

2905.1200 LOCAL PROGRAMS AND SERVICES.

Subpart 1. **Program requirements.** Each community corrections system shall take such action as necessary to assure that programs utilized by the system are in compliance with items A to D and will provide written assurance of the existence of these four points and their availability to the commissioner upon request.

A. All programs, other than conventional probation, parole, and supervised release supervision, shall develop and make available to referral sources, written client eligibility criteria. The community corrections system shall regularly advise courts and sentencing judges of the extent and availability of services and programs within its system to permit proper sentencing decisions and realistic evaluation of alternatives.

B. A single case record for each individual admitted to a program or served by an agency shall be maintained by the agency or program director to contain clear, concise, and accurate case information. Individual case records shall be maintained on a current basis and updated at least quarterly. Each client shall have access to all material in his or her file, with the exception of that information classified confidential by law.

C. The rights of offenders receiving service from any program included in the comprehensive plan must be protected.

D. All programs included in the comprehensive plan must be in compliance with applicable provisions of this chapter and local, state, and federal laws.

Subp. 2. **Written assurance.** The above-mentioned written assurance of rules, policies, and procedures shall be included in the first comprehensive plan submitted to the commissioner.

Statutory Authority: *MS s 401.03*

History: *8 SR 601*

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