- Crew leaders will be expected to conduct self-health evaluation prior to reporting for work. If they identify any symptoms they are required to remain at home.
- Crew leader will observe the obvious health conditions of potential crew members. Anyone demonstrating physical symptoms will be evaluated by the crew leader for possible return home.
- Crew leader will conduct health screening of each potential crew member utilizing the current Client/Customer Health Screening Tool.
- questions COVID-19 screening questions prior to allowing them in the STS van.

If crew members answer “yes” to any of the questions, they will not be permitted to participate on the crew.

- Once at work site, crew leader will ensure social distancing for all crew members, if social distancing is not achievable due to nature of work, all crew members and crew leader will wear masks.
- Crew leader will have hand sanitizer available for crew members and will sanitize van and any equipment daily, crew member will also have a PPE kit available if needed.
- Crew member will coordinate with other county sites (CAP,SCALE) to provide individuals for STS. These sites will determine expectations for social distancing etc. as determined by their operational plan.
- Crew leader will follow the Department of Correction’s plan if crew leader or crew member becomes ill while out at work site.

### **Transporting:**

- When the crew leader transports crew members to the work site, all crew members as well as crew leader will wear masks while in the van.
- Where possible, crew members must be a minimum of 6 feet apart. With this distancing, the maximum capacity for the van will be 2 crew members and 1 crew leader.
- If crew leader can accommodate more crew members at site, crew members that are able, can provide their own transportation to and from site.

### **Electronic Home Monitoring (EHM):**

- The current EHM vendor, Recovery Monitoring Solutions (RMS), have their own internal COVID-19 protocol.
- Current EHM staff will continue provide services 24/7 following the additional protocols.

### **Re-Entry Assistance Program (RAP): Continued remote service**

- Re-Entry Assistance Program (RAP) is designed to help clients/inmates in custody make a successful transition to the community upon release and reduce the risk of returning to custody. This is done by assessing the inmate’s barriers upon release and putting services/resources in place to help reduce those barriers.
- This service will continue through phone calls and remote (virtual) assistance.

### **Mental Health Groups: Continued remote service**

- Mental Health Groups (Domestic/Sex Offender) will be completed virtually when possible.

- Until restrictions are lifted, groups of clients will not convene to meet within Scott County buildings.

### **Drug and Alcohol Testing:**

- Drug and Alcohol Testing will resume as soon as possible with high risk clients.
  - Testing will be temporarily conducted at the Marshall Road Transit Station to accommodate social distancing.
  - Clients will be required to wear masks while in the building and only 2 clients will be allowed in the lobby at one time.
  - Clients will remain in their vehicles until they receive notification via text from vendor that they can come in and provide their sample.
  - Collection staff will wear masks/gloves and any other necessary PPE which contracted vendor will supply.
  - After providing their sample, clients will exit the building through a separate door from those entering to test.

The current EHM vendor, Recovery Monitoring Solutions (RMS), have their own internal COVID-19 protocol.

## **Adherence to Governor's Executive Orders**

### **Ensuring Sick Employees Stay Home/Identifying Sick Employees**

Prior to leaving for work, employees are required to perform a self-assessment using the current [Visitor/Employee Health Screening Tool](#) provided in the Health and Safety section of the COVID-19 Site.

If the employee provides a positive response (yes) to any of the health questions, the employee should remain at home and contact their supervisor, who will consult with the Occupational Health Nurse for recommendations and guidance.

Employees who present any of these symptoms while at work will immediately report their condition to the supervisor. If the employee is deemed *sick*, they will be removed from their worksite and sent home or isolated until they can leave work.

Employees who present these symptoms following a work shift (prior to reporting for another shift) will contact their supervisor. They will be directed to remain at home and the Occupational Health Nurse will provide guidance.

In accordance with CDC guidance, the workstation and equipment used by an employee with these COVID-19 like symptoms will be taken out of service and not used for at least 24 hours. At the end of that period, the area and equipment may be sanitized using routine cleaning procedures.

In any case, when the employees' worksite/station and equipment used cannot be taken out of service for the required 24 hours, the area and equipment must undergo a deep cleaning procedure, following CDC guidelines, prior to being used by other employees.

### **Identifying Sick Customers:**

A customer who reports an illness or presents covid-like symptoms while receiving services in a Scott County Facility, will be escorted out of the building. The workstation and equipment used by the customer will be isolated and taken out of service for at least 24 hours. Areas visited or used by the ill person must be disinfected before

allowing other customers to enter those areas. Following the 24 hour period, the workstation and equipment may be sanitized using routine cleaning procedures.

#### **Training/Communications:**

This Operational Service Plan has been communicated to all departmental employees and necessary training is provided to all staff conducting services, including back-up functions. Additionally, all employees will receive ongoing safety and procedural updates as needed.

Managers and supervisors are responsible to monitor the implementation and effectiveness of this plan, and to make recommendations for improvement based on their observations, or the input and observations of department staff.

This plan has been posted on the County SCOOP site and is available to all employees.

#### **Enforcement:**

Managers and employees are responsible to monitor and enforce safety processes. Coaching and corrections will take place when violations occur.

#### **Discontinuation of Services / Shut down:**

If illness, contamination or other conditions reduce the minimum resources or employees required to provide services in a manner consistent with this Operational Service Plan, the service will be discontinued, and notices given to customers and staff

#### **Level of Staff Changes and Resource Needs**

Describe staff changes based on your department's functioning under the "new normal" (i.e. plan for coverage; plan for rotation of staff; monitoring staffing models; resources needed – technology, supplies).

- **Function A: Intake, Transfer and PSC/CR Unit**
  - All agents have been issued laptops to support them working remotely.
  - All supervisors can work remotely with one in the office each day.
  - All Intakes completed virtually and in an expedited manner for proper case assignment. When the court re-opens for in-person hearings, the Community Corrections service counter will open for appointment only service, or to serve individuals coming to SCCC immediately following their court hearings.
  - Supervisors will announce when we will open the window to service clients from court hearings.
    - Supervisors continue bi-weekly supervision to assess individual worker wellbeing, status of overall workforce and case issues/needs. Supervisor will hold a weekly unit meeting and one-on-one meetings bi-monthly or monthly via Skype or more frequently as needed.
    - ⊖ PPE kits are needed to make available to staff. Supervisors will monitor PPE use and notify manager if additional kits are needed.
    - Hand sanitizer, wipes are also needed to make available to staff. Supervisors will monitor supply and notify manager if additional supplies are needed. Gloves are available to staff.
    - Office equipment: Staff are allowed to take home monitors, Laptop, Docking Station, Headset and other desktop supplies as needed. Each employee needs to contact his/her supervisor prior to moving equipment. Every employee must be able to work in the office when he/she comes in on mandated office days. Considerations may include taking only one monitor home and/or leaving one work station in each unit for use when an employee comes to work. 4 headsets needed for confidentiality. Employees

will use the Community Corrections Technology Workgroup for questions about technology set up. It's also encouraged that staff take a picture of their set up prior to moving any equipment. IT should not be utilized for support in the movement of any equipment.

- Employee need to contact their supervisor prior to moving equipment. Every employee must be able to work in the office on mandated office days. Considerations may include taking only one monitor home and/or leaving one workstation in each unit for use when an employee comes to work.

- **Function B: Probation/Supervised ongoing case management (Adult and Juvenile)**

- Case assignments are made based on a pre-established procedure.
- Supervisors continue weekly supervision with staff via videoconferencing to assess individual worker wellbeing, status of overall workforce along with case issues/needs.
- PPE kits are needed to make available to staff. Supervisors will monitor PPE use and notify manager if additional kits are needed.
- Hand sanitizer, wipes are also needed to make available to staff. Supervisors will monitor supply and notify manager if additional supplies are needed.
- Gloves are available to staff.
- Office equipment: Staff are allowed to take home monitors, Laptop, Docking Station, Headset and other desktop supplies as needed. Each employee needs to contact his/her supervisor prior to moving equipment. Every employee must be able to work in the office when he/she comes in on mandated office days. Considerations may include taking only one monitor home and/or leaving one work station in each unit for use when an employee comes to work. 4 headsets needed for confidentiality. Employees will use the Community Corrections Technology Workgroup for questions about technology set up. It's also encouraged that staff take a picture of their set up prior to moving any equipment. IT should not be utilized for support in the movement of any equipment.
- Employee need to contact their supervisor prior to moving equipment. Every employee must be able to work in the office on mandated office days. Considerations may include taking only one monitor home and/or leaving one workstation in each unit for use when an employee comes to work.
- Need to configure office space to accommodate social distancing to meet with clients.
  - Utilize Stacy Peterson's office, Transfer Units Office and re-configure space in Community Corrections office that is currently being used in lieu of tunnel to transport in-custody clients to court once new tunnel is open.
- 15 PPE, wipes, hand sanitizer for each staff if needing to take their personal vehicles
- STS Crews PPE, hand sanitizer, wipes, masks. (amount?)
- Masks for clients at drug and alcohol testing site; need to order (100 disposable masks) to have on hand.
- Plexi glass installed in Community Corrections department vehicles for client transports (ordered)
- Masks for clients and staff when transporting

- **Function C: Support Staff/Contracted Employees**

- Administrative support is in the office to support opening/closing of cases, printing and mailing of required correspondence, we have three laptops to support a rotation of working from home and in the office. We still need one laptop for this rotation to work efficiently.
- Supervisors monitors and assigns or shifts tasks/projects based on workloads.
- Supervisors continue weekly supervision via video conferencing to assessment individual worker wellbeing, status of overall workforce and case issues/needs. Supervisor will hold a weekly unit meeting and one-on-one meetings bi-monthly or monthly via Skype or more frequently as needed.

- PPE kits are needed to make available to staff. Supervisors will monitor PPE use and notify manager if additional kits are needed.
- Hand sanitizer, wipes are also needed to make available to staff. Supervisors will monitor supply and notify manager if additional supplies are needed. Gloves are available to staff.
- As discussed we will keep staff in the office on a rotation for mail etc... however, those working at home can continue to do so as if they are at their desks with the exception of the following:
  - Credit card pad (hardware)
  - iNovah (software)
  - Heartland (software)
  - Criminal History generation
- Office equipment: Staff are allowed to take home monitors, Laptop, Docking Station, Headset and other desktop supplies as needed. Each employee needs to contact his/her supervisor prior to moving equipment. Every employee must be able to work in the office when he/she comes in on mandated office days. Considerations may include taking only one monitor home and/or leaving one work station in each unit for use when an employee comes to work. 4 headsets needed for confidentiality. Employees will use the Community Corrections Technology Workgroup for questions about technology set up. It's also encouraged that staff take a picture of their set up prior to moving any equipment. IT should not be utilized for support in the movement of any equipment.

#### Division Director Comments

- **LEC courtroom:** This space is highly concerning and seems difficult to follow the strict social distancing in the workplace. Suggest holding all hearings virtually, even inmate hearings. If hearings continue in the current manner, we would request (plexiglass) barriers where all staff sit including podium. Masks must always be worn during hearings
- **Justice Center courtrooms:** This space is also highly concerning due to traffic flow throughout the Justice Center building. Courtrooms and court conference rooms are confined and show difficulty to follow the strict social distancing. Also public and staff movement throughout the building. Some suggestions: hold all hearings via virtual means even with inmates. If hearing must be in-person due court rules: Use plexi glass barriers where all staff sit including podiums. Masks must always be worn during the hearing. Each in-person hearing set apart to minimize traffic flow in the building. Signs directing public and staff to coordinate traffic flow.

#### Strategic Branch Comments

*April 1, 2020:*

*Consideration of next steps:*

- *Clarification of supply needs listed in the yellow highlighted area above. Have PPE and supply needs been provided to staff? If not, please submitted to the Logistics Unit if that has not already been done.*

#### County Administrator Comments

\_I believe that courts has provided plexiglass in a couple courtrooms where social distancing cannot be achieved. They are slowing opening up hearings in June and July.

Judges make decisions on masks in their courtrooms – but it is our understanding that judges will ask all to wear masks in the courtrooms unless the person is speaking.

County Administrator Signature \_\_\_\_\_ Lezlie Vermillion \_\_\_\_\_ 6/5/2020 \_\_\_\_\_

**Operational Service Plan Updates**

Please include date the change goes into effect and reason for change.

May 2020:

Field visits and office visits for the adult and juvenile supervision units will resume as soon as the departments operational plan is approved. In person contact with clients better supports rapport building and engagement between the probation officer and client/family. It allows the probation officer to observe living circumstances and have contact with any support/family members that the client resides with. It also puts the probation officer in a better position to address any potential risks and needs that the client or family may have.

STS crew will resume June 1<sup>st</sup>, pending approval of the departments operational plan. STS crew days serve as an alternative to jail sentences, is an option for those sentenced to jail to reduce their jail time and work crew complete projects/work for Scott County, CAP and SCALE.

Drug Testing will resume June 1<sup>st</sup> upon approval of the departments operational plan and implementation plan with drug testing vendor. Drug testing is a tool to monitor client’s compliance for probation clients and treatment court and veterans court participants. Drug and alcohol testing aids probation officers in supervising clients and helps to identify individual client’s risks/needs based on testing results. It also aids probation officers in planning for clients with treatment providers, assessors and mental health professionals

Court Admin window will open June 15, 2020.

Logistical Notes:

After review with Kevin Nelson: Need 2 interview type spaces at the end of the hallway between SCCC and County Attorney Civil Office with 6' distance or plexi-glass dividers. Must be Near electrical outlet.

Vehicle Barriers – Request will be submitted for plexiglass shield in the Comm Corr vehicle.