

Policy and Procedures

Williamson County

DWI/Drug Court

Williamson County, Texas

I.	Mission Statement	3
II.	Introduction	3
III.	Goals.....	4
IV.	The Ten Key Components of DWI/Drug Courts.....	4
V.	Duties and Responsibilities of the DWI/Drug Court Team Members	5
	DWI/Drug Court Judge Duties and Responsibilities.....	5
	DWI/Drug Court Program Director / Grant Writer Duties and Responsibilities	6
	Assistant District/County Attorneys Duties and Responsibilities	6
	DWI/Drug Court Coordinator Duties and Responsibilities	6
	DWI/Drug Court Defense Attorney Duties and Responsibilities	7
	DWI/Drug Court Community Supervision Officers Duties and Responsibilities	7
	Treatment Provider Duties and Responsibilities	8
VI.	Williamson County DWI/Drug Court Process.....	9
VII.	Referrals for the Williamson County DWI/Drug Court Program.....	10
VIII.	Screening for Eligibility.....	10
	Legal Criteria.....	10
	Substance Dependency Criteria	11
IX.	Acceptance into DWI/Drug Court.....	12
X.	Condition Requiring DWI/Drug Court.....	12
XI.	Enrollment in the DWI/Drug Court Program.....	12
XII.	DWI/Drug Court Team Staffing Meetings.....	13
XIII.	DWI/Drug Court Hearings.....	13
XIV.	DWI/Drug Court Case Management.....	14
XV.	Audits and File Reviews	14
XVI.	Selection of DWI/Drug Court Community Supervision Officers	14
XVII.	Drug Testing	14
XVIII.	DWI/Drug Court Phases	15
	Phase I.....	15
	Court and Treatment Expectations:.....	15
	Example Violations:	15
	Sanctions / Treatment Responses:	16
	Rewards:	16
	Phase II.....	16
	Court and Treatment Expectations:.....	16
	Example Violations:	17
	Sanctions / Treatment Responses:	17
	Rewards:	17
	Phase III.....	18
	Court and Treatment Expectations:.....	18
	Example Violations:	18
	Sanctions / Treatment Responses:	19
	Rewards:	19
XIX.	DWI/Drug Court Program Evaluation.....	19
	Appendix 1: DWI/Drug Court Referral Request Form.....	20
	Appendix 2: DWI/Drug Court Eligibility Form.....	21
	Appendix 3: Substance Use Screening Form.....	22
	Appendix 4: Consent Form For Disclosure, Communication, And Release Of Information.....	23
	Appendix 5: Williamson County DWI/Drug Court Agreement Of Participation	24
	Appendix 6: Request for Movement to Phase II	26
	Appendix 7: Request for Movement to Phase III	28
	Appendix 8: Request for Graduation	29

WILLIAMSON COUNTY DWI/DRUG COURT POLICIES AND PROCEDURES

I. Mission Statement

The mission of the Williamson County DWI/Drug Court is to increase public safety, save tax dollars, break the cycle of re-arrest, and hold alcohol/drug dependent offenders accountable using judicially supervised treatment so they can become sober, productive, law-abiding citizens.

II. Introduction

The Williamson County DWI/Drug Court is an initiative developed by the judge of County Court-at-Law #2, County Attorney, and the Williamson County Adult Probation Department. It is a twelve month or longer program that integrates local criminal justice resources, case management, and substance abuse treatment to rehabilitate targeted repeat DWI and misdemeanor drug possession offenders in lieu of incarceration. The DWI/Drug Court Team consists of an assigned judge, prosecutor from the County Attorney's Office, a defense attorney, representatives of the community supervision and corrections department, treatment providers, and program evaluators. The team works together for the common goal of helping participants recover from substance dependency. As a result, many of the participating agencies must rethink their traditional roles and redefine their definitions of a successful case outcome. It is through this team effort that maximum benefits will accrue for substance dependent offenders.

The DWI/Drug Court is a post-adjudication program that primarily serves repeat offender DWI and drug possession offenders. Offenders already under supervision that violate the terms of their supervision may be admitted to the program

Offenders who are accepted for participation by the DWI/Drug Court Team will be court-ordered by the sentencing judge into the program via a probation condition. Thereafter, the DWI/Drug Court Team will provide intense supervision, treatment, evaluation, and frequent judicial review of the offenders. The assigned DWI/Drug Court judge will impose sanctions for program violations, which may include modification of the conditions of supervision, and will grant praise and other rewards for program compliance. Violations of the conditions that occur during the program are sanctioned immediately, and those violations that have resulted in sanctions are not used in any subsequent revocation proceedings that might occur.

Honesty among participants is rewarded, and court responses are reduced for honest admissions of violations, while they are increased for dishonesty. Relapse is a common behavior for individuals in treatment; especially early in treatment, and to the extent possible, the response to relapses will be an increased treatment response. Upon unsuccessful discharge from DWI/Drug Court, the case will be returned to court via a motion to revoke supervision, or a motion to set aside deferred adjudication.

The DWI/Drug Court focuses on: (1) compliance with court-ordered conditions of community supervision, (2) the verified maintenance of abstinence / sobriety, (3) participation in and completion of intensive outpatient and relapse prevention counseling, (4) the development and maintenance of daily living skills and behaviors which promote lifelong abstinence / sobriety and productive service as a member of the community, and (5) regularly scheduled court hearings to apprise the judge of individual offender progress, compliance, or non-compliance while participating in the program, with appropriate rewards or sanctions used in response to demonstrated behaviors. This program follows the ten key components for Drug Courts as recommended by the National Association of Drug Court Professionals Drug Courts Standards Committee, and is in compliance with stipulations set forth by the Texas Department of Criminal Justice – Community Justice Assistance Division (TDCJ-CJAD).

III. Goals

The goals of the Williamson County DWI/Drug Court are:

- Enhance public safety;
- Eliminate participant substance use;
- Promote wellness in participants;
- Establish a stable funding base for DWI/Drug Court;
- Promote community awareness and involvement in DWI/Drug Court;
- Increase communication and collaboration among agencies involved in the court; and,
- Evaluate DWI/Drug Court.

IV. The Ten Key Components of DWI/Drug Courts

The ten key components of DWI/Drug Courts, as described by the U.S. Department of Justice in *Defining DWI/Drug Courts: The Key Components* (1997), are reflected in the Williamson County DWI/Drug Court, as noted below:

1. "DWI/Drug Courts integrate alcohol and other drug treatment services with justice system case processing."
 - Offenders are placed into the program as a condition of community supervision, and are court-ordered to participate in treatment as recommended by the DWI/Drug Court Team.
2. "Using a non-adversarial approach, prosecution and defense counsel to promote public safety while protecting participants' due process rights."
 - Williamson County Attorneys and the DWI/Drug Court Defense Attorney work collaboratively with other team members to consider individual participant eligibility, to consider and recommend to the Judge the dispensation of incentives or sanctions as appropriate during weekly participants' case staffings, and to endorse graduation or termination from the program based upon participants' demonstrated performance and achievement.
3. "Eligible participants are identified early and promptly placed in the DWI/Drug Court program."
 - A process that solicits referrals and then expeditiously screens potential candidates' criminal history, assesses their degree of substance dependency, and requests modification of the conditions or an initial condition of community supervision requiring DWI/Drug Court ensures that eligible participants are placed in the program in an accelerated manner.
4. "DWI/Drug Courts provide access to a continuum of alcohol, drug, related treatment, and rehabilitation services."
 - Participants in DWI/Drug Court will be required to complete a phased substance treatment program which may include detoxification, inpatient, residential, intensive outpatient, supportive outpatient treatment, aftercare and 12-step program attendance, based on an individualized treatment plan that will also address other issues that are contributing to a substance-dependent life or the result of it.

5. "Abstinence is monitored by frequent alcohol and other drug testing."
 - The DWI/Drug Court community supervision officer, DWI/Drug Court coordinator, and/or the treatment provider will conduct frequent random alcohol and drug testing to verify abstinence.
6. "A coordinated strategy governs DWI/Drug Court responses to participants' compliance."
 - The DWI/Drug Court Team meets weekly to review individual participant progress and endorse the dispensation by the Judge of appropriate level incentives for sustained accomplishment or the use of appropriate level sanctions for program non-compliance.
7. "Ongoing judicial interaction with each DWI/Drug Court participant is essential."
 - Participants in the Williamson County DWI/Drug Court Program are required to attend court hearings for progress review weekly, every other week, or monthly, depending on their progress and phase completion.
8. "Monitoring and evaluation measure the achievement of program goals and gauge effectiveness."
 - An evaluation component has been built into DWI/Drug Court. A management information system will be developed to facilitate the evaluation.
9. "Continuing interdisciplinary education promotes effective DWI/Drug Court planning, implementation, and operations."
 - Training among DWI/Drug Court team members will be ongoing.
10. "Forging partnerships among DWI/Drug Courts, public agencies, and community-based organizations generates local support and enhances DWI/Drug Court effectiveness."
 - Partnerships are already developed with local treatment providers, educational entities, and community volunteer agencies.

V. Duties and Responsibilities of the DWI/Drug Court Team Members

DWI/Drug Court Judge Duties and Responsibilities

- Presiding over frequent court sessions, which allows the judge to motivate and monitor participants, and insures that all participants benefit by observation of others as they progress or fail to progress in treatment, with the judge taking appropriate action.
- As recommended by the DWI/Drug Court Team, approving participant admission.
- Maintaining a therapeutic relationship and fostering a non-adversarial atmosphere with the participants in the program.
- Being available for quick action on each DWI/Drug Court case.
- Participating in DWI/Drug Court team meetings.
- Developing resources to support the function of the DWI/Drug Court.
- Serving as a program advocate and representing the program in the community, before government, criminal justice agencies, and other public forums.

DWI/Drug Court Program Director / Grant Writer Duties and Responsibilities

- Overall project coordination and planning.
- Providing personnel, administrative, and logistical support from CSCD assets as required.
- Providing quality control to ensure that TDCJ-CJAD standards for direct supervision and for special grant conditions for DWI/Drug Courts are enforced.
- Ensuring that caseload size per community supervision officer during program phases does not exceed the 45:1 ratio stipulated by the TDCJ-CJAD grant conditions.
- Ensuring that program participation and discharge information is entered into the Community Supervision Tracking System in order to track offenders on these caseloads for recidivism and revocation evaluation.
- Overseeing the development and implementation of written standard operating procedures.
- Assisting with data analysis.
- Supervising grant administration and fiscal oversight as needed.
- Meeting with the DWI/Drug Court Team.
- Maintaining liaison with law enforcement agencies as well as with other governmental and non-governmental agencies that have a direct or indirect impact on the functioning of the DWI/Drug Court as a positive force within the community.
- Coordinating ongoing training among the disciplines represented on the DWI/Drug Court Team as well as in the community with other stakeholders, referral sources, and interested community members.

Assistant County Attorney's Duties and Responsibilities

- Representing the State of Texas in all DWI/Drug Court sessions as advocates for public safety.
- Conducting initial DWI/Drug Court screening to determine if the candidate meets the legal criteria for participation in the DWI/Drug Court program, to include qualification of the instant offense, review of criminal history, and conduct of liaison with law enforcement agencies and community supervision officers to solicit information which may qualify / disqualify an applicant.
- Filing court documents as required.
- Participating in DWI/Drug Court team meetings to provide input on referrals and discuss recommendations for sanctions and incentives.
- Serving as a program advocate to the community and peers, and providing training as needed.

DWI/Drug Court Coordinator Duties and Responsibilities

- Attending weekly meetings as needed with prosecutors to screen for potential new cases.
- Organizing DWI/Drug Court team meetings and other events.
- Serving as primary liaison for accessing community services.
- Coordinating dissemination of DWI/Drug Court information.
- Maintaining working relationships with law enforcement and community resource linkages.
- Participating in team meetings and ensuring that the community supervision officer and treatment providers prepare client reports.
- Assisting in docket preparation as needed.
- Distributing compliance information.

DWI/Drug Court Defense Attorney Duties and Responsibilities

- Meeting with individual participants slated for admission into the program to discuss admission paperwork, answer legal questions, explain the sanction program, and review other participant responsibilities to the Court.
- Actively participating in team meetings to staff cases, provide input on referrals, and discuss recommendations for sanctions and incentives.
- Appearing in court during DWI/Drug Court sessions, and ensuring the protection of the participants' rights.
- Reviewing all documents with individual participants brought before the Court subsequent to admission into the program, ensuring that due process is served and the rights of the participant are protected.
- Reviewing treatment and supervision reports.
- Maintaining a therapeutic relationship with the participant and assisting in maintaining a non-adversarial environment in court.
- Serving as a program advocate to the community and peers.

DWI/Drug Court Community Supervision Officers Duties and Responsibilities

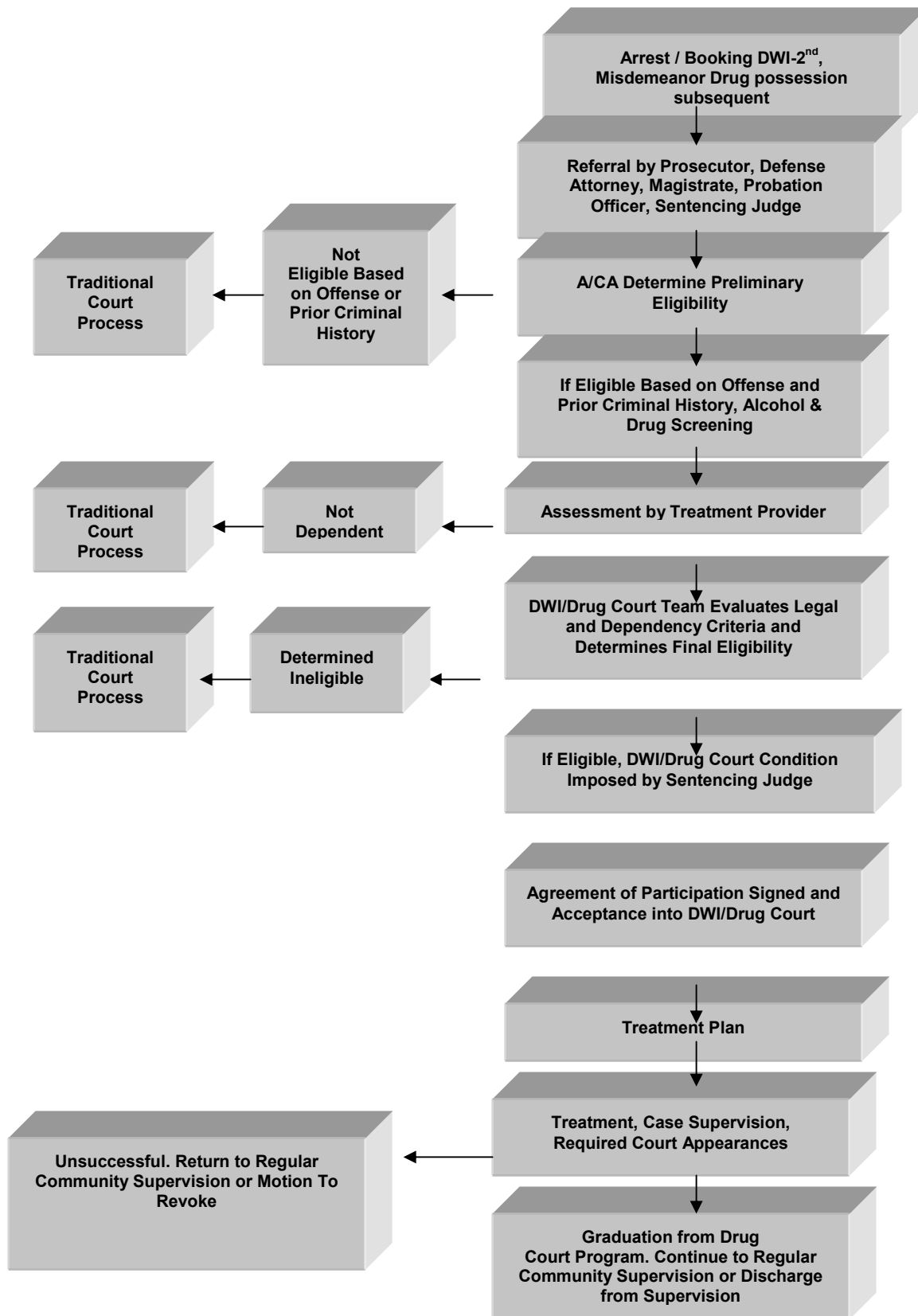
- Screening and monitoring offenders currently on community supervision for eligibility as participants in the program.
- Referring potential candidates to the prosecutors and the DWI/Drug Court coordinator for screening.
- Within ten days of caseload placement, ensuring that the proper procedures were followed in screening and assessing appropriateness of the offender for program placement.
- Supervise a caseload of up to 45 participants in accordance with CJAD Standards.
- Participating in DWI/Drug Court team meetings each week to staff progress reports, discuss new referrals, and provide input on recommendations for sanctions and incentives as necessary.
- Monitoring compliance and progress by making contact with participants in accordance with TDCJ-CJAD Standards and Special Grant Conditions for DWI/Drug Courts.
- Completing the TDCJ-CJAD Case Classification instrument and a supervision plan that addresses the participant's criminogenic needs within 15 days of placement in the program.
- Ensuring that a Strategies for Case Supervision (SCS) assessment is completed on high risk / high need offenders in accordance with TDCJ-CJAD Standards and Departmental policies and procedures.
- Documenting that the supervision of the participant in the program addresses the participant's criminogenic needs.
- Collecting court-ordered financial obligations.
- Conducting random alcohol and drug screening in accordance with the supervision and treatment plans.
- Working collaboratively with treatment providers to monitor recovery and relapse issues, which along with technical violations, will be staffed with the DWI/Drug Court Team prior to termination from the DWI/Drug Court program.
- Working collaboratively with treatment providers to ensure that: office contacts are made two times per week and one time per month in the field during Phase I, with at least one of those contacts being with the officer; office contacts are made two times per month and one time every two months in the field during Phase II, with at least one of those contacts being with the officer; office contacts are made one time per month and one time every three months in the field during Phase III, with at least one of those contacts being with the officer; and, that alcohol / drug testing is administered randomly during the DWI/Drug Court program, with the frequency based on participants' needs and level of recovery.

- Referring participants assessed with more serious substance use problems to inpatient treatment, as staffed with the DWI/Drug Court team.
 - Working collaboratively with community agencies to develop and implement referral sources for participant wellness.
 - Conducting regular, at least monthly, contact with treatment providers, family members, and referral sources.
 - Preparing documents for the Judge's consideration upon discovery of the participant's violation of conditions.
 - Performing all duties of community supervision officers, per TDCJ-CJAD Standards and CSCD departmental policies.
 - Reinforcing cognitive behavioral techniques learned in treatment.
 - Assisting in the evaluation of the cognitive behavioral aspects of the DWI/Drug Court program by administering to each participant an evaluation (pre-test) upon entering the program and another evaluation (post-test) of the defendant prior to exiting the program.
 - Obtaining professional skill-based training as required by TDCJ-CJAD and the Department each year or biennium.
 - Attending, as part of the required skill based-training, training that focuses on substance use and dependency issues and education dealing with the concept of addiction, the recovery process, relapse prevention, family systems, and the acquisition and maintenance of life skills requisite to sustain sobriety.
- Providing training to other DWI/Drug Court team members

Treatment Provider Duties and Responsibilities

- Attending weekly meetings as needed with prosecutors to screen for potential new cases.
- Conducting initial substance use screening of offenders who are candidates for the program.
- Targeting high risk offenders for this program, ensuring that high risk / high need misdemeanor offenders comprise no more than 10% of the TDCJ-CJAD funded portion of the program's population at any given time.
- Ensuring that a standardized / validated assessment is conducted as needed on each participant to establish appropriateness for the program prior to or not later than ten working days after placement into the program
- Providing assessment for offender placement.
- Providing treatment services along a continuum of care as determined through the development of a treatment plan for individuals participating in the DWI/Drug Court program.
- Attending regularly scheduled DWI/Drug Court team meetings and DWI/Drug Court sessions.
- Maintaining for each treatment client confidential case management documentation including, but not limited to: initial assessment and treatment plan, progress notes, services provided, attendance records, and drug test results.
- Continually updating the DWI/Drug Court team as to progress in treatment for individual participants through the regular submission of written progress reports.
- Making recommendations for additional services as necessary.
- Identifying timeframes (minimally at phase changes) for assessment and reassessment of individual participant treatment plans.
- Providing training for DWI/Drug Court team members on the assessment basis of substance use, the impact of treatment on the participant, and the potential for relapse.
- Addressing therapeutic responses in DWI/Drug Court team meetings.
- Serving as advocates for continuum of care beyond the treatment continuum to include other community-based services.
- Maintaining agency licensure and individual counselor certification by the State of Texas.

VI. Williamson County DWI/Drug Court Process



VII. Referrals for the Williamson County DWI/Drug Court Program

The primary target population for DWI/Drug Court is repeat offenders charged with DWI or misdemeanor drug possession. Offenders who might have difficulty serving a traditional probated sentence because of their level of substance dependence may also be identified during the pre-trial phase by magistrates, prosecutors, defense attorneys, judges, and community supervision officers and referred to the DWI/Drug Court Team to determine acceptability for the program.

VIII. Screening for Eligibility

Legal criteria for entry into the Williamson County DWI/Drug Court Program will be approved by the Williamson County Attorney's Office. Prosecutors will examine the offender's criminal history and the instant offense report, and may solicit additional information as needed from local law enforcement agencies and community supervision officers regarding the offender's proclivity toward criminal/drug-related activity, such as violent offenses and gang association.

The DWI/Drug Court Coordinator, Treatment Provider, and DWI/Drug Court Community Supervision Officer will determine dependency criteria for the program.

Legal Criteria

Legal or offense criteria that qualify offenders for DWI/Drug Court are as follows:

- Must be at least 17 years of age;
- Must reside in Williamson County, although some exceptions may be made for those offenders who live in an adjacent county but work in Williamson County, which permits them to receive direct supervision as defined by TDCJ-CJAD Standards. These cases will be rare, however, because of the intensive reporting, treatment, field visit, and collateral contact requirements of participants;
- Should not have holds or warrants from other jurisdictions or have other pending cases, although these offenders may be considered for placement in the program on a case-by-case basis;
- Must be physically and mentally capable of participating in the program and meeting its requirements. This requirement will not preclude participation by most dually-diagnosed offenders; rather, those conditions will be accommodated as long as the participant can participate in program requirements; and,
- Must be sentenced to at least a one-year sentence, or be eligible for an extension of the term of community supervision so that at least one year will remain upon DWI/Drug Court placement.

Legal or offense criteria that disqualify offenders from placement in DWI/Drug Court:

- Violent offenders. Violent offenders are defined as individuals who are (1) charged with or convicted of an offense during the course of which the person carried, possessed, or used a firearm or another dangerous weapon, there occurred the use of force against the person of another, or there occurred the death of, or serious bodily injury to, any person, without regard to whether any of the circumstances described above is an element of the offense or conduct of which or for which the person is charged or convicted; and/or (2) has one or more prior convictions of a felony crime of violence involving the use or attempted use of force against a person with the intent to cause death or serious bodily harm. In addition, offenders committing sexually-based offenses, whether overtly violent or not will not be considered for DWI/Drug Court;

- Offenders with a prior history of stalking or violation of a protective order charge, although exceptions may be made on a case-by-case basis;
- Offenders with a significant history of drug dealing, as determined by prosecutors;
- Offenders whose offenses involved the possession of large amounts of drugs that appear to have been possessed with the intent to deliver;
- Offenders with a history of committing multiple burglary of a habitation offenses which potentially could have led to the harm of residents;
- Offenders who are considered to have poor potential to complete the DWI/Drug Court program due to contributing factors that make them a high risk to re-offend or relapse, such as proximity to gang activity, ongoing criminal behavior by family members, or suspected drug trafficking;
- Offenders with a hold from the Immigration and Naturalization Service;

Substance Dependency Criteria

This program is designed to focus on offenders who have been assessed as having a substance dependence disorder, with the dependency identified as the driving force in the individual's criminal activity. A substance dependence disorder, as defined by the *Diagnostic and Statistical Manual of Mental Disorders (Fourth Edition – DSM IV)* or as revised, is

“...a maladaptive pattern of substance use, leading to clinically significant impairment or distress, as manifested by three or more of the following, occurring at any time in the same 12 month period”

1. Tolerance, as defined by either of the following: (1) A need for markedly increased amounts of the substance to achieve intoxication or desired effect, or (2) Markedly diminished effect with continued use of the same amount of the substance.
2. Withdrawal, as manifested by either of the following: (1) The characteristic withdrawal syndrome of a specific substance, or (2) The same (or closely related) substance is taken to relieve or avoid withdrawal symptoms.
3. The substance is taken in larger amounts or over a longer period than was intended.
4. There is a persistent desire or unsuccessful effort to cut down or control substance abuse.
5. A great deal of time is spent in activities necessary to obtain the substance, use the substance, or recover from its effects.
6. Important social, occupational, or recreational activities are given up or reduced because of substance use.
7. The substance use is continued despite knowledge of having a persistent or recurrent physical or psychological problem that is likely to have been caused or exacerbated by the substance.”

If an offender is considered eligible by the legal criteria for this program, their history will be reviewed to determine if a substance dependency diagnosis exists. If so, the substance dependency requirement for DWI/Drug Court participation will have been met. If not, the offender may will undergo a substance dependency screening utilizing a validated screening instrument.

If this initial screening does not indicate substance dependency, the offender will be considered ineligible for placement in the program. If the initial screening detects potential substance dependency, or if a screening is not done but it is apparent from records that a severe problem exists, an appointment for a more comprehensive substance abuse assessment will be scheduled. A licensed chemical dependency counselor, conducts this assessment, which consists of an in-depth face-to-face interview with the counselor, utilizing a comprehensive assessment instrument. The assessment will include an alcohol and drug use history, a psychosocial evaluation, and referral for a medical examination, if necessary. The results of the substance dependency screening and/or assessment, along with the offender's criminal history screening by the prosecutors, will determine appropriateness for placement in the DWI/Drug Court program.

IX. Acceptance into DWI/Drug Court

Once an offender has been screened for legal and substance dependency criteria and is determined eligible for the program, the DWI/Drug Court Team, in a regularly scheduled team meeting, determines whether to accept the potential candidate, based on space availability and a final review of the criteria for placement. If rejected, a selected member of the team notifies the referral source. If accepted and the person is currently serving a sentence of community supervision, a modification order is prepared for consideration by the judge of the court of jurisdiction. If the potential candidate is to be sentenced to community supervision, the assigned prosecutor or court liaison officer makes a proposal at sentencing that the DWI/Drug Court condition, and any other conditions necessary for the participant's rehabilitation, be imposed.

X. Condition Requiring DWI/Drug Court

The standard conditions of supervision are imposed upon DWI/Drug Court participants, as well as the following condition that orders a probationer into DWI/Drug Court:

- Effective immediately and for a period not to exceed the term of community supervision, you are ordered to participate in and successfully complete the Williamson County DWI/Drug Court Program, to include any screening, evaluation, treatment, supervision meetings, court appearances, and any other program considered essential by the DWI/Drug Court Team for your rehabilitation. This may include but not be limited to daily substance dependency treatment, meeting with a supervision officer in their office, your home, place of employment and/or other collateral sites weekly or more frequently if necessary, and weekly court appearances.

In addition, as deemed appropriate and necessary in individual cases by the DWI/Drug Court Team, the following conditions, if they are not already imposed, may be requested of the sentencing judge:

- participate in and pay the costs of the treatment, and do not attempt to terminate said treatment without the written consent of the treatment team in charge of your case. The community supervision officer is authorized to share the contents of the pre-sentence report in this case with the service provider;
- search skills classes. Do not terminate any such program without the consent of the Court or the service provider in charge of your case; and,
- In DWI cases where required by law: Install an ignition interlock device in any vehicle that the offender has access to.

XI. Enrollment in the DWI/Drug Court Program

Once the conditions have been modified or the initial DWI/Drug Court condition imposed, the following occurs:

- The modification order or initial conditions of supervision are read and explained to the participant by the DWI/Drug Court Officer. The conditions are signed and an appointment is set with a DWI/Drug Court community supervision officer.
- At that appointment, the officer advises the participant of the first DWI/Drug Court date, explains Phase I requirements, and has the offender sign the Agreement of Participation as found in Appendix 5. The participant is then given a Participant Handbook, and the officer makes any necessary treatment arrangements, and begins assessment of the offender to determine case management strategies.
- The offender appears at the next available DWI/Drug Court hearing, where the assigned DWI/Drug Court judge reviews the offender's progress during the first week in the program. The DWI/Drug Court community supervision officer provides information on subsequent court dates to the offender.

XII. DWI/Drug Court Team Staffing Meetings

- The DWI/Drug Court Team meets weekly, no more than 48 hours prior to the next hearing, to staff the progress of participants enrolled in the program.
- The DWI/Drug Court Coordinator and supervision officer ensure that a progress report spreadsheet is prepared that lists participants by phase and includes information on each participant such as phase entry date, sobriety date, last UA date and results, employment, and comments/recommendations. This document is distributed to each team member at the beginning of the meeting, and is used by the team to discuss the status and progress of each participant.
- The community supervision officer provides insight on compliance issues as well as family/home life, employment, and participants' personal issues. The treatment provider provides insight on each participant's progress in counseling, with emphasis on how the participant is responding to treatment and any issues that may have surfaced during the preceding week.
- The Judge chairs the non-adversarial meeting, but all team members contribute input. Relapses or other compliance problems result in the discussion of judicial action, and possible sanctions are proposed for the upcoming hearing. Special recognition for participants who successfully achieve program milestones or other accomplishments are also discussed, with appropriate positive reinforcement tools suggested for dispensation at the next hearing. In addition to providing input, the prosecutor and defense attorney endorse or object to sanctions or rewards.
- The Judge uses the notes from this meeting as the reference source for praise, admonishment, modification of the conditions of supervision, and other comments for participants when they appear individually in court.

XIII. DWI/Drug Court Hearings

- As soon as practical after the staffing meeting, the DWI/Drug Court hearing is held. DWI/Drug Court hearings occur weekly, with participants attending 1-4 times per month, depending upon progress and assessed risk and needs. The participants and observers are required to stay for the entire court hearing.
- DWI/Drug Court Team members are also present to provide corroborative testimony if necessary, but the Judge engages in the dispensation of sanctions and rewards.
- A bailiff, preferably a licensed peace officer, is generally present to keep order in the courtroom and to make arrests if necessary.
- Each participant is called before the bench for several minutes, where the Judge makes brief comments regarding the participant's progress in the program, offers praise or admonishment, asks pertinent questions about relevant issues, and if necessary orders

immediate sanctions as discussed at the team meeting. The participants still seated listen to each conversation at the bench between the Judge and the summoned participant.

- When the hearing is adjourned, the participants leave the courtroom, or may linger to ask questions of individual team members.
- Although the dignity befitting any court hearing is maintained, the DWI/Drug Court atmosphere is somewhat more relaxed than a regular hearing, and the Judge may encourage applause from those seated as positive reinforcement, when appropriate.

XIV. DWI/Drug Court Case Management

- Case management, provided by the DWI/Drug Court Community Supervision Officers (CSOs), meets TDCJ-CJAD standards for case management, defined as a systematic process based on the offender's risk and need factors that addresses specific problem areas and assists the offender to achieve responsible behavior through completion of the negotiated treatment plan.
- Because the participants are high risk / need offenders, the CSO must ensure that a Strategies for Case Supervision (SCS) assessment has been completed within the timeframe set forth in TDCJ-CJAD standards.
- CSO's serve as primary facilitators, assisting both the participant and the treatment team by ensuring access and utilization of services; maintaining records of compliance; monitoring quality of services; contributing information regarding participant successes and failures to the treatment team through the preparation of weekly progress reports; and recommending appropriate interventions, sanctions, and positive recognition.
- CSO's will ensure that participants undergo a cognitive behavioral component in the program, as a component of substance abuse treatment, or through group and office visits.
- The CSO will administer a pre-test to the participant within the first 30 days of admission to the program and a post-test within 30 days of discharge from the program.

XV. Audits and File Reviews

Audits and/or file reviews are required when violation reports, modification paperwork, motions to revoke or proceed, or other significant correspondence are prepared, and as otherwise required by a member of management. Random audits are also done to verify case compliance with CJAD standards.

XVI. Selection of DWI/Drug Court Community Supervision Officers

Selection of staff to provide supervision to offenders placed on the DWI/Drug Court caseloads is based upon the following: consistent performance, skills or characteristics in congruence with the needs of the DWI/Drug Court caseloads, and knowledge in the area of substance abuse and treatment. Officers assigned to these caseloads should receive a minimum of 8 related training hours each year.

XVII. Drug Testing

The protocol for drug testing is found in the Williamson County CSCD Operations Manual.

- CSOs, the treatment provider, and the DWI/Drug Court Coordinator will randomly test participants in the program for alcohol/drug use throughout the term of the program, with the frequency of testing related to the participant's current program phase.
- Urinalysis will be used to test for marijuana, cocaine, opiates, benzodiazepines, and amphetamines, as well as other drugs such as LSD and Ecstasy on an as-needed basis.

- An intoxilyzer device will be used to test for alcohol use, and testing for alcohol will be done more frequently due to the lower costs associated with the intoxilyzer and the frequency of alcohol use among the targeted population.
- Positive drug tests and intoxilyzer results will be brought to the attention of the DWI/Drug Court Team at the next scheduled weekly meeting in order to apply an appropriate treatment and court response.
- Should a participant contest a drug test result, the participant will be required to pay for the confirmation test, and if the test confirms use of the drug alleged, sanctions will be increased.

XVIII. DWI/Drug Court Phases

Phase I

The goals of Phase I are to develop a treatment plan, begin treatment, complete Intensive Outpatient Treatment, achieve sobriety, introduce 12-step programs, and begin to lay groundwork for relapse prevention. Program length is two to three months. Participants generally attend court hearings weekly during this phase. Appendix 6 is the form used by the community supervision officer to document completion of Phase I and request movement from Phase I to Phase II. After review of the participant's progress and the request form, The DWI/Drug Court Team determines whether said movement is granted.

Court and Treatment Expectations:

- Orientation by community supervision officer, signing required release and participation forms;
- Compliance with the conditions of supervision;
- No drug and/or alcohol use;
- Clean drug/alcohol screens for four consecutive weeks prior to promotion to Phase II;
- Screening for drug/alcohol use once to twice weekly, and report for random drug/alcohol screens within 24 hours of notification;
- Provide input and agree to treatment plan;
- Treatment will consist of detoxification if needed, residential if needed, intensive outpatient treatment, and beginning supportive outpatient treatment or a cognitive skills program;
- Attend family sessions as determined necessary in treatment plan;
- Cooperate with efforts to address issues regarding health, housing, employment, and related problem areas;
- Attend court weekly, as determined by the DWI/Drug Court team; and
- Attend 12-step meetings per the treatment plan, on non-IOP treatment days.

Example Violations:

- Unexcused absences. All expected absences from appointments, classes, and treatment require notification of community supervision officer and/or treatment provider prior to the absence. Absences from treatment are all noted, but are considered unexcused until staffed by the DWI/Drug Court Team, which may deem them excused or unexcused;
- Behavior not conducive to recovery;
- Dishonesty;
- Positive, missed, delayed, substituted, and/or diluted drug / alcohol screens;
- Non-compliance with treatment and/or 12-step meeting attendance;
- Non-compliance with community service and/or other class attendance;
- Curfew violations;
- Absconding; and,

- Commission of new offenses.

Sanctions / Treatment Responses:

- Admonishment by the Judge;
- Explanation of behavior to group and plan of action to correct behavior;
- Pay for confirmation on disputed urinalysis results;
- Bringing newspaper or magazine articles to court on the effects of substance use on behavior, such as articles on driving while intoxicated accidents, medical information, burglaries related to substance use, and similar items;
- Increased treatment requirements, including individual counseling sessions;
- Increased 12-step attendance, such as 7 meetings in 7 days;
- Increased reporting;
- Increased drug / alcohol screening;
- For dishonesty, essay on behavior and proposed plan of action to correct behavior. (Modified verbal sanction if participant cannot read and write);
- Additional community service assignments to Saturday work crew in 4-hour increments for dishonesty;
- Jail time in two to four day increments for continued violations; and,
- Program termination.

Rewards:

- Praise by community supervision officer;
- Praise by treatment provider;
- Praise from the bench by the Judge;
- Praise in court by other DWI/Drug Court team members;
- Applause in court;
- Reduction in court hearing frequency;
- Reduction in drug/alcohol testing schedule;
- For phase completion, rewards may include a certificate, a small reward as donated by a local business, a later curfew, and/or reduction in the community service hour requirement.

Phase II

The goals of Phase II are to re-evaluate the treatment plan, complete a supportive outpatient or cognitive skills program, maintain sobriety, obtain a 12-step sponsor, focus on stabilizing family / relationships and employment and educational pursuits, and continue relapse prevention work. Program length is three to four months. After review of the participant's progress and the request form, The DWI/Drug Court Team determines whether said movement is granted.

Court and Treatment Expectations:

- Compliance with the conditions of supervision;
- No drug and/or alcohol use;
- Clean drug/alcohol screens for four consecutive weeks prior to promotion to Phase III;
- Screening for drug/alcohol use once to twice weekly, and report for random drug/alcohol screens within 24 hours of notification;
- Provide input and agree to revised treatment plan;
- Treatment will consist of supportive outpatient treatment (average 8 weeks, 3 hours per week) and/or a cognitive skills program;
- Attend family sessions as determined necessary in treatment plan;

- Cooperate with efforts to address issues regarding health, housing, employment, and related problem areas;
- Attend court 2 – 3 times per month, as determined by the DWI/Drug Court Team;
- Attend 12-step meetings per the treatment plan, and obtain 12-step sponsor;
- Stabilize family / other relationships;
- Stabilize employment and/or set goals for vocational / educational pursuits;
- Begin regular payments on court-ordered obligations; and,

Example Violations:

- Unexcused absences. All expected absences from appointments, classes, and treatment require notification of community supervision officer and/or treatment provider prior to the absence. Absences from treatment are all noted, but are considered unexcused until staffed by the DWI/Drug Court Team, which may deem them excused or unexcused;
- Behavior not conducive to recovery;
- Dishonesty;
- Positive, missed, delayed, substituted, and/or diluted drug / alcohol screens;
- Non-compliance with treatment and/or 12-step meeting attendance;
- Non-compliance with community service and/or other class attendance;
- Curfew violations;
- Failure to obtain / maintain employment and/or pursue educational or vocational goals;
- Absconding; and,
- Commission of new offenses.

Sanctions / Treatment Responses:

- Admonishment by the Judge;
- Explanation of behavior to group and plan of action to correct behavior;
- Pay for confirmation on disputed urinalysis results;
- Bringing newspaper or magazine articles to court on the effects of substance use on behavior, such as articles on driving while intoxicated accidents, medical information, burglaries related to substance use, and similar items;
- Increased treatment requirements, including individual counseling sessions;
- Increased 12-step attendance, such as 30 meetings in 30 days;
- Increased reporting;
- Increased drug / alcohol screening;
- For dishonesty, essay on behavior and proposed plan of action to correct behavior. (Modified verbal sanction if participant cannot read and write);
- Additional community service assignments to Saturday work crew in 4-hour increments for dishonesty;
- Jail time in 4 to 5 day increments for continued violations;
- Movement back to Phase I for repetition of Intensive Outpatient and/or detoxification and residential treatment; and,
- Program termination.

Rewards:

- Praise by community supervision officer;
- Praise by treatment provider;
- Praise from the bench by the Judge;
- Praise in court by other DWI/Drug Court team members;
- Applause in court;

- Reduction in drug/alcohol testing schedule and/or reporting requirements;
- For phase completion, rewards may include a certificate, a small reward as donated by a local business, a later curfew and/or reduction in the fine amount and community service hour requirement.

Phase III

Phase III is the aftercare component of treatment when the treatment plan is again re-evaluated, sobriety is maintained, 12-step meetings are continued, as is work with the 12-step sponsor, there is continued focus on stabilizing family / relationships and employment and educational pursuits, and relapse prevention work continues with the development of a discharge plan or relapse prevention plan, as the participant transitions to regular community supervision or discharge from supervision. Program length is approximately 6 months. After review of the participant's progress and the request form, The DWI/Drug Court Team determines whether graduation will occur.

Court and Treatment Expectations:

- Compliance with the conditions of supervision;
- No drug and/or alcohol use;
- Clean drug/alcohol screens;
- Screening for drug/alcohol use randomly, and report for random drug/alcohol screens within 24 hours of notification;
- Provide input and agree to revised treatment plan and relapse prevention or discharge plan;
- Treatment will consist of supportive outpatient treatment, a cognitive skills program, or aftercare (average 1½ hours per week) as needed by the participant;
- Community service hours may be discharged through credit for class attendance in adult basic education, GED program, vocational training, parenting classes, or cognitive skills training for participants in need of these programs;
- Be connected with the appropriate service providers and/or have stabilized health, housing, employment, and related problem areas;
- Attend court up to 1 time per month, as determined by the DWI/Drug Court team;
- Attend 12-step meetings per the treatment plan, and continue work with 12-step sponsor;
- Maintain stability in family / other relationships;
- Maintain stability in employment and/or be working toward goals for vocational / educational pursuits;
- Continue regular payments on court-ordered obligations; and,

Example Violations:

- Unexcused absences. All expected absences from appointments, classes, and treatment require notification of community supervision officer and/or treatment provider prior to the absence. Absences from treatment are all noted, but are considered unexcused until staffed by the DWI/Drug Court Team, which may deem them excused or unexcused;
- Behavior not conducive to recovery;
- Dishonesty;
- Positive, missed, delayed, substituted, and/or diluted drug / alcohol screens;
- Non-compliance with treatment and/or 12-step meeting attendance;
- Non-compliance with community service and/or other class attendance;
- Curfew violations;
- Failure to maintain employment and/or pursue educational or vocational goals;
- Absconding; and,
- Commission of new offenses.

Sanctions / Treatment Responses:

- Admonishment by the Judge;
- Explanation of behavior to group and plan of action to correct behavior;
- Pay for confirmation on disputed urinalysis results;
- Bringing newspaper or magazine articles to court on the effects of substance use on behavior, such as articles on driving while intoxicated accidents, medical information, burglaries related to substance use, and similar items;
- Increased treatment requirements, including individual counseling sessions;
- Increased 12-step attendance, such as 30 meetings in 30 days;
- Increased reporting;
- Increased drug / alcohol screening;
- For dishonesty, essay on behavior and proposed plan of action to correct behavior. (Modified verbal sanction if participant cannot read and write);
- Additional community service assignments to Saturday work crew in 8-hour increments for dishonesty;
- Jail time in 5 to 10 day increments for continued violations;
- Movement back to Phase I or II for repetition of and/or additional treatment; and,
- Program termination.

Rewards:

- Praise by community supervision officer;
- Praise by treatment provider;
- Praise from the bench by the Judge;
- Praise in court by other DWI/Drug Court team members;
- Applause in court;
- Reduction in drug/alcohol testing schedule and/or reporting requirements;
- For phase completion (graduation), rewards may include a certificate, a small reward as donated by a local business, elimination of curfew, reduction in the fine amount, reduction in the community service hour requirement and/or recommendation for early discharge from supervision for participants who have paid all court-ordered obligations, are current on fees, and whose recommendation for discharge is deemed appropriate by the District or County Attorney's Office.

XIX. DWI/Drug Court Program Evaluation

The Williamson County Adult Probation Department will maintain records on data collected during the program regarding violations, unsuccessful and successful completions, frequency of drug or alcohol use, and any other areas that are deemed important in determining the success of the program, and any needs the program may have.

Data collected will be analyzed on a regular basis to evaluate the DWI/Drug Court processes and outcomes at the participant and program levels. Informal feedback will be provided at team meetings, with more formal feedback provided in the form of monthly and quarterly reports, with report frequency later reduced to semi-annual. A written evaluation of the program will be provided at the end of each year.

Appendix I: DWI/Drug Court Referral Request Form

DEFENDANT: _____ DOB: _____ SSN: _____
OFFENSE _____ ARREST _____
(Circle – Misd/Fel) _____ DATE: _____

1. Does the defendant admit to or appear to have an alcohol or drug abuse problem or dependency, or is the defendant known to have an alcohol or drug abuse problem or addiction? ☐ YES ☐ NO List diagnosis if known, and who made the diagnosis: _____
2. Does the arrest or charge involve drug dealing? ☐ YES ☐ NO Drug and quantity: _____
3. Does the arrest or charge involve the commission of a felony? ☐ YES ☐ NO
4. Does the arrest or charge involve a crime of violence against a person? ☐ YES ☐ NO
5. Does the defendant have a criminal history of violent behavior in Texas or any other state?
☐ YES ☐ NO ☐ UNKNOWN
6. Does the defendant have any other pending cases, charges, or holds (including INS)?
☐ YES ☐ NO ☐ UNKNOWN List charge and jurisdiction: _____
7. Does the defendant live and work in Williamson County? ☐ YES ☐ NO
8. Does the defendant live in an outlying area of the county? ☐ YES ☐ NO
If YES, where _____
9. Transportation available? ☐ YES ☐ NO
10. Is the defendant on active community supervision (probation) in Williamson County or any other county?
☐ YES ☐ NO ☐ UNKNOWN. If YES, CSO _____
11. Does the defendant consent to screening for alcohol and or drug dependency eligibility? ☐ YES ☐ NO
12. Is the defendant capable of understanding the requirements of DWI/Drug Court? ☐ YES ☐ NO

Referred by:

Name: _____ Signature _____

Title: _____ Organization/Department: _____

Date: _____

Completed form to be forwarded to the Assistant County Attorney or DWI/Drug Court Coordinator

Appendix 2: DWI/Drug Court Eligibility Form

DEFENDANT: _____ DOB: _____ SSN: _____
OFFENSE _____ Class of _____
(Circle – Misd) _____ Misd: _____

Check all that apply: _____ Currently on community supervision
_____ Released on bond
_____ In jail

1. Does NCIC/TCIC criminal history indicate any of the previous offenses? ☐ YES ☐ NO If “yes”, mark appropriate choices below:

☐ Possession of drug paraphernalia or other misdemeanor drug offenses, such as POM
☐ Possession of controlled substance. Substance and amount:
☐ Felony POM
☐ Prescription fraud
☐ Minor in possession offenses
☐ Misdemeanor DWI

2. Is the use or possession of alcohol or drugs suspected to have contributed significantly to the commission of this or any prior offense? ☐ YES ☐ NO If yes, specify substance and relation to offense: _____

3. Did defendant admit to drug use or possession in the instant offense? ☐ YES ☐ NO ☐ NA If yes, specify drug and quantity/frequency used _____

4. Does NCIC/TCIC indicate any of the previous offenses: ☐ YES ☐ NO If “yes”, mark appropriate choices below:

☐ Assault arrests/convictions (F or M)
☐ Stalking
☐ Violation of protective order
☐ Any 1st or 2nd degree felony convictions
☐ Manufacture/delivery of controlled substance
Substance and amount:
☐ Terroristic threat
☐ UCW/Prohibited weapons offenses
☐ Two or more DWI convictions
☐ Multiple burglary of a habitation offenses

5. If the offender is currently on community supervision, is restitution required? ☐ YES ☐ NO If so, is the offender making a reasonable effort to pay the restitution? ☐ YES ☐ NO

CASE DOES / DOES NOT MEET CRITERIA FOR DWI/DRUG COURT REFERRAL

Reason: _____

Assistant County Attorney

Date

Appendix 3: Substance Use Screening Form

DEFENDANT: _____ DOB: _____ SSN: _____
 OFFENSE _____ Class of Misd: _____

Currently on community supervision? ☐ YES ☐ NO If yes, CSO Name: _____

Substance Abuse History

Type of Drug (Circle drug or drugs of choice)	Used (X if yes – blank if no)	Method of Use	Frequency / Amount	Age 1 st Use	Date of Last Use
Alcohol		Oral			
Marijuana		Oral/Smoke			
Cocaine		Oral/Smoke/Inj/Snort			
Crack Cocaine		Oral/Smoke/Inj/Snort			
Methamphetamine		Oral/Smoke/Inj/Snort			
Heroin		Oral/Smoke/Inj/Snort			
LSD		Oral/Smoke/Inj/Snort			
Mushrooms		Oral/Smoke/Inj/Snort			
Ecstasy		Oral/Smoke/Inj/Snort			
Prescription Drugs		Oral/Smoke/Inj/Snort			
Inhalants		Inhaled			
PCP		Oral/Smoke/Inj/Snort			
Other :		Oral/Smoke/Inj/Snort			

Family history of substance abuse/addiction? ☐ YES ☐ NO If “yes”, who? _____

Number of alcohol/drug related arrests, including public intoxication and possession of drug paraphernalia. _____

Prior substance abuse education/counseling/treatment attended (include DWI, DOEP, AA/NA/CA): _____

Diagnosed with or received counseling for any psychological/psychiatric problems? ☐ YES ☐ NO If “yes”, describe problem and from whom and when counseling/ treatment was received _____

Additional information: _____

Substance abuse screening instrument used: SAQ ____ SASSI ____ ASI ____ Results: _____

Recommended / not recommended for follow-up evaluation on _____ at _____

 DWI/Drug Court Coordinator

 Date

Appendix 4: Consent Form For Disclosure, Communication, And Release Of Information

I, _____
hereby consent to communication between the listed treatment provider(s) _____
_____ and the Judge,
prosecutors from the Williamson County County Attorneys Offices, the DWI/Drug Court Defense
Attorney, the Williamson County Community Supervision and Corrections Department, DWI/Drug
Court program evaluators, and any additional persons, such as family members and employers and/or
agencies listed which may require information regarding my treatment for substance abuse while
enrolled in Williamson County DWI/Drug Court Program. Additional persons or agencies: _____

The purpose of, and need for this disclosure is to inform the Court and other above-named
parties of my eligibility and/or acceptability for substance abuse treatment services and my treatment
attendance, prognosis, compliance, and progress in accordance with the Williamson County
DWI/Drug Court monitoring criteria. I understand that this information will be shared in open court in
reference to my case, and that anyone present in the courtroom will be able to hear this information.

I further understand that this consent will remain in effect and cannot be revoked by me until
there has been a formal and effective termination of my involvement with the Williamson County
CSCD, such as the discontinuation of all DWI/Drug Court and relevant community supervision
requirements upon my successful completion of community supervision or upon sentencing for
violation the terms of my conditions of community supervision.

I also understand that any disclosure made is bound by Part 2 of Title 42 of the Code of
Federal Regulations, which governs the confidentiality of substance abuse patient (or client) records,
and that the recipients of this information may disclose it only in connection with their official duties.

Signature of Offender

Date

Witness

Date

Appendix 5: Williamson County DWI/Drug Court Agreement Of Participation

NAME: _____ DOB: _____ SSN: _____

If accepted for enrollment into the Williamson County DWI/Drug Court Program, I hereby agree to the following stipulations:

1. **Honesty.** I agree to be honest with the DWI/Drug Court Team, and understand that information I disclose about the offense I am under supervision for and/or information about my current use will be dealt with in DWI/Drug Court and will not be used against me in future prosecutions or motions to revoke or proceed with adjudication. I understand that this program lasts from 12 to 18 months, and consists of three phases that must be completed before I am successfully discharged and graduate from the program.
2. **Substance Abuse Treatment and Counseling.** I will attend, participate in, and complete the substance abuse treatment and counseling required by the DWI/Drug Court Team, to include but not be limited to detoxification, residential, inpatient, intensive outpatient, supportive outpatient, and relapse prevention counseling, twelve step program attendance, cognitive behavioral classes, and any supplementary treatment, counseling, or education considered essential as part of my rehabilitation process. I understand that depending upon my income, I may be responsible for some or all treatment costs.
3. **Abstinence from Alcohol and Drugs.** I will not possess and/or use alcohol and illegal drugs, and will use prescription medication only as prescribed for me by a physician. I further agree to inform any treating physician or dentist of my substance dependency, and that I may not take narcotic or addictive medications or drugs. If a treating physician wishes to treat me with narcotic or addictive medications or drugs, I must disclose this to my treatment provider and community supervision officer and get specific permission from the DWI/Drug Court Team to take such medication. Before taking medication of any kind, I will check with the pharmacist to ensure that it is non-narcotic, non-addictive and contains no alcohol. I will list any and all over the counter and prescription medication names to my treatment provider or community supervision officer prior to submitting to any drug or alcohol screens. I further agree to submit to frequent and random testing for the presence of alcohol and drugs as directed by my community supervision officer, and to pay any required fee for testing.
4. **Disputing positive test results.** I understand that I may dispute positive test results, but that I will be responsible for payment in advance of confirmation costs, and that if the drug use is confirmed, the sanction will be more stringent than if I was honest about having used.
5. **Commit No New Offenses.** I will not violate laws, and understand that any violation or arrest must be reported to my community supervision officer within 48 hours.
6. **Make All Scheduled Appearances.** I will appear or report as scheduled to DWI/Drug Court hearings, treatment and counseling sessions, and meetings with my community supervision officer. I will arrange for my own transportation, and understand that lack of transportation is not an excuse for missing any scheduled event.
7. **Maintain Employment and/or Education.** I will maintain appropriate full time employment or full time status as a student, or will attend any education or job training programs to which I am referred. I will report any change of status to my community supervision officer within 48 hours.
8. **Housing.** I will maintain stable housing considered appropriate by the DWI/Drug Court Team for my recovery
9. **Payment of Fees.** I agree to pay Court-ordered financial obligations.

10. **Field Visits.** I understand that DWI/Drug Court Team members will conduct field visits to my residence, place of employment, and other areas I may inhabit or frequent.
11. **Appropriate Behavior.** I agree to respect the opinions and feelings of other program participants, and understand that verbal or physical threats or abuse will not be tolerated. I agree not to engage in any romantic or sexual relationships with other program participants while actively involved in the program.
12. **Respect for the Court.** I will use appropriate language in court, such as addressing the judge by saying "Yes, your Honor," and "No, your Honor," not leaning on the bench or using inappropriate language or slang in court. I will not bring food, drinks, gum, tobacco, or recording devices to court
13. **Cellular Telephones and Pagers.** I agree not to bring cellular telephones or pagers to court or to any meetings required by the program.
14. **Dress Code.** I agree to dress appropriately for court and for any meetings required for the program. I understand that appropriate apparel does not include torn or dirty clothing, tank tops or halter-tops, "short" shorts or dresses, flip-flops, hats, and any clothing considered drug-related, sexually explicit or gang-related.
15. **Disclosure of Program Information for Review or Analysis.** I understand that, for purposes of study or review of this program, some otherwise confidential information may be disclosed to third parties, but that this statistical data will not include my name, address, or other personal identifying information.
16. **Confidentiality of DWI/Drug Court Participation.** I understand that enrollment in the DWI/Drug Court Program as a condition of community supervision will be a matter of public record, and that DWI/Drug Court hearings are open to the public, and that rules of confidentiality do not apply there. I understand that the DWI/Drug Court Team and possibly other treatment providers will make reports to the Judge concerning my progress in treatment and that the counselor-patient/psychologist-patient privileges shall not apply. I agree to release information and permit communication with outside agencies to assist in fulfilling my requirements of this program. I understand that by attending DWI/Drug Court and treatment sessions, I will learn information about other participants. I agree to maintain their confidentiality, and I will not disclose information regarding any DWI/Drug Court and/or treatment participant.

I understand that I must abide by the conditions of community supervision and the DWI/Drug Court, including my individual treatment plan, and failure to do so may result in sanctions including, but not limited to, admonishment, verbal reports, written reports, increased drug / alcohol testing, increased treatment requirements, movement back into previous phases, increased community service, jail time, or involuntary termination from the program.

Participant

Date

Witness

Date

Appendix 6: Request for Movement to Phase II

Participant

Cause Number

1. Has submitted clean drug/alcohol screens for four consecutive weeks;
2. Has submitted to screening for drug/alcohol use as required;
3. Provided input and agreed to treatment plan;
4. Treatment requirements were met;
5. Cooperated with efforts to address issues regarding health, housing, employment, and related problem areas;
6. Attended court as required;
7. Attended 12-step meetings per the treatment plan; and,
8. Abided by curfew(if required).

Specific progress:

The participant has completed the above requirements, and it is respectfully recommended that movement to Phase II be granted.

Community Supervision Officer

Date

_____ Approved _____ Denied

DWI/Drug Court Judge

Date

Appendix 7: Request for Movement to Phase III

Participant _____

Cause Number _____

1. Has submitted clean drug/alcohol screens for four consecutive weeks and has submitted to screens as required;
2. Provided input and agreed to revised treatment plan;
3. Treatment requirements were met;
4. Cooperated with efforts to address issues regarding health, housing, employment, and related problem areas;
5. Attended court as required;
6. Attended 12-step meetings per the treatment plan, and obtained a 12-step sponsor;
7. Worked to stabilize family / other relationships;
8. Stabilized employment and/or set goals for vocational / educational pursuits;
9. Made regular payments on court-ordered obligations; and,
10. Abided by curfew(if required).

Specific progress:

The participant has completed the above requirements, and it is respectfully recommended that movement to Phase III be granted.

Community Supervision Officer

Date

_____ Approved _____ Denied

DWI/Drug Court Judge

Date

Appendix 8: Request for Graduation

Participant _____

Cause Number _____

1. Has submitted clean drug/alcohol screens as required;
2. Provided input and agreed to revised treatment plan;
3. Treatment requirements were met;
4. Is connected with the appropriate service providers and/or has stabilized health, housing, employment, and related problem areas;
5. Attended court as required;
6. Attended 12-step meetings per the treatment plan, and continued work with a 12-step sponsor;
7. Continued to stabilize family / other relationships;
8. Continued with stable employment and/or continued with vocational / educational pursuits;
9. Made regular payments on court-ordered obligations; and,
10. Abided by curfew(if required).

Specific progress:

The participant has completed the above requirements, and it is respectfully recommended that graduation occur.

Community Supervision Officer

Date

_____ Approved _____ Denied

DWI/Drug Court Judge

Date