

Sixth District Department of Correctional Services POLICY	Issue Date 01/10/20	Effective Date 07/15/22	Policy Number 2203-22
Subject DTC GENERAL SUPERVISION STANDARDS		Review Month June	Author 590 (MLA)
Rescinds 2203-20	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 clients 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 client's performance and determines eligibility for phase/level advancement.
3. Client Staffing - On a weekly basis, the Drug Treatment Court team meets to discuss client progress towards individual and program goals.

PROCEDURE:

1. All clients 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 client's participation in treatment and applying the techniques learned to promote positive behavioral change.
 - B. Staff use collateral contacts collected from client's (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 client's residence. When determined beneficial, these visits include contact with the client's significant other (refer to Procedure 1G).

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PROCEDURE: (continued)

D. Employment:

- 1) Staff collect copies of all pay stubs from Drug Treatment Court clients;
- 2) Whenever possible, the Drug Treatment Court Agent contacts the client's employer to verify employment and satisfactory work performance. When determined beneficial, this contact takes place with the client present.
- 3) Staff require all unemployed and able clients to seek employment or engage in other meaningful activities in preparation for gainful employment.
- 4) Staff help clients 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. Clients 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. Clients 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 clients:

- 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;

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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 clients:
- 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 clients:
- 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 clients:
- 1) Face-to-face contacts - A minimum of two (2) contacts per month;
 - 2) Collateral contacts - A minimum of one (1) contact per month;

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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 clients:
- 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 clients:
- 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