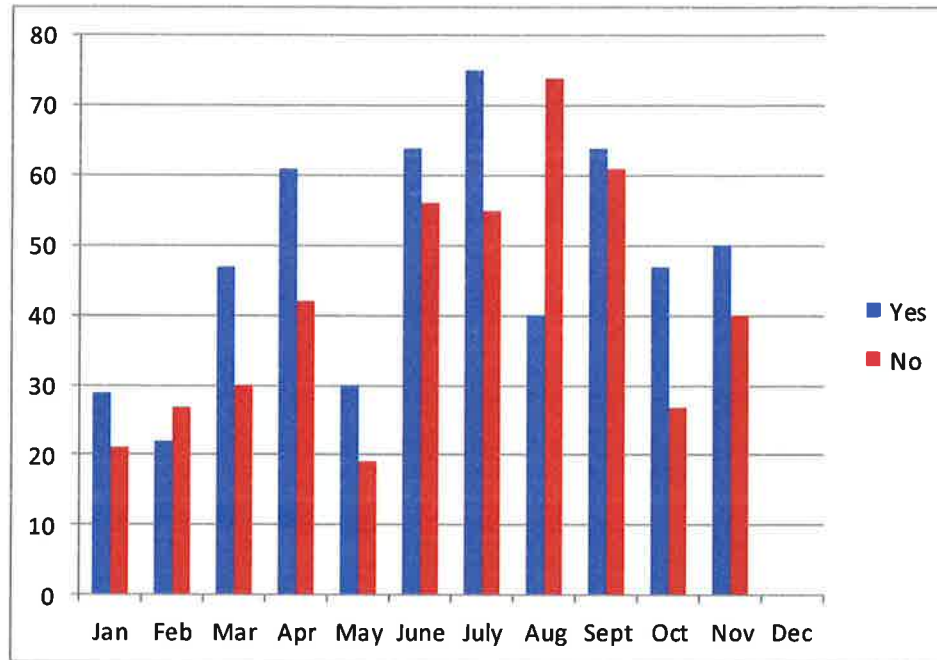
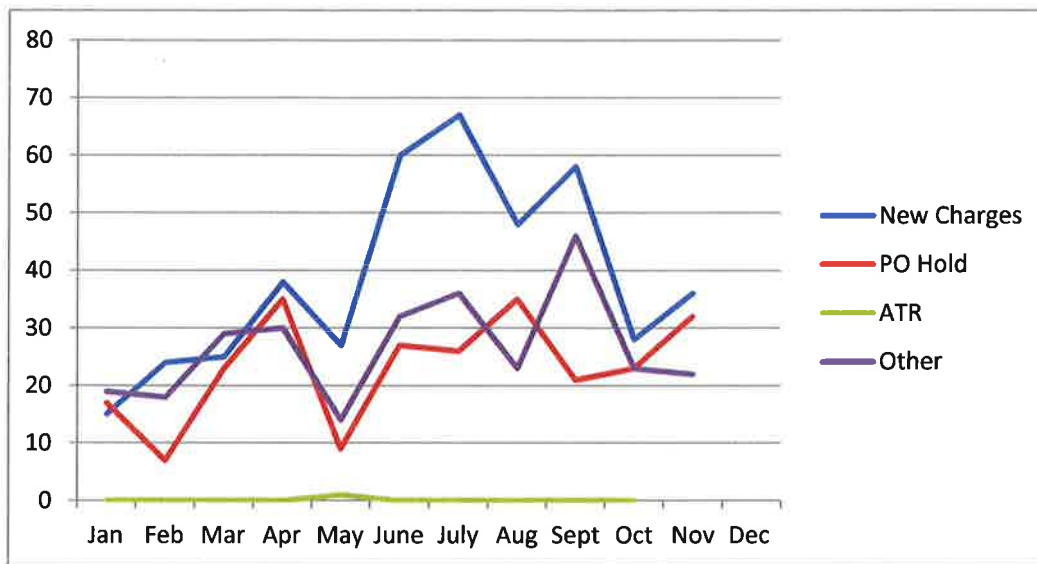


Return Within Last 3 Years



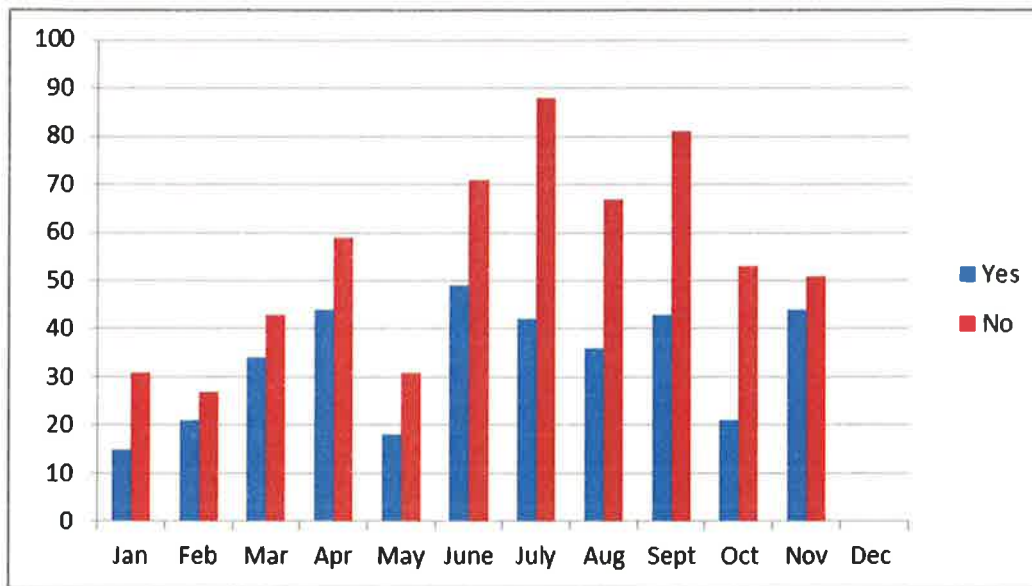
	Return Last 3 Years	
Month	Yes	No
Jan	29	21
Feb	22	27
Mar	47	30
Apr	61	42
May	30	19
June	64	56
July	75	55
Aug	40	74
Sept	64	61
Oct	47	27
Nov	50	40
Dec		

Reason for Return



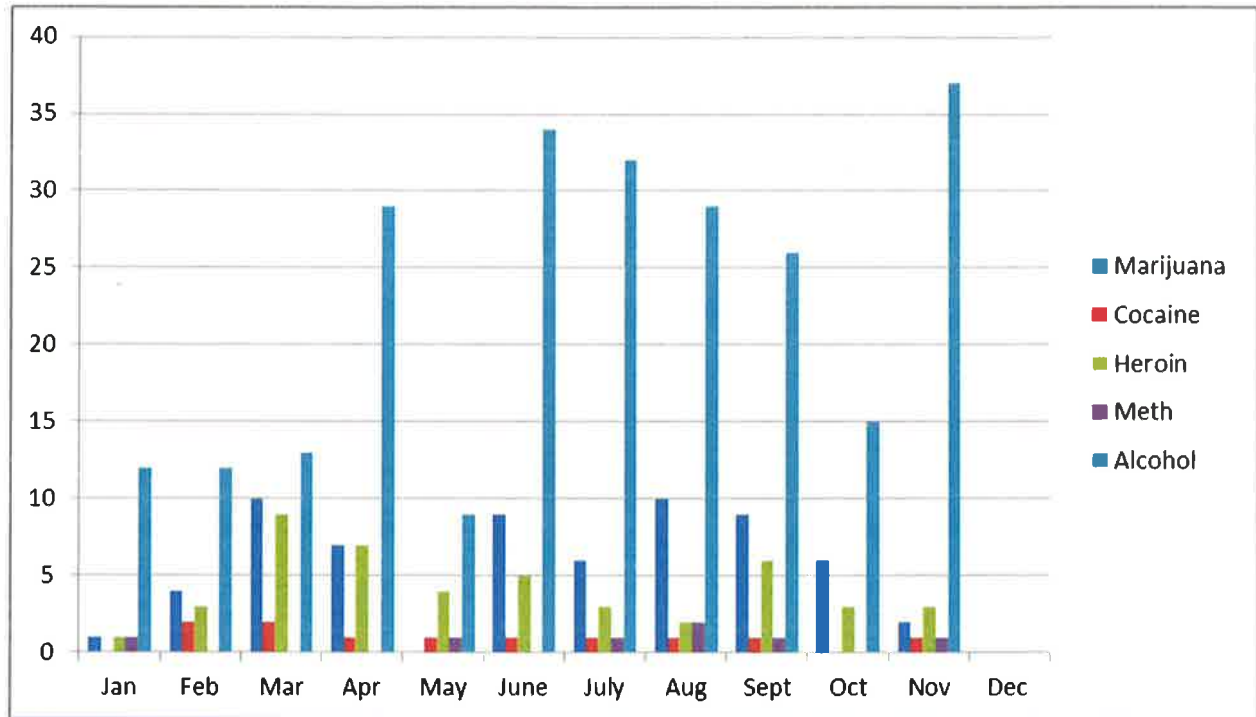
Reason for Return				
Month	New Charges	PO Hold	ATR	Other
Jan	15	17	0	19
Feb	24	7	0	18
Mar	25	23	0	29
Apr	38	35	0	30
May	27	9	1	14
June	60	27	0	32
July	67	26	0	36
Aug	48	35	0	23
Sept	58	21	0	46
Oct	28	23	0	23
Nov	36	32	0	22
Dec				

Drugs Used



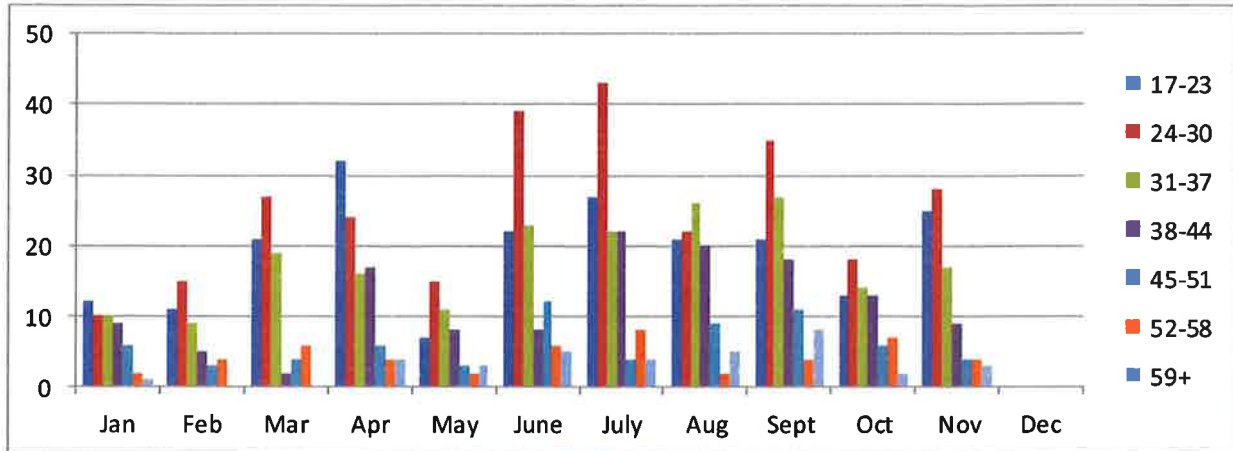
Drugs Used		
Month	Yes	No
Jan	15	31
Feb	21	27
Mar	34	43
Apr	44	59
May	18	31
June	49	71
July	42	88
Aug	36	67
Sept	43	81
Oct	21	53
Nov	44	51
Dec		

Drug Used



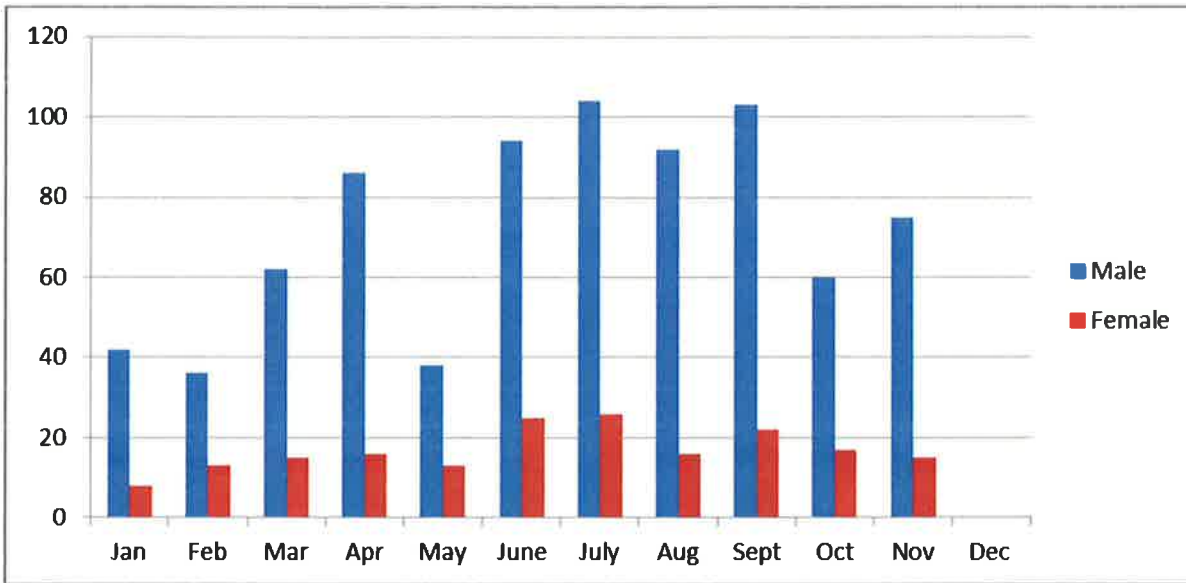
Drug Used					
Month	Marijuana	Cocaine	Heroin	Meth	Alcohol
Jan	1	0	1	1	12
Feb	4	2	3	0	12
Mar	10	2	9	0	13
Apr	7	1	7	0	29
May	0	1	4	1	9
June	9	1	5	0	34
July	6	1	3	1	32
Aug	10	1	2	2	29
Sept	9	1	6	1	26
Oct	6	0	3	0	15
Nov	2	1	3	1	37
Dec					

Age



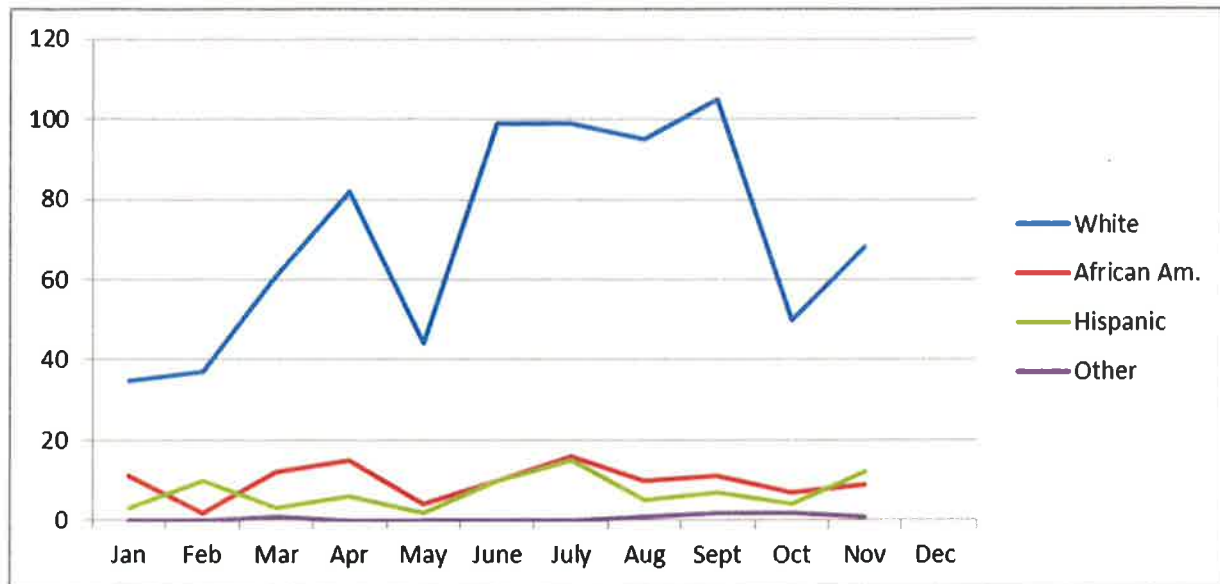
Age							
Month	17-23	24-30	31-37	38-44	45-51	52-58	59+
Jan	12	10	10	9	6	2	1
Feb	11	15	9	5	3	4	0
Mar	21	27	19	2	4	6	0
Apr	32	24	16	17	6	4	4
May	7	15	11	8	3	2	3
June	22	39	23	8	12	6	5
July	27	43	22	22	4	8	4
Aug	21	22	26	20	9	2	5
Sept	21	35	27	18	11	4	8
Oct	13	18	14	13	6	7	2
Nov	25	28	17	9	4	4	3
Dec							

Gender



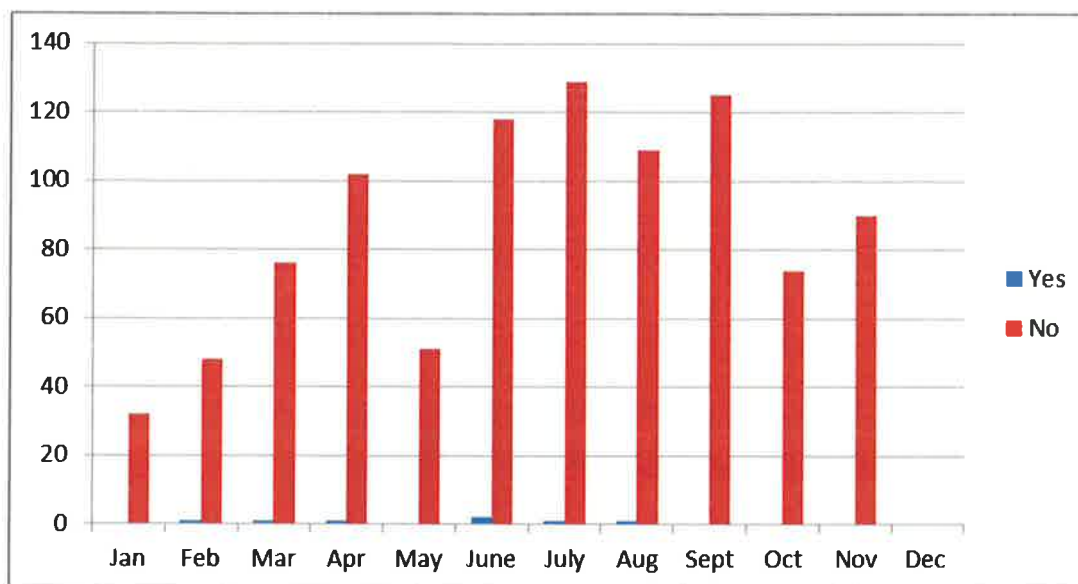
Gender		
Month	Male	Female
Jan	42	8
Feb	36	13
Mar	62	15
Apr	86	16
May	38	13
June	94	25
July	104	26
Aug	92	16
Sept	103	22
Oct	60	17
Nov	75	15
Dec		

Ethnicity



Ethnic				
Month	White	African Am.	Hispanic	Other
Jan	35	11	3	0
Feb	37	2	10	0
Mar	61	12	3	1
Apr	82	15	6	0
May	44	4	2	0
June	99	10	10	0
July	99	16	15	0
Aug	95	10	5	1
Sept	105	11	7	2
Oct	50	7	4	2
Nov	68	9	12	1
Dec				

Weapon Used



Weapon Used		
Month	Yes	No
Jan	0	32
Feb	1	48
Mar	1	76
Apr	1	102
May	0	51
June	2	118
July	1	129
Aug	1	109
Sept	0	125
Oct	0	74
Nov	0	90
Dec		



JEFFERSON COUNTY ALCOHOL TREATMENT
COURT

POLICIES & PROCEDURES MANUAL

JEFFERSON, WISCONSIN

Created _____ 2016

Jefferson County Alcohol Treatment Court Policies & Procedures Manual

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I. Jefferson County Alcohol Treatment Court Steering Committee

The Executive Committee of the Criminal Justice Collaborating Council (CJCC) serves as the Steering Committee for the Jefferson County Alcohol Treatment Court (JCATC). The Committee meets on a monthly, defined basis and regularly reviews program outcomes, as well as resolve policy and operational issues if they arise and cannot be resolved by the JCATC staffing team. The CJCC Executive Committee consists of thirteen (13) members:

- Chief Judge or Presiding Judge for Jefferson County, or Designee (Chair)
- Jefferson County Board Chair
- Jefferson County Administrator
- Jefferson County District Attorney
- Jefferson County Human Services Director
- Public Defender – Jefferson County
- Jefferson County Sheriff
- Jefferson County Clerk of Circuit Court
- Local Government Representative
- Department of Corrections, Probation and Parole Manager
- Literacy Council Executive Director
- Jefferson County Police Chief & Sheriff's Association Representative
- Education Representative

II. The Jefferson County Alcohol Treatment Court Team

- JCATC Judge – the circuit court judge who participates in weekly JCATC team staffings and presides over the treatment court sessions. The Judge plays a continuous active role in reviewing treatment progress, determining appropriate sanctions and incentives and responding to participants' positive efforts and noncompliant behavior.
- CJCC/JCATC Coordinator – monitors the daily operations of the JCATC program; facilitates case flow and activities of participating agencies; monitors meeting of the JCATC goals, objectives and timelines; provides monitoring and contractual service quality assurance; writes grants; responsible for fundraising efforts and/or coordinating with a fundraising program for JCATC funding purposes.
- JCATC Case Managers – Wisconsin Community Services (WCS) case managers assigned to JCATC whose role is to oversee and monitor the participants' recovery and treatment programs, and act as the link between the Court, the participant, and treatment providers. Case manager's responsibilities also include: assessing potential participants for eligibility; maintaining participant information (written record); providing the Court with current information about client progress; recommending treatment changes to the Court; coordinating other direct client services.
- Defense Attorney – a representative from the Public Defender's Office or a participant's individual attorney who attends JCATC staffings and court sessions, protects the rights of the JCATC participants and advocates for the participants at all

stages of the proceedings.

- District Attorney - a representative of the Jefferson County District Attorney's Office who attends JCATC staffings and court sessions. The District Attorney also screens potential JCATC candidates, makes the initial eligibility determination, makes a motion for the removal of the participant from JCATC when necessary.
- Probation and Parole - a representative from Department of Corrections who attends JCATC staffings and court sessions. Probation and Parole work closely with case managers in monitoring the supervision of all JCATC participants.
- Treatment Providers – the treatment providers have the primary responsibility for educating the participants and ensuring that participants are provided the treatment that they need.

III. Mission Statement

The mission of the JCATC Program is to reduce the number of repeat drunk drivers and drivers with restricted controlled substances by allowing OWI offenders to participate in alcohol and other substance abuse treatment under strict judicial and community supervision. The JCATC will use community and justice system resources in a cost effective and efficient manner while holding offenders accountable and enhancing public safety.

IV. Goals

The JCATC goals are to reduce recidivism rates for nonviolent OWI offenders, thereby increasing public safety and reducing prison and jail populations by diverting nonviolent OWI offenders through the JCATC.

COMMUNITY IMPACT GOALS

1. Reduce the recidivism rate of OWI/PAC 3rd and subsequent offenders.
 - a) Measure the number/percent of participants that are rearrested for another alcohol or restricted controlled substance-related driving offense within 18 months of discharge from the JCATC.
 - b) Measure program participants' recidivism rates compared to the rates of OWI/PAC 4th and subsequent offenders who do not participate in the program.
 - c) Decrease the number and percentage of citizens arrested for an OWI/PAC 4th or subsequent offense.
 - d) Decrease the number and percent of participants' new arrests for all alcohol/drug related offenses when examined against a comparison group.
2. Improve the integration of OWI 3rd or subsequent offenders into the legal driving community.
 - a) Decrease the number and percent of participants' new convictions for driving-related offenses, e.g., driving after revocation, driving while suspended, etc. The JCATC participants will be examined against a comparison group.

- b) Increase the percent of participants who obtain or reinstate their driving privileges.

PROGRAM AND PROCESS GOALS

1. Graduate 66 percent of all participants entering the program.
 - a) A goal will be that 66 percent of the graduates successfully discharge within 12 months of entering the program.
 - b) Program participants that terminate unsuccessfully do so in less average time than it takes graduates to complete. This is not the norm for other alcohol treatment courts.
2. Improve the health of participants compared to when they entered the program.
 - a) Entry surveys will be conducted of all participants, along with the screening and assessment information and compared to exit surveys and re-assessment information of participants as they progress through the program.
3. Develop an understanding of local offenders' various characteristics that allow for more effective interventions based on those characteristics and identification earlier in the assessment process.
4. Promote operational collaboration between the treatment, law enforcement, courts, physical health, social services, and corrections.

V. Structure/Model

The JCATC is post-plea, post-judgement probation model for non-violent offenders charged with alcohol-related or restricted controlled substance-related OWI 3rd-to-6th. Potential participants are identified through referral, application, and eligibility screening process and agree to voluntarily participate in the JCATC program as a result of a negotiated plea agreement. Utilizing a collaborative, non-adversarial criminal justice approach to prosecutions of OWI offenses, JCATC employs partnership of intense court supervision to hold offenders accountable and comprehensive community based treatment interventions to change destructive behavior, ensure sobriety and reduce repeat OWI offenses.

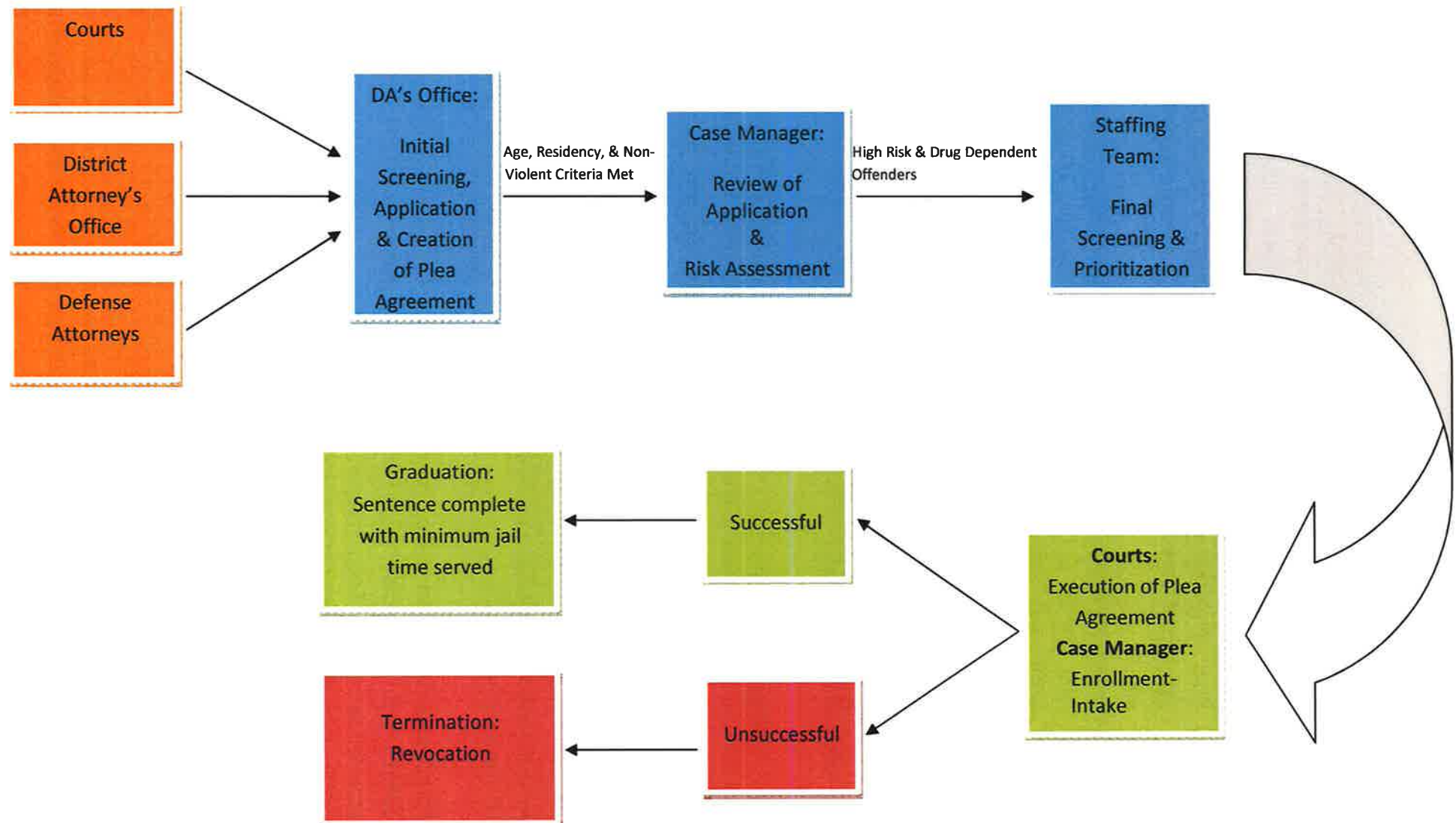
Participants must meet the eligibility requirements for entry into the JCATC program (as defined under the section "Eligibility Criteria"), must go through the referral and application process (see section "Entry Process"), and must have a verifiable history of substance abuse and/or drug dependence. If the offender is determined to be ineligible for JCATC, the case will be returned to the District Attorney's Office to resume traditional case prosecution.

Participants should anticipate that they will remain enrolled in the JCATC for at least 12 months while participating in a structured, four-phase program that involves treatment, breath and/or drug testing, case management, and other program-related requirements (see section X "Phases"). Upon successful completion of the JCATC and approval by the JCATC team for graduation, the participant successfully completes their sentence with a reduced jail term. The following flow chart depicts the JCATC program from referral through discharge:

JEFFERSON COUNTY ALCOHOL TREATMENT COURT PROGRAM FLOW CHART FROM REFERRAL TO DISCHARGE

Informational Sources

Referral Process



VI. Target Population

The JCATC target population is adult criminal court offenders charged with alcohol-related or restricted controlled substance-related OWI-3rd through OWI-6th, as it is well known that by the time an individual reaches the offense level of OWI-3, there has either been unsuccessful application of information and insight gleaned from prior AODA assessment and treatment or a lack of assessment and treatment to address alcohol or drug misuse coupled with OWI conduct. The JCATC utilizes established written eligibility criteria that provide clear assessment criteria for intake workers to assess JCATC candidates.

JCATC targets non-violent offenders where there is a reasonable assumption that the offender's criminal activity is connected directly to the ongoing, chronic, and habitual alcohol and/or drug use. Offenders enrolled in the JCATC program have social histories hallmarked by prior convictions for OWI, previous exposure to alcohol and drug treatment systems, and a history of relapse into substance abuse. Absent an interruption in their cycle of drunk driving and substance abuse, it is likely that criteria-eligible offenders will continue to commit drunk-driving crimes, re-enter the criminal justice system and be exposed to long-term incarceration and other negative consequences that often result from traditional, less resource-intensive approaches to case disposition. The JCATC targets high-risk offenders who require more intensive focus on treatment, monitoring, and judicial intervention.

VII. Eligibility Criteria

Offenders entering the JCATC program must meet the following eligibility criteria:

- Offender is a Jefferson County resident with a pending Jefferson County criminal alcohol-related or controlled substance-related OWI 3-6 case, unless otherwise approved. Non-county residents with a pending Jefferson County criminal OWI 3-6 case may be considered for acceptance into the JCATC program on a case-by-case basis, depending on the capacity and the individual's ability to comply with the terms of the JCATC program.
- Offender is 18 years of age or older.
- Offender is not alleged to have committed a violent crime and does not have a history of violent crimes.
- There is evidence that offender meets High-risk/High-need threshold.
- There is evidence that offender is alcohol and/or drug dependent.
- Determined to be eligible by the Jefferson County District Attorney's Office.
- Offender voluntarily consents to the participation in the JCATC Program as part of a binding plea agreement in the criminal OWI 3-6 case.

A "violent offender" who is not eligible to participate in JCATC is defined as a person who either:

1. Is charged with or convicted of an offense that is punishable by a term of imprisonment exceeding 1 year, during the course of which:

- a) the person carried, possessed, or used a firearm or a dangerous weapon,
 - b) the person used force against another person, or
 - c) there occurred the death of, or serious bodily injury to, any person, without regard to whether any of the circumstances described is an element of the offense or conduct of which or for which the person is charge or convicted;
2. Has one or more prior convictions for a felony crime of violence involving the use or attempted use of force against another person with the intent to cause death or serious bodily harm.

VIII. Termination Criteria

Participation in JCATC is an opportunity for an offender to overcome his/her dependence on drugs and/or alcohol. Through successful completion of the JCATC program, offenders will overcome their addiction and avoid repeat drunk driving. Offenders may be discharged from the program if it is in the interests of the community and/or the credibility of the JCATC program to do so. The following are some examples of circumstances that may result in termination. However, this list is not all-inclusive, as it is difficult to identify every circumstance that may lead to discharge.

- New OWI arrest
- Arrest on probable cause for a felony
- Arrest on probable cause for a violent misdemeanor
- Arrest for any aggravated OWI charge (e.g. causing injury or death, with a minor passenger, etc.)
- Repeated patterns of non-compliance in which the staffing team and ultimately the JCATC Judge deems that termination will occur
- Tampering with a drug test

IX. Eligibility Screening and Entry Process

The eligible participant pool for the JCATC, those arrested for alcohol-related or restricted controlled substance-related OWI-3rd through OWI-6th, will flow through custodial intake court within 24-48 hours from arrest. As a result of experiencing the triggering event of an arrest, offenders may be more open to admitting substance abuse problems and pursuing treatment because the consequences of alcohol and drug abuse are much more obvious at that time. Eligible participants can be promptly advised about the program, and eligibility screening, based on established written guidelines and criteria and accomplished by trained professionals, can be completed quickly. Potential communication of the program may come from the initial assessment by the Human Services Department, District Attorney, Defense Attorney/Public Defender, Law Enforcement, Court and Case Manager. The District Attorney completes the initial screening of the candidates to ensure they meet the established eligibility requirements. If the District Attorney determines the offender to be eligible for JCATC during the initial screening, the District Attorney will make a referral to the JCATC.

The defense attorneys work with offenders to inform them of the JCATC process, protect JCATC participants' rights, and encourage participants' commitment to JCATC. Defense counsel shall review all relevant JCATC materials and counsel eligible candidates. Treatment court is a serious commitment for participants so it is essential that defense counsel review and speak with offenders about case and treatment court documents. Treatment court eligible participants should also be made aware of court rules, the benefits of treatment court participation, what rights will be temporarily relinquished, the benefits of long term sobriety, non-treatment court alternative courses of action, and the need to be honest with the court and treatment providers about alcohol and controlled substance use.

Defendants must fill out an application and send it to WCS. A WCS case manager reviews application and conducts an interview during which the defendant undergoes risk assessment to confirm eligibility for the JCATC. The case manager will share the results of the risk assessment with the JCATC staffing team. The staffing team makes the final determination about admission to JCATC.

Entry into the JCATC program is effectuated through a binding plea agreement in a criminal OWI 3rd-6th case. A prospective JCATC participant is placed on probation and agrees to participate in the JCATC as a condition of probation. The offender, his/her Defense Counsel, and the District Attorney must agree to the terms of the plea agreement. Prospective participants must be referred and approved for admission to the JCATC before the plea and sentencing hearing. Criteria-eligible offenders are admitted to the JCATC upon sentencing.

X. Phases

The JCATC is a four-phase treatment model, designed to last 12 months, depending on each participant's treatment needs, progress and compliance with the program requirements as the participant moves through the four phases. Graduation may occur within one year, but JCATC participants should expect to be in the program longer if setbacks prevent them from being promoted to subsequent phases.

Each phase of the program has specific elements and program criteria that must be completed prior to moving to the next phase, such as routine court appearances, case management appointments that include both office and home visits, treatment requirements and random alcohol and drug testing, etc. In some cases, participants may be returned to a lower phase as part of a sanction or if the staffing team decides that he or she could benefit from the more intensive requirements of a lower phase.

Intensive case management is a critical component to provide support and monitoring, assisting participants in reaching their goals. Treatment for participants consists of assessment

and treatment planning, individual and/or group counseling for substance use and other issues, and regular attendance at community self-help support meetings. Positive reinforcement is provided for compliance in the program. A system of graduated sanctions and therapeutic interventions will be imposed in response to non-compliance.

JCATC OFFENDER PHASE REQUIREMENT CHART – OWI 3rd OFFENSE

	Phase I	Phase II	Phase III	Phase IV
	90 Days*	90 Days	90 Days	90 Days
Court Obligations	<ul style="list-style-type: none"> ➤ Appear before Judge every 2 weeks *More frequently if non-compliant 	<ul style="list-style-type: none"> ➤ Appear before Judge every 4 weeks *More frequently if non-compliant 	<ul style="list-style-type: none"> ➤ Appear before Judge every 4 weeks *More frequently if non-compliant 	<ul style="list-style-type: none"> ➤ Appear before Judge every 8 weeks *More frequently if non-compliant
Supervision & Monitoring Requirements	<ul style="list-style-type: none"> ➤ 15 days jail & 30 days SCRAM CAM ➤ Meet with case manager at least once every week ➤ Random alcohol testing at least 2 times per week following SCRAM 	<ul style="list-style-type: none"> ➤ Meet with case manager at least once every 2 weeks ➤ Random alcohol testing at least 2 times per week 	<ul style="list-style-type: none"> ➤ Meet with case manager at least once every 2 weeks ➤ Random alcohol testing at least 2 times per week 	<ul style="list-style-type: none"> ➤ Meet with case manager at least once a month ➤ Random alcohol testing at least 2 times per week
Treatment Requirements	<ul style="list-style-type: none"> ➤ Assessment and individualized treatment plan ➤ Attend at least 2 self-help meetings per week ➤ Obtain a sponsor and have minimum of weekly contact 	<ul style="list-style-type: none"> ➤ Attend treatment as identified in assessment ➤ Attend at least 2 self-help meetings per week ➤ Minimum of weekly contact with sponsor 	<ul style="list-style-type: none"> ➤ Attend treatment as identified in assessment ➤ Attend at least 2 self-help meetings per week ➤ Minimum of weekly contact with sponsor 	<ul style="list-style-type: none"> ➤ Develop aftercare plan ➤ Attend AODA recovery group 1 time per month ➤ Attend 2 self-help meetings per week ➤ Minimum of weekly contact with sponsor
Other Requirements	<ul style="list-style-type: none"> ➤ Attend Victim Impact Panel if not previously attended 	<ul style="list-style-type: none"> ➤ Attend Victim Impact Panel if not previously attended 	<ul style="list-style-type: none"> ➤ Attend Victim Impact Panel if not previously attended 	<ul style="list-style-type: none"> ➤ Pre-graduation conference and exit interview ➤ Voluntary Alumni Program participation

*All program components represent **minimum** requirements. Phase length represents minimum time frame required to complete. It is expected that most participants will remain in Alcohol Treatment Court for 12 months.

JCATC OFFENDER PHASE REQUIREMENT CHART – OWI 4th OFFENSE

	Phase I	Phase II	Phase III	Phase IV
	120 Days*	90 Days*	90 Days	60 Days
Court Obligations	<ul style="list-style-type: none"> ➤ Appear before Judge every 2 weeks *More frequently if non-compliant 	<ul style="list-style-type: none"> ➤ Appear before Judge every 4 weeks *More frequently if non-compliant 	<ul style="list-style-type: none"> ➤ Appear before Judge every 4 weeks *More frequently if non-compliant 	<ul style="list-style-type: none"> ➤ Appear before Judge every 4 weeks *More frequently if non-compliant
Supervision/Monitoring Requirements	<ul style="list-style-type: none"> ➤ Misdemeanor: 30 days jail & 90 days SCRAM CAM ➤ Felony: 90 days jail & 90 days SCRAM CAM ➤ Meet with case manager at least once every week ➤ Random alcohol testing at least 3 times per week following SCRAM 	<ul style="list-style-type: none"> ➤ Meet with case manager at least once every 2 weeks ➤ Random alcohol testing at least 3 times per week 	<ul style="list-style-type: none"> ➤ Meet with case manager at least once every 2 weeks ➤ Random alcohol testing at least 2 times per week 	<ul style="list-style-type: none"> ➤ Meet with case manager at least once every 4 weeks ➤ Random alcohol testing at least 2 times per week
Treatment Requirements	<ul style="list-style-type: none"> ➤ Assessment and individualized treatment plan ➤ Attend at least 3 self-help meetings per week ➤ Obtain a sponsor w/n 30 days and have minimum of weekly contact 	<ul style="list-style-type: none"> ➤ Attend treatment as identified in assessment ➤ Attend at least 3 self-help meetings per week ➤ Minimum of weekly contact with sponsor 	<ul style="list-style-type: none"> ➤ Attend treatment as identified in assessment ➤ Attend at least 2 self-help meetings per week ➤ Minimum of weekly contact with sponsor 	<ul style="list-style-type: none"> ➤ Develop aftercare plan ➤ Attend AODA recovery group 1 time per month ➤ Attend 2 self-help meetings per week ➤ Minimum of weekly contact with sponsor
Other Requirements	<ul style="list-style-type: none"> ➤ Attend Victim Impact Panel if not previously attended 	<ul style="list-style-type: none"> ➤ Attend Victim Impact Panel if not previously attended 	<ul style="list-style-type: none"> ➤ Attend Victim Impact Panel if not previously attended 	<ul style="list-style-type: none"> ➤ Pre-graduation conference and exit interview ➤ Voluntary Alumni Program participation

*All program components represent **minimum** requirements. Phase length represents minimum time frame required to complete. It is expected that most participants will remain in Alcohol Treatment Court for 12 months.

JCATC OFFENDER PHASE REQUIREMENT CHART – OWI 5th OFFENSE

	Phase I	Phase II	Phase III	Phase IV
	120 Days*	90 Days*	90 Days	60 Days
Court Obligations	<ul style="list-style-type: none"> ➤ Appear before Judge every 2 weeks *More frequently if non-compliant 	<ul style="list-style-type: none"> ➤ Appear before Judge every 4 weeks *More frequently if non-compliant 	<ul style="list-style-type: none"> ➤ Appear before Judge every 4 weeks *More frequently if non-compliant 	<ul style="list-style-type: none"> ➤ Appear before Judge every 4 weeks *More frequently if non-compliant
Supervision/Monitoring Requirements	<ul style="list-style-type: none"> ➤ 120 days jail & 90 days SCRAM CAM ➤ Meet with case manager at least once every week ➤ Random alcohol testing for 30 days at least 4 times per week following SCRAM 	<ul style="list-style-type: none"> ➤ Meet with case manager at least once every 2 weeks ➤ Random alcohol testing at least 4 times per week 	<ul style="list-style-type: none"> ➤ Meet with case manager at least once every 2 weeks ➤ Random alcohol testing at least 3 times per week 	<ul style="list-style-type: none"> ➤ Meet with case manager at least once every 4 weeks ➤ Random alcohol testing at least 3 times per week
Treatment Requirements	<ul style="list-style-type: none"> ➤ Assessment and individualized treatment plan ➤ Attend at least 4 self-help meetings per week ➤ Obtain a sponsor w/n 30 days and have minimum of weekly contact 	<ul style="list-style-type: none"> ➤ Attend treatment as identified in assessment ➤ Attend at least 4 self-help meetings per week ➤ Minimum of weekly contact with sponsor 	<ul style="list-style-type: none"> ➤ Attend treatment as identified in assessment ➤ Attend at least 3 self-help meetings per week ➤ Minimum of weekly contact with sponsor 	<ul style="list-style-type: none"> ➤ Develop aftercare plan ➤ Attend AODA recovery group 1 time per month ➤ Attend 3 self-help meetings per week ➤ Minimum of weekly contact with sponsor
Other Requirements	<ul style="list-style-type: none"> ➤ Attend Victim Impact Panel if not previously attended 	<ul style="list-style-type: none"> ➤ Attend Victim Impact Panel if not previously attended 	<ul style="list-style-type: none"> ➤ Attend Victim Impact Panel if not previously attended 	<ul style="list-style-type: none"> ➤ Pre-graduation conference and exit interview ➤ Voluntary Alumni Program participation

*All program components represent **minimum** requirements. Phase length represents minimum time frame required to complete. It is expected that most participants will remain in Alcohol Treatment Court for 12 months

XI. Graduation Requirements

Participants will graduate from the program (and not be subject to any further jail sentence or sanctions for this offense) if they meet following requirements:

1. NO positive urinalyses and/or breath tests within six (6) months of commencement.
 - If the participant has a positive drug and/or breath test within six months of anticipated graduation date, contract will be extended for six months from date of positive drug and/or breath test. Participant must have six months of continuous sobriety in order to graduate.
2. NO missed oral fluid drug test and/or breath test within six months of commencement.
 - First missed drug and/or breath test during last six months of contract may extend contract a minimum of one week. Second or subsequent missed drug and/or breath test during last six months of contract may extend contract for a minimum of two months from date of missed drug and/or breath test.
3. NO missed court dates, treatment sessions, or case management appointments within six months of commencement.
 - The Court reserves discretion to deny graduation and extend the contract if a miss occurs within six months of graduation.
4. Complete all four (4) phases of the program.
5. Pay all financial obligations associated with the offenses, i.e.: SCRAM fees, fines, court costs, attorney fees, Huber fees, and treatment and assessment costs.

XII. Incentives and Sanctions

The JCATC program employs a variety of graduated rewards to recognize and reinforce progress, and of graduated sanctions to address non-compliance, applied along an established protocol that specifically gives incentive/sanction levels for various actions.

Incentives

The reward process recognizes the positive achievements of the JCATC participants as they progress through the phases of the program, from active addiction to sobriety. Incentives will be provided not only for major milestones (phase changes), but also for

many lesser events. The expected average and modal time interval between an accomplishment and reward will be greater than that of an infraction and a sanction and directly related to the time period from one JCATC appearance to the next. Behavioral changes that may result in a reward are discussed and recommended by the staffing team at the regularly scheduled status review hearings. Rewards may take many forms and will be consistent with the goals and objectives of the participant's treatment plan. Rewards may include, but are not limited to, the following:

- o Encouragement and praise from the JCATC judge and team
- o Tokens/coins
- o Graduation
- o Certificate reflecting completion of individual program goals
- o Decreased frequency of court appearances and/or meetings with case manager
- o Advancement to next phase
- o Gift cards or gift certificates (restaurants, grocery stores, etc.); candy/health bar
- o Using imposed and stayed sanctions when appropriate, at the discretion of the judge, in order to recognize a participant's overall positive performance
- o advancement to the top of the court docket during JCATC sessions
- o Reduced number of required self-help meetings

Sanctions

Non-compliance is addressed at the status review hearing. Since sanctions are most effective when imposed immediately, participants violating the terms and conditions of their enrollment in JCATC will be required to report in person to the next scheduled JCATC docket. Thus, the non-compliance issue(s) can be addressed as early as possible. The JCATC staffing team will discuss and agree upon the mandatory sanction to be imposed for non-compliance, emphasizing a team, rather than an adversarial process. Sanctions may include, but are not limited to, the following:

- o Warnings and admonishments by the JCATC Judge in open court
- o Increased frequency of court appearances and/or office/home visits with case manager
- o Increased frequency of urinalyses and/or breath testing and/or other treatment requirements of the defined treatment program
- o Writing assignments
- o Community service hours
- o Imposed curfew
- o Placement at the end of court docket
- o Extension of the time required to complete current phase of the program or re-start current phase over
- o Demotion to a lower program phase
- o Re-imposition of electronic monitoring/SCRAM or house arrest
- o Escalating periods of incarceration (jail, Huber, other monitoring)
- o Increase in intensity of treatment requirements

- o Increased attendance at community self-help support meetings.

Positive drug and/or alcohol testing results will result in increased sanctions that will lead to greater restrictions on freedom, to include phase reduction, SCRAM electronic monitoring, work release, and jail. It may also include increases in treatment and self-help support requirements and community service. Missing treatment sessions is another example of a rapid increase in sanctions similar to providing positive tests.

XIII. Treatment Protocol

The treatment protocol provides for intensive therapeutic interventions for alcohol and drug dependent persons enrolled in the JCATC program. Treatment begins with a thorough and complete risk screening and needs assessment, assessment of an offender's history and level of involvement with alcohol and other drugs. Risk/Need assessment will be an on-going process that both shapes and reacts to participant's treatment progress and compliance with other program requirements. Based on this assessment, case managers will assist in providing the best treatment resources within the community, which may include the following elements:

- o Individual outpatient treatment
- o Group outpatient treatment
- o Intensive outpatient treatment
- o Inpatient treatment
- o Day treatment
- o Residential treatment
- o Medication-assisted treatment
- o Mandatory attendance at self-help meetings, such as Narcotics or Alcoholics Anonymous (NA & AA)
- o Mandatory random oral fluid drug testing and/or breath testing
- o Ongoing reassessments
- o Relapse prevention groups
- o Aftercare planning

Case Managers will work with JCATC participants based on the needs and resources available to identify private treatment providers or to access services provided through the Jefferson County Human Services Department.

XIV. Supervision Protocol

Supervision is a shared responsibility among all members of the JCATC Staffing Team, which is achieved through effective collaboration, decision-making, and rapid response to conditions that may lead to relapse or further criminal activity by program participants. Unique to the JCATC model is the active, personal involvement of the

Alcohol Treatment Court Judge at regularly held JCATC staffings and court sessions with each of the program participants. The JCATC hearings shall be held as scheduled and all participants must attend the scheduled court appearances as directed by the Judge and/or case manager. A closed JCATC staffing will take place prior to court or as otherwise directed by the Judge. At the staffing, the JCATC team will discuss the progress and/or any violation of each participant. The minimum schedule of supervision is outlined in each phase of the JCATC program (see Section X. "Phases").

The primary responsibility for day-to-day supervision of program participants rests with the assigned Case Managers. The Case Managers will develop an individualized treatment and supervision plan with each participant enrolled in the program. Working in collaboration with the staffing team, the Case Manager will meet weekly or bi-weekly with each JCATC participant and report his/her status at the weekly JCATC Staffing Team meeting prior to court sessions. For those participants also on probation, the case managers coordinate with the designated agent from the Department of Corrections to ensure the appropriate measures are in place related to community supervision and utilization of treatment within the criminal justice context. All members of the staffing team will keep the Case Manager informed of any conditions that might negatively impact the capacity or ability of the JCACT program to successfully monitor and supervise participants.

The case managers have specific responsibilities in the following areas:

- a) Alcohol Treatment Court Team Staffings: The case manager is a member of the Alcohol Treatment Court Team and is responsible for the preparation of cases for review at the team staffings. In addition, the case manager may, at any time, provide information concerning any participant to the JCATC Judge on a formal or informal basis; provided the necessary waivers have been signed by the participant and the content of the communication is made known to the participant.
- b) Referrals: The case manager refers JCATC participants to providers for substance abuse treatment and other services, as determined in the case plan developed by the case manager and approved by the Court. The case manager maintains close contact with the treatment provider and monitors the services received by the participant.
- c) Case Management: The case manager periodically assesses the progress of each participant and the participant's adherence to the requirements of the Alcohol Treatment Court and the participant's approved case plan. They update the case plan as needed and make recommendations to the Court for appropriate changes.

- d) Other Direct Client Services: The case manager ensures participants are linked to services within Jefferson County on an as-needed basis, including: family counseling, education, group counseling and other activities as may be reasonably appropriate to maintain a client in the Alcohol Treatment Court Program.
- e) Participant Documentation: The case manager maintains a written record on each participant.

XV. Testing Protocol

Monitoring the JCATC participants' sobriety is a critical component of the JCATC program. JCATC participants are required to participate in frequent mandatory, random drug and/or breath testing consistent with the requirements of each phase of the program (see Section X. "Phases"). Random drug and/or alcohol testing will never be less than twice a week throughout the duration of the program, and may be more frequent during Phase I. Participants will be assigned various colors that will tell them when to report for testing. Frequency of testing may be increased at any time as a sanction for non-compliance with program requirements. In addition, program participants may be required to wear a SCRAM CAM (Continuous Alcohol Monitoring) bracelet, if determined necessary by the JCATC staffing team. If a drug or breath test is positive for alcohol or other substances, the participant may be required to appear at the next scheduled JCATC hearing, regardless of the previously scheduled treatment court appearance.

XVI. Evaluation

The JCATC Program will be evaluated to assess the process and outcomes of the program, providing information to help improve the JCATC and making it more successful, helping to facilitate team understanding of areas needing improvement, and setting up an evaluation process in terms of what and how information will be collected and maintained, as well as how it will be analyzed.

XVII. Ethics and Confidentiality

Treatment courts transition the roles of every member of the treatment court team from their traditional separation and independence to a collaborative effort focused on the recovery of drug court participants. Judges become part of a collaborative decision-making team that includes prosecutors, defense counsel, and law enforcement agents. Prosecutors and defense counsel coordinate their efforts in new ways to achieve participants' recovery from alcohol or drug addiction, muting their traditional adversarial relationship. Typical courtroom decorum where

lawyer-advocates speak on behalf of their clients gives way to direct conversations between the judge and defendant. Defendants become “participants” and actively engage in discussions on their progress, or lack of progress, with a broader range of “actors” in the criminal justice system. Substance abuse treatment professionals actively engage with the Court and other members of the team far earlier than is the case in more traditional referrals from the court for treatment and monitoring. These and other transitions in the professional roles of judges, lawyers, treatment professionals, and law enforcement agents are crucial to the treatment court model.

That transition from traditional roles, however, requires that treatment courts be consciously aware of ethical and confidentiality considerations to ensure that those who enroll in the program are confident that each member of the drug court team maintains the highest standards of ethical conduct. Treatment courts, forging new models of collaboration and information exchange, do not redefine the ethical standards of each profession involved in the drug court process. Properly understood, canons of ethics strengthen the drug court model by promoting each member of the team as a unique contributor to the recovery process.

As in any other criminal case, each member of the drug court team has a specifically defined role. Although the roles of the judge, prosecutor, defense attorney, treatment personnel, and law enforcement agents promote a unified interest in participant recovery and program success, they have not abandoned their roles as advocates for their respective disciplines. Rather, in the context of the drug court, that advocacy role broadens to reflect the benefit(s) that may accrue to the drug court participant, and the community, in the event the participant successfully graduates from the program and recovers from alcohol and/or other drug dependence.

Most often, the ethical issues related to drug court practices involve the non-adversarial nature of the proceedings. It is important to note that non-adversarial does not equate to non-advocacy. Rather, each member of the drug court team best represents his or her professional responsibilities by advocating a perspective that is consistent with their professional interests as members of a team who contribute equally, through the lens of their respective professions, to the outcome of recovery for every participant in the program. In the context of a drug court, the traditional concepts of the attorneys as “courtroom opponents” or “opposing counsel” give way to a common commitment to the best interests of the participant toward ending his or her addictive behaviors.

Similarly, although the drug court judge will have a closer and more direct involvement with program participants, their counsel, and the other members of the drug court team, the judge maintains his or her traditional role as an impartial, independent decision-maker who is advised by other professionals on his or her options to foster compliance with the terms and conditions of the plea agreement, and to strengthen each participant's capacity to engage in the treatment court process and graduate from the program.

Substance abuse treatment professionals, operating from a medical, rather than a legal, model, most often interact with the criminal justice system through the process of reporting compliance with conditions imposed by the court or probation. Due diligence must be taken to ensure compliance with confidentiality requirements as the traditional insulation of treatment providers from the arena of the courtroom gives way to an active, advisory role to the judge on treatment options that most closely meet the goal of recovery for each participant.

To enhance awareness of the ethical standards and confidentiality requirements for every member of the team, and to be clear on the ethical dimensions involved in a drug court practice, the JCACT program will:

- Promote and foster the duties of professional competence and due diligence from every member of the drug court team
- Maintain, recognize, respect, and value the distinct roles of every member of the team
- Foster a spirit of collaboration where every member of the team is expected to exercise independent professional judgement and render candid advice on how best to meet the treatment goals and expected outcomes for each participant in the program
- Add value to the alcohol treatment court process by promoting authentic advocacy that is consistent with the professional responsibilities of each member of the drug court team
- Ensure that every member of the team is fully aware of the alcohol treatment court model, how it operates, and be able to articulate its risks and benefits to program participants and to the community
- Promote competency and knowledge on professional ethics and confidentiality and how they may be consistently applied in a drug court setting
- Ensure that program participants are fully informed on the drug court process, that they give voluntary, informed consent to participate in the drug court

program, and that they are aware of the risks and benefits that are involved with their participation in the program

- Require that program participants sign appropriate Waivers of Confidentiality that demonstrate that the participant provides informed consent on the consequences of that Waiver, that it is given voluntarily, and that he or she has had the opportunity to discuss the terms and conditions of that Waiver with counsel
- Provide on-going education on the ethical and confidentiality dimensions of drug courts by directing members of the team to current research and writing that address the issues of ethics and confidentiality in drug courts
- Hold information discussed during pre-trial interviews, assessment, drug court team staffing meetings, drug court status hearings, and treatment sessions in confidence
- No results or statements made by participants during drug court proceedings shall be admissible against participants other than in drug court proceedings to prove a violation of the drug court rules or to establish grounds for termination of a defendant from the drug court program

To promote a full understanding of the discussions related to ethics and confidentiality in drug court programs, members of the team are directed to the following documents as sources of information and guidance on applied ethics in drug court programs. Through education and exposure to important areas of debate, the JCACT Team will continue to demonstrate ethical standards that will withstand the scrutiny of professionals in the field, participants in the drug court program, and the community at large.

Ethical Considerations for Judges and Attorneys in Drug Court

National Drug Court Institute

October, 2002

<http://www.ndci.org/publications/monograph-series/ethical-considerations-judges-and-attorneys-drug-court>

Federal Confidentiality Rules and How They Affect Drug Court Practitioners

National Drug Court Institute

April, 1999

<http://www.ndci.org/publications/monograph-series/federal-confidentiality-laws-and-how-they-affect-drug-court-practition>

**JEFFERSON COUNTY ALCOHOL TREATMENT COURT PROGRAM
WISCONSIN COMMUNITY SERVICES, INC.**

November 2016-3rd, 4th, 5th + offense

Active Participants

	Month	YTD	PTD
<u>Staffing Review</u>			
Accepted	3	19	49
Denied	1	2	3
<u>Waitlist</u>	0	0	0
<u>Case Resolved</u>	1	1	1

Participants YTD: 35

Participants PTD: 41

Current caseload: 18

New Participants: 1

Program Phase Levels:

	Month
Phase 1:	6
Phase 2:	5
Phase 3:	3
Phase 4:	4

	Month	YTD	PTD
<u>SCRAM CAM</u>			
Completions	2	22	54
Violations	1	1	3
Alcohol	0	0	0
Tamper	1	1	3

Demographics

	Month	YTD	PTD
<u>Ethnicity</u>			
Caucasian	17	34	39
African American	0	0	0
Asian	0	0	0
Hispanic	1	1	2
Native American	0	0	0
Other	0	0	0
<u>Gender</u>			
Male	14	27	31
Female	4	8	10
<u>Age</u>			
18 – 25	1	1	1
26 – 32	4	7	8
33 – 40	2	7	8
41 – 50	7	13	16
51+	4	7	8
<u>Veterans</u>	2	4	6

Post Discharge Recidivism

	Month	YTD	PTD
<u>Graduates</u>			
Alcohol	0	0	0
Drugs	0	1	1
<u>Discharge</u>			
Alcohol	0	0	0
Drugs	0	1	1

Other ATC Program Components

Discharges from Program:

	Month	YTD	PTD
Re-offended	0	0	0
Voluntary	0	2	2
Team Decision	0	0	2
Other	0	2	2

Incentives: 25 219 300

Sanctions: 3 33 68

Positive Tests:

PBT's	0	1	4
UA's	0	0	4
Dilutions	0	0	0
Refusals	0	0	0

Community Service: 0 0 1

Program Donations: 0 0 0

Alcohol Treatment Court Graduate Stats

	Month	YTD	PTD
<u>Graduations</u>	2	14	17
Jail Days Saved	418	3029	4328
Self-help Groups	253	1926	2327
PBTs	323	2205	2589
Positives	0	0	0
Drug Tests	31	235	266
Positives	0	0	0
Face to Face Contacts	66	436	536
Court Sessions	35	245	316
Average Length of Stay	442	404	466

Graduates & Discharge Demographics

	<u>Graduates</u>			<u>Discharges</u>		
	MO	YTD	PTD	MO	YTD	PTD
<u>Ethnicity</u>						
Caucasian	2	14	17	0	4	5
African American	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Hispanic	0	0	0	0	0	1
Native American	0	0	0	0	0	0
Other	0	0	0	0	0	0
<u>Gender</u>						
Male	1	11	14	0	2	3
Female	1	3	3	0	2	3
<u>Age</u>						
18 – 25	0	0	0	0	0	0
26 – 32	1	2	2	0	1	2
33 – 40	0	5	6	0	0	0
41 – 50	1	5	6	0	2	3
51+	0	2	3	0	1	1



Compliance Summary for 1/01/2016-12/5/2016



	Total Clients Monitored	# of Compliant Clients	% of Compliant Clients	# of Clients with Confirmed	% of Non- Compliant Clients	# of Confirmed Alerts
Agency						
Jefferson	118	84	71%	34	29%	67
Jefferson (Remote Breath)	4	2	50%	1	50%	2
Jefferson ATC (SCRAM)	25	21	84%	4	16%	4
Jefferson ATC (Remote Breath)	0	0	0%	0	0%	0
Totals:	147	107	73%	39	27%	73
Client Type						
Pre-Trial				35		69
Jefferson ATC				4		4
Totals:				39		73
Alert Type						
Alcohol Detected					16%	12
Potential Tamper					81%	59
Missed Test (Remote Breath)					3%	2
Totals:					100%	73

Active Clients	Pretrial	ATC
Homicide by Intoxicated Use of Vehicle		
OWI 6th or +	2	1
OWI 5th	9	1
OWI 4th	8	2
OWI 3rd	12	
OWI 2nd	2	
OWI 1st	1	
Disorderly Conduct	3	
Assault		
Bail-Jumping	1	
Possession	1	
Battery	1	
	Total	Total
	40	4

Clients Year to Date	Pretrial	ATC
Homicide by Intoxicated Use of Vehicle		
OWI 6th or +	5	1
OWI 5th	24	5
OWI 4th	24	10
OWI 3rd	34	10
OWI 2nd	10	
OWI 1st	3	
Disorderly Conduct	10	
Assault	1	
Bail-Jumping	5	
Possession	1	
Battery	1	
	Total	Total
	118	25

Committee Meeting Sign-In Sheet

Committee/Board Name:

Date of Meeting:

[illegible]