

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2016-2017 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Brown County	Responsible Authority – Charles Hanson Brown County Attorney		Department/Division Probation	
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, or Rule)	Designee (Name, Title)
ADULT CORRECTIONS FILES				
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, and 4	Les Schultz, Director Evonn Westcott, Asst. Director
Bail evaluations	Information gathered from offender to make bail recommendations to court	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director
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	Les Schultz, Director Evonn Westcott, Asst. Director
Case planning documents	Probation goals determined by offender and probation officer	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director
Chronos	Probation officer notes within the client system, CSTS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, subd. 3 and 4.	Les Schultz, Director Evonn Westcott, Asst. Director
Client-related cover letters	Identifying information when sharing information with others involved	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Community work service and sentence-to-service forms	Offender personal information and expectations	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director
Conditional release agreements	Signed agreement to allow offender release from custody pending court hearing	Private Confidential	M.S. 13.84, subd. 2 and 4	Les Schultz, Director Evonn Westcott, Asst. Director

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Correctional assessments and screens	Information gathered from offender and court records to assess risk/needs	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Court ordered sealed files (expunged)	Orders from court ordering an offender file be sealed/expunged.	Confidential	M.S. 609A.03	Les Schultz, Director Evonn Westcott, Asst. Director
Department of Corrections forms	Offender/offense information including sentences/parole expectations	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Discharge reports	Report for court with offender progress/behavior change/compliance	Confidential	M.S. 13.84, subd. 4	Les Schultz, Director Evonn Westcott, Asst. Director
Diversion forms	Fee agreement, restitution payment agreement, proof of community work service	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Drug testing related forms	Offender identification with drug screen date/time and results	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Expungement Letter	Letter confirming receipt of expungement order	Private	M.S. 609A.03, subd. 8	Les Schultz, Director Evonn Westcott, Asst. Director
Fee-related forms	Name/address and specific probation fees owed for services	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Intake forms	Offender information gathered to open probation file and begin assessment process	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director

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Interstate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Intrastate forms	Name, address, and other personal offender information: includes court requirements, including reporting	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Memos with client data	Inter-office or inter-criminal justice system information regarding offenders	Private Confidential	M.S. 13.84, subd. 2, 3, 4, 6, and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Offender correspondence	Letters to or from offenders regarding probation requirements	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
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, and 7 M.S. 609.115	Les Schultz, Director Evonn Westcott, Asst. Director
Probation agreements	Agreement by offender to follow general and specific rules of probation	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
Progress reports	Reports prepared for court with offender probation progress	Confidential	M.S. 13.84, subd. 4	Les Schultz, Director Evonn Westcott, Asst. Director
Psychological/psychiatric evaluations/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, and 4	Les Schultz, Director Evonn Westcott, Asst. Director
Requests for warrants	Offender information to direct and assist law enforcement	Private Confidential	M.S. 13.84, subd. 6	Les Schultz, Director Evonn Westcott, Asst. Director

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Restitution forms	Specific offender restitution payment expectations	Private	M.S. 13.84, subd. 2 and 7	Les Schultz, Director Evonn Westcott, Asst. Director
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	Les Schultz, Director Evonn Westcott, Asst. Director
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, and 7	Les Schultz, Director Evonn Westcott, Asst. Director

JUVENILE CORRECTIONS FILES

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, and 4 M.S. 260B.171	Les Schultz, Director Evonn Westcott, Asst. Director
All referral forms	Juvenile probation information to send to service providers	Private Confidential	M.S. 13.84, subd 2 and 4	Les Schultz, Director Evonn Westcott, Asst. Director
All reports for court and information gathered	Reports written by probation to inform the court and make recommendations	Confidential	M.S. 13.84, subd. 4	Les Schultz, Director Evonn Westcott, Asst. Director
All requests for court action	Written request made by probation for a court hearing or court decision	Private Confidential	M.S. 13.84, subd. 2 and 4	Les Schultz, Director Evonn Westcott, Asst. Director
Apprehension and detention orders	Document used by probation to direct law enforcement to detain a juvenile	Private	M.S. 13.84, subd. 6 and 7 M.S. 260B.171	Les Schultz, Director Evonn Westcott, Asst. Director

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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.	Les Schultz, Director Evonn Westcott, Asst. Director
Case plans	Treatment/probation plan with goals and timeline for the juvenile	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director
Chronos	Probation officer notes within the client system, CSTS, regarding contact with offenders, collateral contacts, criminal justice agencies, etc.	Confidential	M.S. 13.84, subd. 3 and 4	Les Schultz, Director Evonn Westcott, Asst. Director
Community work service/STS information	Information collected or given to juvenile for completing work service	Private	M.S. 13.84, subd. 2 M.S. 260B.171	Les Schultz, Director Evonn Westcott, Asst. Director
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 and 4	Les Schultz, Director Evonn Westcott, Asst. Director
Court ordered sealed files (expunged)	Orders from court ordering an offender file be sealed/expunged.	Confidential	M.S. 260B.198	Les Schultz, Director Evonn Westcott, Asst. Director
Detention reports	Report generated by law enforcement or corrections related to custody status	Private Confidential	M.S. 13.84 M.S. 13.85	Les Schultz, Director Evonn Westcott, Asst. Director
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 3	Les Schultz, Director Evonn Westcott, Asst. 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 and 7	Les Schultz, Director Evonn Westcott, Asst. Director

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Intake information and questionnaires	Information gathered about juveniles by probation for reports/assessment and recommendations to court	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Les Schultz, Director Evonn Westcott, Asst. Director
Interstate forms	Forms completed by probation and a juvenile on probation in order to move to another state	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director
Letters used by juvenile probation	Correspondence with offenders, families, and schools	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Les Schultz, Director Evonn Westcott, Asst. Director
Memos and cover letters with juvenile information	Memos for professional(s) or department staff regarding juveniles	Confidential	M.S. 13.84, subd 3	Les Schultz, Director Evonn Westcott, Asst. Director
Memos with client information	Memos for the court system or treatment provider use	Private Confidential	M.S. 13.84, subd. 2, 3 and 4	Les Schultz, Director Evonn Westcott, Asst. 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 and 4	Les Schultz, Director Evonn Westcott, Asst. 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	Les Schultz, Director Evonn Westcott, Asst. Director
Parental financial information	Information to or from parents to recover costs for juvenile placement or treatment	Private	M.S. 13.84, subd 2	Les Schultz, Director Evonn Westcott, Asst. Director
Petitions to court	Charging document generated by a prosecutor for court actions	Private	M.S. 260B.171	Les Schultz, Director Evonn Westcott, Asst. Director

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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	Les Schultz, Director Evonn Westcott, Asst. Director
Signed consent forms	Legal consent given by parent/juvenile	Private	M.S. 13.84, subd 2	Les Schultz, Director Evonn Westcott, Asst. Director
Signed notice of rights	Notice defining what information can be shared with whom	Private	M.S. 13.84, subd 2	Les Schultz, Director Evonn Westcott, Asst. Director
Treatment progress reports	Reports generated by all treatment providers for court and probation	Confidential	M.S. 13.84, subd. 3	Les Schultz, Director Evonn Westcott, Asst. 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	Les Schultz, Director Evonn Westcott, Asst. Director
FAMILY COURT DIVISION FILES				
BCA and court record information	Arrest and court history	Private	M.S. 13.873 M.S. 299C.095	Les Schultz, Director Evonn Westcott, Asst. Director
Case notes	Notes from interviews and telephone conversations with clients and collateral sources	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director
Chemical health assessments	Reports prepared by chemical health professionals regarding client's chemical use and diagnosis	Private Confidential	M.S. 13.84, subd 2, 3, and 42 U.S.C. 290	Les Schultz, Director Evonn Westcott, Asst. Director
Children's statements	Statements made by children regarding custody matters	Private	M.S. 13,84, subd. 2 M.S. 257.70 M.S. 518.167	Les Schultz, Director Evonn Westcott, Asst. Director

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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	Les Schultz, Director Evonn Westcott, Asst. Director
Collections for family court unit	Name of client, identifying information, amount owed for services and collections actions taken for payment in arrears	Private	M.S. 13.84, subd. 2 M.S. 257.70 M.S. 518.167	Les Schultz, Director Evonn Westcott, Asst. Director
Correspondence with clients and outside agencies	Letters to clients regarding appointments and services - letters to agencies regarding parents and children	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director
Custody evaluation reports	Reports regarding children and parents to assist the court in making child custody orders	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director
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. 252.70	Les Schultz, Director Evonn Westcott, Asst. Director
Intake information	Client information gathered to open a file and begin services	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Les Schultz, Director Evonn Westcott, Asst. Director
Mediation drafts and final agreements	Agreements developed between parents regarding child custody and related parenting issues	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Les Schultz, Director Evonn Westcott, Asst. Director
Psychological evaluations	Reports prepared by psychologists regarding personality, behavior, and mental health functioning and diagnosis	Private Confidential	M.S. 13.84, subd. 2 and 3	Les Schultz, Director Evonn Westcott, Asst. Director
Questionnaires	Questionnaires completed by parents, references, teachers, day care providers regarding the child and parents	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Les Schultz, Director Evonn Westcott, Asst. Director

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Signed consent forms	Forms signed by clients authorizing release of information between agencies	Private	M.S. 13.84, subd. 2	Les Schultz, Director Evonn Westcott, Asst. Director
Status reports	Reports to court regarding the progress of a case	Private	M.S. 518.167 M.S. 13.84, subd. 2 M.S. 252.70	Les Schultz, Director Evonn Westcott, Asst. Director
Volunteer/student intern records	Personnel records, including contract information, criminal history record checks, and results of drug screening	Private	M.S. 13.43, subd. 4	Les Schultz, Director Evonn Westcott, Asst. Director