

Policy and Procedures

Williamson County

DWI/Drug Court Program

Williamson County, Texas

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WILLIAMSON COUNTY DWI/DRUG COURT POLICIES AND PROCEDURES

I. Mission Statement

The mission of the Williamson County DWI/Drug Court is to enhance public safety by reducing recidivism using consistent evidence based practice incorporating a multi-disciplinary team. It is our purpose to change and save lives and provide a consistent approach that both enhances the offender's opportunity to succeed and maximizes community safety.

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, court coordinator, prosecutor from the County Attorney's Office, a defense attorney, representatives of the community supervision and corrections department, treatment providers, local law enforcement, and program evaluator. 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 offenders with substance related problems.

The DWI/Drug Court is a post-adjudication program that primarily serves repeat offender DWI and drug offenders that exhibit substance related problems. 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 to follow DWI/Drug Court probation conditions by the sentencing judge. 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 at next court date or as expeditiously as possible.

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 include an increased treatment response. Upon an 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 services as a member of the community, and (5) regularly scheduled court hearings to apprise the judge of individual offender progress, level of compliance, with appropriate rewards or sanctions. This program follows the ten key components for DWI/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 staffing, 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 screens potential candidates' criminal history, assesses their history of substance use and determines if they are appropriate for Intensive Outpatient Treatment.
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 some or all of the following: detoxification, inpatient treatment, or intensive outpatient treatment, aftercare and recovery program attendance, based on an individualized treatment plan that addresses other substance related issues.
5. "Abstinence is monitored by frequent alcohol and other drug testing."
 - The DWI/Drug Court community supervision officer and/or the treatment provider will conduct frequent random alcohol and drug testing.

6. "A coordinated strategy governs DWI/Drug Court responses to participants' compliance."
 - The DWI/Drug Court Team meets weekly to review individual participant progress so the Judge can reward compliance and sanction 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, bi-weekly, 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.
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 developed with local law enforcement agencies, 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.
- Accepting feedback from the DWI/Drug Court Team on each potential participant's application for the DWI/Drug Court Program and determining whether or not a participant is admitted into the program.
- 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.
- Serving as a program advocate and representing the program in the community, before local, State and Federal government, criminal justice agencies, and other public forums.
- Assists DWI/Drug Court Coordinator by inviting invocator for graduation ceremonies.

DWI/Drug Court Program Court Coordinator Duties and Responsibilities

- 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.

- Meet with potential participants after tentatively approved and conduct DWI/Drug Court Program orientation.
- Coordinate with Specialty Courts Counselor participant's treatment based assessment interviews upon completion of orientation.
- Participate in DWI/Drug Court team meetings ensuring that the community supervision officer and treatment providers prepare client reports.
- 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.
- Provide sugar based incentives for team members and participants
- Plan team building activities to strengthen team bonds
- Prepare, email and publish graduation invitations including save the date notices 30 days in advance of graduation ceremony
- Arrange for court appointed interpreters for participant's not proficient in English or who are hearing impaired.

Funding opportunities and grants:

- Research and monitor new funding opportunities
- Write and submit grants
- Supervising grant administration, grant progress reports, and fiscal oversight as needed.
- Provide informative grant overview
- Assist CSCD with data analysis

Community Outreach:

- Encourage community involvement in the growth and development of the DWI/Drug Court Program.
- Coordinate DWI/Drug Court Marketing Efforts
- Arrange Speakers for DWI/Drug Court Team Training

Planning:

- Coordinate policy and procedure meetings as well as team retreats after trainings
- Program evaluation at least every 90 days if possible
- Update and maintain Policies and Procedures Manual at least every 180 days
- Organizing DWI/Drug Court team meetings and other events
- Organize graduations including locating refreshment sponsors, purchasing cakes, drinks and utensils with sponsorship funds. Arranging for speaker with emphasis on inviting a former graduate to speak.

Practices:

- Review CSCD docket with DWI/Drug Court team and Judge to determine action recommended on each individual case.
- Initiate court tracking system
- Develop and maintain informational databases to keep DWI/Court Team informed on Program activities.
- Manage DWI/Drug Court Program pending staffing docket and update weekly
- Make necessary arrangements for participants in the program who are physically challenged in accordance with ADA standards.
- Coordinate activities of other DWI/Drug Court team as authorized by the Judge.

- Ensure that all policies and procedures for the court are carried out by the DWI/Drug Court Team.
- Represent the DWI/Drug Court program on various matters before other county offices and courts of other jurisdictions, as authorized by the Judge.
- Acquire and maintain resource material relevant to court business in general and the DWI/Drug Court program in particular.
- Participate in continuing professional education programs.
- Maintain membership in appropriate professional organizations.
- Attend Texas Association of Specialty Court conferences and open meetings to problem solve and evaluate performance of the DWI/Drug Court program.
- Plan and arrange “in court” tours for students and other groups, particularly other jurisdictions planning similar programs.
- Prepare and recommend participant criteria changes.
- Evaluate various court forms and make design changes as needed.

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 and submits client application to Program Court Coordinator.
- Preparing and filing plea paperwork and Community Supervision amendments 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.
- Participate in continuing professional education for DWI/Drug Court Programs.
- Maintain membership in appropriate professional DWI/Drug Court Program organizations.

DWI/Drug Court Defense Attorney Duties and Responsibilities

- 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.
- Advise participants regarding legal requirements to legally operate a motor vehicle.
- 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.
- Participate in continuing professional education for DWI/Drug Court Programs.
- Maintain membership in appropriate professional DWI/Drug Court Program organizations.

DWI/Drug Court Community Supervision Officers Duties and Responsibilities

- Supervise a caseload of up to 40 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.
- Documenting that the supervision of the participant in the program addresses the participant's criminogenic needs.
- Monitor payments of court-ordered financial obligations.
- Conducting random alcohol and drug screening.
- 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.
- Referring participants assessed with more serious substance use problems to inpatient treatment, as staffed with the DWI/Drug Court team.
- Contact treatment providers, family members, and referral sources as needed.
- 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.
- 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 abuse, dependency issues, 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.
- Participate in continuing professional education for DWI/Drug Court Programs.
- Maintain membership in appropriate professional DWI/Drug Court Program organizations.

Treatment Provider Duties and Responsibilities

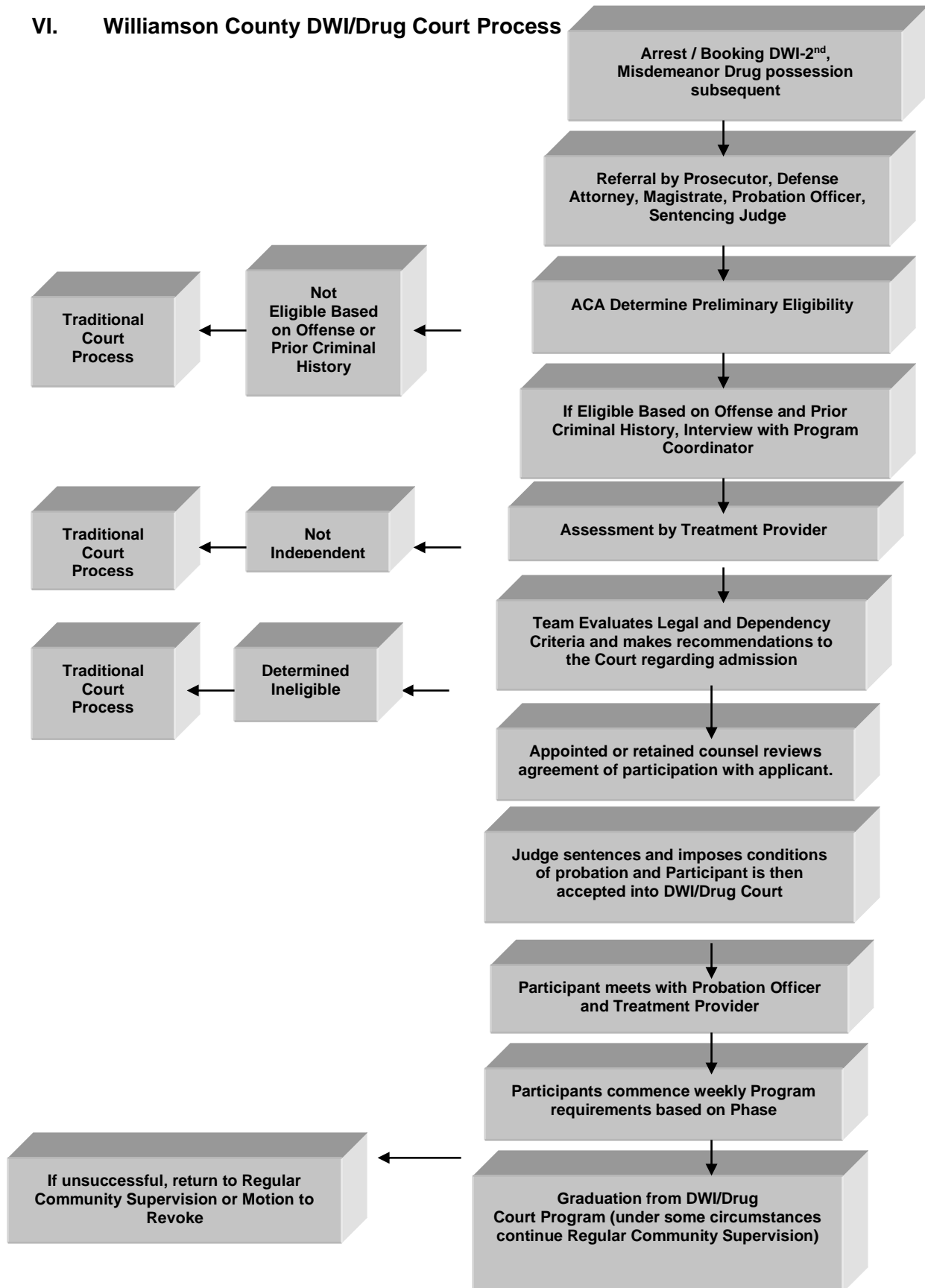
- Attending weekly DWI/Drug Court team meetings and present assessments to the team for potential participants.
- Conducting initial substance evaluations and determine eligibility of offenders who are candidates for the program.
- Ensuring that a standardized / validated assessment is conducted on each participant to establish appropriateness and placement for the program.
- 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.
- Maintaining confidential case management documentation including, but not limited to: initial assessment and treatment plan, progress notes, services provided, attendance records, and drug tests needed if suspected use.
- Continually updating the DWI/Drug Court team as to progress in treatment for individual participants.
- Making recommendations and referrals for additional treatment services as necessary.
- Develop individual treatment plans and update after outpatient services, and quarterly until discharge.
- 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.
- Maintain individual counselor licensure by the State of Texas.

- Participate in continuing professional education for DWI/Drug Court Programs.
- Maintain membership in appropriate professional DWI/Drug Court Program organizations.

Law Enforcement Officer Duties and Responsibilities

- Actively monitors DWI court participants outside the DWI court setting including conducting home and job visits. All client contact is documented and visits logged (by the community supervision officer) to help encourage positive participant behavior.
- Attends regularly scheduled planning meetings
- Compromises with team members regarding structure of program (including creating a program mission along with goals and objectives) during planning process meetings
- Provides up to date information on DWI court clients
- Attends and participates in client staffing by providing progress reports.
- Provides information of participant appropriateness from law enforcement sources to the team and makes recommendation to the team.
- Ensure that the views of law enforcement are identified and considered in the target population selection process.
- Assists in developing written protocols for how DWI court warrants will be processed and served.
- Processes and serves warrants
- Acts as a liaison to police agencies, providing education, information and training on the importance of the DWI court program to community safety and the benefits of law enforcement in collaborating with the DWI Court.
- Continues to participate in on-going cross training to remain knowledgeable about addiction and alcoholism.
- Utilize motivational interviewing techniques when interacting with the participants.
- Note relapse triggers and behaviors in the target population and report in a timely manner to the team.
- Participate in continuing professional education for DWI/Drug Court Programs.
- Maintain membership in appropriate professional DWI/Drug Court Program organizations.

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 use 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 eligibility 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 be eligible to be supervised in Williamson County as defined by TDCJ-CJAD Standards.
- 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.
- Must be sentenced to at least a one-year sentence in DWI/Drug Court; 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 or drug manufacturing, 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 Use Criteria

This program is designed to focus on offenders who have been assessed as having a Substance Use Disorder as defined by the *Diagnostic and Statistical Manual of Mental Disorders (Fifth Edition – DSM V)*. The DSM V recognizes that people are not all automatically or equally vulnerable to developing substance-related disorders and that some people have lower levels of self-control that predispose them to develop problems if exposed to drugs.

Substance Use Disorders span a wide variety of problems arising from substance use, and cover 11 different criteria:

1. The substance is often taken in larger amounts or over a longer period than was intended.
2. There is a persistent desire or unsuccessful efforts to cut down or control use of the substance.
3. A great deal of time is spent in activities necessary to obtain the substance, use the substance, or recover from its effects.
4. Craving or strong desire to use the substance.
5. Recurrent use of the substance resulting in a failure to fulfill major role obligations at work, school, or home.
6. Continued use of substance despite having a persistent or recurrent social or interpersonal problems caused or exacerbated by use.
7. Important social, occupational, or recreational activities are given up or reduced because of use of the substance.
8. Recurrent use of substance in situations where it is physically hazardous.
9. Use of the substance 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.

10. Tolerance, as defined by either of the following:

1. A need for markedly increased amounts of the substance to achieve intoxication or desired effect.
2. A markedly diminished effect with continued use of the same amount of the substance.

11. Withdrawal, as manifested by either of the following:

- a. The characteristic withdrawal syndrome for other (or unknown) substance.
- b. The substance (or a closely related substance) is taken to relieve or avoid withdrawal symptoms.

Severity of Substance Use Disorders

The DSM V allows clinicians to specify how severe or how much of a problem the substance use disorder is, depending on how many symptoms are identified. Two or three symptoms indicate a mild substance use disorder; four or five symptoms indicate a moderate substance use disorder, and six or more symptoms indicate a severe substance use disorder. Clinicians can also add “in early remission,” “in sustained remission,” “on maintenance therapy,” and “in a controlled environment.”

If an offender is considered eligible by the legal criteria for this program, their history will be reviewed to determine if a substance use disorder exists. The offender will undergo substance use disorder screening utilizing a validated screening instrument along with a mental health screening instrument to determine if they are in the high risk/high need population. The treatment program is designed for this population.

A licensed chemical dependency counselor conducts this assessment, which consists of an in-depth face-to-face interview with the counselor, utilizing comprehensive assessment instruments. 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 use disorder 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 and assessed and is determined eligible for the program, the DWI/Drug Court Team, in a weekly scheduled team meeting, recommends to the Judge whether to accept the potential candidate. If the Judge rejects the applicant, the Court Coordinator notifies the participant’s attorney. If accepted and the candidate is currently serving a sentence of community supervision, a modification order is prepared for consideration by the Judge. If the potential candidate is to be sentenced to community supervision, the plea documents will reflect the terms and conditions of the Williamson County DWI/Drug Court, and any other conditions necessary for the monitoring or rehabilitation of the participant.

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, any other conditions of probation deemed appropriate and necessary in individual cases by the DWI/Drug Court Team may be imposed by the Judge.

XI. Enrollment in the DWI/Drug Court Program

Following sentencing, the participant is given a Participant Handbook and Intake instructions.

The Intake includes:

- The modification order or initial conditions of supervision are read and explained to the participant by the Community Supervision Officer.
- At that appointment, the officer advises the participant of the first DWI/Drug Court date, explains Phase requirements, and has the offender sign the Acknowledgement of Reading and Understanding Conditions of Probation.
- 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 to staff the progress of participants enrolled in the program.
- The DWI/Drug Court Coordinator and supervision officer ensures that a progress report spreadsheet is prepared that lists participants by phase and includes information on each participant such as birth date, phase entry date, sobriety date, employment, existing and past violations 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 multi-disciplinary team meeting and all team members contribute input. Relapses or other compliance problems result in the discussion of judicial action, and possible sanctions are imposed by the Judge at the upcoming hearing. Special recognition for participants who successfully achieve program milestones or other accomplishments is also recognized. 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 participant support and guidance to the Judge.
- A bailiff is present to keep order in the courtroom and to assist in imposing sanctions.
- Each participant is called before the bench, 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.
- 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), shall meet TDCJ-CJAD standards for case management.
- 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.

XV. Audits and File Reviews

Audits and/or file reviews are completed in accordance with TDCJ-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 and the treatment provider 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.
- A breathalyzer device will be used to test for alcohol use.

- Positive drug tests and breathalyzer 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 recovery programs and obtain a sponsor or accountability person, and begin to lay groundwork for relapse prevention. Program length is a minimum of 90 days. Participants generally attend court hearings weekly during this phase. Participants who are eligible to pass to Phase II must submit a written request to their Community Supervision Officer.

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;
- Shall submit to unannounced breath analysis and random observed urinalysis/saliva testing (to include random referral to local drug testing labs);
- Clean drug/alcohol screens for four consecutive weeks prior to promotion to Phase II;
- Attend and participate in treatment;
- Encourage family participation in the treatment process;
- Stabilize family / other relationships;
- Attend court weekly, as determined by the DWI/Drug Court team;
- Attend recovery meetings and/or Peer Support (P.A.C.E.) per the treatment plan;
- Encourage sober network (sponsor, recovery support peers)
- Encourage pro social activities (hobbies, wellness, exercise, nutrition)
- Shall attend recovery support groups, you must attend no less than 3 meetings per week (unless otherwise instructed by your treatment provider)
- Stabilize employment and/or set goals for vocational / educational pursuits;
- Shall maintain employment/enrolled in school (must show proof of same to Community Supervision Officer);
- Must be enrolled in GED classes/program (only required if not already obtained);
- Begin regular payments on court-ordered obligations;
- Shall establish a financial statement audit;
- You are not allowed to drive a motor vehicle unless you have a valid driver's license or occupational driver's license with a SR-22 automobile insurance policy and express permission from the court; you are to make arrangements by public transportation and/or supportive family members to comply with program requirements;
- Cooperate with efforts to address issues regarding health, housing, employment, and related problem areas;
- Shall abide by home curfew time 10:00 p.m. to 6:00 a.m.(unless at work/ school/counseling sessions/Recovery support group meetings)must provide a work schedule/meeting sign in sheet for verification;
- You are not allowed to spend weekends or overnight absences from home without the expressed permission from the court;
- You are to present a stable, habitable, and drug free residence;

- Shall be present when home visits are conducted by Surveillance Officers/Community Supervision Officers during curfew hours, they shall be allowed to enter premises and have the right to conduct a search of the premises and allow Officers to photograph living conditions;
- You are to avoid people, places and things that will impair your recovery; and
- Participants who are eligible to advance to Phase II must submit a written request submitted to their Community Supervision Officer at least one week in advance of eligible date to phase up.

Incentives and Sanctions: The Judge after conferring with team may impose sanctions or award incentives on an individual basis.

Phase Advancement Requirements

- Attendance compliant with treatment and all requirements as mentioned above;
- In order to advance the team will review treatment progress;
- Sober time minimum of 10 consecutive days; and
- You are to be HONEST, forthcoming, committed to change and remain crime free.

Phase II

The goals of Phase II are to re-evaluate the treatment plan, attend Aftercare post IOP, cognitive skills program, maintain sobriety, continue working with a recovery sponsor, focus on stabilizing family / relationships, employment/educational pursuits, and continue relapse prevention work. Program length is not less than 90 days. Participants who are eligible to advance to Phase III must submit a written request to their Community Supervision Officer.

Court and Treatment Expectations:

- Compliance with the conditions of community supervision;
- No drug and/or alcohol use;
- Shall submit to unannounced breath analysis and random observed urinalysis/saliva testing (to include random referral to local drug testing labs);
- Shall write a good-bye letter to the participant's drug of choice and read it during Court;
- Clean drug/alcohol screens for four consecutive weeks prior to promotion to Phase II;
- Attend and participate in treatment;
- Encourage family participation in the treatment process;
- Encourage sober network (sponsor, recovery support peers)
- Encourage pro social activities (hobbies, wellness, exercise, nutrition)
- Shall attend recovery support groups, you must attend no less than 3 meetings per week (unless otherwise instructed by your treatment provider)
- Cooperate with efforts to address issues regarding health, housing, employment, and related problem areas;
- Attend court bi-weekly, as determined by the DWI/Drug Court team;
- Attend recovery meetings and/or Peer Support (P.A.C.E.) per the treatment plan.
- Maintain family / other relationships;
- Maintain employment and/or set goals for vocational / educational pursuits;
- Shall have stable employment/enrolled in school (must show proof of same to Community Supervision Officer);
- Must be enrolled in GED classes/program (only required if not already obtained);
- Shall abide by home curfew time 11:00 p.m. to 6:00 a.m.(unless at work/ school/counseling sessions/Recovery support group meetings) must provide a work schedule/meeting sign in sheet for verification;
- You are to present a stable, habitable, and drug free residence
- You are not allowed to spend weekends or overnight absences from home without the expressed permission from the court;

- Shall be present when home visits are conducted by Surveillance Officers/Community Supervision Officers during curfew hours, they shall be allowed to enter premises and have the right to conduct a search of the premises and allow Officers to photograph living conditions;
- Continue regular payments on court-ordered obligations;
- Shall be current with all required payments (fine, court cost, program fee, probation fees, restitution fees-if any) pursuant to financial statement audit;
- You are to avoid people, places and things that will impair your recovery; and
- Participants who are eligible to advance to Phase III must submit a written request to their Community Supervision Officer.

Incentives and Sanctions: The Judge after conferring with team may impose sanctions or award incentives on an individual basis.

Phase Advancement Requirements

- Attendance compliant with treatment and all required appointments
- In order to advance the team will review treatment progress
- Sober time minimum of 30 consecutive days
- You are to be HONEST, forthcoming, committed to change and remain crime free

Phase III

Phase III is the relapse prevention component of treatment when the treatment plan is completed and discharge plan is developed, sobriety is maintained, recovery meetings are continued, as is work with the recovery sponsor or accountability person, there is continued focus on stabilizing family / relationships and employment and educational pursuits, as the participant transitions to regular community supervision or discharge from supervision. Program length is approximately 60-90 days. 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 for four consecutive weeks prior to promotion to graduation;
- Shall submit to unannounced breath analysis and random observed urinalysis/saliva testing (to include random referral to local drug testing labs);
- Attend and participate in treatment;
- Encourage family participation in the treatment process;
- Maintain family / other relationships;
- Encourage sober network (sponsor, recovery support peers);
- Encourage pro social activities (hobbies, wellness, exercise, nutrition);
- Shall attend recovery support groups, you must attend no less than 3 meetings per week (unless otherwise instructed by your treatment provider);
- Attend Court monthly, as determined by the DWI/Drug Court team;
- Attend recovery meetings and/or Peer Support (P.A.C.E.) per the treatment plan.
- During Phase III, no curfew is implemented if a participant is in compliance;
- Cooperate with efforts to address issues regarding health, housing, employment, and related problem areas;
- You are to present a stable, habitable, and drug free residence;
- You are not allowed to spend weekends or overnight absences from home without the expressed permission by the Court;

- Shall be present when home visits are conducted by Surveillance Officers/Community Supervision Officers, they shall be allowed to enter premises and have the right to conduct a search of the premises and allow Officers to photograph living conditions;
- Shall be current with all required payments (fine, court cost, program fee, probation fees, restitution fees-if any) pursuant to financial statement audit;
- Finalize payments on court-ordered obligations prior to graduation;
- Shall have stable employment/enrolled in school (must show proof of same to Community Supervision Officer)
- Maintain employment and/or set goals for vocational / educational pursuits;
- Must be enrolled in GED classes/program (only required if not already obtained);
- You are to avoid people, places and things that will impair your recovery; and
- Participants must submit a written request for Graduation to their Community Supervision Officer at least one week in advance of graduation date.

Incentives and Sanctions: The Judge after conferring with team may impose sanctions or award incentives on an individual basis.

Graduation Requirements

- Submission to all drug screening/testing requirements;
- No alcohol or other drug use 60 days prior to graduation ceremony date;
- No re-arrests/active warrants;
- Documented participation in Recovery support groups;
- Have successfully completed treatment (i.e. IOP, aftercare services, other);
- Meet with the DWI Treatment Court Judge prior to release from the program;
- Compliance with all Program, Treatment and Probation requirements;
- Payment satisfied for all assessed restitution/program/probation/other fees;
- Complete all program required community service restitution hours;
- Ability to present a stable, habitable, and drug free residence; and
- Must have obtained a GED certificate (if applicable) prior to graduation ceremony date.

Individualized aftercare/continuing care plans will be written with input from the Counselor and the graduate, and presented to the Team during the staffing session. The purpose of the plan is to assure the graduate will have continued linkages to community resources. The plan outlines goals and objectives for the graduate to complete during the aftercare phase. Once the participant has met the minimum aftercare completion requirements, the Community Supervision Officer/Counselor will make a recommendation of release to the Team and the participant will be scheduled for a final court appearance.

Participant's that have accomplished the goals outlined in this section and who have participated in the program for no less than twelve (12) months are eligible to graduate. However, if a participant fails to complete the requirements outlined in this section and has continued to relapse their program completion time may be extended. Note: a treatment re-assessment will be conducted; a new treatment plan for relapse prevention will be implemented.

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: Inappropriate Behavior - Sanction Response Matrix

Step 1. Identify the **Behavior**

Low	Moderate	High	Very High
Missed Court	Color Code Miss	Use without Self-Report	2 nd Use
Missed Appointment	Repeated Court Miss	2 nd Self-Reported Use	3 rd Self-Reported Use
Late Color Code < 1 hour	Repeated Appt. Miss	Driving Without Interlock	New Arrest (Non F or DWI)
	Self-Reported Use	Threatening Behavior	Driving and Use
	DWLI Arrest	Disrespect toward Staff	Confirmed Tamper
	Inappropriate Behavior	3 rd Code Miss in Phase	
	Use of Alcohol Product	Fail to do CSR sanction	
	Repeated Late Color Code		

Repeated is more than twice within same phase.
New arrest for felony or DWI is automatic revocation.

Step 2. Determine the **Response**

	Low	Moderate	High	Very High
Phase 1	Level 1	Level 2	Level 3	Level 4/5
Phase 2	Level 2	Level 2	Level 3	Level 4/5
Phase 3	Level 2	Level 3	Level 4	Level 5

Step 3. Choose the **Sanction**

	Level 1	Level 2	Level 3	Level 4	Level 5
CSR	4 hrs	8 hrs	12 hrs		
SCRAM or ETG			Minimum of 1 month	Minimum of 2 months	Minimum of 3 months
Day in Jury Box			1 day		
Jail			Overnight / 24 Hours	3 days	5-8 days
Inpatient Treatment				30-90 days	90+ days
Discharge					Revoke

Weekend Jail is Overnight + Friday to Sunday in Sanction Days (3 days is overnight + Friday to Sunday)

Appendix II: Positive Behavior – Incentive Response Matrix

Step 1. Identify the **Behavior**

Low	Moderate	Difficult
Compliance	Health/Prosocial	Meeting Specific Target Behavior
Program Attendance	Employment Compliance	Treatment Goals Completed
Current with Fees/Payments	Progress toward Treatment Goals	Continued Abstinence
	Complete Treatment Level of Care	

Step 2. Determine the **Response**

	Low	Moderate	Difficult
Phase 1	Small	Medium	Large
Phase 2	Small	Medium	Large
Phase 3		Small	Medium

Step 3. Choose the **Incentive**

Small	Moderate	Large
	<i>Any Small or:</i>	<i>Any Small, Medium or:</i>
Verbal Praise In Court	Individualized Praise	Certificate
Applause	Phase Up	Travel Pass
Token (Candy)	Certificate	Shining Star
Raffle Ticket	Reduced Contacts	
Wheel Spin/ Fishbowl	Reduced ETG/UA Testing	

Appendix III DWI/Drug Court Program Rules Summary

Along with your conditions of supervision and other requirements, you are required to:

ATTEND ALL ORDERED TREATMENT SESSIONS

- You must attend all counseling, educational sessions and 12-step meetings. If you cannot attend a session, you must contact your probation officer or treatment counselor before your scheduled appointment. Not all absences will be excused.
- If you have a doctor's note, proof of being in the emergency room, CSR cards, AA verification, or other types of verification, you must give this to your officer prior to DWI/Drug Court, unless the judge specifically asks you for it.
- Do not contact the Judge for any reason. The only interaction you will have with the judge is during DWI/Drug Court.
- Report to your officer on your scheduled day at the scheduled time. Do not miss an appointment unless your officer gives you permission, and you are re-scheduled for another appointment.
- If you do not report when you are to provide a UA, you fail to provide a UA, or you tamper with a UA, it will be considered positive for drugs/alcohol.

BE WHERE YOU ARE SUPPOSED TO BE, AND BE ON TIME

- You must be home by curfew and be on time for scheduled appointments.
- If you are late for a scheduled session, you may not be allowed to attend, and you will be considered absent.
- You will not be able to take overnight out-of-town trips during Phase I without the express consent of your probation officer.
- You must contact your probation officer, treatment counselor, or DWI/Drug Court Coordinator before the time of the scheduled session if there is a chance that you will be late.

BEHAVE IN AN APPROPRIATE MANNER AT ALL TIMES

- Violent, aggressive, or inappropriate behavior will not be tolerated. Such behavior will be reported to the Judge and may result in your termination from the program.

NO ALCOHOL, DRUGS, OR WEAPONS

- Do not bring alcohol, drugs or any kind of weapon into Court or any other facility associated with DWI/Drug Court.
- Possession of such item(s) may result in you being terminated from the DWI/Drug Court Program and possible revocation of probation.
- Committing new offenses may also result in termination from the DWI/Drug Court Program and referral back to the judge who originally placed you on probation.

DRESS APPROPRIATELY AND DO NOT USE TOBACCO PRODUCTS IN COURT, TREATMENT, GROUP SESSIONS, AND OFFICE VISITS. TURN OFF ALL PAGERS AND CELL PHONES

- As a DWI/Drug Court participant, you must dress appropriately according to the Participant Agreement you sign and receive.
- Pagers and cell phones may not be used in court, treatment sessions, groups or office visits.
- The Court may take pagers or cell phones that sound during court, and they may not be returned to you.

- While in front of the Judge, do not lean on the bench, and speak in a clear voice that is loud enough to be heard.
- Do not talk among yourselves during DWI/Drug Court.

BE HONEST

- You must be honest with the DWI/Drug Court team.
- Information you disclose about the offense you are under supervision for and/or information about your current use will be dealt with in DWI/Drug Court and will not be used against you in future prosecutions or motions to revoke or proceed with adjudication; however, dishonesty will result in more severe sanctions.

PAY FEES AND MAINTAIN EMPLOYMENT

- You must pay your court ordered obligations and maintain employment that is approved by your probation officer.

OTHER

- Unless your probation officer needs a UA, go to the bathroom prior to court. Except in an emergency, you cannot leave court.

Good Luck! We truly believe that the DWI/Drug Court and your efforts can help you make a positive change in your life.

ACKNOWLEDGMENT

I, _____, participant in the Williamson County DWI/Drug Court Program, acknowledge that I have received a copy of the Program Rules Summary listed above, and that I have read, understand, and agree to abide by the above-stated rules. I understand any violations of said rules could be justification for sanctions and/or termination from the DWI/Drug Court Program. I understand failing to comply with the program rules can be grounds to have my probation revoked. I knowingly, intelligently, and voluntarily sign this document and agree to abide by the rules stated above.

PARTICIPANT'S SIGNATURE

DATE

Appendix IV: Williamson County DWI/Drug Court Program 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 Program, 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 V: Consent Form for Disclosure, Communication, and Release of Information

I, _____
hereby consent to communication between the listed treatment provider(s) _____
_____ and the Williamson
County DWI/Drug Court: Judge, prosecutor, Defense Attorney, Community Supervision and
Corrections Department, program evaluator, Law Enforcement assigned to the DWI/Drug Court Team
and any additional persons, such as family members, 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 related 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 Participant

Date

Witness

Date

Appendix VI: Request for Advancement to Phase 2

Name: _____

NOTE: This completed form (both sides) must be submitted to the Court Officer by the Thursday prior to your being presented in Court to Phase-Up.

For Counselor:

Has participant consistently attended and participated in treatment, including groups and individual sessions? Initial: _____

Has participant been actively involved in developing their treatment plan? Initial: _____

Is the participant mindful of short and long-term goals on treatment plan? Initial: _____

Has the participant identified useful coping skills? Initial: _____

If the answer to any of these is "NO," please explain why:

This can be remedied by completing _____ by this date: _____.

For Court Officer:

Has participant attended scheduled office visits? Initial: _____

Has participant followed through on referrals to classes? Initial: _____

Has participant attended required court dates? Initial: _____

Is the participant in compliance with random drug testing/UA's? Initial: _____

If the answer to any of these is "NO," please explain why:

This can be remedied by completing _____ by this date: _____.

For (Phase 2 or 3) Peers:

Initial if condition is currently waived: _____

Has participant attended PACE consistently? Initial: _____

Has participant asked questions? Initial: _____

If the answer to any of these is "NO," please explain why:

This can be remedied by: _____

For Participant:

1. Write your Request to Phase Up Letter on this page, or on a separate sheet. Then please email it to Susan. Briefly describe what changes you have made since starting the program (citing personal examples) & share how/why you are prepared to move into the next Phase.
2. Submit a Letter from your Sponsor that explains how long you've been working together, how often you see/have contact with each other, & what progress you've been making. (i.e. what step you're on, what assignments from your sponsor you've completed) This letter should include your Sponsor's first name & their phone #. ***If you choose to do so, you may bring your Sponsor to Court on the night you are presented in Court! (Instead of providing a Sponsor Letter)***
3. Choose one goal from your Treatment Plan, and discuss your progress below:

Appendix VII: Request for Advancement to Phase 3

Name: _____

NOTE: This completed form (both sides) must be submitted to the Court Officer by the Thursday prior to your being presented in Court to Phase-Up.

For Counselor:

Has participant consistently attended and participated in treatment, including groups and individual sessions? Initial: _____

Has participant been actively involved in developing their treatment plan? Initial: _____

Is the participant mindful of short and long-term goals on treatment plan? Initial: _____

Has the participant identified useful coping skills? Initial: _____

If the answer to any of these is "NO," please explain why:

This can be remedied by completing _____ by this date: _____.

For Court Officer:

Has participant attended scheduled office visits? Initial: _____

Has participant followed through on referrals to classes? Initial: _____

Has participant attended required court dates? Initial: _____

Is the participant in compliance with random drug testing/UA's? Initial: _____

If the answer to any of these is "NO," please explain why:

This can be remedied by completing _____ by this date: _____.

For (Phase 2 or 3) Peers: *Initial if condition is currently waived: _____*

Has participant attended PACE consistently? Initial: _____

Has participant asked questions? Initial: _____

If the answer to any of these is "NO," please explain why:

This can be remedied by: _____

For Participant:

4. Write your Request to Phase Up Letter on this page, or on a separate sheet. Then please email it to Susan. Briefly describe what changes you have made since starting the program (citing personal examples) & share how/why you are prepared to move into the next Phase.
5. Submit a Letter from your Sponsor that explains how long you've been working together, how often you see/have contact with each other, & what progress you've been making. (i.e. what step you're on, what assignments from your sponsor you've completed) This letter should include your Sponsor's first name & their phone #. ***If you choose to do so, you may bring your Sponsor to Court on the night you are presented in Court! (Instead of providing a Sponsor Letter)***
6. Choose one goal from your Treatment Plan, and discuss your progress below:

Appendix VIII. DWI/Drug Court Program Graduation Packet & Evaluation

Name: _____ Date Packet Issued: _____ Return Due Date: _____

Tentative Graduation Date: _____ Date Submitted: _____

Graduation Requirement Checklist:

- Attend court, on time & as directed
- Report to Probation Officer & Counselor appts, on time & as directed
- Comply with all conditions of supervision
- Complete all classes & pay all fees 30 days prior to discharge
- Maintain a clean drug/alcohol test for 2 consecutive months prior to graduating
- Comply w/all alcohol & drug testing requirements
- Provide input and agree to a treatment plan
- Address issues regarding health, housing, employment & utilize community resources when needed
- Attend Graduation (regardless of probation discharge date, all graduates must attend Graduation on their designated date)
- Provide Graduation Letter, 2-4 photos & 1-2 quotes/verses to Court Officer by designated deadline date
- Let your Court Officer know if you'd like to invite your arresting or curfew officer to Graduation.

As a prospective DWI Drug Court Program Graduate, you must **complete your Graduation Letter and return it this packet to your probation officer by the Due Date!** Include complete and thorough answers to questions. Punctuality & the neatness of your Graduation Letter will be considered indicators of the depth of your commitment to your recovery. *This letter is intended to assist in making a fair determination of your readiness to graduate from the DWI Drug Court Program.*

Graduation Letter:

Please compose your Graduation Letter to address the following:

- 1. How long have you been clean and sober from all alcohol &/or drugs?**
- 2. How long have you worked w/a sponsor/accountability partner? How have you benefited personally from this?**
- 3. What was your life like prior to entry into the DWI/Drug Court Program?**
- 4. Describe how your life is different today.**
- 5. Do you intend to stay alcohol/drug free? Why? How?**
- 6. How have any family/friends benefitted from your example?**
- 7. Describe two (2) short-term (6-12 mon) & two (2) long-term goals after Graduation.**

	Poor	Fair	Good	Excellent
DWI/Drug Court Team's attitude towards me	1	2	3	4
My participation in developing personal treatment plan and goals with my counselor	1	2	3	4
I received sufficient instructions for continued care after discharge	1	2	3	4
The Team provided me with the skills, awareness, and techniques to help me prevent relapse	1	2	3	4
The Team provided me with assistance and/or made appropriate referrals to assist me with other issues (other than substance abuse)	1	2	3	4
Overall rating of the Team/Program	1	2	3	4

PLEASE WRITE YOUR RESPONSES TO THE FOLLOWING:

**What positive actions by staff or through the program help participants abstain from alcohol/drugs?
How have participants been assisted in making positive changes in their lives?**

What is the staff/program doing that is counterproductive, and/or how could the effectiveness of the program be improved?

Thank you for your comments!

Once you have completed the questionnaire, please return the entire packet to your Court Officer by the deadline date.