

Sixth District Department of Correctional Services POLICY	Issue Date 07/17/09	Effective Date 02/01/20	Policy Number 2201-19
Subject DTC INTAKE		Review Month June	Author 0633 (RME)
Rescinds 2201-17	References		

POLICY:

Upon intake each offender is assessed for risk and needs to determine the appropriate level of supervision and types of interventions.

PROCEDURE:

1. The Agent begins preparation for intake prior to the offender being sentenced into the program. The Agent assumes responsibility for the case on the day the offender is sentenced into the program. The intake process formally begins on the day the offender is sentenced into the program.
2. The Agent personally verifies the offender's proposed residence and employment (when applicable) prior to intake.
3. Within five (5) days of intake the Agent meets with the offender to read and explain the Probation Agreement (402A), and the Drug Treatment Court Handbook (2201B). All documents are signed by the offender and Agent then distributed as follows:
 - A. Original to offender;
 - B. Copy for case file;
 - C. A copy of the DTC Handbook Acknowledgement of Understanding (2201C) is scanned into ICON.
4. The Agent completes documentation as described in the Case Management policy (100).
5. The Agent ensures a current photo is on file for each offender entering the program and retains a photo in the offender's file.

BY ORDER OF:

Bruce Vander Sanden, District Director