

Sixth District Department of Correctional Services POLICY	Issue Date 01/10/20	Effective Date 02/01/20	Policy Number 2203-20
Subject DTC GENERAL SUPERVISION STANDARDS		Review Month June	Author 0633 (RME)
Rescinds 2203-17	References		

POLICY:

Staff members assigned to the Drug Treatment Court Program implement evidence-based programming in accordance with National Association of Drug Court Professionals standards to promote community safety and provide opportunity for sustained recovery of offenders enrolled in the program.

DEFINITION:

1. Phase/Level - The Drug Treatment Court is comprised of six phases.
2. Phase/Level Movement - On a weekly basis, the Drug Treatment Court Agent assesses offender's performance and determines eligibility for phase/level advancement.
3. Offender Staffing - On a weekly basis, the Drug Treatment Court team meets to discuss offender progress towards individual and program goals.

PROCEDURE:

1. All offenders are supervised by the following standards throughout their Drug Treatment Court experience:
 - A. Staff reviews key elements of the case plan during each face-to-face contact, with specific emphasis on the offender's participation in treatment and applying the techniques learned to promote positive behavioral change.
 - B. Staff use collateral contacts collected from offenders (e.g. check stubs, AA/NA slips, restitution receipts) on a regular basis.
 - C. Staff conducts home/field visits with a minimum of 50% of required checks being conducted at the offender's residence. When determined beneficial, these visits include contact with the offender's significant other (refer to Procedure 1G).

POLICY NUMBER 2203-20

PAGE 2 OF 4

PROCEDURE: (continued)

D. Employment:

- 1) Staff collect copies of all pay stubs from Drug Treatment Court offenders;
- 2) Whenever possible, the Drug Treatment Court Agent contacts the offender's employer to verify employment and satisfactory work performance. When determined beneficial, this contact takes place with the offender present.
- 3) Staff require all unemployed and able offenders to seek employment or engage in other meaningful activities in preparation for gainful employment.
- 4) Staff help offenders target employment that affords a comfortable living wage that provides income security and allows to consistently meet fiscal obligations. Temporary jobs and contract work are approved only on a limited basis when other viable options do not exist and are not approved long term without Supervisor approval. Offenders receiving disability benefits are encouraged to develop prosocial activities for their time to the extent of their ability in lieu of full time work.

E. Staff verify treatment performance and attendance on a weekly basis.

2. Offenders are supervised according to the following Phase standards.

A. Contact Standards - In accordance with the General Supervision Standards delineated above, the following minimum contact standards are maintained for Phase #1 offenders:

- 1) Face-to-face contacts - A minimum of two (2) contacts per week;
- 2) Collateral contacts - A minimum of one (1) contact per week;
- 3) Home/Field Visit - A minimum of one (1) contact per month;

POLICY NUMBER 2203-20

PAGE 3 OF 4

PROCEDURE: (continued)

- 4) Electronic Monitoring and/or curfew - At the Agent's discretion (electronic monitoring requires clear justification and Supervisor approval).
 - 5) Urine and breath testing- according to UA/BA Drug Treatment Court protocol.
- B. Contact Standards - In accordance with the General Supervision Standards delineated above, the following minimum contact standards are maintained for Phase #2 offenders:
- 1) Face-to-face contacts - A minimum of two (2) contacts per week;
 - 2) Collateral contacts - A minimum of one (1) contact per week;
 - 3) Home/field Visit - A minimum of one (1) contact per month.
 - 4) Electronic Monitoring and/or curfew - At the Agent's discretion.
 - 5) Urine and breath testing - according to UA/BA Drug Treatment Court protocol (2207).
- C. Contact Standards - In accordance with the General Supervision Standards delineated above, the following minimum contact standards are maintained for Phase #3 offenders:
- 1) Face-to-face contacts - A minimum of one (1) contact per week;
 - 2) Collateral contacts - A minimum of two (2) contacts per month;
 - 3) Home/Field Visit - A minimum of one (1) contact per month;
 - 4) Electronic Monitoring and/or curfew - At the Agent's discretion (electronic monitoring requires clear justification and Supervisor approval).
 - 5) Urine and breath testing- according to UA/BA Drug Treatment Court protocol (2207).
- D. Contact Standards - In accordance with the General Supervision Standards delineated above, the following minimum contact standards are maintained for Phase #4 offenders:
- 1) Face-to-face contacts - A minimum of two (2) contacts per month;
 - 2) Collateral contacts - A minimum of one (1) contact per month;

POLICY NUMBER 2203-20
PAGE 4 OF 4

PROCEDURE: (continued)

- 3) Home/Field Visit - A minimum of one (1) contact per month;
 - 4) Electronic Monitoring and/or curfew - At the Agent's discretion (electronic monitoring requires clear justification and Supervisor approval).
 - 5) Urine and breath testing- according to UA/BA Drug Treatment Court protocol (2207).
- E. Contact Standards - In accordance with the General Supervision Standards delineated above, the following minimum contact standards are maintained for Phase #5 offenders:
- 1) Face-to-face contacts - A minimum of two (2) contacts per month;
 - 2) Collateral contacts - A minimum of one (1) contact per month;
 - 3) Home/Field Visit - A minimum of one (1) contact per month;
 - 4) Electronic Monitoring and/or curfew - At the Agent's discretion (electronic monitoring requires clear justification and Supervisor approval).
 - 5) Urine and breath testing- according to UA/BA Drug Treatment Court protocol (2207).
- F. Contact Standards - In accordance with the General Supervision Standards delineated above, the following minimum contact standards are maintained for Phase #6 offenders:
- 1) Face-to-face contacts - A minimum of one (1) contact per month;
 - 2) Collateral contacts - A minimum of one (1) contact per month;
 - 3) Home/Field Visit - A minimum of one (1) contact per month;
 - 4) Electronic Monitoring and/or curfew - At the Agent's discretion (electronic monitoring requires clear justification and Supervisor approval).
 - 5) Urine and breath testing- according to UA/BA Drug Treatment Court protocol (2207).

BY ORDER OF:

Bruce Vander Sanden, District Director