



**Eighth Judicial District Department of Correctional
Services
POLICIES AND PROCEDURE**

DRUG COURT: REFERRAL AND SCREENING

Approved: 09/08/2010

References:

Effective Date:

Number: DC-8

Review Date:

POLICY: The department shall screen referrals to ensure they meet the criteria set down for the Drug Court Program.

PROCEDURES

1. Potential Participants are referred by probation officers, attorneys, prosecutors, judges, or public defenders to the Drug Court Probation Parole Officer.
2. Drug Court Probation Parole Officer gathers and provides initial information to the Drug Court Team.
3. The Drug Court Team reviews the referral and information and makes an initial determination for screening based on any disqualifying criteria.
4. The Drug Court Probation Parole Officer obtains the approval of the prosecuting attorney.
5. The Drug Court Probation Parole Officer and Drug Court Treatment Coordinator schedule an assessment with the potential client.
6. The assessment tool will be approved by the Drug Court Team to identify the defendant's legal status, tentative discharge date, victims, restitution, needs, strengths and drug abuse, treatment, social and family history.
7. The Drug Court Probation Parole Officer and Treatment Coordinator complete the interview and assessment, explain the program to the defendant and answer any questions.
8. The Drug Court Probation Parole Officer will provide the defendant with a handbook and brochure and advise them when a decision is likely to be reached.
9. The Drug Court Probation Parole Officer will obtain the appropriate releases of information to obtain collaborative information.
10. The Drug Court Probation Parole Officer will research the defendant's history to obtain collaborative information.
11. The Drug Court Probation Parole Officer and Drug Court Treatment Coordinator present all the information obtained for the team's consideration and with a majority consensus acceptance or disqualification decision is reached.
13. The Drug Court Team notifies the defendant, the prosecuting and defense attorneys and the Probation Parole Officer if necessary and files a report to court if needed.