

Sixth District Department of Correctional Services POLICY		Issue Date 07/17/09	Effective Date 07/15/22	Policy Number 2201-22
Subject <b>DTC INTAKE</b>		Review Month June		Author 590 (MLA)
Rescinds 2201-20	References			

**POLICY:**

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

**PROCEDURE:**

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

BY ORDER OF:

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Bruce Vander Sanden, District Director