

Committee Members

William V. Gruber
Circuit Court Judge

Dwayne Morris
County Board Supervisor

Monica Hall
District Attorney

Travis Maze
Sheriff

Cindy Hamre Incha
Clerk of Circuit Court

Emily McFarland
Mayor-City of Watertown

Cassi Nelson
Public Defender's Office

Sarah Rogge
Department of Corrections

Michael Luckey
County Administrator

Brent Ruehlow
Human Services Director

Danielle Thompson
Corporation Counsel

Pamela Waters
Literacy Council Director

Alan Richter
Chiefs & Sheriff's Assn. Rep.

Barbara LeDuc
President/CEO -Opportunities, Inc.

Elizabeth McGeary
Health Dept. Director

Thomas Antholine
Child Support Agency Rep.

Jennifer Shohoney
Director of Special Education and Pupil Services J.S.D.

AGENDA

JEFFERSON COUNTY

COMMUNITY JUSTICE COLLABORATING COUNCIL

(CJCC)

Via ZOOM Meeting ID: 833 2380 9494

Wednesday, January 22nd, 2025, at 12:00 noon

1. Call to order.
2. Roll call.
 - a. Recognize Atty Cassi Nelson as the new Local Attorney Manager of the Jefferson County Public Defender Office.
3. Certification of compliance with the open meetings law.
4. Review and approve minutes from the November 20th, 2024, meeting.
5. Public comment. (Members of the public who wish to address the committee on specific agenda items must register their request at this time.)
6. Update on Jefferson County Alcohol Treatment Court (JCATC) & Jefferson County Drug Treatment Court (JCDTC) outcomes. (Clark)
 - a. MOU status- Requesting motion to approve
 - b. Treatment Court Team meeting held on 12/06/2024
 - c. Updates with strategic plans to increase participation
7. SCRAM / Risk Assessment policy implementation status. (Lippert)
**The above items may be considered under item 9.*
8. SCRAM and Remote Breath update Pretrial Bond Supervision. (Sweeney)
9. Executive and Strategic Planning Subcommittee (December 10 and January 12) mtg.). (Clark)
 - a. Efforts to finalize ATC/DTC eligibility criteria
 - b. SIM
 - c. SCRAM monitoring
10. Update on Recidivism Council. (Waters)
 - a. Consortium grant process for jail educational services
11. Update on monthly jail data. (Hunter)

Future regular CJCC meeting dates:

Confirm: March 26th, 2025 Noon

Confirm: May 28th, 2025 Noon
12. Adjourn

Meeting ID: 833 2380 9494

Meeting link: <https://wicourts.zoom.us/j/83323809494>

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

MINUTES
Community Justice Collaborating Council
November 20, 2024

1. Call to Order

The meeting was called to order by Judge William Gruber at 12:00 p.m.

2. Roll Call

Members present: William V. Gruber, Circuit Court Judge; Elizabeth McGeary, Health Department Director; Monica Hall, District Attorney; Alan Richter, Chief's & Sheriff's Association Representative; Sarah Rogge, Department of Corrections; Brent Ruehlow, Human Services Director; Pamela Waters, Literacy Council Executive Director; Dwayne Morris, County Board Supervisor; Amber Rumpf, Public Defender's Office; Ben Wehmeier, County Administrator; Emily McFarland, Mayor – City of Watertown; Barbara LeDuc, President/CEO-Opportunities, Inc present at 12:30 p.m.

Excused: Cindy Hamre Incha, Clerk of Circuit Court

Absent: Tom Antholine, Child Support Agency Representative; Travis Maze, Sheriff; Jennifer Shohoney, School District of Jefferson; Danielle Thompson, Corporation Counsel.

Others present: Judge Bennett Brantmeier; Denise Rawski, WCS; Jordan Lippert, Corporation Counsel; Michael Luckey, Administration; Chief Don Hunter; Erica Schueler, Stenographer; Michael Luckey, Administration; RaDonna Clark, CJCC Treatment Coordinator; Dana Scherer, Clerk of Courts.

3. Certification of compliance with Open Meetings Law

Wehmeier certified compliance with the Open Meetings Law.

4. Review and approve minutes from September 25, 2024 meeting.

Draft minutes were provided for review.

Motion by Rogge/Ruehlow to approve the minutes from September 25, 2024 as presented.
Motion passed.

5. Public Comment

None

6. Introduce CJCC/Treatment Coordinator RaDonna Clark

Judge Gruber introduced RaDonna Clark. No action taken.

7. Update on Jefferson County Alcohol Treatment Court (JCATC) & Jefferson County Drug Treatment Court (JCDTC) outcomes

- a. MOU Status
- b. Participant handbook status
- c. Review site visit evaluation

Alcohol Treatment Court and Drug Treatment Court reports were provided for review. Rawski reviewed the reports. Rawski indicated numbers are low. Clark gave an update on the handbook, MOU and eligibility criteria. No action taken.

8. SCRAM / Risk Assessment policy implementation status.

RaDonna will work on this policy with the appropriate people. No action taken.

9. SCRAM and Remote Breath

Rawski gave a verbal report on SCRAM and Remote Breath. No action taken.

10. Executive and Strategic Planning Subcommittee – November 12, 2024

- a. Diversion augment to ATC/DTC
- b. ATC/DTC eligibility

Rogge said the Subcommittee continues to work on Diversion augment to ATC/DTC and ATC/DTC eligibility . Once the policy and procedures are updated, the brochure will be updated. Clark said that the MOU is completed. The next meeting of the Subcommittee is scheduled for December 10th.

11. Update on Recidivism Council (Waters)

- a. Consortium grant process for jail educational services

Waters said the Council is working on new membership and gave an update and information related to the grant. No action taken.

12. Update on monthly jail data

Jail data was provided for review. Chief Hunter reviewed the information. No action taken.

13. Future regular CJCC Meeting dates:

Regular Meetings:

January 22, 2025 at noon

March 26, 2025 at noon

14. Adjourn

Motion by Morris/McFarland to adjourn at 12:51 p.m. Motion passed.

DATA for DTC:

a.) Current Participants: 8

- Phase 1: 3
- Phase 2: 1
- Phase 3: 2
- Phase 4: 1
- Phase 5: 1

b.) 2025 Anticipated Graduations:

- Q1: 1
- Q2: 1
- Q3: 1
- Q4: 2

c.) Referrals/ Applications: 16

- Screenings: 9
- Assessments: 6
- Ineligible: 1

d.) Admissions:

- 2024 Q4: 2
- Jan 2025: 2

Pending: 5

e.) Clinical Treatment Participation:

- Jefferson County Humans Services:
IOP/OP: 5
- Out of County:
Res: 2
PHP: 1

DATA for ATC:

a.) Current Participants: 10

- Phase 1: 1
- Phase 2: 1
- Phase 3: 3
- Phase 4: 3
- Phase 4/5: 4

b.) 2025 Anticipated Graduations:

- Q1: 2
- Q2: 5
- Q3: 2
- Q4: 2

c.) Referrals/ Applications: 7

- Screenings: 3
- Assessments: 2
- Ineligible: 2

d.) Admissions:

- 2024 Q4: 2
- Jan 2025: 1

Pending: 1 (Out of County)

e.) Clinical Treatment Participation:

- Jefferson County Human Services:
IOP/OP: 9
- Out of County:
OP: 1 (VA)



**Jefferson County
Treatment Court Programs**
311 S. Center Ave.
Jefferson, WI 53549

RaDonna Clark
CJCC Program
Coordinator

CJCC Report for 01/22/2025

1.) Program Operations:

- a. In December of 2024, applications were revised to be program specific with simplified criteria. For consideration an application must be submitted. Applications that are accepted are scheduled for Risk/Need screening. Those identified as high risk/high needs are scheduled for clinical assessment for compulsive substance use disorder/chemical dependency. When an applicant is assessed, the assigned ADA and Defense atty are notified if treatment court participation is appropriate for sentencing considerations. If an offer is made/accepted, the program coordinator is notified of scheduled sentencing and potential admission.
- b. Alumni Group anticipated to start weekly and held at human services.
- c. MOU Completed

2.) Goals and Objectives:

- a. Increase Program participation:
 - i. Provide objective eligibility criteria to community and stakeholders
 - ii. Assess and evaluate OWI eligibility
 - iii. Educate local stakeholders about Treatment Courts
- b. Align program operations/services with EBP
 - i. Revise Program structure
 - ii. Monitoring practices
 - iii. ISTA practices
 - iv. Integrated Case Plans
 - v. Establish EBP positive behavior change programing

Memorandum of Understanding

For the Jefferson County Alcohol Treatment Court Program

Between Jefferson County

AND

Honorable Robert F. Dehring, Jr., Jefferson County Circuit Court

Monica Hall, District Attorney's Office

Cassi Nelson, State Public Defenders Office

Jared Hoy, Wisconsin Department of Corrections

Sheriff Travis Maze, Jefferson County Sheriff's Department

Brent Ruehlow, Human Services Department

Sara Carpenter, Wisconsin Community Services, Inc. (WCS)

RaDonna Clark, Treatment Court Coordinator

Michael Luckey, County Administrator

This Memorandum of Understanding, made and entered into *upon signature*, is an agreement in principle clarifying the respective roles, responsibilities, and expectations of the parties referenced above. The parties mutually agree to the following Memorandum of Understanding (MOU).

In this document, any reference to "Specialty Court" is understood to mean the Jefferson County Alcohol Treatment Court.

Duties and Expectations of Participating Entities and Agencies

I. Team Member Assignment

- A. The Alcohol Treatment Court team members remain employees of their individual agencies, and the treatment court recognizes that not only do treatment court team members need to abide by alcohol treatment court policies and procedures, but they must also abide by the policies and procedures of their individual agencies.
- B. The Treatment Court Coordinator and Treatment Court Judge will have input concerning the assignment of individuals to the treatment court team.
- C. Any and all personnel matters are the responsibility of the individual agencies. If there are concerns about a team member's performance or ability to work with the team, efforts

will be made to work with the team member to address the concern.

- D. The Treatment Court Coordinator, with input from the Treatment Court Judge, may provide informal and formal feedback to assist in evaluating team member's performance.

II. Program Operations

All entities and agencies represented on the Jefferson County Alcohol Treatment Court team agree to the following:

- A. Assist with ongoing oversight of the program including quality assurance methods to ensure the program is meeting its stated goals and objectives.
- B. Assist with the collection of data needed to evaluate the processes and outcomes of the program.
- C. Participate in ongoing interdisciplinary team training.
- D. Participate in regular team meetings concerning policy, structure, and teambuilding activities.
- E. DOC resources and supervision tools will only be available to Specialty Court participants who are on active supervision with the Department of Corrections.
- F. The Specialty Court shall not employ a person who is on active probation, parole, extended supervision, lifetime supervision or an inmate who is supervised by Intensive Sanctions for any position where the primary duties and responsibilities involve contact or work with offenders/inmates OR involves access to offenders/inmates' records or funds.
- G. This MOU implies no fiscal responsibility for the Department of Corrections. Other than in-kind services of DOC's representatives, no Department of Corrections funds may be expended, pledged, contracted for, or spent without the approval of the Department of Corrections Administration.
- H. All Entities and agencies represented on the Jefferson County Alcohol Treatment Court Team will have the right to annually review its participation and any financial commitments made.
- I. The participating agencies also agree to the following: attend weekly staff meetings and inform the Program Coordinator if they cannot attend; work with other members of the team in a collaborative fashion that recognizes multiple interests and seeks to address the needs of diverse stakeholders while supporting program goals and objectives; serve as a liaison to their peers and agency regarding the courts and the need to work cooperatively with other stakeholders in order to optimize participants outcomes; and all work to ensure the court is fair, consistent and in compliance with recognized standards of due process and best practices.

III. Modification

- A. Any individual agency wishing to amend/modify the policies and procedures of the Specialty Court or this MOU will notify the CJCC of the issue(s). The CJCC will address the issue(s) for purposes of modifying/amending the issue(s). Resolution to the issue(s) will be decided by consensus (if possible) or by simple majority.

IV. Hold Harmless

- A. To the extent authorized by Wisconsin law and subject to the limitations of Wis. Stats. §§893.82 and 895.46, each party agrees that it shall be responsible for any loss or expenses, including costs and attorney fees, arising from or incidental to the act or omission of its respective officers, officials, agents, or employees in performing the obligations under this agreement arising out of or related to this Agreement.

V. Team Staffing Meetings and Court Review Hearings

- A. Designated team members will attend weekly team staffing meetings and alcohol treatment court hearings.
- B. In the event a treatment court team member cannot attend a team staffing meeting or treatment court review hearing and with prior notice and approval of the Treatment Court Coordinator and Treatment Court Judge, written reports concerning participant progress will be submitted prior to the meeting or hearing.
- C. If a treatment court team member is anticipating and requesting a leave that would disrupt the team's activities, the treatment court team member's agency will consult with the Treatment Court Coordinator concerning the leave decision and will identify staff to provide coverage.

VI. Conflict Resolution

- A. When conflict arises on the treatment court team, all members agree to make every attempt to resolve the conflict amongst themselves without involving outside parties.
- B. Team members agree that they are encouraged to openly disagree with one another within the confines of staffing.
- C. Team members agree that the Treatment Court team should present a united front during treatment court hearings and in front of treatment court participants. The team may agree to disagree during staffing and outside the presence of treatment court participants but will present a united front to treatment court participants.
- D. If a situation arises from a staffing or other team meeting where a conflict cannot be resolved during the meeting or by talking directly with the parties, the following steps will be taken (in this order):
 1. Notify the Treatment Court Coordinator who will then meet with the parties involved to attempt to resolve the concern. If the Treatment Court Coordinator is involved in the conflict, the Treatment Court Judge will be notified, and he or she will meet with the parties to try to resolve the issue.
 2. If there is no resolution after the meeting, the Treatment Court Coordinator along with the parties involved will meet with the supervisors of the agencies involved to attempt to resolve the concern. At this point, the Treatment Court Judge will be notified if he or she has not already been notified.
 3. If there is still no resolution, the Treatment Court Judge, the Treatment Court Coordinator and the parties involved will convene a meeting with outside representatives, as necessary, to determine a final resolution. If an impasse is reached, the Treatment Court Judge will determine the final resolution.

VII. Budget Issues

- A. All team members agree to follow the policies and procedures concerning funding and budgets.
- B. If the Treatment Court has agreed to fund services, there will be a separate agreement outside this agreement outlining the specific terms and procedures concerning the funding.
- C. Treatment Court team members agree to assist with participating in funding and sustainability activities including promoting the Treatment Court in the community, leveraging relationships with community stakeholders to support the drug court, identifying potential sources of funding such as grants and foundation support, and assist with grant applications when needed.

VIII. Confidentiality

- A. All parties agree assigned individuals from their respective agencies shall attend all scheduled Specialty Court staffings and CJCC meetings. To the extent permitted by the law, the parties shall maintain confidentiality of the details and content of the Specialty Court team and CJCC discussions. In all settings, including CJCC meetings and in Specialty Court, the parties shall comply with state and federal confidentiality laws and shall not disclose confidential information regarding participants without the consent of such participant or other exception requiring or permitting disclosure under the law. DOC correctional client participants must provide consent to disclose confidential information such as Substance Use Disorder Records (SUDs), by completing form DOC-1163 titled Authorization for Disclosure of Non-Health Confidential Records and/or form DOC-1163A titled Authorization for Use and Disclosure of Protected Health Information PHI.

IX. Nondiscrimination / Affirmative Action

- A. In connection with the performance of work under this MOU, the individual agency agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01(5), Wis. Stats., sexual orientation as defined in s.111. 32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the individual agency further agrees to take affirmative action to ensure equal employment opportunities.

X. Cancellation

- A. Each party reserves the right to cancel this MOU in whole or in part without penalty due to non-appropriation of funds or for failure of the individual agency to comply with terms, conditions, and specifications of this MOU.

XI. Renewal

- A. This MOU will be automatically renewed for subsequent years unless terminated by an individual agency as indicated in Section XII, Termination.

XII. Termination

- A. Individual agencies contemplating termination of their participation in this MOU shall first notify the CJCC of their concern. The CJCC will attempt to resolve the problem to ensure continuation of the specialized court. If unable to resolve the problem, the individual agency or department can exercise its right to terminate this MOU by notifying all other agencies in writing a minimum of 90 days prior to such termination.

XIII. Miscellaneous

- A. This MOU shall be construed and governed by the laws of the State of Wisconsin. In the event of any dispute arising from this MOU, the parties agree to submit to the exclusive jurisdiction of the Circuit Court for Jefferson County, Wisconsin, or the federal court sitting in Madison, Wisconsin.

XIV. Roles and Responsibilities

- A. The Jefferson County Treatment Court agrees to the following:
 1. Provide a judge to preside over all Treatment Court matters.
 2. Provide a Treatment Court Coordinator. The cost of the salary and benefits for the coordinator position will be reimbursed from the Alcohol Treatment Court budget. The coordinator shall be a county employee and governed by county personnel policies.
 3. Provide office space for the Treatment Court Coordinator.
 4. Receive Treatment Court funds and establish a separate cost center to manage all Treatment Court funds.
 5. By signature authority, delegate to the Treatment Court Coordinator the authority over budgetary matters including the approval of all expenditures.
 6. Comply with all federal and state grant conditions.
 7. Maintain records and enter data in the CORE database.
- B. The Honorable Robert Dehring agrees to the following:
 1. Act as the presiding judge over the weekly court review hearings.
 2. Work to motivate participants toward success during court review hearings, while holding them accountable for their actions.
 3. Monitor Treatment Court participants' progress in relation to their case plans and utilize incentives and sanctions.
 4. Fulfill the responsibilities of the Treatment Court Judge as outlined in the policy and procedure manual.
 5. Oversee team functioning as outlined above.

Special Considerations

- The Judge must show impartiality.
- The Judge must be aware of ex parte communication.
- The Judge must demonstrate judicial authority.
- The Judge must not give up their final decision-making authority.
- The Judge must recognize constitutional rights and follow appropriate legal actions.

C. The Jefferson County Treatment Court agrees that the Treatment Court Coordinator will:

1. Assist in providing general oversight to the treatment court to include meeting attendance, grant reporting, and administration of the budget (to include management of contracts), program support, funding solicitation, and community outreach.
2. Facilitate communication between team members and partner agencies.
3. Assist with organizing court, events, and meetings, and compiling supporting materials to disseminate to stakeholders and providers of services to maintain linkages.
4. Maintain and revise the Treatment Court policy and procedure manual as decided by the team and judge.
5. Ensure treatment court policy and procedures are updated annually and followed during program operations.
6. Ensure all team members follow confidentiality regulations, and all appropriate forms are signed and circulated to the appropriate agencies.
7. Provide oversight of the statistical database and evaluation process of the treatment court.
8. Assist in providing or seeking continuing training for the treatment court team and will ensure all new team members receive a treatment court orientation before participating in their first staffing.
9. Complete all annual training requirements as determined by the Treatment Court Judge or County Administrator.
10. Monitor Treatment Court operations to ensure efficacy in meeting goals and objectives.
11. Assist with identifying potential participants and facilitate the referral process into Treatment Court.
12. Receive a treatment assessment summary confirming a candidate meets Treatment Court eligibility.
13. Schedule staffing and court review hearings.
14. Attend weekly staffing meetings and court review hearings.
15. Coordinate steering committee meetings.
16. Ensure compliance with all grant conditions including the preparation of performance and financial reports.
17. Serve as the central source for all information and communication regarding Treatment Court.
18. Fulfill the role and responsibilities of the Treatment Court Coordinator as outlined in the policy and procedure manual.

Special Considerations

- The coordinator must be knowledgeable of all team members' ethical boundaries and how they are incorporated into the treatment court.

- D. The Department of Corrections (*Jefferson County, Probation and Parole*) agrees to the following:
1. The Wisconsin Department of Corrections, Division of Community Corrections will act as a member of the Specialty Court team by providing at a minimum of one probation and parole agent per court.
 2. Will provide community supervision of participants on active community supervision with the Department of Corrections and maintain a supervision file for each Specialty Court participant, in compliance with the requirements of the Department of Corrections' policies and procedures and Wisconsin State Law, including following confidentiality laws such as 42 CFR Part 2 which regulates SUDs records.
 3. Be guided by Evidence Based Practices when making decisions pertaining to the supervision and treatment of DCC offenders participating in the Specialty Court. (based upon Wisconsin Treatment Court Standards)¹.
 4. Prohibit agents from engaging in the role of Court Coordinator for the Specialty Court. The Court Coordinator maintains the overall management of the Specialty Court Program. This includes administrative assistance to the Specialty Court Judge, coordinating the selection and admission of the Specialty Court participants, coordinating Specialty Court team agendas and staffing program participant compliance. The coordinator maintains documentation on paper and electronic files regarding the collection of random urinalysis tests, treatment compliance and coordinates collaboration between all of the participating agencies involved in the Specialty Court.
 5. Refer participants to community resources if available and, when appropriate and in consultation with the Specialty Court team, maintain collateral contacts to follow participant progress.
 6. Provide drug/alcohol testing as part of normal standards of supervision. Extensive and random testing specific to the Specialty Court will be the responsibility of that court. Agents can assist with this task on occasion; however, it will not exceed one test per week on any given participant.
 7. Provide input for decisions regarding incentives and sanctions and impose incentives and sanctions where appropriate and in accordance with Department of Corrections' policies and procedures, Wisconsin State Law and Evidence Based Practices.
 8. Attend treatment team meetings and Specialty Court at a maximum of one team staffing/Specialty Court session per week and one special team or advisory board meeting per month. As the participant progresses forward in the Specialty Court phases, it is expected the agent's responsibilities for that participant will be reduced along with the classification and contact standards for the individual participant. This may be subject to change based on staffing and availability.
 9. Provide updates on participants' adjustment to supervision with the Department of Corrections.
 10. Identify potential candidates for alternatives to revocation.
 11. Coordinate with law enforcement and other agencies as needed.

Special Considerations

- The Department of Corrections mission is to enhance public safety through management and reduction of offender risk by providing supervision of offenders and collaboration with community partners to assist offenders to change their behavior and repair the harm they have done.
- The community supervision officer must inform the court of non-compliance with judicial orders in a timely manner.

E. The Jefferson County Human Services Department agrees to the following:

1. Provide a *part-time* clinician to Alcohol Treatment Court. If a new Treatment Court Clinician is to be hired, the Treatment Court Judge and Treatment Court Coordinator will be involved in the hiring process.
2. Provide a written treatment summary report that includes the diagnosis and the treatment plan summary to the Treatment Court Coordinator within 7 to 10 business days of conducting the assessment.
3. Provide weekly status reports to the Treatment Court Coordinator and WCS Program Director 24 hours prior to staffing meetings that at a minimum cover treatment attendance and participation information.
4. Provide appropriate evidenced-based treatment services to Treatment Court clients as outlined in the policy and procedure manual and in the treatment assessment summary.
5. Re-assess the participant pursuant to policy and state law to ensure the participant is receiving the appropriate level of care and services.
6. Attend Treatment Court staffing meetings and court review hearings.
7. Fulfill the role and responsibilities of the Treatment Court treatment provider as outlined in the policy and procedure manual.
8. Comply with all federal and state grant conditions.

Special Considerations

- The Treatment Provider must keep its integrity to the client.
- The Treatment Provider must have a valid release of information executed before sharing patient information.
- The Treatment Provider only needs to share information that is pertinent to court requirements (i.e. attendance, where a client is in treatment, changes in client treatment).

F. Wisconsin Community Services, Inc. agrees to provide case management services to the Treatment Court and agrees to the following:

1. Provide case management services specific to participant supervision risk and needs as identified in the Jefferson County Treatment Court Policy and Procedure Manual.
2. Conduct the intake interview and obtain release and exchange of information signed by the participant.
3. Conduct a valid risk needs assessment used by the Jefferson County Treatment Court to determine applicant eligibility.

4. Complete a court report documenting participant efforts, communications and progress in meeting program requirements and compliance with case plan.
5. Maintain case management records and enter data into the CORE database.
6. Review the Alcohol Treatment Court participation agreement, terms and conditions, waivers and other documents with the candidate.
7. Monitor participation agreement and terms and conditions for all participants.
8. Conduct all drug and alcohol screens as established in the Treatment Court policy and procedure manual.

G. The District Attorney's Office (*Monica Hall, Jefferson County District Attorney*) agrees to the following:

1. Provide an attorney to represent the State to serve as the Treatment Court Prosecutor.
2. Review criminal cases to determine eligibility for potential Alcohol Treatment Court participation.
3. Draft criminal case settlement offers defining the terms of Alcohol Treatment Court participation.
4. The Prosecutor will operate in a non-adversarial manner during Alcohol Treatment Court hearings and staffing.
5. The Prosecutor will be an advocate for the State in contested sanction hearings and contested termination hearings.
6. The Prosecutor will educate of peers, colleagues in the District Attorney's Office in the efficacy of treatment court.
7. The Prosecutor agrees that a positive drug test or open court admission of drug possession or use will not result in filing of additional criminal charges.
8. Comply with all federal and state grant conditions.
9. Protect public safety and protect victims' rights.
10. Fulfill the role and responsibilities of the Alcohol Treatment Court Prosecutor as outlined in the policy and procedure manual.
11. The Prosecutor will complete all annual training requirements as determined by the CJCC.
12. Pursuant to program policies and procedures and upon team agreement and judicial approval, file motions to terminate participants from the Alcohol Treatment Court and to revoke supervision.

Special Considerations

- The Prosecutor has a duty to advocate for public safety
- The Prosecutor has a duty to ensure that court proceedings are lawfully conducted and that the constitutional rights of all parties, including victims, are upheld.

H. The State Public Defenders Office (*Cassi Nelson, Court Appointed, or Private Bar representative*) agrees to the following:

1. The Public Defender Representative will be assigned to the treatment court team for the term of this Agreement and will participate as an active member of the staffing team and the committee.
2. The Public Defender Representative will attend staffing and participate as an active member of the staffing team.
3. The Public Defender Representative will advise the participants represented by Staff of the Public Defender's Office as to the nature and purpose of the treatment court, the rules governing participation, the consequences of abiding or failing to abide by the rules, and how participating or not participating in treatment court will affect his/her interests.
4. The public defender representative will advocate to preserve all legal rights of the participants and for fair and equal treatment of the participants while working with the other team members in a non-adversarial fashion.
5. The Public Defender Representative will review the participant's progress in the program and advocate appropriately for effective incentives and sanctions for program compliance or lack thereof.
6. The Public Defender Representative does not represent any individual participant in the court. Should a participant need advocacy counsel, the Public Defender's Office will evaluate the person for eligibility and appoint him or her advocacy counsel.
7. The Public Defender Representative will contribute to the education of peers, colleagues, and the judiciary in the efficacy of treatment court.
8. The Public Defender Representative must complete all annual training requirements as determined by the CJCC.
9. The Public Defender Representative will comply with all federal and state grant conditions.
10. The Public Defender Representative will review participation agreements, terms and conditions, waivers, and other documents with the participant and inform and advise the candidate of their legal rights, legal options, and treatment options prior to program entry.
11. Advocate for the participant's stated legal interests and protects the participant's constitutional rights.
12. Fulfill the role and responsibilities of the Treatment Court Defense Attorney as outlined in the policy and procedure manual.

Special Considerations

- The Public Defender must demonstrate integrity to the client.
- The Public Defender must protect attorney/client privilege.
- The Public Defender must ensure the client's due process rights are protected.

- I. The Jefferson County Sheriff's Department agrees to the following:
1. Provide a deputy for representation on the Treatment Court team.
 2. Attend weekly Treatment Court staffing meetings and court review hearings.
 3. Expedite warrant services for Treatment Court participants as needed.
 4. Act as the liaison to the police department, training deputies on Treatment Court and providing communication with the arresting officer regarding the participant's status in the Alcohol Treatment Court, as needed.
 5. Establish and maintain a communication system with other members of law enforcement concerning participants and their compliance with terms and conditions, such as curfew.
 6. Fulfill the role and responsibilities of Treatment Court law enforcement as outlined in the policy and procedure manual.
 7. Comply with all federal and state grant conditions.
- J. The Jefferson County Safe Communities Peer Specialist Services (*Tanya Kraege, Safe Communities, Director of Peer Services*)
1. Provide peer support services to persons participating in the Jefferson County Alcohol Treatment Court Programs from individuals who are certified peer specialty by the Wisconsin Peer Specialist Employment Initiative.
 2. Be knowledgeable about National and State best practice standards associated with treatment courts and how peer support services are effectively implemented within a treatment court module.
 3. Provide regular and ongoing external supervision to peer recovery support specialist to ensure professional development and provide quality assurance of services.
 4. Work with treatment court staff to help address barriers to achieving participant goals and program requirements.
 5. Support individuals participating in the Jefferson County Treatment court to establish an individualized recovery pathway to decrease the number of negative outcomes associated from substance use.
 6. Adhere to all policies and procedures, including confidentiality, professional ethics, training requirements, and electronic health records documentation.

Special Considerations

- Peer Support Specialists will model personal responsibility, self-advocacy, and hopefulness through telling one's recovery story and describing the tools and strategies that support recovery.
- Peer support services are completely voluntary; therefore, participants may choose to discontinue services at any time and should not be mandated to participate.
- Peer Support Specialists are able to offer a wide variety of services to assist with individualized pathways to recovery. The number of service hours should be centered around participant need and capacity of the peer support specialist to provide services.

In Witness Whereof, the parties have, through dually authorized representatives entered into this MOU. The parties having read and understand the foregoing terms of the MOU do by their respective signatures dated below hereby agree to the terms thereof.

Treatment Court Judge

BY: Honorable Robert F. Dehring, Jr. Date
Jefferson County Circuit Court Judge

Treatment Court Prosecuting Attorney

BY: Monica Hall Date
Jefferson County District Attorney

Treatment Court Public Defender

BY: Cassi Nelson, Local Attorney Manager Date
Office of the Wisconsin State Public Defender

Treatment Court Law Enforcement Representative

BY: Sheriff Travis Maze Date
Jefferson County Sheriff's Department

Treatment Court Coordinator

BY: RaDonna Clark Date
Jefferson County, Administration Department

Jefferson County Human Services Department

BY: Brent Ruehlow, Director Date
Human Services Department

Wisconsin Department of Corrections

BY: Jared Hoy, Secretary Date
Department of Corrections (MOU #10028)

Treatment Court Case Management

BY: Sara Carpenter
Wisconsin Community Services, Inc.

Date

Treatment Court Peer Support Services

BY: Tanya Kraege
Safe Community Director of Peer Services

Date

Memorandum of Understanding

For the Jefferson County Drug Treatment Court Program
Between Jefferson County

AND

Honorable Robert F. Dehring, Jr., Jefferson County Circuit Court

Monica Hall, District Attorney's Office

Cassi Nelson, State Public Defenders Office

Jared Hoy, Wisconsin Department of Corrections

Sheriff Travis Maze, Jefferson County Sheriff's Office

Brent Ruehlow, Human Services Department

Sara Carpenter, Wisconsin Community Services, Inc. (WCS)

RaDonna Clark, Treatment Court Coordinator

Michael Luckey, County Administrator

This Memorandum of Understanding, made and entered into *upon signature*, is an agreement in principle clarifying the respective roles, responsibilities, and expectations of the parties referenced above. The parties mutually agree to the following Memorandum of Understanding (MOU).

In this document, any reference to "Specialty Court", is understood to mean the Jefferson County Drug Treatment Court.

Duties and Expectations of Participating Entities and Agencies

I. Team Member Assignment

- A. The Drug Treatment Court team members remain employees of their individual agencies, and the drug court recognizes that not only do drug court team members need to abide by drug court policies and procedures, but they must also abide by the policies and procedures of their individual agencies.
- B. The Treatment Court Coordinator and Treatment Court Judge will have input concerning the assignment of individuals to the Treatment Court team.
- C. Any and all personnel matters are the responsibility of the individual agencies. If there are concerns about a team member's performance or ability to work with the team, efforts will be made to work with the team member to address the concern.
- D. The Treatment Court Coordinator, with input from the Treatment Court Judge, may

provide informal and formal feedback to assist in evaluating team member performance.

II. Program Operations

All entities and agencies represented on the Jefferson County Drug Treatment Court team agree to the following:

- A. Assist with ongoing oversight of the program including quality assurance methods to ensure the program is meeting its stated goals and objectives.
- B. Assist with the collection of data needed to evaluate the processes and outcomes of the program.
- C. Participate in ongoing interdisciplinary team training.
- D. Participate in regular team meetings concerning policy, structure, and teambuilding activities.
- E. DOC resources and supervision tools will only be available to Specialty Court participants who are on active supervision with the Department of Corrections.
- F. The Specialty Court shall not employ a person who is on active probation, parole, extended supervision, lifetime supervision or an inmate who is supervised by Intensive Sanctions for any position where the primary duties and responsibilities involve contact or work with offenders/inmates OR involves access to offenders/inmates' records or funds.
- G. This MOU implies no fiscal responsibility for the Department of Corrections. Other than in-kind services of DOC's representatives, no Department of Corrections funds may be expended, pledged, contracted for, or spent without the approval of the Department of Corrections Administration.
- H. All Entities and agencies represented on the Jefferson County Drug Treatment Court Team will have the right to annually review its participation and any financial commitments made.
- I. The participating agencies also agree to the following: attend weekly staff meetings and inform the Treatment Court Program Coordinator if they cannot attend; work with other members of the team in a collaborative fashion that recognizes multiple interests and seeks to address the needs of diverse stakeholders while supporting program goals and objectives; serve as a liaison to their peers and agency regarding the courts and the need to work cooperatively with other stakeholders in order to optimize participants outcomes; and all work to ensure the court is fair, consistent and in compliance with recognized standards of due process and best practices.

III. Modification

- A. Any individual agency wishing to amend/modify the policies and procedures of the Specialty Court or this MOU will notify the CJCC of the issue(s). The CJCC will address the issue(s) for purposes of modifying/amending the issue(s). Resolution to the issue(s) will be decided by consensus (if possible) or by simple majority.

IV. Hold Harmless

- A. To the extent authorized by Wisconsin law and subject to the limitations of Wis. Stats. §§ 893.82 and 895.46, each party agrees that it shall be responsible for any loss or

expenses, including costs and attorney fees, arising from or incidental to the act or omission of its respective officers, officials, agents, or employees in performing the obligations under this agreement arising out of or related to this Agreement.

V. Team Staffing Meetings and Court Review Hearings

- A. Designated team members will attend weekly team staffing meetings and drug court hearings.
- B. In the event drug court team members cannot attend a team staffing meeting or drug court review hearing and with prior notice and approval of the Drug Treatment Court Coordinator and Drug Treatment Court Judge, written reports concerning participant progress will be submitted prior to the meeting or hearing.
- C. If a drug court team member is anticipating and requesting a leave that would disrupt the team's activities, the drug court team member's agency will consult with the Drug Treatment Court Coordinator concerning the leave decision and will identify staff to provide coverage.

VI. Conflict Resolution

- A. When conflict arises on the drug court team, all members agree to make every attempt to resolve the conflict amongst themselves without involving outside parties.
- B. Team members agree that they are encouraged to openly disagree with one another within the confines of staffing.
- C. Team members agree that the Drug Treatment Court team should present a united front during drug court hearings and in front of drug court participants. The team may agree to disagree during staffing and outside the presence of drug court participants but will present a united front to Drug Treatment Court participants.
- D. If a situation arises from a staffing or other team meeting where a conflict cannot be resolved during the meeting or by talking directly with the parties, the following steps will be taken (in this order):
 - 1. Notify the Treatment Court Coordinator who will then meet with the parties involved to attempt to resolve the concern. If the Treatment Court Coordinator is involved in the conflict, the Treatment Court Judge will be notified, and he or she will meet with the parties to try to resolve the issue.
 - 2. If there is no resolution after the meeting, the Treatment Court Coordinator along with the parties involved will meet with the supervisors of the agencies involved to attempt to resolve the concern. At this point, the Treatment Court Judge will be notified if he or she has not already been notified.
 - 3. If there is still no resolution, the Treatment Court Judge, the Treatment Court Coordinator and the parties involved will convene a meeting with outside representatives, as necessary, to determine a final resolution. If an impasse is reached, the Treatment Court Judge will determine the final resolution.

VII. Budget Issues

- A. All team members agree to follow the policies and procedures concerning funding and budgets.
- B. If the Treatment Court has agreed to fund services, there will be a separate agreement

outside this agreement outlining the specific terms and procedures concerning the funding.

- C. Treatment Court team members agree to assist with participating in funding and sustainability activities including promoting the Treatment Court in the community, leveraging relationships with community stakeholders to support the drug court, identifying potential sources of funding such as grants and foundation support, and assist with grant applications when needed.

VIII. Confidentiality

- A. All parties agree assigned individuals from their respective agencies shall attend all scheduled Specialty Court staffing's and CJCC. To the extent permitted by the law, the parties shall maintain the confidentiality of the details and content of the Specialty Court team and CJCC discussions. In all settings, including CJCC meetings and in Specialty Court, the parties shall comply with state and federal confidentiality laws and shall not disclose confidential information regarding participants without the consent of such participant or other exception requiring or permitting disclosure under the law. DOC correctional client participants must provide consent to disclose confidential information such as Substance Use Disorder Records (SUD's), by completing form DOC-1163 titled Authorization for Disclosure of Non Health Confidential Records and/or form DOC-1163A titled Authorization for Use and Disclosure of Protected Health Information PHI.

IX. Nondiscrimination / Affirmative Action

- A. In connection with the performance of work under this MOU, the individual agency agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined ins. 51 .01(5), Wis. Stats., sexual orientation as defined in s. 111. 32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the individual agency further agrees to take affirmative action to ensure equal employment opportunities.

X. Cancellation

- A. Each party reserves the right to cancel this MOU in whole or in part without penalty due to non-appropriation of funds or for failure of the individual agency to comply with terms, conditions, and specifications of this MOU.

XI. Renewal

- A. This MOU will be automatically renewed for subsequent years unless terminated by an individual agency as indicated in Section XII, Termination.

XII. Termination

- A. Individual agencies contemplating termination of their participation in this MOU shall first notify the CJCC of their concern. The CJCC will attempt to resolve the problem to ensure continuation of the specialized court. If unable to resolve the problem, the individual agency or department can exercise its right to terminate this MOU by

notifying all other agencies in writing a minimum of 90 days prior to such termination.

XIII. Miscellaneous

- A. This MOU shall be construed and governed by the laws of the State of Wisconsin. In the event of any dispute arising from this MOU, the parties agree to submit to the exclusive jurisdiction of the Circuit Court for Jefferson County, Wisconsin, or the federal court sitting in Madison, Wisconsin.

XIV. Roles and Responsibilities

- A. The Jefferson County Drug Treatment Court agrees to the following:
1. Provide a judge to preside over all Drug Treatment Court matters.
 2. Provide a Drug Court Coordinator. The cost of the salary and benefits for the coordinator position will be reimbursed from the Drug Treatment Court budget. The coordinator shall be a county employee and governed by county personnel policies.
 3. Provide office space for the Drug Treatment Court Coordinator.
 4. Receive Drug Court funds and establish a separate cost center to manage all Drug Court funds.
 5. By signature authority, delegate to the Drug Treatment Court Coordinator the authority over budgetary matters including the approval of all expenditures.
 6. Comply with all federal and state grant conditions.
 7. Maintain records and enter data in the CORE database
- B. The Honorable Robert Dehring agrees to the following:
1. Act as the presiding judge over the weekly court review hearings.
 2. Work to motivate participants toward success during court review hearings, while holding them accountable for their actions.
 3. Monitor Drug Court participants' progress in relation to their case plans and utilize incentives and sanctions.
 4. Fulfill the responsibilities of the Drug Treatment Court Judge as outlined in the policy and procedure manual.
 5. Oversee team functioning as outlined above.

Special Considerations

- The Judge must show impartiality.
- The Judge must be aware of ex parte communication.
- The Judge must demonstrate judicial authority.
- The Judge must not give up their final decision-making authority.

The Judge must recognize constitutional rights and follow appropriate legal actions.

- C. The Jefferson County Drug Treatment Court agrees that the Drug Treatment Court Coordinator will:
1. The Coordinator will assist in providing general oversight to the treatment court to include meeting attendance, grant reporting, and administration of the

budget (to include management of contracts), program support, funding solicitation, and community outreach.

2. The Coordinator will facilitate communication between team members and partner agencies.
3. The Coordinator will assist with organizing court, events, and meetings, and compiling supporting materials to disseminate to stakeholders and providers of services to maintain linkages.
4. Maintain and revise the Drug Treatment Court policy and procedure manual as decided by the team and judge.
5. The Coordinator will ensure treatment court policy and procedures are updated annually and followed during program operations.
6. The Coordinator will ensure all team members follow confidentiality regulations and all appropriate forms are signed and circulated to the appropriate agencies.
7. The Coordinator will provide oversight of the statistical database and evaluation process of the treatment court.
8. The Coordinator will assist in providing or seeking continuing training for the treatment court team and will ensure all new team members receive a treatment court orientation before participating in their first staffing.
9. The Coordinator will complete all annual training requirements as determined by the Treatment Court Judge or County Administrator.
10. Monitor Drug Treatment Court operations to ensure efficacy in meeting goals and objectives.
11. Assist with identifying potential participants and facilitate the referral process into Drug Treatment Court.
12. Receive a treatment assessment summary confirming a candidate meets Drug Treatment Court eligibility.
13. Schedule staffing and court review hearings.
14. Attend weekly staffing meetings and court review hearings.
15. Coordinate steering committee meetings.
16. Ensure compliance with all grant conditions including the preparation of performance and financial reports.
17. Serve as the central source for all information and communication regarding Drug Treatment Court.
18. Fulfill the role and responsibilities of the Drug Treatment Court Coordinator as outlined in the policy and procedure manual.

Special Considerations

- The coordinator must be knowledgeable of all team members' ethical boundaries and how they are incorporated into the treatment court.

- D. The Department of Corrections (*Jefferson County, Probation and Parole*) agrees to the following:
 1. The Wisconsin Department of Corrections, Division of Community

Corrections will act as a member of the Specialty Court team by providing at a minimum of one probation and parole agent per court.

2. The Department of Corrections will provide community supervision of participants on active community supervision with the Department of Corrections and maintain a supervision file for each Specialty Court participant, in compliance with the requirements of the Department of Corrections' policies and procedures and Wisconsin State Law, including following confidentiality laws such as 42 CFR Part 2 which regulates SUD's records.
3. Be guided by Evidence Based Practices when making decisions pertaining to the supervision and treatment of DCC offenders participating in the Specialty Court. (based upon Wisconsin Treatment Court Standards)¹.
4. Prohibit agents from engaging in the role of Court Coordinator for the Specialty Court. The Treatment Court Coordinator maintains the overall management of the Specialty Court Program. This includes administrative assistance to the Specialty Court Judge, coordinating the selection and admission of the Specialty Court participants, coordinating Specialty Court team agendas and staffing program participant compliance. The Treatment Court Coordinator maintains documentation on paper and electronic files regarding the collection of random urinalysis tests, treatment compliance and coordinates collaboration between all of the participating agencies involved in the Specialty Court.
5. Refer participants to community resources if available and, when appropriate and in consultation with the Specialty Court team, maintain collateral contacts to follow participant progress.
6. Provide drug/alcohol testing as part of normal standards of supervision. Extensive and random testing specific to the Specialty Court will be the responsibility of that court. Agents can assist with this task on occasion; however, will not exceed one test per week on any given participant.
7. Provide input for decisions regarding incentives and sanctions and impose incentives and sanctions where appropriate and in accordance with Department of Corrections' policies and procedures, Wisconsin State Law and Evidence Based Practices.
8. Attend treatment team meetings and Specialty Court at a maximum of one team staffing/Specialty Court session per week and one special team or CJCC meeting per month. As the participant progresses forward in the Specialty Court phases, it is expected the agent's responsibilities for that participant will be reduced along with the classification and contact standards for the individual participant. This may be subject to change based on staffing and availability.
9. Provide updates on participants' adjustment to supervision with the Department of Corrections.
10. Identify potential candidates for alternatives to revocation.
11. Coordinate with law enforcement and other agencies as needed.

Special Considerations

- The Department of Corrections mission is to enhance public safety through management and reduction of offender risk by providing supervision of offenders

and collaboration with community partners to assist offenders to change their behavior and repair the harm they have done.

- The community supervision officer must inform the court of non-compliance with judicial orders in a timely manner.

¹ The Wisconsin Treatment Court Standards, <https://www.watcp.org/wp-content/uploads/2018/12/FINAL-WI-Treatment-Court-Standards-2018.pdf>, (Revised 2018).

E. The Jefferson County Human Services Department agrees to the following:

1. Provide a *part-time* clinician to Drug Treatment Court. In the event that a new Drug Court Clinician is to be hired, the Drug Treatment Court Judge and Drug Court Coordinator will be involved in the hiring process.
2. Provide a written treatment summary report that includes the diagnosis and the treatment plan summary to the Drug Treatment Court Coordinator within 7 to 10 business days of conducting the assessment.
3. Provide weekly status reports to the Drug Treatment Court Coordinator and WCS Program Director 24 hours prior to staffing meetings that at a minimum cover treatment attendance and participation information.
4. Provide appropriate evidenced-based treatment services to Drug Treatment Court clients as outlined in the policy and procedure manual and in the treatment assessment summary.
5. Re-assess the participant pursuant to policy and state law to ensure the participant is receiving the appropriate level of care and services.
6. Attend Drug Court staffing meetings and court review hearings.
7. Fulfill the role and responsibilities of the Drug Treatment Court treatment provider as outlined in the policy and procedure manual.
8. Comply with all federal and state grant conditions.

Special Considerations

- The Treatment Provider must keep its integrity to the client.
- The Treatment Provider must have a valid release of information executed before sharing patient information.
- The Treatment Provider only needs to share information that is pertinent to court requirements (i.e.; attendance, where client is in treatment, changes in client treatment).

F. Wisconsin Community Services, Inc. agrees to provide case management services to the Drug Treatment Court and agrees to the following:

1. Provide case management services specific to participant supervision risk and needs as identified in the Jefferson County Drug Treatment Court Policy and Procedure Manual. .
2. Conduct the intake interview and obtain release and exchange of information signed by the candidate.
3. Conduct a Valid risk needs assessment used by the Jefferson County

Treatment Court to determine applicant eligibility.

4. Complete a court report documenting participant efforts, communications and progress in meeting program requirements and compliance with case plan.
5. Maintain case management records and enter data into the CORE database.
6. Review the Drug Treatment Court participation agreement, terms and conditions, waivers and other documents with the candidate.
7. Monitor participation agreement and terms and conditions for all participants.
8. Conduct all drug and alcohol screens of Drug Treatment Court participants as established in the Drug Treatment Court policy and procedure manual.

G. The District Attorney's Office (*Monica Hall, Jefferson County District Attorney*) agrees to the following:

1. Provide an attorney to represent the State to serve as the Drug Treatment Court Prosecutor.
2. Review criminal cases to determine eligibility potential the Drug Treatment Court participation.
3. Draft criminal case settlement offers defining the terms of the Drug Treatment Court participation.
4. The Prosecutor will operate in a non-adversarial manner during routine drug court hearings and staffing.
5. The Prosecutor will be an advocate for the State in contested sanction hearings and contested termination hearings.
6. The Prosecutor will contribute to the education of peers, colleagues, and the judiciary in the efficacy of treatment court.
7. The Prosecutor agrees that a positive drug test or open court admission of drug possession or use will not result in filing of additional criminal charges.
8. Comply with all federal and state grant conditions.
9. Protect public safety and protect victims' rights.
10. Fulfill the role and responsibilities of the Drug Treatment Court Prosecutor as outlined in the policy and procedure manual.
11. The Prosecutor will complete all annual training requirements as determined by the CJCC.
12. Pursuant to program policies and procedures and upon team agreement and judicial approval, file motions to terminate participants from Drug Treatment Court and to revoke supervision.

Special Considerations

- The Prosecutor has a duty to advocate for public safety
- The Prosecutor has a duty to ensure that court proceedings are lawfully conducted and that the constitutional rights of all parties, including victims, are upheld.

H. The State Public Defenders Office (*Cassi Nelson, Court Appointed, or Private Bar*)

representative) agrees to the following:

1. The Public Defender Representative will be assigned to the Treatment Court Team for the term of this Agreement and will participate as an active member of the staffing team and the committee.
2. The Public Defender Representative will attend staffings and participate as an active member of the staffing team.
3. The Public Defender Representative will advise the participants represented by Staff of the Public Defender's Office as to the nature and purpose of the treatment court, the rules governing participation, the consequences of abiding or failing to abide by the rules, and how participating or not participating in treatment court will affect his/her interests.
4. The public defender representative will advocate to preserve all legal rights of the participants and for fair and equal treatment of the participants while working with the other team members in a non-adversarial fashion. The Public Defender Representative will review the participant's progress in the program and advocate appropriately for effective incentives and sanctions for program compliance or lack thereof.
5. The Public Defender Representative does not represent any individual participant in the court. Should a participant need advocacy counsel, the Public Defenders Office will evaluate the person for eligibility and appoint him or her advocacy counsel.
6. The Public Defender Representative will contribute to the education of peers, colleagues, and the judiciary in the efficacy of treatment court.
7. The Public Defender Representative must complete all annual training requirements as determined by the CJCC.
8. The Public Defender Representative will comply with all federal and state grant conditions.
9. The Public Defender Representative will review participation agreements, terms and conditions, waivers, and other documents with the participant and inform and advise the candidate of their legal rights, legal options, and treatment options prior to program entry.
10. Advocate for the participant's stated legal interests and protects the participant's constitutional rights.
11. Fulfill the role and responsibilities of the Drug Treatment Court Defense Attorney as outlined in the policy and procedure manual.

Special Considerations

- The Public Defender must demonstrate integrity to the client.
- The Public Defender must protect attorney/client privilege.
- The Public Defender must ensure the client's due process rights are protected.

I. The Jefferson County Sheriff's Office agrees to the following:

1. Provide a deputy for representation on the Drug Treatment Court team.
2. Attend weekly Drug Treatment Court staffing meetings and court review hearings.

3. Expedite warrant services for Drug Treatment Court participants as needed.
 4. Act as the liaison to the local law enforcement, training deputies on Drug Treatment Court and providing communication with the arresting officer regarding the participant's status in Drug Treatment Court, as needed.
 5. Establish and maintain a communication system with other members of law enforcement concerning participants and their compliance with terms and conditions, such as curfew.
 6. Fulfill the role and responsibilities of Drug Treatment Court law enforcement representative as outlined in the policy and procedure manual.
 7. Comply with all federal and state grant conditions.
- J. The Jefferson County Safe Communities Peer Specialist Services (*Tanya Kraege, Safe Communities, Director of Peer Services*)
1. Safe Communities' Peer Support Specialists will provide peer support services to persons participating in the Jefferson County Drug Treatment Court Programs from individuals who are certified peer specialty by the Wisconsin Peer Specialist Employment Initiative.
 2. Safe Communities' Peer Support Specialist will be knowledgeable about National and State best practice standards associated with treatment courts and how peer support services are effectively implemented within a treatment court module.
 3. Safe Communities will provide regular and ongoing external supervision to peer recovery support specialist to ensure professional development and provide quality assurance of services.
 4. Safe Communities' Peer specialists will work with treatment court staff to help address barriers to achieving participant goals and program requirements.
 5. Safe Communities' Peer specialists will support individuals participating in the Jefferson County Drug Treatment Court to establish an individualized recovery pathway to decrease the number of negative outcomes associated from substance use.
 6. Safe Communities' Peer Support Specialists adhere to all policies and procedures, including confidentiality, professional ethics, training requirements, and electronic health records documentation.

Special Considerations

- Peer Support Specialists will model personal responsibility, self-advocacy, and hopefulness through telling one's recovery story and describing the tools and strategies that support recovery.
- Peer support services are completely voluntary; therefore, participants may choose to discontinue services at any time and should not be mandated to participate.
- Peer Support Specialists are able to offer a wide variety of services to assist with individualized pathways to recovery. The number of service hours should

be centered around participant need and capacity of the peer support specialist to provide services.

In Witness Whereof, the parties have, through dually authorized representatives entered into this MOU. The parties having read and understand the foregoing terms of the MOU do by their respective signatures dated below hereby agree to the terms thereof.

Treatment Court Judge

BY: Honorable Robert F. Dehring, Jr. Date
Jefferson County Circuit Court Judge

Treatment Court Prosecuting Attorney

BY: Monica Hall Date
Jefferson County District Attorney

Treatment Court Public Defender

BY: Cassi Nelson, Local Attorney Manager Date
Office of the Wisconsin State Public Defender

Treatment Court Law Enforcement Representative

BY: Sheriff Travis Maze Date
Jefferson County Sheriff's Office

Treatment Court Coordinator

BY: RaDonna Clark Date
Jefferson County, Administration Department

Jefferson County Human Services Department

BY: Brent Ruehlow, Director Date
Human Services Department

Wisconsin Department of Corrections

BY: Jared Hoy, Secretary Date
Department of Corrections (MOU #10028)

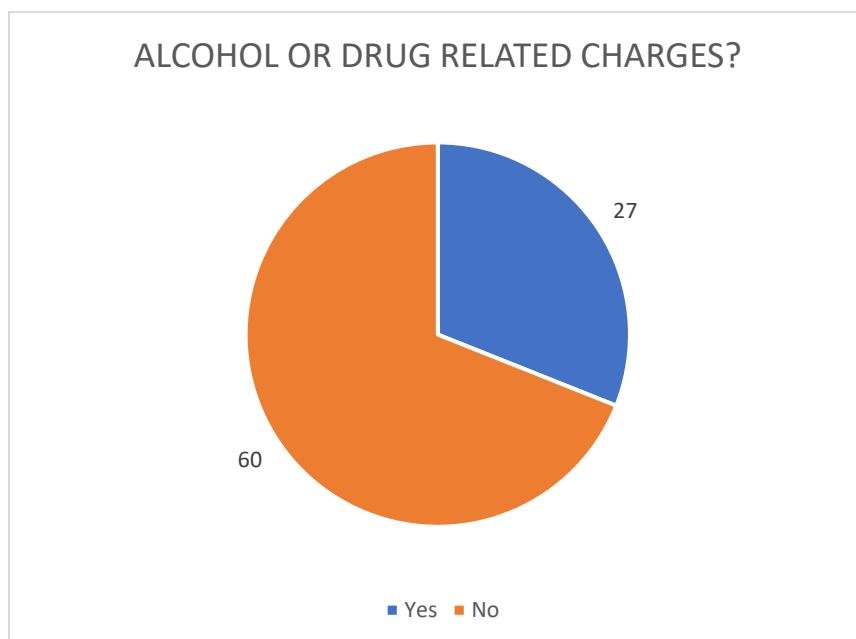
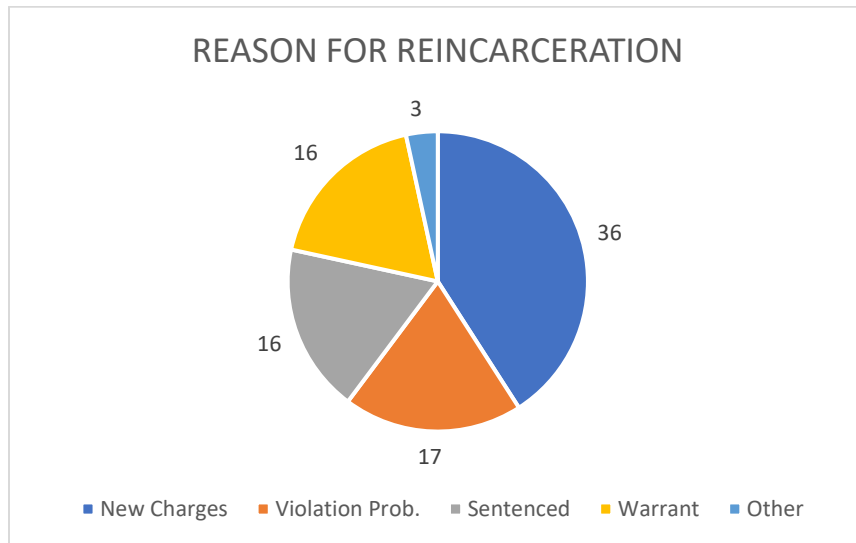
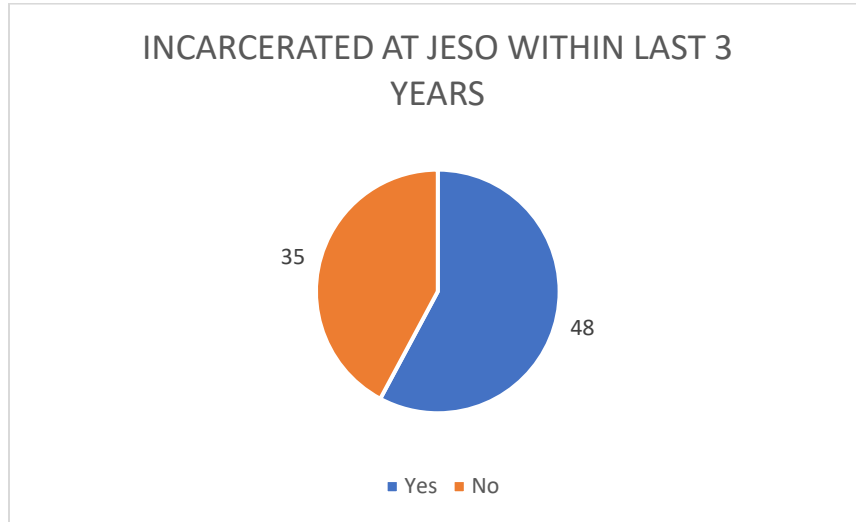
Treatment Court Case Management

BY: Sara Carpenter Date
Wisconsin Community Services, Inc.

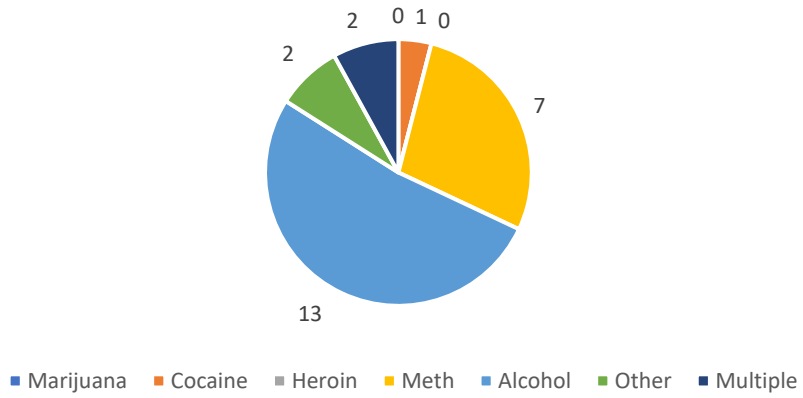
Peer Support Services

BY: Tanya Kraege Date
Safe Community Director of Peer Services

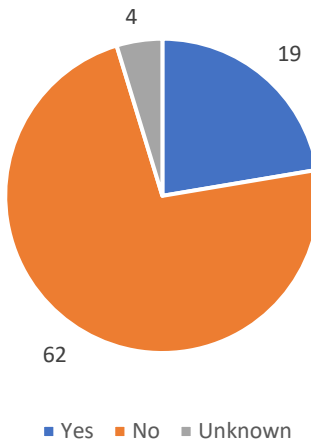
REINCARCERATION GRAPHS – NOVEMBER 2024



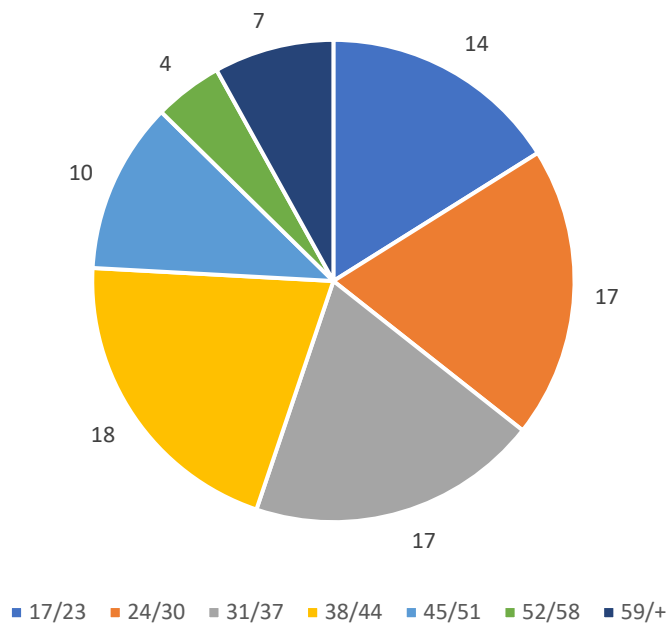
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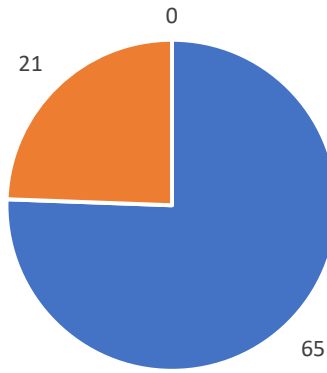
UNDER THE INFLUENCE?



AGE

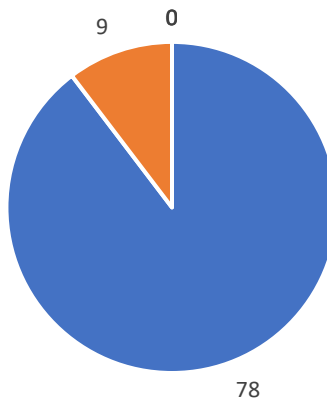


GENDER



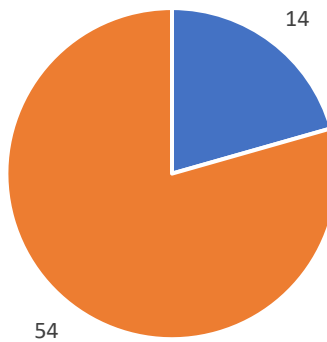
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ETHNICITY



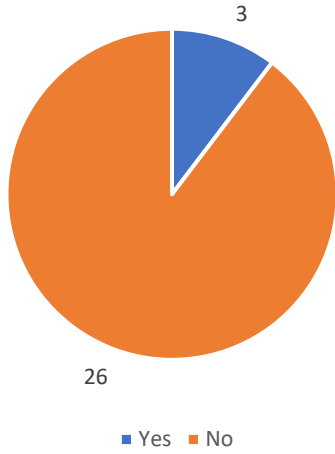
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HISPANIC?

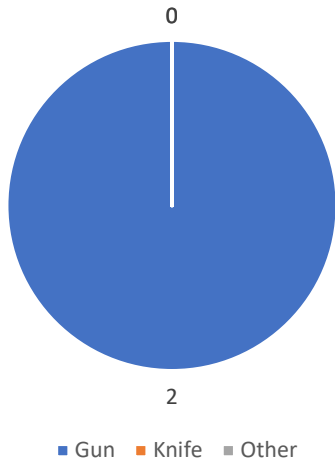


■ Yes ■ No

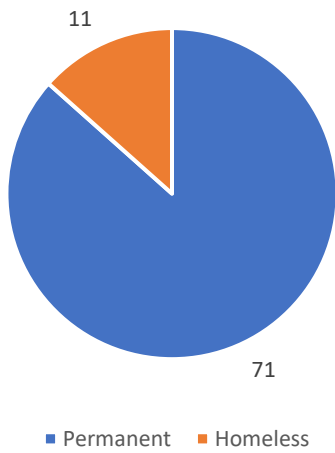
WEAPON USED (NEW CHARGES ONLY)?



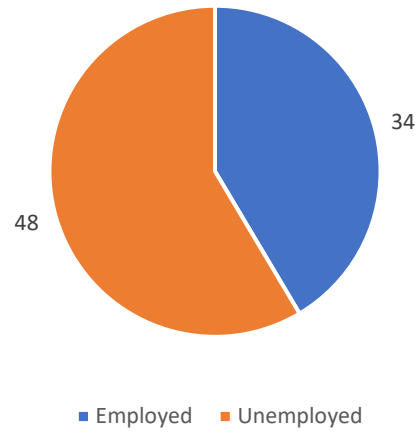
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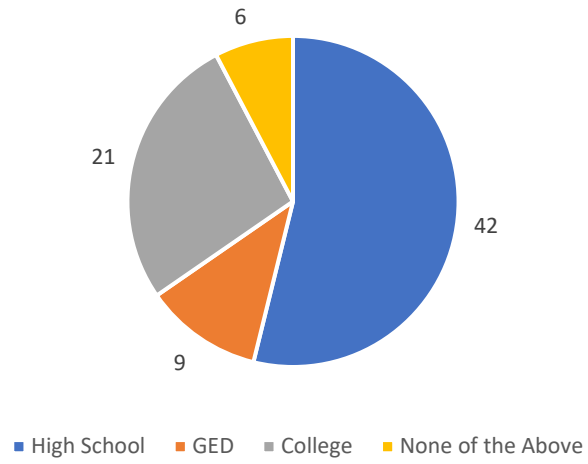
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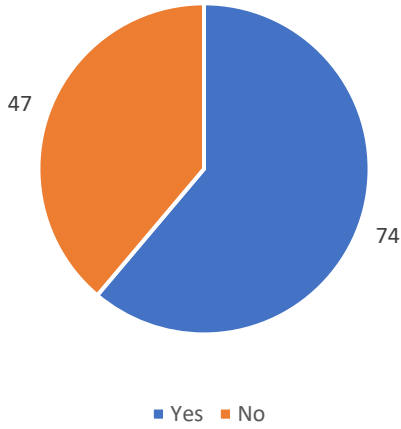


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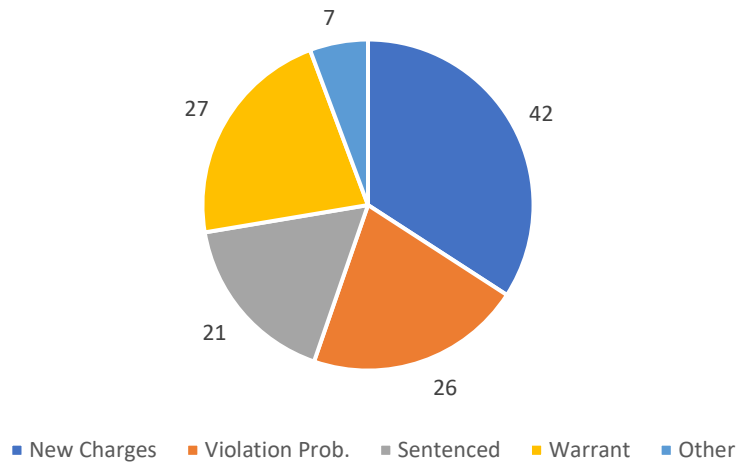


DECEMBER 2024 REINCARCERATION GRAPHS

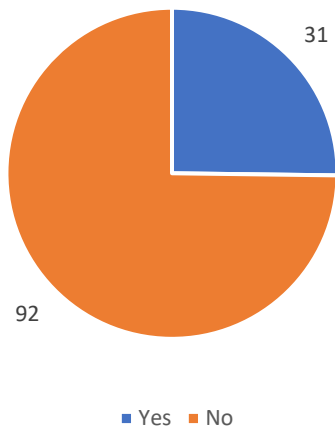
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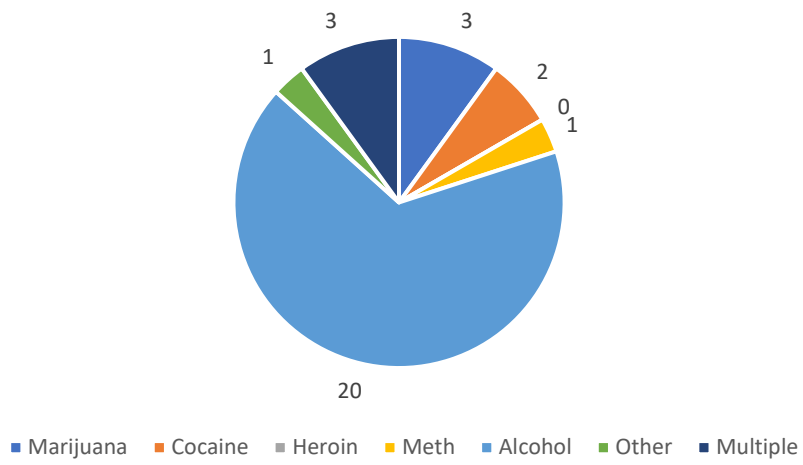
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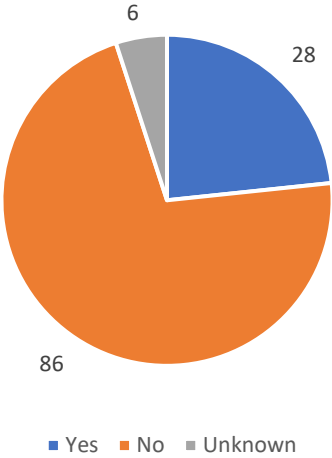
DRUGS USED?



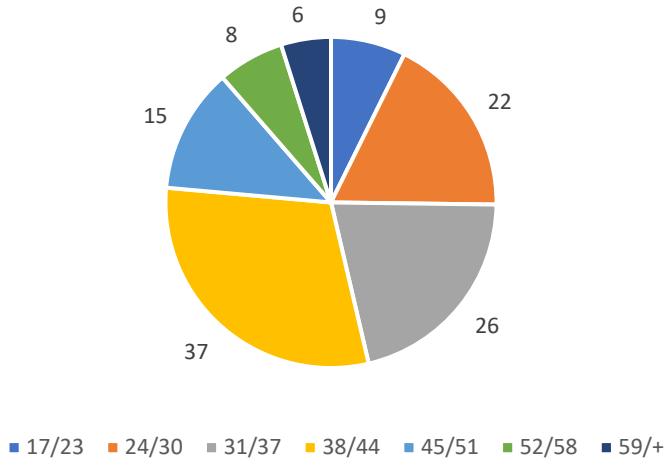
TYPE(S) OF DRUG(S) USED



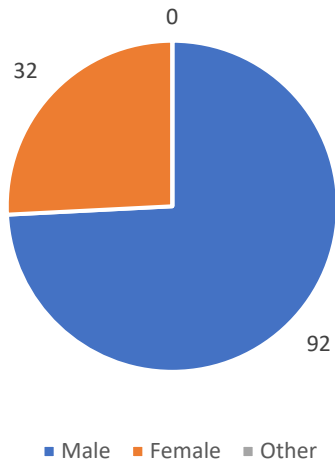
UNDER THE INFLUENCE?



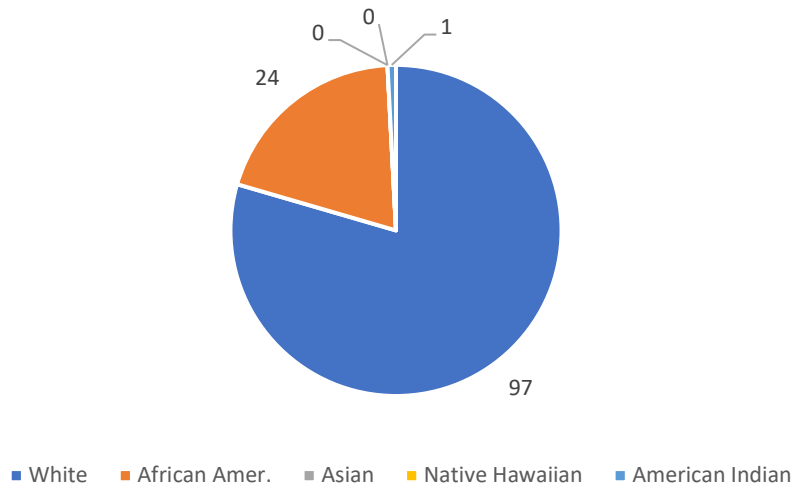
AGE



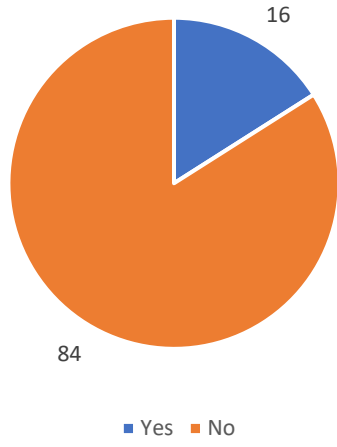
GENDER



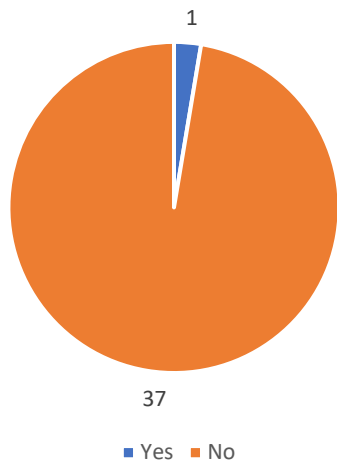
ETHNICITY



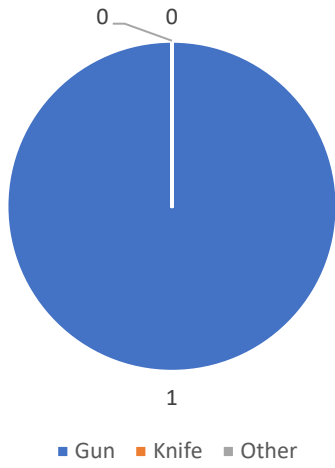
HISPANIC?



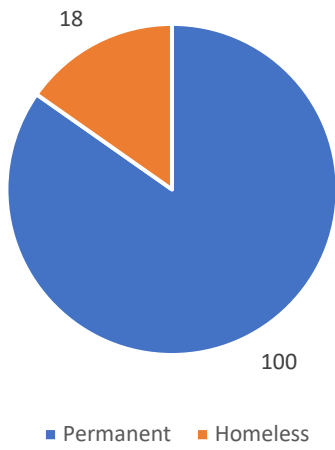
WEAPON USED (NEW CHARGES ONLY)?



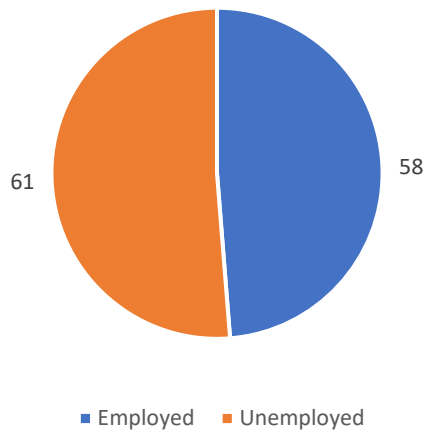
TYPE OF WEAPON USED (NEW CHARGES ONLY)



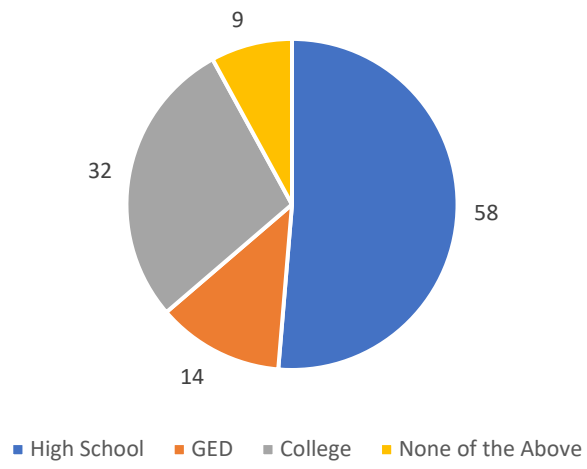
TYPE OF HOUSING



EMPLOYMENT STATUS



EDUCATION



**JEFFERSON COUNTY DRUG TREATMENT COURT PROGRAM
WISCONSIN COMMUNITY SERVICES, INC.
December 2024 (TAD)**

<u>ACTIVE PARTICIPANTS</u>	Month	YTD	PTD
<u>Referrals</u>	8	43	276
ATRs	0	2	13
Eligible	2	16	111
DA Denied	0	6	33
CLT Declined	0	3	6
DOC Denied	0	0	7
 <u>Staffing Review</u>			
Accepted	0	6	88
Denied	0	1	13
 <u>Wait List</u>			
Case Resolved	0	0	0
Participants YTD:	14		
Participants PTD:	76		
Current Caseload:	6		
New Participants:	1	YTD: 14	
 Program Phase Levels	Month		
Phase 1	1		
Phase 2	2		
Phase 3	1		
Phase 4	2		
Phase 5	0		
 SCRAM/GPS			
Completions	0	1	30
Violations	0	0	23
Alcohol	0	0	17
Tamper	0	0	9

<u>OTHER ATC PROGRAM COMPONENTS</u>	Month	YTD	PTD
<u>Program Discharges:</u>			
Re-Offended	0	2	3
Voluntary	0	0	8
Team Decision	0	1	18
Other	0	1	3
 <u>Incentives:</u>	33	487	3992
 <u>Sanctions:</u>	7	182	1508
 <u>Positive Tests:</u>			
PBTs	0	0	8
UAs	8	53	527
Dilutions	0	1	4
Refusals	0	5	72
 <u>Community Service:</u>	0	11	92

<u>DTC GRADUATE STATS</u>	Month	YTD	PTD
Graduations	0	4	38
Self-Help Groups	0	348	4950
PBTs	0	549	5318
Positives	0	1	4
Drug Tests	0	384	5668
Positives	0	46	156
Face-to-Face Contacts	0	105	1147
Court Sessions	0	100	987
Average Length of Stay	0	495	480
	days	days	days

<u>DEMOGRAPHICS</u>	Month	YTD	PTD
<u>Ethnicity</u>			
Caucasian	6	13	72
African American	0	0	1
Asian	0	0	0
Hispanic	0	1	1
Native American	0	0	1
Other	0	0	1
 <u>Gender</u>			
Male	3	9	44
Female	3	5	32
 <u>Age</u>			
18 – 25	2	4	14
26 – 32	0	2	26
33 – 40	4	7	30
41 - 50	0	1	4
51+	0	0	2
 <u>Veterans</u>	0	0	1

<u>GRADUATES & DISCHARGES DEMOGRAPHICS</u>	GRAD MO	GRAD YTD	GRAD PTD	DIS MO	DIS YTD	DIS PTD
<u>Ethnicity</u>						
Caucasian	0	3	36	0	4	30
African American	0	0	1	0	0	0
Asian	0	0	0	0	0	0
Hispanic	0	1	1	0	0	1
Native American	0	0	0	0	0	0
Other	0	0	0	0	0	1
<u>Gender</u>						
Male	0	4	20	0	2	21
Female	0	0	18	0	2	11
<u>Age</u>						
18 - 25	0	1	4	0	1	8
26 – 32	0	1	16	0	0	12
33 – 40	0	2	15	0	2	9
41 – 50	0	0	1	0	1	3
51+	0	0	2	0	0	0

**JEFFERSON COUNTY ALCOHOL TREATMENT COURT PROGRAM
WISCONSIN COMMUNITY SERVICES, INC.
December 2024 - 3rd and 4th OWI Offenses**

ACTIVE PARTICIPANTS	Month	YTD	PTD
Staffing Review			
Accepted	0	5	177
Denied	0	0	13
Wait List	0	0	0
Case Resolved	0	0	3
Participants YTD:	18		
Participants PTD:	169		
Current Caseload:	9		
New Participants:	0	YTD:	18
Program Phase Levels	Month		
Phase 1	1		
Phase 2	2		
Phase 3	0		
Phase 4	5		
Phase 5	1		
SCRAM			
Completions	1	9	273
Violations	0	0	44
Alcohol	0	1	17
Tamper	0	0	26

DEMOGRAPHICS	Month	YTD	PTD
Ethnicity			
Caucasian	8	17	160
African American	0	0	2
Asian	0	0	0
Hispanic	1	1	7
Native American	0	0	0
Other	0	0	0
Gender			
Male	6	11	124
Female	3	7	45
Age			
18 – 25	0	1	6
26 – 32	2	3	27
33 – 40	2	5	47
41 – 50	1	4	53
51+	4	5	36
Veterans	1	1	20

OTHER ATC PROGRAM COMPONENTS	Month	YTD	PTD
Program Discharges:			
Re-Offended	0	1	2
Voluntary	0	0	9
Team Decision	0	0	16
Other	0	0	4
Incentives:	44	668	7693
Sanctions:	6	144	1699
Positive Tests:			
PBTs	0	4	51
UAs	3	30	520
Dilutions	0	0	0
Refusals	0	1	46
Community Service:	1	10	103

ATC GRADUATE STATS	Month	YTD	PTD
Graduations	0	8	129
Jail Days Saved	0	1918	36936
Self-Help Groups	0	849	18461
PBTs	0	1034	18609
Positives	0	0	21
Drug Tests	0	251	2949
Positives	0	0	40
Face-to-Face Contacts	0	159	4245
Court Sessions	0	140	2642
Average Length of Stay	0	354	313
	days	days	days

GRADUATES & DISCHARGES DEMOGRAPHICS	GRAD MO	GRAD YTD	GRAD PTD	DIS MO	DIS YTD	DIS PTD
Ethnicity						
Caucasian	0	8	122	0	1	30
African American	0	0	2	0	0	0
Asian	0	0	0	0	0	0
Hispanic	0	0	5	0	0	1
Native American	0	0	0	0	0	0
Other	0	0	0	0	0	0
Gender						
Male	0	4	99	0	1	19
Female	0	4	30	0	0	12
Age						
18 - 25	0	1	4	0	0	2
26 - 32	0	0	19	0	1	6
33 - 40	0	3	35	0	0	9
41 - 50	0	3	45	0	0	9
51+	0	1	26	0	0	5



Agency	Total Participants Monitored	# of Compliant Participants	% of Compliant Participants	# of Participants with Confirmed Alerts	% of Non-Compliant Participants	# of Confirmed Alerts
Jefferson Pretrial (SCRAM)	100	77	77%	23	23%	97
Jefferson Pretrial (Remote Breath)	8	5	63%	3	37%	80
Jefferson Pretrial (GPS)	1	1	100%	0	0%	0
Totals:	109	83	76%	26	24%	177

Alerts	# of Confirmed Alerts
Confirmed Alcohol Consumptions	57
Confirmed Tamperers	40
Missed Tests (Remote Breath)	72
Positive Tests (Remote Breath)	8
Totals:	177

Participants Year to Date 2024	Pretrial
Recklessly Endangering Safety	1
OWI 7th, 8th, 9th	3
OWI 5th or 6th	20
OWI 4th	19
OWI 3rd	43
OWI 2nd	15
Child Abuse - Intent Cause Harm	1
Disorderly Conduct	4
Strangulation/Suffocation/DV	1
Bail-Jumping	2
Totals	109

Agency	Total Participants Monitored	# of Compliant Participants	% of Compliant Participants	# of Participants with Confirmed Alerts	% of Non-Compliant Participants	# of Confirmed Alerts
Jefferson ATC (SCRAM)	9	6	67%	3	33%	4
Jefferson ATC (Remote Breath)	2	2	100%	0	0%	0
Jefferson ATC (GPS)	1	1	100%	0	0%	0
Jefferson DTC (SCRAM)	1	1	100%	0	0%	0
Jefferson DTC (Remote Breath)	0	0	0%	0	0%	0
Totals:	13	10	77%	3	23%	4

Alerts	
Confirmed Alcohol Consumptions	1
Confirmed Tamperers	3
Missed Tests (Remote Breath)	0
Positive Tests (Remote Breath)	0
Totals:	4

Participants Year to Date 2024	ATC	DTC
OWI 4th	3	
OWI 3rd	7	
Possession of Narcotic		1
Totals	10	1

*Some individuals used both RB and SCRAM