

Sixth Department of Correctional Services POLICY		Issue Date 01/10/20	Effective Date 09/09/22	Policy Number 2202-22
Subject DTC TEAM MEMBERS, ROLES AND RESPONSIBILITIES		Review Month June		Author 590 (MLA)
Rescinds 2202-20	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. Treatment Team - Consists of: Judge, County Attorney, Defense Attorney, Drug Treatment Court Liaison, Supervising Agent, and Substance Abuse Treatment Provider. Members of the Treatment Team participate in staffing and the steering committee and may include representatives from other disciplines as needed to meet programmatic needs.
2. Steering Committee - Consists of: members of the treatment team, their Supervisors where applicable, interested stakeholders in the community, and other relevant staff and administrators associated with service provision to the program.
3. Staff Meetings – Consist at minimum of a progress review for each client in relation to their substance use, treatment, supervision, attitudes, behaviors, relationships, housing, employment and progress towards goals. Staff meetings are held at minimum of once per week for each Drug Treatment Court client.

PROCEDURE:

1. Steering Committee:
 - A. Members of the Steering Committee meet bi-annually at minimum.
 - B. Steering Committee members are responsible for communicating barriers to Drug Treatment Court implementation and program functioning.
2. Judicial Representative:
 - A. Preside over all Drug Treatment Court Hearings including initial sentencing of clients into the program, providing weekly judicial reviews for Drug Treatment Court Clients, administering rewards and sanctions as legally appropriate, and presiding over graduation ceremonies.

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PROCEDURE: (continued)

- B. Attend weekly staff meetings and gather information about client's progress or lack of, prior to court.
 - C. Attend Steering Committee meetings.
 - D. Develop knowledge of and assist with implementation of evidence based practice and Key Components of Drug Treatment Court Programs. Model empirically based interactions with clients. Help educate other judges and the community about the Drug Treatment Court Program.
3. County Attorney:
- A. Review cases and make Drug Treatment Court Program referrals.
 - B. Participate in staff meetings prior to Drug Treatment Court.
 - C. Participate in Drug Treatment Court.
 - D. Participate in Steering Committee meetings.
4. Defense Attorney:
- A. Review cases and make Drug Treatment Court Program referrals.
 - B. Participate in staff meetings prior to Drug Treatment Court.
 - C. Participate in Drug Treatment Court.
 - D. Participate in Steering Committee meetings.
5. Substance Abuse Treatment Provider:
- A. Conduct substance abuse assessments and develop treatment plans.
 - B. Provide substance abuse treatment at the level indicated by the assessment.
 - C. Assist clients in developing continuing care plans.
 - D. Provide evidence-based treatment services.
 - E. Assist with alcohol and drug testing as needed.
 - F. Report treatment progress in staff meetings prior to Drug Treatment Court.
 - G. Participate in Drug Treatment Court.
 - H. Participate in Steering Committee meetings.

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PROCEDURE: (continued)

6. Supervising Agent:
 - A. Provide correctional supervision to clients in the Drug Treatment Court Program.
 - B. Make referrals to appropriate community agencies and monitor follow-through with these services.
 - C. Complete all assessments and case plans as articulated in the Case Management policy (100) based on client's assessment and needs.
 - D. Review case plan with client pursuant to Contact/Supervision Standards policy (2203) and make adjustments as needed to promote growth in clients and ensure community safety.
 - E. Verify information with collateral sources in the community.
 - F. Provide crisis intervention as needed.
 - G. Participate in drug testing, home visits, and curfew checks according to phase requirements and other events or situations.
 - H. Acts as the referral point of contact for possible Drug Treatment Court clients.
 - I. Complete thorough screenings on potential clients; provide information to treatment team for consideration of admission.
 - J. Coordinate and facilitate steering committee.
 - K. Ensure staff meeting agenda is accurate and thorough for each meeting.
 - L. Complete weekly progress reports on all Drug Treatment Court clients and present the information at weekly staffing.
 - M. Gather incentive items and track distribution.
 - N. Attend all court hearings.
 - O. Plan and coordinate service learning projects, special events, graduation ceremonies, and other programmatic activities as required.
 - P. Develops knowledge of and assists with implementation of evidence-based practices and key components of Drug Treatment Court Programs. Model empirically based interactions with clients.

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PROCEDURE: (continued)

7. High Risk Unit Officer:
 - A. Assist in drug testing, home visits, and curfew checks when available and situation requires.
 - B. Participate in Drug Treatment Court when available.
 - C. Participate in Steering Committee meetings when available.
 - D. Participate in staff meetings and/or attend weekly court hearings when available.
 - E. Provide information on prospective Drug Treatment Court clients when possible and appropriate.
 - F. Serve as liaison to local law enforcement by participating in Law Enforcement meetings.

BY ORDER OF:

Bruce Vander Sanden, District Director