

DEKALB COUNTY DRUG & DUI COURT



Policy and Procedures

23rd Judicial Circuit
DeKalb County Courthouse
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DeKalb County Drug & DUI Court

POLICIES AND PROCEDURES MANUAL
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I. INTRODUCTION

Drug & DUI Courts have been created to provide intensive supervision to eligible defendants charged with a felony as a direct result of their drug/alcohol abuse. Drug & DUI Courts improve communities by successfully getting offenders drug/alcohol free and sober, and utilizing treatment for substance abuse and addiction, thus reducing crime in the community. Drug & DUI Courts provide a non-traditional approach to non-violent criminal offenders who are addicted to drugs, rather than focusing only on the crimes they commit and the punishments they receive. Drug & DUI Courts use a combination of accountability and treatment to support and compel offenders to change their lives. Drug & DUI Courts are dependent upon creating a non-adversarial courtroom atmosphere where the Judge and Court Staff work together toward a common goal of breaking the cycle of criminal behavior. It takes innovation, teamwork, and strong judicial leadership to achieve success when addressing drug-using offenders in a community.

The DeKalb County Drug & DUI Court Program is a Post Plea-Pre-Sentencing program that provides eligible defendants the opportunity to receive mental health and drug treatment in exchange for either having their conviction dismissed, avoiding prison or jail sentence, or having the felony amended to misdemeanor charges. Eligible defendants can elect to participate in the program or proceed with traditional court processing. After choosing to participate in the program, defendants come under the court's supervision and are required to attend treatment sessions, undergo random drug and alcohol testing, and appear before the Drug & DUI Court Judge on a regular basis.

There are five phases of the Drug Court Program and four phases of the DUI Court Program with each consisting of different expectations to be followed by the defendant. If the defendants meet the requirements of each of the phases, they graduate from the program and the charges may be dismissed, the prison or jail sentence reduced, or the felony charges amended to misdemeanor charges. All defendants will know at the beginning of Drug & DUI Court what the sentence will be if they successfully complete the program or if they are terminated. If Drug & DUI Court defendants fail to make progress, they will be terminated from the program and sentenced pursuant to their agreement.

In an effort to fully engage and motivate defendants in treatment, they will be required to pay fees based on a sliding fee scale based on ability to pay. It is believed that the DeKalb County Drug & DUI Court will be cost effective due to the defendants' financial participation and the correction to the defendants' lifestyle, which will reduce future use of the Court.

II. MISSION STATEMENT

The mission of DeKalb County Drug/DUI Court To enhance public safety and improve quality of life of treatment court participants, utilizing evidence based methods in compliance with the Illinois statutes. It accomplishes this mission by:

- combining effective substance abuse interventions, mental health treatment and intensive judicial supervision in a therapeutic court setting for non-violent offenders
- assist participants in choosing and developing a structured, disciplined, law abiding and healthy way of life.

III. COMPLIANCE

The DeKalb County Drug & DUI Court shall be established and operate in compliance with the *Problem-Solving Court Standards* adopted by the Illinois Supreme Court as well as federal confidentiality statutes and regulations.

IV. CONFIDENTIALITY

All information pertaining to DeKalb County Drug & DUI Court participants is strictly confidential. Any information viewed by DeKalb County Drug & DUI Court personnel or providers is not to be shared with any outside party.

DeKalb County Drug & DUI Court participants shall be required to sign release forms so that relevant information may be shared with appropriate agencies. If a participant refuses to sign the necessary releases, he/she may be ruled ineligible for the DeKalb County Drug & DUI Court Program.

All probation files, presentence investigations, computer notes and case notes are considered to be confidential information and are not to be released except by court order or client release of information.

All DeKalb County Drug & DUI Court material will be protected by federal law, specifically section 543 of the Public Health Service Act, 42 U.S.C. 290dd-2, and its implementing regulation, 42 C.F.R Part 2 (confidentiality of substance abuse records) and the Illinois Mental Health and Development Disabilities Confidentiality Act, 740 ILCS 110/1 *et seq.* (confidentiality of mental health treatment records).

Evaluators, researchers, or personnel from other courts visiting the Drug & DUI Court staffings and Court hearings are required to sign a confidentiality agreement that is kept on file in the Drug & DUI Court Office.

V. GOALS

The DeKalb County Drug & DUI Court program strives to meet the following goals:

- To promote public safety by reducing recidivism;

- To provide an alternative to incarceration for substance using non-violent offenders by intervening with the authority of the Court in order to effect appropriate treatment and education;
- To reduce long-term criminal justice costs by reducing the amount of incarceration time for substance using non-violent offenders;
- To reduce or eliminate offenders' dependency on drugs and to reduce the level of drug related criminal activity.

VI. ELIGIBILITY CRITERIA

The following serve as the eligibility criteria for the DeKalb County Drug & DUI Court:

- (a) Only defendants who apply for admission to the DeKalb County Drug & DUI Court will be considered for admission.
- (b) A defendant must admit to a substance abuse problem and agree to cessation of drug use.
- (c) The defendant must be 18 years of age or older.
- (d) No applicant will be admitted without the agreement of the offender and the approval of the court.
- (e) A defendant must be a DeKalb County resident.
- (f) A defendant must have felony charges pending.
- (g) Defendant must be able to attend and participate in recommended treatment programs, drug testing, community service, probation appointments, support groups, court hearings, and other scheduled and unscheduled meetings as required per program rules and regulations
- (h) A defendant must resolve all out-of-county cases.
- (i) All DeKalb County cases must be included in the agreement.
- (j) A defendant must have no serious or persistent mental illnesses which prohibit participation in substance abuse treatment. If an applicant is struggling with persistent mental illness and is deemed in appropriate for drug court, the applicant may be referred to mental health court.
- (k) If charged with possession with intent to deliver or delivery, the amount of narcotics must be determined to be very minor and be for the purpose of supporting the defendant's addiction, as reflected per Illinois State Statute.
- (l) The defendant must plead guilty and be sentenced to drug court

VII. EXCLUSIONARY CRITERIA

730 ILCS 166/20 (Drug Court Treatment Act) mandates the following criteria shall exclude a defendant if:

1. The crime is a crime of violence as set forth in clause (4) of this subsection,
2. The defendant denies his use of or addiction to drugs,
3. The defendant does not demonstrate a willingness to participate in a treatment program,
4. The defendant has been convicted of a crime of violence in the past 10 years excluding incarceration time, including but not limited to: first degree murder,

second degree murder, predatory criminal sexual assault of a child, aggravated criminal sexual assault, criminal sexual assault, armed robbery, aggravated arson, arson, aggravated kidnapping, kidnapping, aggravated battery resulting in great bodily harm or permanent disability, stalking, aggravated stalking, or any offense involving the discharge of a firearm

VIII. DRUG & DUI COURT MODEL

The DeKalb County Drug & DUI Court has adopted a *Post Plea-Pre-Sentence Program*. In the model selected by the DeKalb County Drug & DUI Court Planning Team, the defendant will plead guilty and sentencing is done at a later date. The defendant will know what the sentence will be at the time of plea. Sentencing will occur when he/she successfully graduates from Drug & DUI Court. If the defendant does not successfully graduate from Drug & DUI Court, he or she will also know the sentence that will be received.

IX. ENTRY PROCESS

1. The defendant, the defendant's attorney, or other appropriate community member will request a referral expressing the defendant's interest to enter Drug & DUI Court. The defendant is to complete the referral form and provide it to the Drug & DUI Court Coordinator for review.
2. After the referral form is completed, the defendant's case is continued to the next regularly scheduled Drug & DUI Court session. The defendant will observe Drug & DUI Court to determine if he/she wants to voluntarily participate in the program.

If the defendant is interested in Drug & DUI Court, his/her attorney will inform the Drug & DUI Court Coordinator. If the defendant is not interested, the defendant will be sent back to traditional adjudication process.

3. The Drug & DUI Court Coordinator reviews all eligibility criteria with defendant and explains the program. The Drug & DUI Court Coordinator administers the following risk assessments to determine the defendant's risk level: LSI-R, DUSI-R and RANT. AOD Abuse Screening Instrument; TCU Criminal Thinking Scales (TCU CTS); TCU Drug Screen II; SOCRATES 8D; University of Rhode Island Change Assessment (URICA) Scale; Drug Use Screening Inventory (revised) (DUSI-R); RANT, and any other risk assessment tool mandated by the State of Illinois. The defendant signs releases for disclosure of information to all members of the Drug & DUI Court Team will run a LEADS search.
4. The results of LEADS and risk assessments are sent to the Drug & DUI Court Team who discuss the defendant's eligibility and determines initial acceptance for Drug & DUI Court.

If the Drug & DUI Court Team rejects the defendant for Drug & DUI Court, the defendant's case is referred to traditional adjudication process. The defendant and attorney are informed that the defendant is not a candidate for Drug & DUI Court.

If the Drug & DUI Court Team indicates initial acceptance of the defendant to Drug & DUI Court, the defendant or his/her attorney is notified by the Drug & DUI Court Coordinator.

5. If the Drug & DUI Court Team indicates initial acceptance and the defendant posted bail, the defendant is referred to the Drug & DUI Court Counselor, who does a comprehensive clinical assessment compliant with regulating agencies, Ben Gordon Center (Northwestern) Policy, and best practice standards in the State of Illinois. The Drug & DUI Court Counselor then sends the report to the Drug & DUI Court as soon as possible.
6. All information (including the comprehensive assessment report and Comprehensive clinical assessment) on defendant is given to the Drug & DUI Court Team who again discuss the defendant's eligibility before the judge ultimately determines final acceptance or rejection to the program based on the defendant being considered to fall between moderate to high risk/high needs.
7. The defendant appears with their lawyer before the Judge in Drug & DUI Court and is informed about acceptance or rejection.

If the defendant is accepted to Drug & DUI Court, the Judge informs the defendant about his/her waiver of rights and the defendant signs a Consent to Participate on the record in open court, the defendant enters Plea and is informed of the sentence if they graduate from Drug & DUI Court and the defendant signs the Plea Agreement.

If the defendant is rejected, his/her case is referred to traditional adjudication process. The defendant and attorney are told the defendant is not a candidate for Drug & DUI Court.

8. Participants who the Judge and Drug & DUI Court Team assess to be at risk prior to admission to a residential setting may be placed in jail until a bed opens, with weekly scheduled status hearings in the court. This may take place before the formal plea. This is limited to high risk and high need individuals when there is no other housing option. Participants who must be free of drugs prior to going to residential safe setting per order of residential setting will be placed in jail until a bed is available. Participants who are considered to be at high risk prior to admission to a residential setting may be required to begin an Intensive Outpatient Program (IOP) until a bed becomes available at a residential setting.

X. ACCESS TO JUSTICE

The DeKalb County Drug & DUI Court operates in accordance with the Illinois Supreme Court Language Access Policy, the Illinois Supreme Court Code of Interpreter Ethics,

and the Illinois Supreme Court Policy on Assistance to Court Patrons by Circuit Clerks, Court Staff, Law Librarians and Court Volunteers. Additionally, the Court operates in accordance with the 23rd Judicial Circuit's Access Plan.

XI. NON-DISCRIMINATORY POLICY

In compliance with the Americans with Disabilities Act, DeKalb County Drug & DUI Court does not discriminate on the basis of a handicap or disability, nor does it discriminate based upon gender, race, heritage, age, religion, socioeconomic status or sexual orientation.

XII. CASE MANAGEMENT AND SUPERVISION

The Drug & DUI Court Team meets every Monday for regular staffings to discuss participants' behavior that week. The team will discuss responses to participants' behavior which will be shared with the participants during the next status review hearing. The team will also discuss any updates made to the participants' treatment plan, as regularly assessed by the counselor. Status review hearings will be held on Mondays after the team staffing. The status review hearings will be conducted in order to monitor participants' performance and progress and encourage positive behavior and decrease negative or unproductive behavior.

Participants are expected to attend all scheduled status review hearings according to the phase of the program that they are in. During Phase 1, participants will be expected to attend status review hearings every week. As participants advance in phases, they will be required to attend status review hearings less frequently. Participants are expected to be on time for each status review hearing and call in advance if they will be unable to attend. They may be given a sanction for missing a status review hearing or being late, depending on the circumstance and their explanation.

Drug & DUI Court participants must agree to submit to random drug tests when requested to do so by the Drug & DUI Court Team. Participants are required to call the Test Day Software daily to learn if they must submit a drug test that day. If a participant refuses to provide a specimen or does not call, they will be considered to have a positive drug test. There are no excuses for missed drug screens. Positive drug tests will be discussed at the next staffing to determine responses/possible sanctions. Participants who report that their missed drop was a result of an emergency situation will be staffed by the team on a case by case basis.

XIII. PHASES FOR DEKALB COUNTY DRUG & DUI COURT:

PHASE I DRUG COURT: Recovery & Responsibility to Self

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
 - ✓ Orientation to Treatment Court;

- ✓ Electronic home monitoring for minimum of 3 weeks
- ✓ Develop individual treatment plan with treatment provider and hand into court;
- ✓ Follow all treatment recommendations of the counselor
- ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
- ✓ Meet with Treatment Court Officer as often as directed;
- ✓ Outpatient group counseling sessions **at least three times a week** (if recommended); successful completion of residential treatment (if recommended)
- ✓ Maintain compliance with prescribed medications;
- ✓ Participate in a self-help group of your choosing 3x weekly
Provide verification to court, if applicable;
- ✓ Frequent and random drug testing **at least two times a week**;
- ✓ Court appearances **weekly**;
- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ End relationships and create boundaries with non-family drug using associates;
- ✓ No positive drug test results for minimum of 14 consecutive days following four drug/alcohol free drops prior to phase advancement;
- ✓ Fill out *Petition to Move to Another Phase (Phase I to II Form)* and write essay assigned by counselor (must request this from counselor ahead of time)

Requirements for advancement to Phase II:

1. No positive drug test results for 14 consecutive days following four drug/alcohol free drops;
2. Documented attendance at a self-help sobriety group;
3. Achievement of coping and/or problem solving skills as reported by treatment provider;
4. Maintain compliance with medications as prescribed;
5. Follow all recommendations made by counselor regarding treatment and psychiatric care;
6. Have a sponsor or at least a temporary sponsor from the attended self-help sobriety group;
7. Employed or positive response to vocational/educational goals, if appropriate;
8. Submission of *Petition to Move to Another Phase* and *Relapse Prevention Plan* to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase II;
9. Participants who successfully complete a residential program may submit their Phase II materials upon successful completion of the residential program;
10. Write a letter addressed to the court requesting to advance to Phase II and give the required materials to the Drug/DUI Court staff.

PHASE II DRUG COURT: Maintenance & Responsibility to Others

- **Length of Phase:** Minimum of 90 days
- **Requirements:**

- ✓ Update and review treatment plan with treatment provider and hand-in to court;
- ✓ Follow all treatment recommendations of the counselor
- ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
- ✓ Meet with probation officer as often as directed;
- ✓ Outpatient group counseling sessions **at least three times a week** (if recommended); successful completion of residential treatment (if recommended)
- ✓ Maintain compliance with prescribed medications;
- ✓ Participate in a self-help group of your choosing 3x weekly
Provide verification to court, if applicable;
- ✓ Frequent and random drug testing **at least two times a week**;
- ✓ Court appearances **at least two times per month**;
- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 30 consecutive days following four drug/alcohol free drops prior to phase advancement;
- ✓ Actively participating in community service
- ✓ Fill out *Petition to Move to Another Phase (Phase II to III Form)* and write essay assigned by counselor (must request this from counselor ahead of time)

Requirements for advancement to Phase III:

1. No positive drug tests within the last 30 days;
2. Employed or attending school/vocational training with positive feedback from the school;
3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Continued medication compliance;
6. Follow all recommendations of the counselor, as directed;
7. No unexpected absences from treatment or scheduled services;
8. Call the Test Day System each day to find out testing schedule before 8:30 am;
9. Submission of *Petition to Move to Another Phase* and *Relapse Prevention Plan* to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase III.
10. Write a letter addressed to the court requesting to advance to Phase III and give the required materials to the Drug/DUI Court staff.

PHASE III DRUG COURT: Maintenance & Responsibility to Self and Others

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
 - ✓ Update and review treatment plan with treatment provider and hand it into the court;
 - ✓ Follow all treatment recommendations of the counselor
 - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider

- ✓ Meet with probation officer as often as directed;
- ✓ Outpatient group counseling sessions **at least two times a week** (if recommended); successful completion of residential treatment (if recommended)
- ✓ Maintain compliance with prescribed medications;
- ✓ Participate in a self-help group of your choosing 3x weekly
Provide verification to court, if applicable;
- ✓ Frequent and random drug testing **at least two times a week**;
- ✓ Court appearances **at least two times per month**;
- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 45 consecutive days following four drug/alcohol free drops prior to phase advancement;
- ✓ Must be **employed** and/or or in full time **vocational training/school** prior to entering phase IV
- ✓ All community service hours must be complete prior to entering phase IV
- ✓ Fill out ***Petition to Move to Another Phase (Phase III to IV Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)

Requirements for advancement to Phase IV:

1. No positive drug tests within the last 45 days;
2. Employed or attending school/vocational training with positive feedback from the school if requested and appropriate;
3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Continuing to take prescribed medications as directed;
6. Documentation provided to the Court of involvement in self-help sobriety group;
7. Actively making payments for restitution, Court costs or treatment fees where applicable;
8. No unexpected absences from treatment or scheduled services;
9. Submission of the ***Petition to Move to Another Phase*** to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase IV.
10. Submission of ***Relapse Prevention Plan***.
11. Submission of ***Financial Obligations Sheet***.
12. Write a letter addressed to the court requesting to advance to Phase IV and give the required materials to the Drug/DUI Court staff.

PHASE IV DRUG COURT: Reinforce Sober, and Healthy Lifestyle

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
 - ✓ Update and review treatment plan with treatment provider and hand it into the court;
 - ✓ Follow all treatment recommendations of the counselor

- ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
- ✓ Outpatient group counseling sessions **at least one time a week** (if recommended); successful completion of residential treatment (if recommended)
- ✓ Meet with probation officer as often as directed;
- ✓ Maintain compliance with prescribed medications;
- ✓ Participate in a self-help group of your choosing 3x weekly
Provide verification to court, if applicable;
- ✓ Frequent and random drug testing **at least two times a week**;
- ✓ Court appearances **at least one time per month**;
- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 60 consecutive days following four negative drops prior to phase advancement;
- ✓ Actively making payments for restitution, Court costs or treatment fees where applicable;
- ✓ Actively participate in aftercare counseling if recommended; provide documentation to Court;
- ✓ **Employed** and/or or in full time **vocational training/school**
- ✓ Fill out ***Petition to Move to Another Phase (Phase IV to V Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)

Requirements for advancement to Phase V:

1. No positive drug tests within the last 60 days;
2. Employed or attending school/vocational training with positive feedback from the school, if appropriate;
3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Maintain compliance with prescribed medications;
6. Documentation provided to the Court of involvement in a self-help sobriety group;
7. Actively making payments for restitution, Court costs or treatment fees where applicable;
8. No unexpected absences from treatment or scheduled services;
9. Submission of required materials to the DeKalb County Drug/DUI Court staff asking to be promoted to Phase V.
10. Submission of ***Relapse Prevention Plan***.
11. Submission of ***Financial Obligations Sheet***.
12. Write a letter addressed to the court requesting to advance to Phase V and give the required materials to the Drug/DUI Court staff.
13. Active involvement in the Alumni Association.

PHASE V DRUG COURT: Relapse Prevention

- **Length of Phase:** Minimum of 60 days
- **Requirements:**
 - ✓ Update and review treatment plan with treatment provider and hand it into the court;
 - ✓ Follow all treatment recommendations of the counselor;
 - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider;
 - ✓ Actively participate in aftercare counseling; provide documentation to Court;
 - ✓ Meet with probation officer as often as directed;
 - ✓ Maintain compliance with prescribed medications;
 - ✓ Participate in a self-help group of your choosing 3x weekly
Provide verification to court, if applicable;
 - ✓ Frequent and random drug testing **at least two times a week**;
 - ✓ Court appearances **at least one time per month**;
 - ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
 - ✓ Actively making payments for restitution, Court costs or treatment fees where applicable;
 - ✓ Consistent, on time attendance at all required treatment and court appearances;
 - ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
 - ✓ No positive drug test results for minimum of 6 months prior to commencement;
 - ✓ Must be **employed** and/or or in full time **vocational training/school** prior to commencement;
 - ✓ All Drug Court financial obligations must met prior to commencement, based on ability to pay;
 - ✓ Submission of ***Relapse Prevention Plan***.
 - ✓ Discuss intent to commence with counselor and probation officer

DUI COURT PHASE REQUIREMENTS

PHASE I DUI COURT: Recovery & Responsibility to Self

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
 - ✓ Orientation to DUI Court;
 - ✓ Electronic home monitoring and SCRAM for minimum of 3 weeks
 - ✓ Develop individual treatment plan with treatment provider and hand into court;
 - ✓ Follow all treatment recommendations of the counselor
 - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
 - ✓ Meet with probation officer as often as directed;
 - ✓ Outpatient group counseling sessions **at least three times a week** (if recommended);
successful completion of residential treatment (if recommended)
 - ✓ Maintain compliance with prescribed medications;
 - ✓ Participate in a self-help group of your choosing 3x weekly
Provide verification to court, if applicable;
 - ✓ Frequent and random drug testing **at least two times a week**;

- ✓ Court appearances **weekly**;
- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ End relationships and create boundaries with non-family drug/alcohol using associates;
- ✓ No positive drug test results for minimum of 14 consecutive days following four drug/alcohol freedrops prior to phase advancement;
- ✓ Fill out ***Petition to Move to Another Phase (Phase I to II Form)*** and write essay assigned by counselor (must request this from counselor ahead of time)

Requirements for advancement to Phase II:

1. No positive drug test results for 14 consecutive days following four drug/alcohol free drops;
2. Documented attendance at a self-help sobriety group, if applicable;
3. Achievement of coping and/or problem solving skills as reported by treatment provider;
4. Maintain compliance with medications as prescribed;
5. Follow all recommendations made by counselor regarding treatment and psychiatric care;
6. Have a sponsor or at least a temporary sponsor from the attended self-help sobriety group;
7. Employed or positive response to vocational/educational goals, if appropriate;
8. Submission of ***Petition to Move to Another Phase*** and ***Relapse Prevention Plan*** to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase II;
9. Participants who successfully complete a residential program may submit their Phase II materials upon successful completion of the residential program;
10. Write a letter addressed to the court requesting to advance to Phase II and give the required materials to the Drug/DUI Court staff.

PHASE II DUI COURT: Maintenance & Responsibility to Self and Others

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
 - ✓ Update and review treatment plan with treatment provider and hand-in to court;
 - ✓ Follow all treatment recommendations of the counselor
 - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
 - ✓ Meet with probation officer as often as directed;
 - ✓ Outpatient group counseling sessions **at least three times a week** (if recommended); successful completion of residential treatment (if recommended)
 - ✓ Maintain compliance with prescribed medications;
 - ✓ Participate in a self-help group of your choosing 3x weekly
Provide verification to court, if applicable;
 - ✓ Frequent and random drug testing **at least two times a week**;

- ✓ Court appearances **at least two times per month**;
- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 30 consecutive days following four negative drops prior to phase advancement;
- ✓ Actively participating in community service
- ✓ Fill out *Petition to Move to Another Phase (Phase II to III Form)* and write essay assigned by counselor (must request this from counselor ahead of time)

Requirements for advancement to Phase III:

1. No positive drug tests within the last 30 days;
2. Employed or attending school/vocational training with positive feedback from the school;
3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Continued medication compliance;
6. Follow all recommendations of the counselor, as directed;
7. No unexpected absences from treatment or scheduled services;
8. Call the Test Day System each day to find out testing schedule before 8:30 am;
9. Submission of *Petition to Move to Another Phase* and *Relapse Prevention Plan* to the DeKalb County Drug/DUI Court Team asking to be promoted to Phase III.
10. Write a letter addressed to the court requesting to advance to Phase III and give the required materials to the Drug/DUI Court staff.

PHASE III DUI COURT: Reinforce Sober, and Healthy Lifestyle

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
 - ✓ Update and review treatment plan with treatment provider and hand it into the court;
 - ✓ Follow all treatment recommendations of the counselor
 - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider
 - ✓ Meet with probation officer as often as directed;
 - ✓ Outpatient group counseling sessions **at least two times a week** (if recommended); successful completion of residential treatment (if recommended)
 - ✓ Maintain compliance with prescribed medications;
 - ✓ Participate in a self-help group of your choosing 3x weekly
Provide verification to court, if applicable;
 - ✓ Frequent and random drug testing **at least two times a week**;
 - ✓ Court appearances **at least two times per month**;
 - ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status

- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 45 consecutive days following four negative drops prior to phase advancement;
- ✓ Must be **employed** and/or or in full time **vocational training/school** prior to entering phase IV
- ✓ All community service hours must be complete prior to entering phase IV
- ✓ Actively making payments for restitution, Court costs or treatment fees where applicable;
- ✓ Fill out *Petition to Move to Another Phase (Phase III to IV Form)* and write essay assigned by counselor (must request this from counselor ahead of time)

Requirements for advancement to Phase IV:

1. No positive drug tests within the last 60 days;
2. Employed or attending school/vocational training with positive feedback from the school if requested and appropriate;
3. Achievement of coping and problem solving skills as reported by treatment provider;
4. Documentation provided to the Court of involvement in treatment, and/or psychiatric services;
5. Continuing to take prescribed medications as directed;
6. Documentation provided to the Court of involvement in self-help sobriety group;
7. Actively making payments for restitution, Court costs or treatment fees where applicable;
8. No unexpected absences from treatment or scheduled services;
9. Submission of the *Petition to Move to Another Phase* to the DeKalb County Mental Health Court Team asking to be promoted to Phase IV.
10. Submission of *Relapse Prevention Plan*.
11. Submission of *Financial Obligations Sheet*.
12. Write a letter addressed to the court requesting to advance to Phase IV and give the required materials to the Mental Health Court staff.
13. Active involvement in the Alumni Association.

PHASE IV DUI COURT: Relapse Prevention

- **Length of Phase:** Minimum of 90 days
- **Requirements:**
 - ✓ Update and review treatment plan with treatment provider and hand it into the court;
 - ✓ Follow all treatment recommendations of the counselor;
 - ✓ Attend all individual counseling, and psychiatric services as recommended by treatment provider;
 - ✓ Actively participate in aftercare counseling; provide documentation to Court;
 - ✓ Meet with probation officer as often as directed;
 - ✓ Maintain compliance with prescribed medications;
 - ✓ Participate in a self-help group of your choosing 3x weekly

- Provide verification to court, if applicable;
- ✓ Frequent and random drug testing **at least two times a week**;
- ✓ Court appearances **at least one time per month**;
- ✓ Call the Testing Line each day between 5:30am and 8:30 am to find out testing status
- ✓ All DUI Court financial obligations met prior to commencement, based on ability to pay.
- ✓ Consistent, on time attendance at all required treatment and court appearances;
- ✓ Acknowledge any substance abuse concerns and commit to living a drug and alcohol free life;
- ✓ No positive drug test results for minimum of 6 months prior to commencement;
- ✓ Must be **employed** and/or or in full time **vocational training/school** prior to commencement;
- ✓ Submission of ***Relapse Prevention Plan***.
- ✓ Discuss intent to commence with counselor and probation officer. Fill out ***request form*** requesting a commencement date if all the above criteria have been met

XIV. INCENTIVE, SANCTIONS AND THERAPEUTIC ADJUSTMENTS

The DeKalb County Drug & DUI Court Team will help to keep defendants on track by incentivizing progress and imposing sanctions on defendants who fail to comply with court orders. The Incentive and sanctions are tailored to address the individual's unique history and needs. The team will attempt to develop additional Incentives and sanctions which are unique to the individual Drug & DUI Court participant as necessary. All responses to a participant's behavior will be predictable, fair, consistent and without regard to a person's gender, race, nationality, ethnicity, limited English proficiency, disability, socio-economic status or sexual orientation. The entire Drug & DUI Court Team will have input in the discussion regarding appropriate responses to a participant's behavior but the final decision will be made by the judge. Participants will be treated with respect and dignity throughout the process of receiving Incentive and sanctions. Before a sanction or incentive is given, the judge will advise the participant in open court of the sanction or incentive and the reason for giving it. The participant will then be allowed to address the court about the sanction or incentive for the court to consider.

Incentives will be awarded as deemed appropriate by the Drug & DUI Court treatment team. Incentives may be appropriate when an individual has either successfully completed a treatment phase or has been in compliance for a significant period of time. Incentives may include:

- In court praise, encouragement and applause;
- Reduced frequency of status hearings;
- Assignment of Community Service (CRS) hours in lieu of mandatory court fines associated with criminal charges and dollar amounts assigned to each CRS hour to help reduce the court fines. Drug & DUI Court will determine where the CRS hours will be accomplished and how many hours are appropriate;
- Reduction of pending fines and fees;
- Selecting something from the "goody jar" which has gift certificates to restaurants, clothing stores, etc.;

- Letter of recognition from the court;
- Promotion to next Phase or shorten current Phase;
- Restoration of lost privileges because of relapse or some other infraction;
- Special event in court with donuts and coffee/punch and cookies/special cake;
- Monthly drawing of Incentive with only the compliant participants in the drawing;
- Set early commencement;
- Certificates of achievement and sign in Drug & DUI Court acknowledging achievement;
- Designated Person of the Week;
- Special Drug & DUI Court event such as bowling events or movie afternoon;
- Negative urine drop certificate.

A sanction will be imposed for each violation. Violations may consist of missing treatment appointment(s), failing a drug test, getting arrested for a new charge. All members of the Drug & DUI Court Team will determine which sanction is appropriate depending on the nature of the violation and the overall compliance of the individual. Before a sanction is imposed on a participant, the participant has the right to a sanction hearing in front of the judge. Participants will be told how long each sanction will last. Sanctions may include:

- Admonishment from the team;
- Reading/writing assignments;
- Letter of apology to the Court;
- Increase in the number of weekly self-help group meetings;
- Sit in the Courtroom for the entire morning or day, writing about their experience, and giving the report to the Court;
- Perform public service work
- Increased frequency of status hearings;
- Increased urinalysis testing;
- Increased counseling or psychiatric services;
- Increased office appointments;
- Increased frequency of contacts with the DeKalb County Drug & DUI Court staff;
- Extension of duration in DeKalb County Drug & DUI Court program;
- Electronic Home Monitoring;
- SCRAM (Secure Continuous Remote Alcohol Monitoring);
- Serve a work release sentence;
- Jail for an afternoon, day, weekend, month, etc.;
- Program termination and sentencing.
- Fine, or CRS if there is an inability to pay

XV. BEHAVIORS THAT MAY RESULT IN THERAPEUTIC ADJUSTMENT/SANCTION/TERMINATION:

- Dishonesty to Court Personnel and DeKalb County Drug & DUI Court staff;
- Positive urine test;
- Diluted urine sample submitted;

- Failure to submit urine sample;
- Unexcused absence and/or absences from counseling session or support group;
- Failure to follow treatment conduct rules;
- Failure to make reasonable progress in treatment;
- Failure to attend self-help group per treatment plan recommendation;
- Willful failure to pay fees;
- Failure to attend scheduled status hearings without just cause;
- Curfew violation;
- Arrest for new offense;
- Failure to comply with Court, DeKalb County Drug & DUI Court staff and/or treatment provider's recommendations;
- Leaving the jurisdiction without just cause;
- Any type of formal or informal gambling;
- Possession or delivery of drugs on treatment site;
- Violent or abusive behavior at treatment site, program site, or other place of contact or participation.

Certain violations may also result in therapeutic adjustments to the participant's treatment. At the recommendation of the clinician, members of the Drug & DUI Court Team will determine which therapeutic adjustment is most appropriate given the participant's violation.

Therapeutic adjustments may include:

- Increased counseling or psychiatric services
- Additional therapeutic homework assignments (ex. Essay)
- Adjustment in treatment plan
- Collaborative meeting with participant and other providers
- Other evidence based therapeutic interventions as deemed appropriate by the clinician

Immediate and consistent consequences for non-compliance are an important part of the Drug & DUI Court concept. In the event of non-compliance, the offender may be required by the Drug & DUI Court Staff to appear in court prior to his/her scheduled court date.

*The Judge has the option of administratively dismissing the participant due to a variety of conditions after a hearing has been convened to discuss violations.

XVI. COURTROOM BEHAVIORS AND RULES

All individuals participating in the DeKalb County Drug & DUI Court Program will obey the following rules:

1. When addressing the judge, the participant shall approach the bench with the utmost respect for the position.
2. Participants will attend all scheduled Court appearances, be on time and be immediately seated in the courtroom.
3. Participants will not talk in the courtroom during Drug & DUI Court proceedings.

4. Participants will not bring food or drink into the courthouse, the courtroom, probation office or to treatment provider meetings.
5. The participant will not lean against the Judge's bench but stand appropriately and speak clearly enough that the Judge and other team members and participants can hear the responses to the Court.
6. The participant will remain in the Courtroom until he/she is dismissed by the Judge.
7. In the event of an emergency, the participant may be excused from Court or allowed to leave prior to Court being dismissed. In cases of work related emergencies, a written request must be submitted from the employer to the Drug & DUI Court staff. Drug & DUI Court Staff will present the request to the team at staffing and the judge will advise the participant of approval or denial.
8. In the event of a non-work related emergency, the participant will present a short handwritten statement of the emergency to the treatment provider when possible. Otherwise, the treatment provider must be informed verbally (ex: illness, family emergencies, etc.). The treatment provider will present the request to the team at staffing and the Judge will advise the participant of approval or denial.
9. If a participant does not appear on his/her regularly scheduled court date and is not excused from court, the Judge may request a no bond warrant be issued against the participant.
10. If a participant should come in contact with any form of law enforcement, it is their responsibility to report such contact to the Court and treatment counselor as soon as possible and inform law enforcement they are in Drug & DUI Court.
11. If the participant does move within the county, he/she will turn in a new address with all phone numbers to the DeKalb County Drug & DUI Court Staff.
12. Participants cannot leave DeKalb County or the state of Illinois without the approval of DeKalb County Drug & DUI Court Team. The participant must make the request the Monday before court before the anticipated trip out of the county or state. Requested permission to leave the county must be in writing and given to the Drug & DUI Court staff to present to the DeKalb County Drug & DUI Court Team during staffing. Necessary information includes: address and phone number where participant will be traveling to; date and time of departure and return; and the purpose of the request to travel. The participant will be required to complete a urinalysis test immediately prior to leaving and after returning to DeKalb County. Emergency situations will be staffed and any exceptions will be made on a case by case basis.
13. If the participant is moving within DeKalb County area, he/she is required to advise the Drug & DUI Court Staff and get approval of the court before the move.
14. Participants are expected to remain in the county until completion of the Drug & DUI Court program.
15. The participant will maintain gainful employment and maintain that employment as long as he/she is physically able to do so. If employment should change, the Court must be notified. If the participant is not employed he/she can maintain full-time student status or a combination of the two to meet this requirement.
16. The participant agrees not to consume, purchase or possess alcoholic beverages or illegal drugs, nor visit places where alcohol or illegal drugs are sold, dispensed, or

used. This includes patronizing places such as bars, liquor stores, taverns, clubs, parties or places where alcohol is the main item for sale or consumption.

17. The participant will not possess any dangerous weapon of any kind, including but not limited to firearms and knives.
18. The participant will not misuse any prescription medications.
19. The participants will dress appropriately for court as follows:
 - o No tank tops, muscle shirts, crop-tops, or shirts with obscene words or pictures
 - o No sagging (for example pants or shorts that hang below the waist).
 - o No unbuttoned shirts.
 - o No hats, caps or bandanas.
 - o No gang attire or colors of any kind.
 - o No phones or personal electronic devices utilized in the courtroom.
 - o No shorts, even in the summertime.

If the participant wears any of the above to the courtroom, they will be sent home and it will be counted as a Court absence and appropriate sanctions will be imposed. Drug & DUI Court participants are not to associate with non-family known gang members or individuals who are using or selling drugs. Drug & DUI Court participants should avoid being in geographic settings where drug activity is known to occur or drugs are being used by others.

XVII. PROGRAM OUTCOMES FOR PARTICIPANTS

There are four ways a participant may be discharged or terminated from the DeKalb County Drug & DUI Court program:

- 1) Successful: The participant completes all the program requirements.
- 2) Neutral: The participant does not violate program requirements necessitating an unsuccessful discharge, but is unable to successfully complete program requirements to qualify for a successful discharge. For example, the participant has or develops a serious medical or mental health condition, disability, or any other factor that may prevent the participant from meeting the requirements.
- 3) Unsuccessful: The participant is terminated from the DeKalb County Drug & DUI Court program due to a violation of program requirements.
- 4) Voluntary Withdrawal: The participant shall in all circumstances be permitted to withdraw in accordance with the DeKalb County Drug & DUI Court procedures.

SUCCESSFUL AND NEUTRAL DISCHARGE

Successful and neutral discharge shall be made by the DeKalb County Drug & DUI Court Team collaboratively.

When participants meet the requirements of each of the five phases of Drug & DUI Court, they graduate from the program and the charges may be dismissed, the prison or jail sentence reduced, or the felony charges amended to misdemeanor charges.

When participants successfully complete the DeKalb County Drug & DUI Court program, he/she is celebrated for their success with a graduation ceremony. Family members of the participant graduating are invited to attend the ceremony. Current participants in the Drug & DUI Court program are also expected to attend the ceremony to show their support. The graduation ceremonies are held in the courtroom. The DeKalb County Drug & DUI Court judge will preside over the graduation. The graduating participant will be given the opportunity to describe the impact of the Drug & DUI Court program on his/her life. Each graduate will receive a certificate stating he/she successfully completed the program.

A participant may be neutrally discharged from the DeKalb County Drug & DUI Court Program if he/she has been substantially compliant with the Drug & DUI Court program rules but the DeKalb County Drug & DUI Court Team has determined that the participant's progress toward successful completion is improbable after the participant and the Drug & DUI Court team has exhausted reasonable efforts to help them successfully complete the program.

A participant will be provided a discharge plan prior to being successfully or neutrally discharged from the program. The discharge plan will provide the participant with recommendations for continued treatment, educational/employment/vocational training and resources for the recommendations given.

UNSUCCESSFUL DISCHARGE

Prior to unsuccessful discharge from the DeKalb County Drug & DUI Court program, a participant shall be served with a petition to be terminated from the Drug & DUI Court program or to revoke his/her probation. The petition shall set forth the claimed violations of the Drug & DUI Court program requirements or probation, together with the relief sought. The DeKalb County Drug & DUI Court Judge shall ensure that all participants who become subject to proceedings that could result in unsuccessful discharge from the Drug & DUI Court program are advised of and accorded the rights set forth in Supreme Court Rule 402A, including but not limited to, the right to counsel and a hearing.

In accordance with Supreme Court Rule 402A(a), a PSC judge shall not accept an admission to a violation, or a stipulation that the evidence is sufficient to establish a program or probation violation, without first addressing the participant personally in open court, and informing the participant of and determining that the participant understands the following:

- 1) The specific allegations in the petition;
- 2) That the participant has the right to a hearing with defense counsel present, and the right to appointed counsel if the participant is indigent;
- 3) That at the hearing, the participant has the right to confront and cross-examine adverse witnesses and to present witnesses and evidence in his or her behalf;
- 4) That at the hearing, the State must prove the alleged violation by a preponderance of the evidence;

- 5) That by admitting to a violation, or by stipulating that the evidence is sufficient to establish a program or probation violation, there will not be a hearing on the petition, so that by admitting to a violation, or by stipulating that the evidence is sufficient, the participant waives the right to a hearing and the right to confront and cross-examine adverse witnesses, and the right to present witnesses and evidence in his or her behalf; and
- 6) The sentencing range for the underlying offense for which the participant is subject to prosecution or sentencing.

In accordance with Supreme Court Rules 402(b) and (c), a PSC judge shall not accept any admission to a violation, or any stipulation that the evidence is sufficient to establish a program or probation violation, without first determining that the participant's admission or stipulation is voluntary, and that there is a factual basis for the admission or stipulation.

In accordance with Supreme Court Rule 402(d), a PSC judge shall not participate in plea discussions with respect to a petition to terminate the participant from the PSC or to revoke probation without first complying with Supreme Court Rules 402(d), (e) and (f).

Once a petition to terminate a participant from the DeKalb County Drug & DUI Court Program or to revoke probation has been filed, the presiding judge may allow the participant, with the consent of both the participant (with advice of his or her counsel) and the State, to remain in the Drug & DUI Court program with hearing on the petition deferred. The State may thereafter dismiss the petition if the participant makes satisfactory improvement in compliance with the Drug & DUI Court program requirements. If the participant fails to make satisfactory improvement, the State may elect to set the petition for hearing.

At a hearing on a petition to terminate a participant from the DeKalb County Drug & DUI Court Program or to revoke probation, the presiding judge cannot consider any information learned through team staffing, status review hearings or otherwise, unless newly received in evidence at the hearing.

The Drug & DUI Court judge should disqualify himself in a proceeding on a petition to terminate a participant from the Drug & DUI Court or to revoke probation under the circumstances listed in Supreme Court Rule 63C.

A participant has the right to move for substitution of the Drug & DUI Court judge pursuant to section 114-5(d) of the Code of Criminal Procedure of 1963 (725 ILCS 5/114-5(d)) for purposes of a hearing on a petition to terminate a participant from a PSC or to revoke probation.

A participant being considered for unsuccessful termination from the DeKalb County Drug & DUI Court Program shall be afforded the same due process rights that are afforded to probationers and parolees in revocation hearings. The requirements of due process will be satisfied by providing a participant with written notice of claimed program or probation violations and by complying with Supreme Court Rule 402A. For

limited English proficient participants, any petition to terminate the participant from the PSC or to revoke the participant's probation will need to be translated, either in written form by a translator or in spoken form by a live interpreter.

Due process in the context of a PSC also requires that the judge presiding over a hearing on a petition to terminate a participant from a PSC or to revoke probation be neutral and detached. Through participation in team staffing and status review hearings, a PSC judge may have become aware of information that forms the basis, in whole or in part, for a petition to terminate a participant from a PSC. This alone does not require recusal of the PSC judge. However, consistent with Supreme Court Rule 63C, if the PSC judge's impartiality might reasonably be questioned, the PSC judge should disqualify himself or herself and refer the matter to another judge pursuant to section 114-5(d) of the Code of Criminal Procedure for purposes of a hearing on a petition to terminate a participant from a PSC or to revoke probation.

A discharge plan developed by PSC team that provides for linkage to services and resources for a PSC participant with continuing treatment needs after he or she is discharged from the PSC.

VOLUNTARY WITHDRAWAL

A participant shall have the right to withdraw from the DeKalb County Drug & DUI Court Program. However, there may be consequences for doing so. Prior to allowing the participant to withdraw, the Drug & DUI Court judge shall:

- 1) Ensure that the participant has the right to consult with counsel;
- 2) Determine in open court that the withdrawal is made voluntarily and knowingly;
and
- 3) Admonish the participant in open court as to the consequences, actual or potential, which will result from withdrawal.

The DeKalb County Drug & DUI Court Program is a pre-adjudicatory PSC in which participants are required to plead guilty prior to entry in the Drug & DUI Court program, with conviction deferred. If a participant voluntarily withdraws from the program, he/she will be sentenced to the previously agreed upon sentence per the plea agreement.

The DeKalb County Drug & DUI Court Judge will assure that any voluntary withdrawal is made knowingly and voluntarily, with particular attention given to determining that the participant's decision is not negatively influenced by mental illness or course of treatment for mental illness or substance abuse.

XVIII. DRUG & DUI COURT COMMENCEMENT

Participants will be honored at a commencement ceremony when the following is accomplished:

1. Continued sobriety for at least 6 months;

2. Completion of treatment program;
3. All Drug & DUI Court fees paid based on an ability to pay;
4. Obtained stable employment or enrolled in vocational/educational program.

XIX. AFTERCARE PROGRAM

The DeKalb County Drug & DUI Court program will establish an aftercare program called the Alumni Association. The aftercare program will involve continued contact between the Drug & DUI Court team members and the graduates of the Drug & DUI Court program. The graduates will serve as role models to participants who are currently in the program by remaining drug-free. The Alumni Association will meet once per month. The graduates will speak to community and church groups, plan social and recreational events, conduct fund raising activities, serve as ushers at commencement ceremonies, publish a monthly newsletter, and speak to potential future Drug & DUI Court participants when appropriate.

XX. PROGRAM STANDARDS

1. The Drug & DUI Court Coordinator (DCC) will initially administer the DeKalb County Drug & DUI Court Screening Tools to determine if the prospective participant meets general eligibility requirements and state statute requirements to enter the Drug & DUI Court program. These tools include the AOD Abuse Screening Instrument; TCU Criminal Thinking Scales (TCU CTS); TCU Drug Screen II; SOCRATES 8D; University of Rhode Island Change Assessment (URICA) Scale; Drug Use Screening Inventory (revised) (DUSI-R); RANT (Risk and Needs Triage) and the LSI-R (Level of Service Inventory- Revised) or any other risk assessment tool mandated by the State of Illinois.
2. The initial screening will be done by the DCC using the previously outlined screening tools.
3. The DCC will also conduct a LEADS search of the individual and JANO. After the screening is conducted and the Drug & DUI Court Team indicates initial approval for the DeKalb County Drug & DUI Court, the potential Drug & DUI Court participant will be referred to the Drug & DUI Court Counselor for a formal comprehensive assessment and substance abuse evaluation.
4. The comprehensive assessment will consist, at a minimum, of one interview with the prospective participant (2-3 hours), using a Bio-Psycho-Social Assessment. The DCC will share the written initial screening report with the individual conducting the psychological assessment.
5. The assessment will address each of the ASAM (American Society of Addictions Medicine) criteria as follows: (1) acute intoxication and/or withdrawal potential; (2) biomedical conditions; (3) emotional/behavioral conditions and complications; (4) treatment acceptance or resistance; (5) relapse potential; (6) recovery environment.
6. As deemed appropriate by the Counselor, the assessment may include a psychological and/or psychiatric evaluation to identify co-occurring disorders. If substance abuse is noted, a note will be made regarding the Primary need at that

time. If there are mental health issues and minimal substance abuse needs, the counselor may suggest the applicant be referred to the DeKalb County Mental Health Court.

7. As deemed appropriate by the Counselor, the assessment may require an overall health evaluation/communicable diseases assessment, used to assist the participant in receiving appropriate treatment.
8. The Psychologist or Counselor will submit to the Court and the DeKalb County Drug & DUI Court Team the collaborative treatment plan based on treatment recommendations and needs of the participant.
9. After the prospective client's final acceptance into the program by the DeKalb County Drug & DUI Court Team, the participant is referred to either a residential or Intensive Outpatient (IOP) program based on clinical recommendations. Drug & DUI Court participants will be referred to a residential program based on their individual needs and bed availability. The treatment provider in either the residential or IOP program will continue to engage in ongoing assessment activities related to the needs and behavior of the offender.
10. Participants who the Judge and Team assess to be at risk for homelessness or are a danger to themselves or others prior to admission to the residential treatment setting may be placed in the jail until a residential bed is available, with weekly scheduled court status hearings, and access to psychiatric treatment.
11. Participants who must be free of drugs prior to going into a residential setting per order of the residential facility may be placed in the jail until a residential bed is available, with access to psychiatric treatment or detox, as needed.
12. Treatment providers will be certified by the state alcohol and drug abuse agency (IAODAPCA), and will be nationally and/or state licensed if appropriate (LPC, LSW, LCSW, LCPC, licensed psychiatrist/psychologist)
13. The DeKalb County Drug & DUI Court anticipates negotiated contracts with treatment providers offering residential treatment and outpatient treatment. These contracts include the payment of a percentage of the treatment costs which is paid to the provider upon the entrance of the Drug & DUI Court participant into the program.

XXI. STANDARDS FOR TREATMENT PROVIDERS

Participants:

Gateway Foundation
Cornell Woodridge – Abraxis
Women's Residential Services
White Oaks Peoria
Serenity House
Ben Gordon Center through Kish Health Systems

Treatment Component

In order for any Drug & DUI Court to be effective, the Judge has to rely on treatment providers to assist in developing appropriate rehabilitative treatment. The treatment

component is a vital component in Drug & DUI Court because it helps participants with the cessation of drug use and leads to a reduction in recidivism rates. The DeKalb County Drug & DUI Court has a multi-phased treatment process which includes the following: Initial assessment and periodic assessment to ensure clients' needs are being met

1. Treatment services are comprehensive;
2. Treatment services are accessible;
3. Funding for treatment is adequate and fair;
4. Treatment services have quality control;
5. Treatment designs and delivery are sensitive and relevant to issues of race, culture, religion, gender, age, ethnicity, and sexual orientation.

XXII. DRUG AND ALCOHOL TESTING PROTOCOL

Upon completion of the screening by the DeKalb County Drug & DUI Court Staff and formal assessment by a licensed clinical psychologist or licensed clinician (LPC, LCPC, LSW, LCSW) and certified drug and alcohol counselor (CADC), all Drug & DUI Court participants shall be made aware of the following rules. (These are intended as general guidelines and are not to be considered as all inclusive.)

1. Drug testing is to be considered an integral part of this program. Tests are adjunctive in nature rather than punitive. Tests are used:
 - a. as an assessment and diagnostic tool;
 - b. to reinforce and validate successful recovery and abstinence;
 - c. as an intervention and confrontation tool;
 - d. as a deterrent to drug use;
 - e. to provide non-manipulative environment to monitor progress; and
 - f. to assist in determining risk and revocation decisions.
2. Drug testing will take place at the time and location as specified by the Drug & DUI Court Staff.
3. Participants will be drug tested **frequently and randomly** throughout the entire Drug & DUI Court program.
4. Individuals choosing to enroll in the Drug & DUI Court program must agree to inform the Drug & DUI Court Team of the use of all mood-altering substances including but not limited to narcotics, tranquilizers, sedatives, muscle relaxants, stimulants, opiates, opiate-based medications, benzodiazepines-prescribed or otherwise that may be prescribed by the treating health care professionals when other medical options are not available.
5. Participants will be observed to ensure freedom from errors by an observer of the same gender.
6. If a test is missed, the participant must contact the DeKalb County Drug & DUI Court staff immediately and be willing to re-test when requested. A missed test may be considered a positive test.
7. If a participant has a positive test in a later Drug & DUI Court phase, the Judge, based on recommendations from the DeKalb County Drug & DUI Court staff, may apply immediate sanctions up to and including time in jail to help the participant stop his or her drug using behavior. A positive test in an earlier phase may require a therapeutic adjustment.

8. A Drug & DUI Court participant who has an infraction in the days before the court will be automatically scheduled for court that week. The defendant's Drug/DUI Court case manager will notify the defendant of this court date.

Procedure to be followed by Drug & DUI Court Participant:

1. All Drug & DUI Court participants are required to check the drug testing schedule each and every day by calling the Test Day System before 8:30am who will inform the participant if they need to test or not and the specific hours of testing as well as location.
2. Any Drug & DUI Court participant who fails to test as scheduled without the prior approval of the Drug & DUI Court staff shall be considered to have tested "positive" and will be sanctioned accordingly.
3. The testing system (instant cups) used by the DeKalb County Drug & DUI Court Program checks for the presence of drugs as well as the presence of chemicals and fluids intended to interfere with drug test results. The testing system provides results in 5 minutes.
4. The Drug & DUI Court participant must arrive at the Probation Department at the DeKalb County Courthouse to have the drug testing done the day they are informed to come in for testing and during the announced testing times.
5. Drug & DUI Court participants may be asked to provide a urine sample at any time.
6. The consumption of large quantities of liquids prior to testing may result in the sample being deemed to be "invalid". "State of the art" scientific lab tests are performed on all samples and attempts to "flush" ones system by excessive fluid intake, or by the use of "commercial cleansing products", may be considered forms of adulteration and will result in sanctions being imposed against the offending party.
7. Invalid drug screens due to temperature, specific gravity, or creatinine level are considered as positives.
8. All samples will be observed by a staff member of the same gender as the participant. The participant will test in full view of the attending staff member, one at a time. Any attempt to manipulate or adulterate a sample in any way, shape, or form will result in sanctions against the client, up to and including termination from the program. Additionally new felony charges may be filed under 720 ILCS 5/17-28.
9. Participants shall be required to remove any coats or jackets prior to testing. In addition, any long sleeve shirts, blouses, or sweaters must be pushed or rolled up.
10. All participants are required to rinse their hands and thoroughly dry them immediately prior to testing.
11. Upon filling the sample container with urine, the participant will then put the top on the container and dry the container with a paper towel or tissue before handing it to the attending staff member.
12. Prior to testing the Drug & DUI Court staff will ask the participant what they think the results of the testing will be.

13. Upon completion of testing, the Drug & DUI Court staff will tell the participant what results were obtained. Results will also be communicated to the DeKalb County Drug & DUI Court Team and the Judge.
14. If the urine result is positive and the participant denies drug use, the participant may choose to tell the DeKalb County Drug & DUI Court Staff that they want a confirmatory test done. The Drug & DUI Court participant will pay the cost incurred for the confirmation testing (\$15 per drug confirmed) if it is positive. If there is no request for a confirmation test, the participant will be presumed to be guilty of drug use.
15. Participants are responsible for informing their physician that they are in Drug & DUI Court when seeking health care. Participants are required to furnish verification from their physician for any prescribed medication in advance of testing to reduce the claims of cross-reactions.
16. The Drug & DUI Court participant must get permission from the DeKalb County Drug & DUI Court staff before taking over-the-counter drugs (for example cough medication, decongestants, cold remedies).
17. Drug & DUI Court participants shall be held fully accountable for any and all substances that they put into their bodies. This shall include, but is not limited to, the eating of food containing “poppy seeds”, over the counter medications containing “dextromethorphan”, any item containing “alcohol”, and prescription medications not prescribed to the client. In addition, any medication that is prescribed to the participant must be documented and approved by the Drug & DUI Court staff prior to its use. (Except in cases of a certifiable medical emergency).
18. Drug & DUI Court participants will be tested for consuming synthetic cannabinoids which are not permitted in Drug & DUI Court. Participants will be told the test is being sent out for special testing and have the opportunity to say it will be positive. If they do not admit they are positive and the test comes back positive, a sanction will be applied and the defendant will be charged \$30 for the testing.

XXIII. PROGRAM OUTCOMES

The Drug & DUI Court Coordinator will be responsible for collecting and reporting data to AOIC monthly in order to be in compliance with PSC Standards. The monthly PSC reports will consist of a set of PSC Identifiers and three separate reports: 1. New cases screened in a month; 2. Supervision activity in a month; 3. Case exits in a month. The data will be collected and maintained with Tracker (computer program that includes a Drug & DUI Court module) daily and weekly. Additional data that will be collected includes: referrals, demographics of referrals, drug of choice, initial recommendation, phase movements, termination level, number of active participants, number of treatment appointments kept/cancelled, number of community engagement activities made, and recidivism rates. The Drug & DUI Court Team will have an internal review every 6 months to evaluate the program and determine its success and areas that need to be

improved. The team will discuss ways in which the program can be improved based on data collected and team members' input.

XXIV. STATISTICAL DATA MONITORING AND REPORTING

The DeKalb County Drug & DUI Court team will collect data for purposes of evaluating the program and monitoring adherence to best practice standards. The Drug & DUI Court Coordinator will enter and maintain data on participants daily and weekly. Data that will be collected daily and weekly includes: number of cases served, compliance rates, hours of community service, graduation rates, unsuccessful discharges, voluntary discharges, successful, and neutral discharges, positive and negative drug tests, sanctions and Incentives given, support groups attended, treatment appointments made and failed, criminal charges, and basic demographic information of each participant. The coordinator will submit monthly reports to AOIC that include the following data: set of PSC Identifiers and three separate reports: 1. New cases screened in a month; 2. Supervision activity in a month; 3. Case exits in a month. An internal program review of the program will be conducted with the team members every six months to evaluate the success of the program. The Drug & DUI Court team plans to hire an independent evaluator every two years to conduct an external program evaluation.

XXV. ROLES OF THE DRUG & DUI COURT TEAM MEMBERS

The designated Judge attends the meetings of the DeKalb County Drug & DUI Court Team. The DeKalb County Drug & DUI Court Team is comprised of the Judge, the State's Attorney, the Public Defender, Probation, a Representative of the Sheriff's Office, Educational and Employment Agencies involved with Drug & DUI Court participants, the Director of DeKalb County Health Department, and the Drug & DUI Court Coordinator and/or the above individuals' designate. The Team meets prior to each Drug & DUI Court session and acts as multi-disciplinary case management team with respect to the individual Drug & DUI Court participants. To the greatest extent possible, the Judge considers the discussion and recommendations of the Drug & DUI Court Team members. Each member shares information regarding participants, participates in weekly staff meetings and court status hearings, provides training to other team members in their discipline, and attends workshops sponsored by the National Association of Drug & DUI Court Professionals, Illinois Association of Problem Solving Courts, and the Office of Justice Programs.

XXVI. ROLE OF DRUG & DUI COURT TEAM

1. Meetings will convene on Mondays and start promptly. There will be no review of what has occurred for people arriving late.
2. Two weeks (14 days) after a comprehensive clinical assessment has been completed the participant will either be accepted or rejected into Drug & DUI Court. If the participant does not keep the scheduled appointment, then they must reappear at the next court date and determine whether or not they want to do Drug & DUI Court.

3. After the Drug & DUI Court Team has accepted an individual into Drug & DUI Court the plea will be done within one week.
4. All review and signing of plea papers must be completed in Drug & DUI Court.
5. Due to time limitations of staffing, all team members will keep their comments focused and brief so that all members may contribute to the discussion.

XXVII. ROLE OF CHAIR OF DRUG & DUI COURT TEAM

Standard: The Coordinator serves as the Chair. To the greatest extent possible the Judge considers the recommendations and discussion provided by the Drug & DUI Court Team. Ultimately the Judge makes the final decision regarding each defendant's case.

1. Convenes the meetings.
2. Prepares the agenda for each meeting and distributes all materials to Team members on Monday (scanned requests from participants, reports, etc.)
3. Records the decisions of the team on a standard form that assures consistency of team decisions (i.e., date of meeting, team members that are present, the decisions made by the team for each participant, and significant other factors related to the participant).
4. Files decisions of the team in Drug & DUI Court Office.
5. Prior to each meeting monitors if reports from treatment providers, jail personnel, education/vocational settings have been received and distributed to Team members.
6. Assures that members have materials for the meeting.
7. Assures that any new visitors to the meeting have signed the Confidentiality Statement and it is filed in the Drug & DUI Court Office.
8. Monitors attendance of members and presents new names to team as vacancies occur.

XXVIII. ROLE OF THE JUDGE

1. The Judge is in a unique position to exert effective leadership in the promotion of coordinated drug control efforts.
2. To encourage full commitment to the success of the DeKalb County Drug & DUI Court, the Judge must allow program staff to participate fully in the design and implementation of the Program.
3. Partnerships should be formed between the Judge, all affected criminal justice agencies and the treatment providers which will allow collaboration in decision-making, sharing of resources and coordination of efforts.
4. The Judge must have experience and/or training in the areas of (1) criminal law; (2) behavioral health; (3) confidentiality; (4) ethics; (5) evidenced-based practices; (6) substance use and abuse; (7) mental illness; (8) co-occurring disorders.
5. The Judge is responsible for maintaining a non-adversarial atmosphere in the DeKalb County Drug & DUI Court program.

6. The Judge is one of the key motivational factors in convincing the drug offender to seek rehabilitation. Less formal and more frequent Court appearances must be scheduled to allow the Judge to motivate and monitor the offenders.
7. The Judge should conduct Court so all offenders benefit by observation of others as they progress (or fail to progress) in treatment and the Court takes appropriate action.
8. The Judge shall consider input from the Drug & DUI Court Team before making the final decision.
9. The Judge shall participate in developing an interdisciplinary training plan for team members.
10. The DeKalb County Drug & DUI Court Judge serves as a program advocate and represents the Program in the community, before government, criminal justice agencies and other public forums.
11. The Judge must preside over the Drug & DUI Court for a minimum of two years.

Specific Responsibilities of the DeKalb County Drug & DUI Court Judge:

1. Accepts guilty plea.
2. Advises participants of their rights relative to the guilty pleas.
3. Explains the Drug & DUI Court program to potential participants.
4. Serves as the authority figure for the program.
5. Reinforces treatment.
6. Converses individually with each participant as he/she appears before the Court.
7. Establishes a mentor relationship with participants.
8. Gives praise and encouragement for compliance with program.
9. Orders sanctions for noncompliance.
10. Provides guidance for the Drug & DUI Court Team.
11. Attends conferences and trainings as required by Drug & DUI Court grants or other funding.

XXIX. ROLE OF THE STATE'S ATTORNEY

1. Evaluates potential candidates for Drug & DUI Court by contacting police involved in the case and victims, and by making a recommendation for Drug & DUI Court admission or rejection to the Drug & DUI Court Coordinator in a timely manner.
2. Meets with potential participants that may have a referral from the State's Attorney's Office.
3. Attends Court Team staffing to provide input on referrals and discuss recommendations for sanctions and Incentive.
4. Provides insight on the offense/incident reports to the team.
5. Assists in staff determination of appropriate sanctions and/or termination from the program.
6. Participates in continuing professional education programs.
7. Maintains membership in appropriate professional organizations related to Drug & DUI Court.
8. The State's Attorney agrees to serve on the Drug & DUI Court Team for a minimum of one year.

Specific Responsibilities of the State's Attorney:

1. Assess potential participants reviewing criminal histories and screening report from the Drug & DUI Court Coordinator.
2. Meets with defense attorneys who want to discuss admission of client to Drug & DUI Court.
3. Contacts arresting officers and victims to discuss offender's application to Drug & DUI Court in terms of being a drug dealer or active in a gang.
4. Attends all Drug & DUI Court Team meetings.
5. Makes recommendations to the Court on sentencing or deferment.
6. Files necessary legal paperwork with the Court.
7. Refrains from filing additional charges based on information discovered during a Drug & DUI Court staffing and hearing except for in rare circumstances where the participant commits a crime deemed necessary by State's Attorney for prosecution.
8. Attends conferences and trainings as required by Drug & DUI Court grants or other funding.
9. Advocates in the community for the effectiveness of the program.

XXX. ROLE OF THE PUBLIC DEFENDER

1. Attends Court team staffing to provide input on referrals and discuss recommendations for sanctions and Incentive.
2. Meets with individual participants, several days prior to Drug & DUI Court, slated for admission into the program to discuss admission paperwork, answers legal questions, explains the sanction program, and reviews the courtroom rules and other participant responsibilities to the Court.
3. Assists in staff determination of appropriate sanctions and/or termination from the program.
4. Participates in Participant Reviews for commencement.
5. Participates in continuing professional education programs.
6. Maintains membership in appropriate professional organizations related to Drug & DUI Courts.
7. The Public Defender agrees to serve on the Drug & DUI Court Team for a minimum of one year.

Specific Responsibilities of the Public Defender:

1. Explains the Drug & DUI Court program in-depth to participants-including program requirements, participants' responsibilities, and the legal rights affected by entering the program.
2. Helps participants fill out required paperwork.
3. Meets with the State's Attorney to work out a sentencing or deferment agreement.
4. Consults with participants on legal and treatment options.
5. Attends all Drug & DUI Court Team meetings.
6. Encourages participants to be honest with the Judge and treatment providers.
7. Monitors sanctions imposed to insure that they are within the Drug & DUI Court program guidelines.
8. Represents participants in Drug & DUI Court hearings.

9. Advocates in the community for the effectiveness of the program.

XXXI. ROLE OF THE DRUG & DUI COURT COUNSELOR

1. Conducts the initial clinical assessment for Outpatient (OP), Intensive Outpatient (IOP) counseling if it is an agency requirement.
2. Develops and regularly updates the treatment plan, based on the intake assessment, for one-on-one counseling and group therapy.
3. Incorporates evidence based practices in counseling role.
4. Utilizes evidence based treatment practices.
5. Regularly participates in trainings, webinars, events and other educational opportunities on topics that are essential to the effective planning, implementation and operation of the Drug & DUI Court.
6. Includes in the treatment plan both the treatment goals and further documentation of the conditions under which treatment is to be discontinued.
7. Makes treatment recommendations to the Team regarding the need for a higher or lower level of care, within the guidelines of Drug & DUI Court procedures and guidelines.
8. Reviews participant's goals and treatment plans every 30 days initially (if level II, IOP treatment) then every 60 days (if level I, OP treatment).
9. Provides all members of the Team with a written report the day before the Monday staffing.
10. Attends Court Team staffings to provide input on referrals and discuss the participant's performance in counseling.
11. Assists in staff determination of appropriate sanctions and/or termination from the program.
12. Participates in interviews of participants prior to commencement.
13. Visits Drug & DUI Court participants who are at the DeKalb County Jail upon request of the coordinator.
14. Maintains membership in appropriate professional organizations related to substance abuse.
15. Maintains professional license(s), certifications and malpractice insurance.
16. The Drug & DUI Court Counselor agrees to serve on the Drug & DUI Court Team for a minimum of one year.

Specific Responsibilities of the Drug & DUI Court Counselor:

1. Arranges to meet with all participants referred for Drug & DUI Court and does an Intake Assessment.
2. Designs a treatment plan for each participant based on the Intake Assessment, initial screening by coordinator, and comprehensive assessment.
3. Meets with the Coordinator every week to discuss any issues with participants.
4. Arranges to meet with participants who are housed out-of-county (i.e. half-way houses) after Court.
5. Visits participants in the jail whom the coordinator requests be seen.
6. Reports participants who miss appointments as soon as possible to Drug & DUI Court Staff .
7. Leads evidence based group sessions for Drug & DUI Court participants.
8. Attends all Team meetings and Court sessions.
9. Reviews each participant's phase request.

10. Prepares weekly report to be distributed to the Team each Monday.
11. Attends appropriate professionals meetings related to addiction based on availability of funds.

XXXII. ROLE OF THE DRUG & DUI COURT COORDINATOR

1. Reviews docket with the DeKalb County Drug & DUI Court team and Judge to determine action recommended on a case.
2. Initiates Court tracking system.
3. Initiates sanctions on cases where defendants fail to comply with program requirements as determined by the DeKalb County Drug & DUI Court team and Judge.
4. Develops and maintains informational databases to keep management informed on Program activities.
5. Manages court's pending caseload.
6. Arranges for Court appointed interpreters for participants not proficient in English or who are hearing impaired.
7. Monitors collection rate for program fees.
8. Coordinates activities of other DeKalb County Drug & DUI Court team and program staff, as authorized by the Judge.
9. Insures that all policies and procedures for the Court are carried out by Court employees.
10. Represents the DeKalb County Drug & DUI Court program on various matters before other county offices and Courts of other jurisdictions, as authorized by the Judge.
11. Prepares necessary reports, data, graphs, and other appropriate documentation as needed for review and presentations to the Judicial/Legislative Committee of the DeKalb County Board.
12. Prepares specialized reports to ensure cases are accurately reported in court statistics.
13. Maintains schedules, statistics and other matters for the bench, bar and the general public.
14. Gathers and analyzes statistical data for program evaluation and recommend changes as needed.
15. Acquires and maintains resource material relevant to Court business in general and for the DeKalb County Drug & DUI Court in particular.
16. Participates in continuing professional education programs related to Drug & DUI Courts.
17. Maintains membership in appropriate professional organizations related to Drug & DUI Courts.
18. Attends the DeKalb County Drug & DUI Court team staffings to discuss new referrals and provides input on recommendations for sanctions and Incentive.
19. Replies to inquiries from the public and press on the DeKalb County Drug & DUI Court, under the direction of the Judge.
20. Prepares and recommends changes to the Drug & DUI Court procedure.
21. Evaluates various court forms and makes design changes as needed.
22. Prepares requests for payment of monies for treatment per approved contracts with treatment providers.

23. Provides information to the Presiding Judge of DeKalb County related to the Drug & DUI Court budget and operation of the court for the DeKalb County Board.
24. Prepares new and continuing grant applications as required.
25. Orders and purchases supplies and equipment, according to county procedures.
26. Assists with yearly service provider contracts and requests for proposals, according to county purchasing procedures.
27. Assists with federal and state audits.
28. Oversees, writes, and files data collection surveys, quarterly data reports, making sure they are properly signed and filed on time with the proper agency.

Specific Responsibilities of the Drug & DUI Court Coordinator:

1. Reviews arrests daily for possible Drug & DUI Court candidates and attends bond call.
2. Interviews, screens, and gathers demographic information on offenders whose charges qualify for the Drug & DUI Court program.
3. Explains the Drug & DUI Court program to interested offenders.
4. Notifies the State's Attorney's Office of offenders who meet basic eligibility requirements.
5. Submits criminal history and screening reports to the State's Attorney's Office for review.
6. Refers participants to Community College and/or DeKalb County Department of Employment and Education (KCDEE) for life skills training, assessment of education level, and enrollment in educational courses.
7. Refers participants to Illinois employment agency for assessment of work skills, vocational training, and placement in employment settings.
8. Reviews treatment program to ensure accountability and quality of service.
9. Prepares written text for Drug & DUI Court manuals, staff job descriptions, operational procedures, community awareness education materials, press releases, and funding requests.
10. Prepares annual budget for the presiding Judge and any necessary budget amendments.
11. Provides input to the performance evaluation of non-management DeKalb County Drug & DUI Court staff.
12. Meets with DeKalb County Drug & DUI Court Judge at least once a week.
13. Maintains general knowledge on addiction.
14. Serves as a liaison for building community linkages.
15. Educates the public about the DeKalb County Drug & DUI Court and effectiveness of the Court.
16. Assists with the organization and preparation of Drug & DUI Court related events and meetings.
17. Enters sanctions and Incentive on each participant into the Information Management System.
18. Coordinates assessment appointments between the Court and the treatment providers.
19. Coordinates Drug & DUI Court Commencement (before/after pictures, hiring caterer, set up and clean up).

20. Coordinates drug testing, assures that the message on the phone is updated each evening.
21. Attend all staffings and court calls.

XXXIII. ROLE OF THE SHERIFF'S REPRESENTATIVE

1. Runs county arrest history and LEADS checks on potential Drug & DUI Court candidates.
2. Assists in tracking and follow-up of defendant's re-arrest or police contact.
3. Assists with verifying and serving outstanding warrants.
4. Assists with address verification.
5. Participates in staffing which is conducted prior to Drug & DUI Court.
6. Maintains appropriate Department of Corrections file and statistics on participants.
7. Assists in identification of substance abusing inmates who could be eligible for Drug & DUI Court.
8. Contacts the Drug & DUI Court Coordinator when eligible Drug & DUI Court inmates are identified.
9. Acts as spokesperson to peer professionals and community leaders.
10. Acts as a liaison between the DeKalb County Sheriff's Office and DeKalb County Jail.
11. Attend all staffings and court calls.

XXXIV. ROLE OF THE CASE MANAGER/PROBATION OFFICER

1. Available to conduct random and frequent drug testing.
2. Attendance at Drug & DUI Court Staffing.
3. Attendance at Drug & DUI Court.
4. Availability to provide urine testing on the weekends at surprise visits to Drug & DUI Court participant's homes.
5. Availability to attend Drug & DUI Court meetings and training as required. Annual Association of Problem Solving Courts and National Association of Drug & DUI Court Professionals yearly meeting if funds are available.
6. Availability to provide investigation of Drug & DUI Court participants as requested by the Drug & DUI Court staff, team or Judge.
7. Assists the Drug & DUI Court Coordinator in visiting participants who are at the jail to review the Participant Handbook prior to a plea in court.
8. Assists the Drug & DUI Court Coordinator in entering data in the data base.
9. Availability to visit new clinical sites with the Drug & DUI Court Coordinator.
10. Assists the Drug & DUI Court team in the refinement of eligibility criteria.
11. Verifies and corroborates information from clients.
12. Assesses client motivation for change and readiness for treatment using motivational interviewing practices.
13. Enhances client's motivation for positive change and treatment using motivational interviewing practices and case planning.
14. Conducts regularly scheduled home visits, unscheduled home visits and office appointments with clients.

15. Identifies dispositional, situational and systemic impediments to client changes and develops strategies with Drug & DUI Court team to overcome the impediments.
16. Recommends sanctions and Incentives to foster public safety and encourage positive changes in the client.
17. Monitors client progress with treatment and other court-ordered services.
18. Per standard 6.2 (c) all team members should commit to serving on the team for one year.

Specific Responsibilities of the Case Manager/Probation Officer:

1. Assist the Drug & DUI Court Coordinator (DCC) in intake.
2. Assist the Drug & DUI Court Coordinator in visits to jail to interview potential Drug & DUI Court participants.
3. Assist the DCC in reviewing the Participant Handbook for participants admitted to Drug & DUI Court.
4. Assist Drug & DUI Court Coordinator with testing urine specimens and mailing samples out for confirmation tests.
5. Complete and file all appropriate Court and program paperwork confirming and verifying interview information for accuracy and refer potential participants for assessments following screening and feedback from State's Attorney.
6. Assist the Drug & DUI Court Coordinator in contacting other agencies, courts, police, and prosecutors to gather and evaluate data to determine the participant's needs.
7. Provide information gathered during intake to treatment providers at the time of the referral.
8. Assist Coordinator in the case management of participants in the program to ensure program compliance.
9. Contribute to written information disseminated to Team prior to staffing (i.e., Tables and Agenda).
10. Enter weekly progress notes into computer program.
11. Make case notes in file and electronic database as appropriate.
12. Maintain a current and working knowledge of community and social services and referral procedures.
13. Periodically re-assess Drug & DUI Court participants and update service plans and goals.
14. Assist the Drug & DUI Court Coordinator and meet with Drug & DUI Court participants at least once a week to monitor progress in the program and to insure they are following the court-ordered conditions and for counseling, as needed.
15. Assist Court in the collection of fees.
16. Attend all Drug & DUI Court staffing.
17. Attend all Drug & DUI Court sessions.

XXXV. PROGRAM SUSTAINABILITY

The DeKalb County Drug & DUI Court team's plan for long-term sustainability includes applying for available grant opportunities. The Drug & DUI Court team will also ask the county for funds and The DeKalb County Drug/DUI COURT fundraising foundation (501 C 3) will be utilized in an effort to raise funds every year. The team will invite press

to graduation ceremonies and invite journalists to events in order to inform the community of the program's success. The team will seek out available funding with organizations/institutions in the community who are invested in the safety of the community and success of the program. The team will demonstrate how their support impacts public safety and economic development, etc.

The team will build partnerships with treatment providers in the community and negotiate contracts for providing treatment for participants in the Drug & DUI Court program. A budget has been developed and will be regularly reviewed and modified to ensure efficient and affordable resources are used.