

**15TH JUDICIAL CIRCUIT/PALM BEACH COUNTY DRUG COURT
CO-OCCURRING TRACK STANDARD OPERATING PROCEDURES**

SECTION C NUMBER 03 DATE ISSUED 10/01/09

TITLE Department of Corrections (D.O.C.) Progress Report

This is a new procedure.

This procedure: Supersedes Rescinds Amends

SOP# _____, Dated _____

PURPOSE/SCOPE:

The Department of Corrections (D.O.C.) Progress Report is the instrument by which feedback is provided to the Drug Court Co-occurring Track by the Department of Corrections Probation Officer. This procedure explains how the D.O.C. Progress Report is to be completed.

PROCEDURES:

All participants shall have a Department of Corrections (D.O.C.) Progress Report submitted to the Drug Court Program office on a regular basis.

Instructions for completing:

- Place the Participant's name, the date on which the form is being completed, the Drug Court I.D. #, and the D.O.C. I.D. # on the lines provided.
- Indicate whether or not the participant has reported to D.O.C. by checking the appropriate box and provide a comment, if applicable.
- Indicate DOC payment information, including date paid and amount owed.
- Indicate whether or not the participant is employed by checking the appropriate box and, if "Yes", the date such employment was verified.
- Indicate whether or not there has been a change in the participant's residence by checking the appropriate box. If there has been a change in the participant's residence, specify the new address on the "Comments" line.

- Indicate any Urinalysis (U/A) Test Results by specifying the date of test, what participant was tested for, and result.
- Indicate on the “Comments” line if referrals to any ancillary social service agencies were given.
- Include any comments regarding the participants’ compliance or non-compliance that would be beneficial to the court and the Drug Court Co-occurring Team.
- Sign the form on the line provided.

(Attachment: D.O.C. Progress Report)