

Mental Health/NGI

Agent Responsibilities During Intake

During the first 30 days, the assigned agent shall:

- Initiate case notes;
- Review case information received from DHS. If necessary, obtain additional information, including CIB/NCIC reports;
- Review criminal or commitment history to determine if the NGI client is required to register as a sex offender;
- Determine if the NGI client is required to provide a DNA specimen. If required, verify that the specimen has been collected or direct the NGI client to report to the sheriff to provide the DNA specimen;
- Obtain a photo of the NGI client;
- Review the Conditional Release Rules and obtain the NGI client's signature;
- Complete a COMPAS-R Core Assessment;
- Explain the reporting requirements. Meet with the NGI client at least once each week;