

How To Speak Corrections

A GLOSSARY OF COMMONLY USED TERMS

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Commonly Used Acronyms

A

ACA – American Corrections Association
APPA – American Probation and Parole Association
ATF – Bureau of Alcohol, Tobacco, Firearms, and Explosives

B

BCA – Bureau of Criminal Apprehension
BOP – Bureau of Prisons

C

CCA – Community Corrections Act
CD – Chemical Dependency
CHIPS – Children in Need of Protection or Services
CIP – Challenge Incarceration Program
CISR – Court Information Summary Reporter
COC – Commitment to the Commissioner of Corrections
COI – Change of Information
CPO – County Probation Officer/Office
CR – Conditional Release
CSC – Controlled Substance Crime or Criminal Sexual Conduct
CSTS – Court Services Tracking System
CVH – Criminal Vehicular Homocide
CVO – Criminal Vehicular Operation
CWS – Community Work Service

D

DANCO – Domestic Abuse No Contact Order
DEA – Drug Enforcement Administration
DHS – Department of Human Services
DMV – Department of Motor Vehicles
DOC – Department of Corrections
DPS – Department of Public Safety
DTF- Drug Task Force
DUI – Driving Under the Influence
DVI – Domestic Violence Inventory
DWI – Driving While Intoxicated

E

EBP – Evidence Based Practices
ECRC – End of Confinement Review Committee
EHM – Electronic Home Monitoring
EJJ – Extended Juvenile Jurisdiction
ETG – Ethyl Glucuronide

F

FBI – Federal Bureau of Investigation
FMC – Federal Medical Center

FTA – Failure to Appear
FTR – Failure to Register

G

GPS – Global Positioning System
GRS – Gender Responsive Services

H

HRO – Harassment/Restraining Order

I

ICOTS – Interstate Compact Offender Tracking System
ICE – Immigration and Customs Enforcement
ICR # - Incident Report Number
ISP – Intensive Supervised Probation
ISR – Intensive Supervised Release

L

LSI-R – Level of Service Inventory-Revised

M

MACCAC – Minnesota Association of Community Corrections Act Counties
MACPO – Minnesota Association of County Probation Officers
MADD – Mothers against Drunk Driving
MCA – Minnesota Corrections Association
MCF – Minnesota Correctional Facility
MH – Mental Health
MI – Mental Illness
MNCIS – Minnesota Court Information System
MNSOP – Minnesota Sex Offender Program

N

NCIC – National Crime Information Center
NIC – National Institute of Corrections

O

OID – Offender Identification
OFP – Order for Protection
OJP – Office of Justice Programs

P

PD – Police Department/Public Defender
PDR – Pre-Dispositional Report
POR – Predatory Offender Registration
PVH – Probation Violation Hearing
PSI – Pre-sentence Investigation

R

ROR – Release on own Recognizance

S

SCRAM – Secure Continuous Remote Alcohol Monitoring

SO – Sheriff Office

SOA – Stay of Adjudication

SOE – Stay of Execution

SOI – Stay of Imposition

SR – Supervised Release

STS – Sentence to Service

S3 – Statewide Supervision System

T

THC – Tetrahydrocannabinol

U

UA – Urinalysis

UFC – Uniform Case Report

V

VIS – Victim Impact Statement

VIP – Victim Impact Panel

VOM – Victim Offender Mediation

Y

Y-LSI – Youth Level of Service/Case Management Inventory

Adult Justice System Terminology

Challenge Incarceration-This program is operated at the Moose Lake/Willow River Correctional Facility by the Department of Corrections which emphasizes discipline, education, counseling, and chemical dependency treatment. DOC has specific criteria of which inmates qualify for the program. Offenders may drastically reduce their prison sentence if they qualify and complete this program, also called "boot camp" M.S.A. 244.17. Offenders must complete all three phases of the program or they may be ordered to return to prison extending their time.

Community Work Service-A sanction under which an offender is allowed "work off" his/her fine or reduce jail time by volunteering for unpaid work at a non-profit agency such as a church, school, nursing home etc. for a specified number of hours. Some agencies refuse to allow offenders to do work service if they are convicted of a person crime (ex. Assault).

Conditions of Probation-Community-based sanctions imposed on an offender who has been placed on probation by the court. These conditions vary widely depending upon the nature and circumstances of the offense. Some common examples of conditions: pay restitution to the victim, complete outpatient chemical dependency treatment, have no new violations, report to your probation officer as instructed, submit to random UA testing, serve local jail time, pay fines and fees, complete an education class such as cognitive skills, anger management, etc.

Departures-The Minnesota Sentencing Guidelines provide the court with a presumptive sentence for the convicted felon based upon the current offense and prior record. The court has the option to depart from those guidelines and sentence the offender to more or less time than recommended by the guidelines; which is known as a durational departure. For example, the court could sentence an offender to prison, even though the guidelines indicate probation is appropriate, or the reverse could occur which is called a dispositional departure. The judge must put in writing the reason for the departure.

DOC-This refers to the Department of Corrections which oversees the correctional operation of state run prisons and state run probation services. The DOC is also seen as the agency that develops standards and policies for correctional services. They are not in charge of CPO counties or CCA counties, however, may administer grants and provide assistance.

Electronic Monitoring-Rather than confining a convicted person in a county jail/ workhouse, an offender may be placed on electronic home monitoring. This may include a bracelet, random telephone calls, alcohol monitoring or global satellite positioning. This may be done on a pretrial offender, in lieu of jail, or as a condition of probation.

Felony- The most serious crime classification. In Minnesota it is defined by imprisonment longer than one year and one day.

Good Time-Offenders serving time in a local county jail or a state prison, may receive up to one third of their sentence reduced. Offenders may lose this good time if they do not follow institution rules. Good time greatly assists the prison operation, as offenders want to be released as soon as possible and therefore do not want to lose this privilege. M.S.A. 244.05

Gross Misdemeanor- In Minnesota a gross misdemeanor is defined as an offense which receives a jail sanction of up to one year. The maximum fine which may be imposed is \$3,000.

Intensive Community Supervision-A highly intensive program of supervision in the community for certain offenders that may include sex offenders, repeat DWI offenders, violent offenders released from prison. These programs are run by State, local and private vendors under contract with the DOC. M.S.A. 244.14. Intensive Supervised Release (ISR) is one such program, run by the DOC.

Intermediate Sanctions- A sanction that is less severe than straight incarceration, yet more stringent than straight probation. Fines, community work service, electronic monitoring, etc., are all intermediate sanctions. Often intermediate sanctions come as a result of a violation. Corrections agencies have formalized this process calling it a Sanctions Conference. Offenders agree to abide by the new conditions and the judge signs an order adding the condition.

Interstate Compact-This agency at the Department of Corrections assists offenders who wish to leave the state of Minnesota and reside elsewhere. This also applies to offenders who wish to move to this state. Offenders have to meet certain criteria to be eligible for an interstate transfer. Probation officers must submit a request in the Interstate Compact Offender Tracking System (ICOTS) and have it accepted by the other state prior to an offender relocating.

LSI-Revised (LSI-R) –is conducted on many adult offenders by probation staff. This is a validated assessment tool that determines risk and need levels. Corrections agencies also use the LSI-R to determine an offenders supervision level.

Misdemeanor- A crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed

Office of Adult Release-The office within the Minnesota Department of Corrections which serves as the governing authority for adult convicted felons who have been sent to prison.

Parole/Supervised Release-Since the abolition of the Parole Board in Minnesota, parole is now called supervised release. It refers to the status of a convicted felon who has been released from a state correctional facility. It is similar to probation in that a supervised releasee has certain conditions, which he/she must meet in order to remain in the community. These conditions, however, are set by the Office of Adult Release not by the District Court. Violations of release are reported to the Office of Adult Release by a supervision agent, where a decision is made as to the seriousness of the violation and whether or not to revoke the release and return the offender back to prison.

Petty Misdemeanor- A petty offense which is prohibited by statute, but does not constitute a crime and for which a sentence of a fine of not more than \$300 may be imposed. Jail time cannot be imposed.

Pre-sentence Investigation-The formal report prepared for the court by a probation officer, which provides, various background information and assessment data on an offender who pled guilty but is awaiting sentencing. The court uses the report in deciding the appropriate sanctions and follow-up treatment/programming needs of the offender.

Probation Violation Hearing - Also called a Morrissey Hearing. A hearing in front of a judge to determine if an offender violated his/her probation. A probation agent may be called to testify to prove a violation occurred. If the offender is found in violation they may receive a sanction.

Restitution-A sanction ordered by the court as a condition of probation. It involves the payment of money by the offender to the victim of the crime. The 1992 Crime Bill gave victims the right to request restitution. Victims may be reimbursed for property damage, medical bills, loss of work, counseling, etc.

Revenue Recapture-A common practice in corrections to collect unpaid fines or restitution. A report is filed with the state that lists all unpaid fines or restitution. Any state tax rebates are confiscated and sent to the county where the recapture was signed until the total is paid in full. Revenue Recapture is also used to collect unpaid supervision fees.

Rule 25 Assessment-This is a chemical dependency assessment conducted by a certified assessor, usually employed by the county. This assessor must use state guidelines in order to determine level of alcohol/ drug problems the offender may have.

Sentencing to Service (STS)-A sentencing option available to most Courts where a convicted offender "works off" his/her fine by performing a specified number of hours of public service work under the supervision of a crew leader employed by the state or a local corrections agency. Some courts also sentence offenders to STS rather than jail or workhouse time.

Sentencing Guidelines- Minnesota has determinate sentencing, which is a system of setting presumptive sentences for persons convicted of felony offenses. The guidelines, developed by a legislatively mandated commission, determine which offenders should go to prison and for how long, and which ones should remain in the community on probation. The various recommended sentences are set forth on a grid, which takes into account the severity of the crime and the offender's criminal history. M.S.A. 244.09.

Supervision Fee-A fee charged to offenders convicted of a crime to offset the costs of supervision. The amount of fees varies depending on the agency. The Department of Corrections (DOC) charges a one-time, per file fee of \$300 for felony offenses, \$200 for a gross misdemeanor and \$100 for a misdemeanor.

Suspended Sentence- The court also has the option of imposing the maximum sentence allowed by law, but then ordering that only part of it be carried out. For example, on a first time DWI conviction the court may order a \$700 fine, but suspend \$400 of it if the offender agrees to perform 40 hours of Community Service, attend a DWI class and commit no new offenses for one year. If the offender fails to comply with these lesser sanctions, the court has the option to lift the suspension and require the offender to pay the remainder of the fine.

Victim Offender Mediation- A process where the victim of a crime and their offender come together with a trained mediator to discuss the crime. This process is an attempt to restore the victim and get answers to questions.

Work Release-For those offenders sentenced to a county jail or workhouse who are employed, and do not pose a threat to the public safety, the sheriff or jail administrator may allow the offender to be released in order to continue their employment. The inmates return to and remain in the facility at the end of each workday and on weekends. These inmates are generally charged a fee to pay the costs of their room and board while on work release.

Workhouse-A correctional institution operated by a larger county or group of counties for the incarceration of persons convicted for misdemeanor, gross misdemeanor or felony offenses to which the court has sentenced them for up to one year. The difference between a jail and a workhouse is that workhouses hold

only sentenced offenders. In those counties that do not have workhouses, both pre and post conviction offenders are held in jails.

Juvenile Justice System Terminology

Adjudicated -The term used in juvenile court to indicate that a juvenile has been found to commit a delinquent act.

Admit-The equivalent of a guilty plea in adult court. Usually the child's initial hearing at which time the court insures that the child and parents understand their rights, the charge and possible consequence. The child must admit or deny the charge at this time.

Apprehension and Detention Orders-Probation agents have the authority to apprehend and detain adult and juvenile offenders if they violate conditions of probation and/or are a flight risk. They can be held for up to 36 hours and then must either appear in court for the violation or be released as a discipline measure. M.S. 244.195.

Certification- The legal process in which it has been deemed that a juvenile's case will be handled as an adult case after a reference study has been completed. M.S. 260B.125

Children's Mental Health Worker- A social worker or designee, generally employed by a county, that supervises a specialized caseload of juveniles that have a diagnosis Severe Emotional Disorder. Generally this case management is voluntary but may be mandated by the courts if a CHIPS is filed.

Child Protection Worker- A social worker or designee, generally employed by a county, that supervises cases that are part of the CHIPS process after the court has deemed the child and family are in need of protective services.

Child Welfare Worker- A social worker or designee, generally employed by a county, that supervises a juvenile case on a voluntary basis for issues that are not covered by Children's Mental Health or Child Protection. These cases are voluntary.

CHIPS-Children in Need of Protection or Services. These are children whose cases have been brought into juvenile court, usually by the social services agency, as the result of a dependency or neglect petition.

Commitment-The legal action taken by the juvenile court when it has Hearing _____ been determined by the court that the adjudicated juvenile should be placed in a state juvenile corrections facility operated under the jurisdiction of the Commissioner of Corrections. In doing so, the child's custody is transferred to the Commissioner.

Continuance for Dismissal- The judge withheld or continued without adjudication for a specified period. If there are not violations during the probationary period the charge will be dismissed.

Delinquent-A child who is at least 10 years of age, but not more than 18 years of age who has committed an act that would be a crime if committed by an adult. M.S. 260B.001

Delinquency-A term which describes a juvenile's behavior that is judged to be anti-social or in violation of the law. M.S. 260B.001

Deny-The equivalent of a not-guilty plea in adult court.

Dependency-A term which describes a child whose parents are willing, but unable, to provide necessary care and supervision.

Detention-The temporary holding of a child, in either a secure or non-secure facility, until the next appearance in juvenile court. Typically a juvenile is held no longer than eight working days. M.S. 244.195

Detention Hearing-The hearing at which it is determined by the juvenile court judge if the child is to be held in detention until the next court appearance.

Disposition Hearing-The hearing at which the juvenile court judge decides appropriate sanctions and probation conditions for a juvenile offender. Similar to a sentencing hearing in adult court.

Emotional Behavioral Disorder (EBD)- Schooling services offered through an Individual Educational Plan for children who have severe deficits in academic performance which are not commensurate with the student's ability levels and are not solely the result of intellectual, sensory, or other health factors, but are related to the student's social-emotional problem.

Extended Juvenile Jurisdiction (EJJ)-This refers to a juvenile who has committed a serious crime that had they been an adult would be facing a prison sentence. The juvenile must be between 14-17 years of age at the time of the crime. The judge sets an adult and juvenile sentence and places them on juvenile probation. If they violate the terms of sentence they can be sent to prison. This type of case the juvenile can remain on probation until they turn 21 (19 on all other cases). M.S. 260B.130

Guardian ad Litem-A person appointed by the juvenile court to represent the best interests of a child in a court proceeding. M.S. 260B.163

Individual Education Plan (IEP)- An educational plan that is designed to meet the unique educational needs of one child, who may have a disability, as defined by federal regulations. The IEP is intended to help children reach educational goals more easily than they otherwise would. Plans may be for a learning disability or an Emotional Behavioral Disorder.

Learning Disability (LD)- A condition giving rise to difficulties in acquiring knowledge and skills to the normal level expected of those of the same age.

Mental Health Screen- Screening required by Minnesota Statute on juvenile offenders placed on supervision for a Misdemeanor or greater offense or the third petty offense to screen for mental health, chemical health, educational, and delinquency issues. This screening is also required of children placed in secure detention. M.S. 245.4874 (14)

Minnesota Correctional Facility- Red Wing (MCF-RW)- A facility ran by the Minnesota Department of Corrections for juvenile or EJJ male offenders.

Neglect-A term which describes a child whose parents neglect or refuse to provide needed care and supervision of their child.

Office of Juvenile Release-The office within the Minnesota Department of Corrections that serves as the 'paroling' authority for juveniles who have been committed to the Commissioner of Corrections.

Parent Advocacy Coalition for Educational Rights (PACER)- Advocacy Group that serves parents and children in the area of educational needs.

Parole-This refers to juveniles who are released by the Commissioner of Corrections from the state juvenile correctional facilities in Red Wing and/or the facility designated by the DOC for female offenders. Similar to the status of an adult, who is released from a state prison, these juveniles are supervised in the community by juvenile probation officers.

Petition-the legal document which describes the alleged offense committed by the child. Similar to a complaint in the adult system. M.S. 260B.141

Petty Offender- A juvenile petty offender is a child who has committed a juvenile petty offense as defined by Minnesota Statutes, section 260B.007, subd. 16. A juvenile may not be removed from the home for this offense. A third or subsequent petty offense may be petitioned by the prosecuting attorney as a Misdemeanor.

Pre-dispositional Report-Also known as a Social History, this is a report to the court regarding the juvenile's criminal, family, work, school/employment history along with recommendations for the court to consider. Many times this is completed on more serious offenders who have been adjudicated

Preplacement Screening Team-This is a group of professionals familiar with child placement options who review potential out of home placements for juvenile offenders. The probation officer updates the group on what has happened in the community and what services have been tried and what placement is being recommended. Typically this group makes a recommendation supporting or offering other suggestions to the probation officer and to the local Judge. M.S. 260B.157

Probation-Probation means a court ordered sanction imposed upon an offender for a period of supervision no greater than set by statute. It is imposed as an alternative to confinement or in conjunction with confinement or intermediate sanctions. The purpose of probation is to deter further criminal behavior, punish the offender, help provide reparation to crime victims and their communities, and provide offenders with opportunities for rehabilitation. M.S.609.02

Probation Officer-A professional who provides supervision, holds offenders accountable, provides recommendations to the court, provides a variety of reports to the court and counsels juveniles who have been referred to the probation department by the Court, Law enforcement, County Attorney, or another Probation Agency.

Psycho-Sexual Evaluation- A psychosexual assessment is an evaluation that focuses on an individual's sexual development, sexual history, paraphilic interests, sexual adjustment, risk level, and victimology. It also includes a full social history, familial history, employment/school history, case formulation, and specific treatment recommendations. The evaluation greatly assists attorneys and courts (prior to sentencing for adults), foster care and social service agencies that work with sexually reactive children or children who have been sexually abused, and others.

Provisional Driver's License- A driver's license given to a juvenile in the state of Minnesota that has a certain set of restrictions, as outlined by the Department of Public Safety, until the driver reaches the age of eighteen.

Reference-The legal procedure for determining whether a juvenile's hearing case should be transferred from juvenile court for trial in the adult court system.

Status Offense-Conduct which is illegal for a child, but not for an adult, such as truancy, curfew, possession of tobacco, underage use of alcohol, etc.

Stay of Adjudication-When a child has been adjudicated delinquent, but the juvenile court has determined that the circumstances of the case warrant the child being given a "second chance", the court can suspend, or stay, the sentence. If the child satisfies all conditions set forth by the court, the court can dismiss the charge and there will be no record of the adjudication. A Stay of Adjudication can only be granted for six months.

Termination-The order of the family court which terminates the Parental Rights and the legal relationship between parent/s and a child. This can be either voluntary or involuntary depending upon the circumstances of the case and the needs of the child.

Trial-When the charge stated in the petition is denied by the child and not dismissed by the juvenile court, the judge hears and decides the case. Jury trials are not held in juvenile court.

Vanessa's Law- a law to "recommend" specific punishments for offender's less than 18 years old who are involved in a crash-related moving violation or an alcohol/controlled substance-related violation. One of the specific punishment's recommended is the suspension of the juvenile offender's driver's license until he/she reaches the age of 18. This law requires specific actions by the juvenile driver to earn their driving privileges back. M.S.169A.55 subd. 3

Venue- the county, territory or geographical area in which a court with jurisdiction may hear a case. Venue does not refer to jurisdiction (which cannot be waived) but instead is related to the convenience of the litigants and may be waived by consent of the parties. M.S.560B.105

Youth Level of Service/Case Management Inventory (YLSI)-This assessment tool is designed to aid professionals for assessing youthful offenders. It is designed to determine risk and need level in certain adolescent offenders. It includes a case plan and is based upon the General Personality and Social Psychological Model of Criminal Conduct (Andrews and Bonta, 1998; Andrews, Bonta, & Hoge, 1990).

504 plan- an educational plan that refers to Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which specifies that no one with a disability can be excluded from participating in federally funded programs or activities, including elementary, secondary or postsecondary schooling. Disability refers to a "physical or mental impairment which substantially limits one or more major life activities

Misc. Terminology

Global Positioning Tracking (GPS):

Used in tracking offenders for supervision purposes. Often in Domestic Abuse and sex offense situations.

Evidence Based Practices:

Evidence Based Practices (EBP) are strategies that, based on research, reliably produce sustained reductions in recidivism, positive offender change, and victim and community reparation. The National Institute of Corrections and the Crime and Justice Institute have identified eight principles of correctional evidence-based practices:

- 1) Assess actuarial risk/needs
- 2) Enhance intrinsic motivation
- 3) Target interventions:
 - a) Risk principle
 - b) Need principle
 - c) Responsivity principle
- 4) Skill train with directed practice (using cognitive-behavioral treatment models)
- 5) Increase positive reinforcement
- 6) Engage ongoing support in natural communities
- 7) Measure relevant processes/practices
- 8) Provide measurement feedback

MINNCOR Industries:

MINNCOR Industries was created in 1994 by the Minnesota Department of Corrections (DOC) to consolidate and centralize its individual facility programs into a single statewide business, as well as to increase efficiency and decrease reliance on the state's general fund. MINNCOR exists for the primary purpose of providing offender job skill training, meaningful employment, and teaching proper work habits - without burdening the tax payer. Correctional industries provide a means to minimize offender idleness and reduce costly disruptive behavior, thereby significantly contributing to the maintenance of a safe and secure environment for both staff and offenders.

DVS (Department of Vehicle Services):

Website used to verify Driver's license status and driving record.

S3 (Statewide Supervision System):

The Statewide Supervision System (S³) is a secure, centralized website that contains information on anyone under supervision (Probation or Supervised Release), in jails, in prisons or detention facilities. Additional components include electronic sentencing worksheets and automated offender risk assessment tools.

ICWC- (Institution/community work crew):

Carefully selected, non-dangerous, minimum-security inmates work on crews under the supervision of a qualified DOC crew leader. The program goal is to teach social and work skills while communities accomplish projects. Offenders are housed in minimum-security units when not working.

Common Minnesota Statutes

Crimes of Violence

609.185 1st Degree Murder
609.19 2nd Degree Murder
609.195 3rd Degree Murder

609.20 1st Degree Manslaughter
609.205 2nd Degree Manslaughter

609.215 Aiding Suicide and Aiding Attempted Suicide

609.221 1st Degree Assault
609.222 2nd Degree Assault
609.223 3rd Degree Assault
609.2231 4th Degree Assault

609.229 Crimes Committed for the Benefit of a Gang

609.235 Use of Drugs to Injure or facilitate Crime

609.24 Simple Robbery
609.245 Aggravated Robbery

609.25 Kidnapping

609.255 False Imprisonment

609.322 Solicitation, Inducement, and Promotion of Prostitution, Sex Trafficking

609.342 1st Degree Criminal Sexual Conduct
609.343 2nd Degree Criminal Sexual Conduct
609.344 3rd Degree Criminal Sexual Conduct
609.345 4th Degree Criminal Sexual Conduct
609.377 Malicious Punishment of a Child

609.378 Neglect or Endangerment of a Child

609.561 1st Degree Arson

609.562 2nd Degree Arson

609.582 Burglary in the 1st through 3rd Degree

609.71 Riot

609.713 Terroristic Threats

Chapter 152 Controlled Substance Crimes

Domestic Abuse

609.2244 - Domestic Abuse PSI
518B01 - Domestic Abuse Protection Orders
299C.46 - No Contact Orders

DWI Related

169A.27 4th Degree DWI
169A.26 3rd Degree DWI
169A.24 2nd Degree DWI
169A.24 1st Degree DWI
169A.275 Mandatory Sentencing
254A.19 Chemical Use Assessment

Adult Probation

629.74 – Pre-trial Bail Evaluations
609.115 – Pre-Sentence Investigations
244.197 – Probation Sanctions Conference
244.195 - Detention
243.166 – Predatory Offender Registration
609.11 - Firearms
609.117 – DNA Sample

Juvenile Probation

260.515 – Interstate Compact
260B.235 – Petty Offenders
260.851 – Interstate Compact on placement
260A - Truancy