# *Emergency Management*

# Michael Johnson Emergency Management Director

107 West Main Street Phone (507) 444-2454

Owatonna, Minnesota 55060-2913 mike.johnson@ci.owatonna.mn.us

March 12, 2020

Please take a moment and fill out this form regarding your department Continuity of Operations Plan. Please return the form to me at: mike.johnson@ci.owatonna.mn.us

DEPARTMENT: Community Corrections

SERVICE PRIORITIES

Please designate what services your department provides and the priority.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | TelecommuterOption? |
| 1 | Bail Evaluations- Bail evaluations are completed on defendants per Minnesota Statute 629.74 and is the responsibility of the adult supervision unit. | 2 | Yes |
| 1 | Pre-trial Monitoring - SCRAM Program/EHM Monitoring - This program provides supervision and monitoring to adult defendants ordered to EHM and REAM. This service is primarily provided and monitored by the department but may also be referred out to an outside vender. | 1 | Yes- Can be completed within the community. |
| 2 | Pre-Sentence Investigations (Adults)/Pre-Disposition Investigations (JV)/Sentencing Guidelines Worksheets (Adult/EJJ) | 4 | Yes |
| 2 | Adult Sex Offender Supervision- Adult Sex Offenders will be supervised according to policy. | 1 | Yes |
| 2 | Adult High and Very High-Risk Clients- Adult clients will be supervised according to policy. | 5 | Yes |
| 2 | Adult Drug Court- Adult Drug Court clients will be supervised according to policy and program procedures. | 1 | Yes |
| 2 | Juvenile Sex Offender Supervision- Juvenile sex offenders will be supervised according to policy | 1 | Yes |
| 2 | Juvenile High and Very High-Risk Clients- Juvenile clients will be supervised according to policy | 1 | Yes |
| 3 | Business and Computer Needs- The Administrative Assistants in the Intake Unit will continue to provide assistance to the department management team as well as the adult and juvenile probation agents within the department. If available, they will enter data into CSTS as well as provide administrative assistant reception duties, collection of payments, processing of departmental invoices and warrants, fulfilling BCA TAC duties, completion of BCA Record checks, and completing claims for revenue recapture. | 1 | Yes, with certain accommodations. |
| 4 | Adult Medium and Low Risk Client Supervision- Adult clients will be supervised according to policy | 1 | Yes |
| 4 | Juvenile Medium and Low Risk Client Supervision- Juvenile clients will be supervised according to policy | 1 | Yes |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Timothy Schammel/ Director | 507-676-7752 | 507-444-7725 |
| 1 | Stephen Rick/ Asst. Director | 507-475-3519 | 507-444-7759 |
| 2 | Travis Ernste/ Probation Officer III | 507-271-4736 | 507-444-7760 |
| 3 | Jennifer Tonjum/ Probation Officer III | 507-210-0174 | 507-444-7724 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| CSTS | Network |  |
| S3 | Internet |  |
| BCA Portals | CJDN |  |
| NDEX | CJDN |  |
| MNCIS | Network |  |
| MGA | Internet |  |
| E-Filing System | Internet |  |
| SCRAMnet | Internet |  |
| CODNA | Internet |  |
| ICOTS | Internet |  |
| JIDS | Internet |  |
| POR Database | CJDN |  |
| MyBCA Database | CJDN |  |
| IFS | Internet |  |
| Revenue Recapture | Internet |  |
| U:, S:, T: Network Drives | Network |  |
| Watchguard and/or Cisco VPN | Network |  |

Communications

Does your department have a quick way to communicate with employees?

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Motorola APX 800 MHz Radios
* Microsoft TEAMS
* Fax

Other Comments or Considerations?

Completed by: Date:

Timothy Schammel / Director \_\_03/19/2020\_\_\_\_

Completed by: Date:

Stephen Rick / Assistant Director \_\_03/19/2020\_\_\_\_

If you have any questions, please contact the Steele County Emergency Management at 444-2454

Sincerely,

Mike Johnson

Michael Johnson,

Emergency Management Director, Steele County