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Mission Statement

_____ The mission of juvenile drug court is to “reduce juvenile crime and substance abuse by referring youth to a court-managed treatment program which holds them accountable and emphasizes personal responsibility.”

Definitions

APP:	Accountability Program Plan
Case Manager:	Juvenile drug court case manager
CS:	Community service
DJS:	Division of Juvenile Services
JDC:	Juvenile drug court
Program:	Juvenile drug court program
Random:	Defined as “unscheduled” and not a perceived pattern.
Team:	Juvenile drug court team which consists of: judge, state’s attorney or prosecutor, defense counsel, coordinator, school representative, treatment provider, court officer, and law enforcement.

PROGRAM OVERVIEW

A. ELIGIBILITY

1. Referring offense may be either drug or non-drug related. (There are no restrictions on the number of prior offenses or convictions.)
2. Juvenile must be between the ages of 13 and 17. *
3. No prior violent felony level adjudications or pending petitions alleging violent felony level delinquent acts.
4. No prior termination from juvenile drug court (“JDC”)
5. No prior or pending charges of selling and/or manufacturing controlled substances.
6. Admission to the offense and/or a court order to the program.
7. An assessment must be completed indicating a drug and/or alcohol abuse problem.
8. The team has some flexibility as to who is eligible, depending on their age, drug and/or alcohol history and nature of their prior convictions, to enter the program.

* Participant’s status in JDC remains until graduation, termination, or age 20; which ever occurs first.

B. SUITABILITY

1. Motivated.
2. Ability to benefit from the services.
3. Appropriate services exist within the drug court treatment providers to effectively address the juvenile’s needs.

C. JUVENILE DRUG COURT GOAL

The goal of JDC is to provide youth with the opportunity to stop using drugs, resulting in reduced criminal activity. The effectiveness of the program plan for a juvenile depends on the authority and power of the court that orders the drug court participation and requires collaboration and cooperation among all those who work with the juveniles.

The continuum of services for the program includes participation in treatment, alcohol/drug testing, community service, incentives and sanctions and additional programs as determined by the team.

D. DESCRIPTION

JDC is a post petition/post adjudication program with the option of the petition being dismissed six months after the participant successfully completes the program. The program lasts a minimum of nine months. The program is aimed at intervening in alcohol and/or drug-using and criminal behavior through intense supervision and participation in recovery services. Initially, juveniles in JDC are required to appear before the judge every week. At each appearance, the judge reviews the progress or lack of progress of the youth. Six months after graduation from the program, the judge has the option of dismissing the current offense.

1. JDC Referral Process: A youth may be referred by different sources to be screened for JDC eligibility. Juvenile court personnel, state's attorney, defense counsel, and the treatment provider may refer juveniles to the program.
2. JDC Screening: If the juvenile appears to be eligible for JDC, the juvenile will be referred to the team to determine if the youth is an appropriate participant. The team members will recommend that the juvenile be accepted or denied admittance to JDC and describe the reasons for their recommendations. After adjudication and court order to participate in JDC and if the team recommends admittance to the program, the juvenile will start the program. Prior to the first appearance, the juvenile will be required to sign a *Juvenile Drug Court Contract*. The juvenile will be advised of his right to confidentiality by his attorney and asked to sign a *Consent for Release of Confidential Information*. The juvenile may revoke, at any time during his participation in JDC, his consent to the *Consent for Release of Confidential Information*. Failure of the juvenile to sign the contract or consent form or revocation of consent will terminate the juvenile's eligibility for participation in JDC.

E. JUVENILE DRUG COURT OPERATIONS

The participant will appear in court as required for progress review hearings before the JDC judge. Parents/guardians are expected to appear at each court hearing.

1. Tracking Juvenile's Progress: Before each court appearance, the coordinator will gather attendance and participation information from the participant's accountability program plan and treatment program. The information will be reported in a progress report for the team to review.
2. Progress Review: The judge will review the progress report in court with the participant. If incentives for compliance or sanctions for noncompliance are called for, the consequence is immediate, appropriate, and levied on an individual basis. The participant will be advised of the next court appearance date and a list of tasks to be completed before that date.

3. Incentives/Sanctions: The following are the range of incentives and sanctions imposed by the judge.

Incentives:

1. Recognition at review hearing.
2. Excused from review hearing.
3. Decreased drug testing.
4. Faster progress through Paths.
5. Special awards from area merchants, business people, and other donors, i.e., movie passes, tickets to athletic events, bowling passes, coupons and other discounts, tickets to school events.
6. Reduction of community service hours.
7. Job opportunities.
8. Riding along with local law enforcement.
9. Tuition for educational classes.
10. Decreased counseling sessions.
11. Decreased outside meetings.
12. Dismissal of current offense.

Sanctions:

The options for sanctions follow and are prioritized from less severe/restrictive. Any one sanction or a combination of sanctions may be chosen based on the extent of noncompliance with the JDC Accountability Program Plan (APP).

1. Admonishment by judge.
2. Written assignments (such as papers on effects of specific drugs, honesty, accountability, someone who has had a positive influence on their life, importance of drug counseling)
3. Letter of apology.
4. Community service projects.
5. Loss of privileges, such as driver's license and constructive free time.
6. Attend and report on adult court proceedings.
7. Increased support group meetings or counseling sessions.
8. Increased drug testing.
9. Increased court appearances.
10. Electronic monitoring (home detention).
11. Detention as authorized by statute.
12. Residential treatment.
13. Return to previous phase or termination from the program.
14. Any other sanctions deemed appropriate by the court.
15. Termination from the program.

Suggested Drug Court Guidelines for Sanctions*

<u>Behavior</u>	<u>Sanction</u>
Tardy	1 st - 2 hours community service (“CS”) 2 nd - 4 hours CS 3 rd - 6 hours CS
Skip/un-excused absence	1 st - 8 hours CS 2 nd - 10 hours CS 3 rd - 12 hours CS
Dirty alcohol/drug screen	1 st - 8 hours CS 2 nd - 12 hours CS 3 rd - 16 hours CS
Skip Treatment	4 hours CS
Skip Probation Contact	8 hours CS
Bad Home Report	1 - 3 hours CS (Discretion suitable to report)
Curfew violation	
1-30 minutes	2 hours CS
31-60 minutes	4 hours CS

* The above guidelines are not mandatory. Teams are encouraged to develop their own guidelines for consistency with sanctions and also to sanction on an individualized basis as appropriate.

F. DESIGNING AN INDIVIDUALIZED ACCOUNTABILITY PROGRAM PLAN

The accountability program plan (“APP”) will be designed to appropriately respond to the needs of each drug court participant. Each participant will review the individualized APP with the assigned court officer/ drug court coordinator, which may include, beyond the probation agreement goals: community service, drug and/or alcohol dependency treatment, restitution, school attendance and other requirements as appropriate. The treatment component will be set by the treatment staff and may include group sessions, and individual counseling.

G. REQUIRED ACCOUNTABILITY PROGRAM COMPONENTS

East Central Judicial District Juvenile Drug Court Program

	Path 1 Intensive	Path 2 Intermediate	Path 3 Aftercare
Drug Court Review Hearings	One per week.	Every other week or as ordered by judge.	Every other week or as order by judge.
Alcohol/Drug Screens	Minimum of two alcohol/drug screens per week or as ordered by judge. Both random and scheduled. Tests may also be given upon direction of treatment provider or ordered by judge.	Every other week. Minimum of two per month or as ordered by judge.	Minimum of one per month or as ordered by judge.
Probation Contact	One to two times per week or as ordered by judge.	Every other week. Minimum of two contacts per month or as ordered by judge.	One contact per month or as ordered by judge.
Tracking/Electronic Monitoring	Tracking and electronic monitoring as ordered by judge.	Tracking and electronic monitoring as ordered by judge.	Tracking and electronic monitoring as ordered by judge.
Parental Involvement	Participate with their child at all drug court review hearings. Attend parenting program as ordered by judge.	Participate with their child at all drug court review hearings. Attend parenting program as ordered by judge.	Participate with their child at all drug court review hearings. Attend parenting program as ordered by judge.
Community Service (CS)	Twenty total hours. Two hours per week as ordered by judge.	As ordered by judge.	As ordered by judge.
Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.
School Attendance	Required unless ordered otherwise by judge.	Required unless ordered otherwise by judge.	Required unless ordered otherwise by judge.
Individual Treatment	Participate in treatment as recommended by treatment provider or team if necessary.	Participate in treatment as recommended by treatment provider or team if necessary.	Participate in treatment as recommended by treatment provider or team if necessary.
Support Groups	Support groups as ordered by judge.	Support groups as ordered by judge.	Support groups as ordered by judge.
Educational Program	As ordered by judge	As ordered by judge.	As ordered by judge.

Northeast Central Judicial District Juvenile Drug Court Program

	Path 1 Orientation <i>Minimum of four weeks</i>	Path 2 <i>Minimum of three months</i>	Path 3 <i>Minimum of three months</i>	Path 4 <i>Minimum of two months</i>
Drug Court Review Hearings	One per week.	One per week.	One per week, given first priority for appearance at JDC and, if ordered by judge, may leave early.	Every other week or as determined by judge; given first priority for appearance at JDC and, if ordered by judge, may leave early.
Treatment	Participant will get an alcohol/drug evaluation, if not yet completed, and participate in treatment as recommended by evaluator.	Participant will participate in treatment as recommended by treatment provider.	Participant will participate in treatment as recommended by treatment provider.	Participant will participate in treatment as recommended by treatment provider.
Parental Involvement	Parents will participate in orientation, appear in JDC weekly review hearings, and attend alcohol/drug evaluation with JDC participant. Parents will also be expected to attend family therapy if appropriate.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.
Probation Contact	One contact per week.	One contact per week.	One contact per week.	One contact per week.
Alcohol/Drug Screens	Obtain baseline. Minimum of two alcohol/drug screens a week, both random and scheduled; to advance to next path must have four consecutive weeks of clean tests.	Minimum of two weekly, both random and scheduled.	Minimum of two weekly, both random and scheduled.	Minimum of one weekly, random or scheduled.
Tracking	Minimum of four tracking visits each week and RoboCuff calls.	Minimum of three tracking visits each week and RoboCuff calls.	Minimum of two tracking visits each week and RoboCuff calls.	Minimum of one tracking visit each week and RoboCuff calls.
School Attendance	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".
Community Service (CS)	As a requirement of initial order JDC participant must complete twenty hours CS. Participant must pay \$50 CS fee. CS will also be used as a sanction for noncompliance.	CS will be used as a sanction for noncompliance.	CS will be used as a sanction for noncompliance.	CS will be used as a sanction for noncompliance.
Curfew	9:00 p.m. or as ordered by judge.	9:00 p.m. week nights and 10:00 p.m. weekends or as ordered by judge.	10:00 p.m. or as ordered by judge.	10:00 p.m. week nights and 11:00 p.m. weekends or as ordered by judge.

Northwest Judicial District Juvenile Drug Court Program

	Path 1 Orientation <i>Minimum of four weeks</i>	Path 2 <i>Minimum of three months</i>	Path 3 <i>Minimum of three months</i>	Path 4 <i>Minimum of three months</i>
Drug Court Review Hearings	One per week.	One per week or as determined by the judge.	One per week or as determined by judge; given first priority for appearance at JDC and, if ordered by judge, may leave early.	Every other week or as determined by judge; given first priority for appearance at JDC and, if ordered by judge, may leave early.
Alcohol/Drug Screens	Obtain baseline if necessary. Minimum of two alcohol/drug screens a week, both random and scheduled; to advance to next path must have four weeks' clean tests.	Minimum of two weekly until earn less often tests. Both random and scheduled.	Minimum of two weekly until earn less often tests. Both random and scheduled.	As ordered by judge.
Probation Contact	One to two contacts per week.	One contact per week.	One contact per week.	Two times per month.
Tracking-EMS	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Parental Involvement	Parents will participate in orientation, appear in JDC weekly review hearings, and attend alcohol/drug evaluation with participant. Parents will also be expected to attend family therapy if appropriate.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.
Community Service (CS)	As a requirement of initial order, participant must complete twenty hours of CS. CS will be used as a sanction for noncompliance or removed as an incentive.	CS will be used as a sanction for noncompliance or removed as an incentive.	CS will be used as a sanction for noncompliance or removed as an incentive.	CS will be used as a sanction for noncompliance or removed as an incentive.
Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
School Attendance	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".
Educational Classes	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.

Individual Treatment	The participant will get an alcohol/drug evaluation, if not yet completed.	Participant will participate in treatment as recommended by treatment provider or team if necessary.	Participant will participate in treatment as recommended by treatment provider or team if necessary.	Participant will participate in treatment as recommended by treatment provider or team if necessary.
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South Central Judicial District Juvenile Drug Court Program

	Path I <i>Two months</i>	Path II <i>Two to three months</i>	Path III <i>Two to three months</i>	Path IV <i>Two months</i>
Drug Court Review Hearings	One per week	One per week or determined by judge.	One per week or determined by judge.	Bi-weekly or determined by judge.
Alcohol/drug Screens	Minimum of two per week – random or scheduled. May be given at treatment if ordered by judge.	Minimum of tow per week – random or scheduled. May be given at treatment if ordered by judge.	Minimum of tow per week – random or scheduled. May be given at treatment if ordered by judge.	Minimum of two per week – random or scheduled. May be given at treatment if ordered by judge.
Probation Contacts	Minimum of one per week	Bi-weekly or as ordered by judge.	Bi-weekly or as ordered by judge.	Bi-weekly or as ordered by judge.
Tracking	RoboCuff LSS– under certain circumstances.	RoboCuff LSS – under certain circumstances.	RoboCuff LSS – under certain circumstances.	RoboCuff LSS – under certain circumstances.
Electronic Monitoring	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Alcohol/Drug Testing	LSS Trackers	LSS Trackers	LSS Trackers	LSS Trackers
Parental Involvement	Drug court hearings Drug/alcohol treatment counseling, if required	Drug court hearings Drug/alcohol treatment counseling, if required.	Drug court hearings Drug/alcohol treatment counseling, if required.	Drug court hearings Drug/alcohol treatment counseling, if required.
Community Service	Minimum of five hours. Additional hours may be added as a sanction. Hours may be credited as an incentive.	Minimum of five hours. Additional hours may be added as a sanction. Hours may be credited as an incentive.	Minimum of ten hours. Additional hours may be added as a sanction. Hours may be credited as an incentive.	N/A
Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.

School Attendance	Required unless ordered otherwise – Powerschool information may be required. GED students will use “school passport.”	Required unless ordered otherwise – Powerschool information may be required. GED students will use “school passport.”	Required unless ordered otherwise – Powerschool information may be required. GED students will use “school passport.”	Required unless ordered otherwise – Powerschool information may be required. GED students will use “school passport.”
Employment	Provide tracker and court officer with weekly schedule.	Provide tracker and court officer with weekly schedule.	Provide tracker and court officer with weekly schedule.	Provide tracker and court officer with weekly schedule.
Education Classes	As ordered by judge.			
Individual Treatment	As recommended through drug/alcohol evaluation and other services as recommended.	As recommended through drug/alcohol evaluation and other services as recommended.	As recommended through drug/alcohol evaluation and other services as recommended.	As recommended through drug/alcohol evaluation and other services as recommended.
Support Groups	School group – if available NA/AA as required by treatment provider.	School group – if available NA/AA as required by treatment provider.	School group – if available NA/AA as required by treatment provider.	School group – if available NA/AA as required by treatment provider.

H. GENERAL PROGRAM POLICIES

1. Participant Orientation

After a drug and alcohol evaluation has been completed, but before the first JDC review hearing, each participant will receive an orientation interview from JDC. The purpose of this interview is to help orient the youth and parents to the program and answer any questions they may have. At this time, the participant and parents will review program policies and expectations. The juvenile will also complete the *Juvenile Drug Court Contract, Consent to Release of Confidential Information* and other necessary forms.

2. Guidelines for Drug Court Participants and Family Members

The following program guidelines have been developed and approved by the Juvenile Drug Court (JDC) Team. All participants and parents should read these guidelines carefully. To avoid unnecessary sanctions and misunderstandings, please ask if you have questions.

Appropriate Dress:

Participant and family members are expected to dress appropriately for all JDC activities. Clothing displaying drug or gang symbols, colors, or inappropriate language is prohibited. There shall be no wearing of hats, see-through or bare mid-drift shirts in court.

Language and Behavior:

During all JDC activities, participants and family members are expected to refrain from the use of profanity and the glorification of alcohol or drug use. No racist, sexist, homophobic, sexual, violent or other offensive comments will be tolerated. Abusive behavior (in the form of insulting language, physical gestures, aggression, or otherwise offensive behavior) will be sanctioned and may be grounds for termination from the JDC Program.

Courtroom Behavior:

The drug court team expects all drug court participants and family members to show respect and courtesy to all courtroom staff, families in attendance, and other observers. No food or beverages are allowed in the courtroom.

Weapons:

No weapons are allowed at ANY JDC activities. If a weapon is found on a participant, he or she will be sanctioned and may be terminated from the program.

Smoking:

Smoking is prohibited at all JDC functions regardless of participant's age.

Punctuality and Advance Notification of Absences:

Drug court participants and family members are expected to be on time for all JDC activities. If a participant is unable to attend any drug court activity, he or she must provide advance notice to the court officer or case manager. All attendance, notification and/or lateness issues will be reported to the court and are subject to sanction.

Parents:

Parents are not to use illegal substances or use alcohol to excess. The parent/guardian must contact the court officer/coordinator if they are unable to attend the weekly court session.

3. Juvenile Drug Court Accountability Program Plan

The participant and family are to comply with the APP. The APP will be an individualized plan for each participant taking into consideration gender and age issues. The APP will be a comprehensive, coordinated, strength-based individual plan of treatment and rehabilitation services for each participant and their family. The plan will be developed in

collaboration with the team, the participant, and family. This plan will address chemical dependency treatment, mental health issues, school performance, peer relationships and self-esteem issues regarding each participant.

The assessment of the participant and family will include careful and thorough consideration of the cultural perspectives of the youth and their families and the cultural relevance of the process of treatment. The APP will incorporate a variety of strategies that build on cultural strengths.

The plan will be reviewed, at a minimum, every thirty days. Changes will be discussed with the participant by the assigned court officer.

4. Visitors

All visitors, with the approval of the judge and consent from the participants, may be present in the courtroom during status review hearings.

5. Tobacco

JDC recognizes that there are participants under the age of 18 who use/possess tobacco products. JDC does recognize that enforcement of the tobacco law is difficult for law enforcement and will similarly be difficult for JDC.

Keeping all of the above in mind, JDC adopts the following concerning tobacco products:

- JDC will not test for use of tobacco products.
- JDC staff, case workers, and trackers will have an obligation to report to the staff any direct observation of a participant who is seen possessing or using tobacco products.
- JDC can assess community services hours, other appropriate sanctions, and/or make referral to smoking cessation class for each adjudicated violation of the tobacco laws or a staff, caseworker, or tracker's report of a participant's violation of the tobacco laws.

6. Drug Testing

The accountability program will include scheduled and random alcohol/drug screens. The *Tracking and Drug/Alcohol Testing Notification Form* will be kept in the participant's file and forwarded to the court before each status appearance. The first alcohol/drug screen will occur at the time of orientation. Each drug court has specific guidelines to follow.

Northeast Central:

Alcohol:

The juvenile court officer will order alcohol machines and alcohol saliva swabs. Trackers obtain these items from the juvenile court office. When a tracker arrives at the youth's home,

make sure client has nothing in his/her mouth. If client has gum in mouth, has recently brushed teeth, used mouthwash, or drank anything, wait 10-15 minutes before testing for alcohol. Use breath machine or alcohol saliva swab as instructed to test for alcohol. If the test is positive for alcohol, tracker should complete *Tracking and Drug/Alcohol Testing Notification Form* and leave appropriate copy with parent or guardian, if parent or guardian is home, or participant, if parent or guardian is not home. If the test is positive for alcohol, tracker should ask the client if they admit to drinking and tracker should record notes of exactly what happened while they were in the home. If test is positive for alcohol and the client denies drinking, tracker should attempt to obtain a urine sample from the client and take the sample to juvenile court to be sent to the laboratory. The lab can detect alcohol in the urine.

Drug Testing:

The juvenile court officer will order drug test kits, adulteration strips, cups, temperature strips, and latex gloves. The trackers pick these supplies up at the juvenile court office.

Trackers should place a temperature strip on the urine cup and temperature should show between 92-98 degrees immediately after urine sample is given. Tracker should supervise the urine sample by entering the bathroom with the client when tracker is same gender as client. Adulteration strips should be used to check for adulteration whenever possible and especially if the specimen seems suspicious. Suspicious samples or extremely clear samples (look like water) should also be sent to the lab for an adulteration test. Test the urine sample by following drug test kit instructions and read results. If test is clean, dispose of urine sample immediately. If test is positive, tracker should complete *Tracking and Drug/Alcohol Testing Notification Form* and leave appropriate copy with parent or guardian, if parent or guardian is home, or participant, if parent or guardian is not home, and ask the client if they admit to using. If the urine test follows a positive breath or saliva test, only one notification form need be completed by the tracker. Tracker should always keep a positive urine sample and bring it to the juvenile court office to be sent to the lab for confirmation and a drug level. Tracker should keep detailed notes about the event.

East Central's Procedures:

Drug testing supplies are ordered and stored by the coordinator at R.E.S.T.O.R.E. Each tracker will keep a small supply of drug tests on hand.

The tracker will gather all supplies prior to going into the home, including the materials needed to send the specimen to the lab. The tracker will explain the procedure to the client, including that the drug screen will be directly observed (i.e., urine coming directly from the body to the cup). The tracker will assure there is privacy within the bathroom, have the client empty their pockets, wash their hands with soap, rinse well, and dry. The tracker will then give the client the specimen cup and have the client break the seal. The client will be encouraged to fill the cup 3/4 full; however, the lab can test less than 1/4 inch of urine. The tracker will apply a temperature strip to the cup. It should read between 90 and 100 degrees within four minutes. The tracker will open the testing supplies in front of the client, dip the testing stick into the urine

(not immersing any of the plastic portions of the testing instrument into the urine), hold the instrument in the urine for 15-30 seconds, replace the cover on the instrument, and read it after five minutes, not before. Trackers will not read the instrument after ten minutes, as false results may occur. The tracker will inform the client of the test results; however, the tracker will not interpret the testing in any way. Clients will be told only that the test indicates a positive or negative sample. If the clients have further questions regarding the testing, trackers will encourage them to contact their treatment provider. If the sample is positive, trackers will NOT retest the sample. They will inform the client that the sample will be sent to the laboratory for further testing and complete the *Tracking and Drug/Alcohol Testing Notification Form* and leave it with a parent or guardian. All paperwork will be completed with the client in the room. Trackers will have the client initial the seal and sign the form used by the laboratory. If the client refuses to sign the form, the tracker will initial the seal where the client should sign and write client refusal. The yellow copy of the paperwork will be given to the client, the pink copy will be routed to the JDC court officer, and the original WHITE copy will be sent to the lab with the specimen. Trackers will then place the seal over the top of the specimen and place the label around the specimen container. The specimen will then be placed in the small plastic bag with the absorbent pad; any excess air will be squeezed out prior to sealing. Trackers will then place the sealed bag containing the specimen in the mailer with the original WHITE paperwork. The mailer will be sealed with packaging tape and mail as soon as possible. If it is during business hours, trackers have the option of dropping the specimen and WHITE form off at SEHSC, this way the specimen will be sent via Airborne Express, and the results will be received approximately four days sooner.

Trackers are not to directly contact Redwood Toxicology Laboratories. If the client has questions regarding the results from the Lab, trackers will inform them the results should be received within one week and will be provided to them at JDC or juvenile court. The clients are allowed 30 minutes and three eight-ounce glasses of water if they are not initially able to provide a sample.

Trackers will also conduct random alcohol screens. There are two forms of tests available, the Digital Alcohol Detector and the alco-screen. Trackers will follow all printed instructions on these screening devices and report all positive results on the Tracking and Drug/Alcohol Testing Notification Form.

Path One requires a minimum of three drug screens per week. Path Two requires a minimum of two drug screens per week and Path Three requires a minimum of one drug screen per week or as ordered by the judge.

South Central's Procedures:

Supplies for drug testing are ordered from Redwood Toxicology and Schmidt & Associates. Supplies for JDC testing are available at juvenile court in the coordinator's office. The tracker primarily administers drug and alcohol tests; however, the participant's court officer may also administer a drug/alcohol test at any time.

When testing a urine sample, the test card should not touch the urine, only the test strip itself should touch the urine. Hold the test strip in the sample for 5-10 seconds then place the cap on the card. The results should be read after five minutes. After ten minutes the test result is invalid.

Test results are **negative** if there is any red or pink line that appears, regardless of how light the line is. Test results are **positive** if NO line is present or if the card is snow white. If a tracker or court officer question the result or is unsure of the result, the test should be sent to Redwood Toxicology Laboratories for testing and to obtain levels. In addition, if there is any suspicion regarding the appearance of a urine specimen, it is recommended the test be sent to Redwood Toxicology Laboratories for further testing. Unless a participant admits to recent substance abuse, all positive tests should be sent to the lab. However, even if a participant admits to usage, it may be important to obtain level usage.

If a test is positive, it is not the role of the tracker to confront the participant regarding any possible recent substance use. If the sample is positive, the tracker will complete the *Tracking and Drug/Alcohol Testing Notification Form* and leave it with the participant or parent.

The Tracking and Drug/Alcohol Testing Notification Form consists of two sections and the procedure to complete the form is as follow:

Section 1: The tracker must fill in the organization they are employed with, the participant's name, the date and time the sample was taken, the name of the test used and what they tested positive for. The participant can either admit or deny substance use.

Section 2: Certificate of Disposition/Delivery. There are two options; the first option is the tracker and the parent signs the form. This is done to ensure that the parent has been notified of a positive drug tests. The second option is if the parent is not home, then the participant and the tracker will sign the form. When using the second option, the tracker must be confident that the participant is not in any potential harm of a crisis situation as a result of the positive test.

Alcohol swab tests are also administered. Take the smallest pipet and extract liquid from the side of the test circle. Place a drop of liquid in with the yellow powder. Take the larger pipet and place one drop of urine in the other test circle. Wait two minutes until results can be read. Testing can be done up to twelve hour after the consumption of alcohol. A Breathalyzer machine can be obtained at the Juvenile Court Office.

The role of the tracker that is obtaining the test is to observe the participant providing the sample. The tracker must be of the same gender of the participant they are observing.

When a participant is on Path One, a minimum of two tests are to be administered within a one-week period. Path Two participants will receive a minimum of two tests per week. Path Three participants will receive a minimum of one test a week. Testing, as stated for each Path, applies unless otherwise ordered by the judge. All tests must be random.

Northwest Judicial District

Alcohol:

The juvenile court officer will provide **alcohol machines and alcohol saliva swabs**. Trackers obtain these items from the juvenile court office. When a tracker arrives at the youth's home, make sure client has nothing in his/her mouth. If client has gum in mouth, has recently brushed teeth, used mouthwash, or drank anything, wait 10-15 minutes before testing for alcohol. Use breath machine or alcohol saliva swab as instructed to test for alcohol.

If the test is positive for alcohol, the tracker should complete the *Tracking and Drug/Alcohol Testing Notification Form*, and leave appropriate copy with parent or guardian, if parent or guardian is home, or participant, if parent or guardian is not home. If the test is positive for alcohol, tracker should ask the client if they admit to drinking and tracker should record notes of exactly what happened while they were in the home. If the test is positive for alcohol and the client *denies* drinking, the tracker should attempt to obtain a urine sample from the client **and prepare the sample to be sent to the laboratory**. The lab can detect alcohol in the urine.

The tracker will inform the client that the sample will be sent to the laboratory for further testing and complete the *Tracking and Drug/Alcohol Testing Notification Form* and leave copies with the appropriate parties. All paperwork will be completed with the client in the room. Trackers will have the client initial the seal and sign the *Chain of Custody For Drug and Alcohol Analysis* form used by the laboratory. If the client refuses to sign the form, the tracker will write the client's initials on the seal, and where the client should sign, write client refusal. The yellow copy of the *Tracking and Drug/Alcohol Testing Notification Form* will be given to the client, the pink copy will be routed to the Court Officer or the JDC coordinator, and the original WHITE copy will be sent to the lab with the specimen. Trackers will then place the seal over the top of the specimen and place the label around the specimen container. The specimen will then be placed in the small plastic bag with the absorbent pad; any excess air will be squeezed out prior to sealing. Trackers will then place the sealed bag containing the specimen in the mailer with the original WHITE paperwork. The mailer will be sealed with packaging tape and mailed as soon as possible.

Drug Testing:

The juvenile court officer will provide drug test kits, adulteration strips, cups, temperature strips, and latex gloves. The trackers obtain these items from the juvenile court office.

The tracker will explain the procedure to the client, including that the drug screen will be directly observed, as long as the tracker is the same gender as the client. The tracker will assure there is privacy within the bathroom, have the client empty their pockets, wash their hands with soap and water, **rinse well**, and dry. The tracker will then give the client the specimen cup and have the client break the seal. The client will be encouraged to fill the cup 3/4 full, however, the lab can test less than 1/4 inch of urine. The tracker will cap the specimen cup and apply the

temperature strip. It should read between 90 and 100 degrees within four minutes. The tracker will open the testing supplies in front of the client, dip the testing stick into the urine (not immersing any of the plastic portions of the testing instrument into the urine), hold the instrument in the urine up to the wavy lines, but not above the arrows, for 10 - 15 seconds, replace the cover on the instrument, and **read at five minutes**. Results remain stable for up to four hours. Test results are **negative** if there is any red or pink line that appears, regardless of how light the line is. Test results are **positive** if NO line is present or if the card is snow white. If a tracker or court officer question the result or is unsure of the result, the test should be sent to Redwood Toxicology Laboratories for testing and to obtain levels. In addition, if there is any suspicion regarding the appearance of a urine specimen, it is recommended the test be sent to Redwood Toxicology Laboratories for further testing. The tracker will inform the client of the results, however, not interpret the testing in any way. Clients will be told only that the test indicates a positive or negative sample. If the client has further questions regarding the testing, tracker will direct them to contact their court officer or treatment provider. The tracker will inform the client that the sample will be sent to the laboratory for further testing and complete the *Tracking and Drug/Alcohol Testing Notification Form* and leave copies with the appropriate parties. All paperwork will be completed with the client in the room. Trackers will have the client initial the seal and sign the *Chain of Custody For Drug and Alcohol Analysis* form used by the laboratory. If the client refuses to sign the form, the tracker will write the client's initials on the seal, and where the client should sign, write client refusal. The yellow copy of the *Tracking and Drug/Alcohol Testing Notification Form* will be given to the client, the pink copy will be routed to the Court Officer or the JDC coordinator, and the original WHITE copy will be sent to the lab with the specimen. Trackers will then place the seal over the top of the specimen and place the label around the specimen container. The specimen will then be placed in the small plastic bag with the absorbent pad; any excess air will be squeezed out prior to sealing. Trackers will then place the sealed bag containing the specimen in the mailer with the original WHITE paperwork. The mailer will be sealed with packaging tape and mailed as soon as possible.

Adulteration strips should be used to check for adulteration whenever possible and especially if the sample seems suspicious or extremely clear. Suspicious samples can also be sent to the lab for adulteration tests. If the sample is negative, dispose of urine sample immediately. If the sample is positive, trackers will NOT retest the sample. Tracker should ask client if they admit to using, keeping detailed notes of the event.

The client will be allowed 30 minutes and three eight-ounce glasses of water if they are not able to initially provide a sample. If the client is positive on both alcohol/drug tests, only one *Tracking and Drug/Alcohol Testing Notification Form* need to be completed and left with the participant or parent.

The *Tracking and Drug/Alcohol Testing Notification Form* consists of two sections and the procedure to complete the form is as follow:

Section 1: The tracker must fill in the organization they are employed with, the participant's name, the date and time the sample was taken, the name of the test used and what they tested positive for. The participant can either admit or deny

substance use.

Section 2: Certificate of Disposition/Delivery. There are two options; the first option is the tracker and the parent sign the form. This is done to ensure that the parent has been notified of a positive drug tests. The second option is if the parent is not home, then participant and the tracker will sign the form. When using the second option, the tracker must be confident that the participant is not in any potential harm of a crisis situation as a result of the positive test.

7. Tracking

Duties of Tracker:

Meet with family and court officer for initial contact and intake in order to review roles. The case manager (JDC coordinator) will contact the tracker for the initial contact with the participant and family.

Conduct alcohol sensor and urinalysis tests on random basis. Random is defined as unscheduled and at various times throughout the week. All drug tests will be observed by the tracker. Participant and tracker must be of the same gender. Trackers will complete the *Tracking and Drug/Alcohol Testing Notification Form* of positive test and give to parents or guardian. If parent/guardian is not present, leave the notification at the participant's residence. If a positive test is obtained, send the sample to the lab.

Trackers are **not** to provide information to the participants and their families as to possible recommendations for the JDC participant.

Conduct curfew checks with the participant either by phone or in person when requested by court officer or JDC coordinator. Curfews will be assigned on a weekly basis by the drug court judge during the weekly hearing. A participant is required to contact the tracker of his comings and going when he/she is on home detention, electronic monitoring, or as required by JDC team. When required, it will be the participant's responsibility to provide a weekly activities schedule to the court officer or case manager and the tracker.

It is not the role of the tracker to follow-up on whether or not the participant is completing all of the court recommendations. If a tracker has concerns, the tracker is to document this information and it will be staffed with the team.

The tracker is not allowed to conduct drug tests at the participant's school or place of employment without permission from the coordinator or court officer.

Trackers are not to call the court officer or case manager at home unless a crisis situation arises. A crisis situation may include the following:

1. The participant is at risk of running or is on the run.
2. The participant is suicidal or homicidal.

3. The participant has overdosed or needs medical attention.
4. The participant has become a threat to himself or someone else.

It is the responsibility of the JDC coordinator to notify the trackers of the court ordered testing, curfew and requested curfew checks following court each week.

8. Community Service

When a new drug court participant enters into JDC, a referral from the participant's court officer or Division of Juvenile Service ("DJS") worker is sent to the community service coordinator. The participant is required to contact the community service coordinator to schedule an appointment to open a file and to schedule community service hours based on the court order. Both the participant and a parent/legal guardian must meet with the community service coordinator before any community service arrangements will be made. During this meeting various forms are completed and a work site and start date are determined. The participant is also charged a program fee to cover program cost and liability insurance. Each work site is also contacted weekly by the coordinator to verify that the hours have been completed and an update is sent to the JDC coordinator with the hours completed and the remaining balanced owed. If other community service projects are approved on a case-by-case basis, the team will ensure that work being performed is in compliance with child labor laws and the participant is covered under Workforce Safety and Insurance by the agency or the workplace.

Each participant must complete a minimum of twenty hours of meaningful court approved community service.

9. Special Projects

East Central:

Writing Class - includes meeting once a week during June and July on Tuesday evenings from 6-8 p.m. at various locations in the community.

Outings include:

- Canoeing on the Red River
- Historical pontoon ride on the Red River
- Thunder Road Amusement Park
- Historical Tour of the Comstock House in Moorhead
- Visiting the Hjemkomst Center Museum

Each meeting ends in a writing session to include a final memoir written by each participant. A brief personal history of their lives and what brought them to the place they are

currently and hope to be in the future. They are also asked their opinions on drug court; what they liked and thought was helpful and what they disliked or would like to see changed.

Fargo Police Department Mentoring Program - A total of eight to ten officers have been involved in getting together with the participants in the juvenile drug court program either by group outings or one-on-one activities specific to the participant's interests.

Outings have included:

RedHawks Baseball game	Jets Hockey game
Rock-wall climbing at the YMCA	Picnic and "Frolfing" at area parks
Jewelry making	Bowling and pizza party
Pedicures at a local spa	Movies
	Dinner

Valley Green Team - Summer employment with the Fargo Park District. This program provides full-time summer employment for 3-4 participants. Each participant is required to go through the process of applying and interviewing for the job. The employed participants, along with a supervisor from the Park's Dept., work on various community projects such as gardening and trimming trees. The program includes mentoring opportunities such as rock wall climbing and classes on money management once a week. Sanctions through the JDC program are used for any violations such as smoking or tardiness, which are reported to the coordinator on a weekly basis.

Northeast Central:

Summer Projects: - For the months of June, July and part of August each year, the participants attend a regular session of drug court every other week. On the off weeks, the participants still meet with the coordinator and some team members to work on a special project, such as the Summer Art Project in 2006. Each year the project will vary, but the emphasis is on working together as a group and exposing the participants to some activity or event that they may not otherwise have an opportunity to be involved in.

Summer Art Project - The purpose of this program is to enrich the participants' lives in art, history and community service. The program increases the knowledge and ability in the subject of Art and Art History. This program is made possible through coordination with the Grand Forks Park District who provide a facility to work on the art projects. During the summer of 2006 the participants, under the instruction of a local artist, constructed six life-size buffalo made completely out of driftwood from the banks of the Red River. These buffalo have been on display at the North Dakota Museum of Art located at the University of North Dakota. Participants were also given homework assignments pertaining to a locally known artist and

artwork each week. This homework included minor research and essay writing.

South Central:

South Central JDC has developed an Independent Living Curriculum to promote vocational training, independent living skills, educational assistance, personal health and leadership skills for their participants. Participants are provided vocational training where they learn how to fill out job applications, create their own resume, and learn how to write a cover letter. They will become familiar with popular job sites and where to look for a job. Additionally, interview skills will be developed and job placement or job shadowing may be possible for some participants. The participants learn essential skills for living independently such as personal finance (money management, banking, and consumer skills), apartment living, insurance (car, health, and life), and community resources.

Participants in school will be provided tutoring during these sessions. Assistance with college applications, financial aid, housing, ACT/SAT testing, etc., will also be provided for students looking to further their education.

South Central will also promote leadership and community service. As a group, they will search the community for community service projects. The participants will be in charge of setting up community service projects for the entire group. The program hopes to promote and educate participants on living a healthy lifestyle and keeping informed on current events happening locally, nationally, and around the world. It is the goal of South Central to individualize the program to suit the needs of each participant.

10. Termination

Immediate Termination:

If a participant has a new adjudication for possession of a controlled substance with the intent to sell or manufacture, or delivery of controlled substance, or is adjudicated with a violent felony offense, he will immediately be terminated from the program and will be referred to juvenile court for further disposition.

Other Termination:

When considering termination of a participant from the JDC Program, the team should take into account, but not be solely limited to the following factors:

- A. **Subsequent Offense** — The nature of the offense, the circumstances under which it was committed and its seriousness.
- B. **Treatment Issues** — The adherence of the participant to the treatment process, unabated continued use of illegal and/or harmful substances, duration of the participant’s involvement in treatment, the treatment providers prognosis regarding the likelihood of successful completion of the JDC Program and the presence of significant obstacles to successful completion of the JDC program.
- C. **Probation Issues** — Participant’s obedience to probation terms and conditions, participant’s attitude regarding JDC directives, efforts to complete those directives and the duration of involvement in the JDC Program.
- D. **Other Issues** — Presence of over-riding mental health issues, family practices which continually inhibit recovery and continued evidence of an inability or unwillingness to make healthy choices regarding associates, peers, family, employment, and school.

During the JDC team meeting, any JDC team member can make a recommendation for termination of a participant. The JDC judge makes the final determination for a juvenile to be terminated from the program upon the recommendations of the JDC team.

11. Graduation

JDC graduation is a celebration of a participant’s successful completion of all drug court requirements.

Program Requirements:

Successful completion of all phases of the program is required for graduation. All financial obligations, including restitution and community service fees, must be paid in full.

Celebration:

The JDC celebration consists of a ceremony in open court. All participants of the program are asked to be present for a graduation. The celebration provides a specific time for the team, the participant, and the participant’s family to acknowledge the work and success of the participant and to support the participant’s future endeavors.

The JDC coordinator is in charge of the preparations for the participant's graduation.

Dismissal of Current Offense:

Six months after graduation from the JDC Program, the judge has the option of dismissing the current offense.

Dismissal of Juvenile Court Record:

In addition to dismissal of current offense, the juvenile may be entitled to dismissal of his juvenile court record if he remains offense free for a two-year period. Application to the court for dismissal of the juvenile court record is the responsibility of the JDC participant. Reference is made to N.D.C.C. § 27-20-54, N.D. Sup. Ct. Admin. Policy 403, and Sup. Ct. Admin. R. 19 relating to destruction of juvenile court records.

II. STAFF RESPONSIBILITIES

The program is under the direction of Justice Mary Muehlen Maring. A project coordinator assists in the coordination of all activities related to the program and responds to all statewide issues, policies, and inquiries regarding the program.

The JDC team consists of the judge, the juvenile court officer, the coordinator, the state's attorney, the defense attorney, a school representative, law enforcement and treatment providers. The team's role is to meet weekly to review and discuss participants progress.

A. Juvenile Drug Court Judge

The JDC judge serves in a nontraditional judicial capacity. In addition to the traditional role of adjudicative officer, the judge serves as a member of the JDC team with an important role in seeing that the therapeutic and restorative aspects of JDC are met.

An important part of the judge's role on the team is to facilitate a free, frank, and open discussion of all relevant areas of the individual participant's life with a view towards ongoing assessment of the individual accountability plans. The team staffing is nominally chaired by the judge. The judge is ultimately responsible for an adjudicative decision, but no such decision is

ever made without full input opportunity by all team members. The judge reserves the ultimate right to act in the best interests of the legal system, the participants, and the public. It is important that the judge conducts himself/herself in a manner which encourages frank discussion and it is important the judge be viewed as a person who is looking for advice and guidance as opposed to a person looking for affirmation.

In addition to the judge's role as a member of the JDC team, the judge has ultimate adjudicative responsibility in drug court. It is important that the participants, their families, and the other team members understand that ultimately the judge is called upon to decide all criminal justice issues that are presented to the court. It is inappropriate as a matter of judicial conduct for the judge to unduly deferential to the desires of the team, the participants, or the arguments of counsel. It is important for the judge to bear in mind that although the forum is nontraditional, the judge remains the judge and that he/she has a primary responsibility for maintaining the independence and integrity of the process.

The judge has primary responsibility for facilitation of the individual drug court accountability program, to provide for appropriate sanctions and incentives, and to oversee the over-all implementation of the individual drug court accountability program.

The judge serves and acts as chair on the administrative committee of JDC. The judge is ultimately responsible for the ensuring that JDC is regularly assessed and that all necessary changes are implemented. The judge relies on the administrative assistance of the JDC coordinator, the juvenile court supervisor and such other support staff as are available to the judge. The judge reports directly to the presiding judge of the district and assists in maintaining open lines of communication with the state JDC coordinator and the State Court Administrator's Office. The judge and coordinator, along with the state coordinator, will follow the financial budget provided by the State Court Administrator's Office. All financial questions are to be addressed to the state court coordinator.

B. Juvenile Court Officer

The role of the court officer is to ensure the drug court participant is adhering to the probation rules and drug court policies, and to report to the team whether or not all rules are being complied with. The court officer reports and records any violations that may have occurred. The officer meets with the client on a weekly basis or as required, makes contacts with parents, treatment, and school officials, trackers, law enforcement officials, and monitors any other orders from the court that may be mandatory. The officer may conduct random drug and alcohol screens on the drug court clients. The officer assists with assigning and scheduling community service hours and makes sure to collect any court fees and restitution. If there is a victim in the case, the officer acts as a liaison between the offender and victim, allowing for the payment and distribution of restitution or other conditions of probation.

The court officer or the drug court coordinator, will conduct an orientation for the child and the family before the drug court appearance. The officer will attend weekly staffing, weekly court, and any administrative meetings.

C. Juvenile Drug Court Local Coordinator

The coordinator will be responsible for gathering information on each individual participant for the weekly review hearing. The coordinator maintains files on each juvenile and will be responsible for keeping the profile of each participant throughout their involvement in JDC. This person will contact all the relevant parties (tracker, school, court officer, etc.) and be ready with that information for the regular team meetings and review hearings. The coordinator will also maintain the overall statistical data, budget, and relevant information for the state evaluation of the JDC. This person is also a community liaison for JDC.

The coordinator will attend team staffing, court, and administrative meetings. All budget affairs will be communicated with the state JDC coordinator and all reporting requirements and quarterly statistics will be sent to the JDC coordinator and the JDC evaluator. All invoices will be sent to the JDC state coordinator in a timely manner.

All participant files will be maintained by the coordinator. These files will include all releases and confidentiality forms, progress reports, community services hours, path information and court orders. These forms will be kept current and all federal rules and regulations will be followed.

The coordinator will conduct all orientations for the youth and family before the first drug court appearance. Rules and expectations, along with several areas for goals, will be discussed. The coordinator will arrange for a meeting with the participant, parents, and defense counsel, prior to the first court appearance, to review and sign the JDC Contract and all Release forms.

The coordinator will contact the trackers following court with any changes to home detention or path status. The coordinator will also maintain communication with the tracking coordinator in regards to program or policy changes.

It is the role of the coordinator to contact local organizations for incentives. Local organizations will also be contacted for speaking engagements on the drug court program. The coordinator will prepare for participant graduations which includes buying the cake and supplies, preparing a certificate of completion, and obtaining a gift certificate and card.

D. State's Attorney

The state's attorney's role is to review petitions and assist in the staffing of juveniles into the program. He/she will review the juvenile's case weekly and assist in the staffing at the weekly hearings. It is the state's attorney's responsibility that the JDC team complies with the policy and procedures of the program manual and participates in the decisions of incentives and sanctions for the juveniles. He/she will be present in the court room weekly and the coordinator will be notified if that will not be possible.

He/she will help implement drug court procedures and policies for the program and will assist in modifying procedures and policies as needed. He/she will also ensure that all new state laws are incorporated into the program when required. He/she will attend weekly staffing, and administrative meetings.

E. Defense Counsel

Defense counsel plays a nontraditional role that blurs the line between advocacy and guardian ad litem. He/she will protect the participant's constitutional rights to the extent possible within the drug court framework. He/she will participate in formulating a plan in regard to individual consequences for noncompliance and act as an advocate for the participant's position to the extent possible within the existing framework.

Defense counsel's role within the team is to communicate with team members keeping in mind the best interests of the participant. Defense counsel attends all staffings and administrative meetings to provide any input on the betterment of the participant's program. He/she will help implement and modify drug court procedures and policies for the program. Counsel will assist in staffing new participants and current participants. Defense counsel will explain the drug court forms before they are signed by the participant and parents to ensure their understanding of the requirements of the Contract and the Release of Confidentiality. Defense counsel will make sure that new forms are signed if a new presiding judge is appointed or the forms are outdated.

F. Treatment Provider

The role of the treatment provider is to provide the alcohol/drug assessment/evaluation on juvenile drug court participants, provide treatment/support to juvenile drug court participants; network with other treatment providers regarding participants in the JDC program; and make recommendations for treatment follow-up needs. The treatment plan will be an individualized plan for each participant based on age, culture, mental ability, levels of treatment, etc., and the plan will be reviewed continuously.

The treatment provider functions as a team member by attending staffing, weekly court and other meetings as scheduled. He/she will also provide input and feedback for program development statewide. The treatment provider will provide weekly treatment reports to the coordinator for weekly staffing. The treatment representative must be informed of all participants current status and progress in treatment to provide input at weekly staffings.

G. School

The juvenile's school will provide information to the coordinator regarding the participant's school performance, attendance, progress and behavior/disciplinary reports and other relevant information. This information will verify the weekly "passport" (a passport may not be required by all JDC programs) each participant brings to court that states the classes they have attended and grades in each class for that week. This "passport" is signed off by each class teacher.

The school representative will attend staffing, and court when possible. He/she will assist the team on providing the best education plan for each individual participant.

H. Family

The juvenile's family is expected to provide a supportive environment and adequate supervision to help ensure the youth's active participation during their involvement in the JDC. The family's involvement is essential for the youth's long-term success. The parents/guardian are required to participate in progress review hearings and treatment as ordered by the JDC judge. If unable able to attend, the parents/guardian must contact court officer.

I. Law Enforcement

Law enforcement will assist in monitoring the participant's outside activities. Law enforcement will provide valuable and pertinent information regarding participant contact with the law and inappropriate behavior in the community. He/she will be a liaison between the local law enforcement and the JDC team in educating the law enforcement on the JDC program and promote involvement such as the Ride-Along Program or other activities with the participants. He/she will attend weekly staffing and weekly court sessions.

J. State JDC Coordinator

The state coordinator assists the director in the coordination of all activities related to the JDC program and responds to all statewide issues, policies, and inquiries regarding the program. The state coordinator keeps the JDC teams updated on changes in the program manual, training, and on all federal and state requirements on confidentiality, drug testing, and manages all budgets for the JDC Program.

General Forms

TRACKING AND DRUG/ALCOHOL TESTING NOTIFICATION FORM

I am a tracker for _____ . I tested _____
Organization Participant
on _____. Using the _____, he/she tested positive for
Date/time Test name

[THC/Cocaine/Amphetamine/Methamphetamine/Alcohol/Other]. Other matters of note are:

As a matter of court-mandated policy, I am prohibited from discussing this test in any detail at this time, other than to give him/her the opportunity to admit or deny usage in writing, and, if they admit, to give a brief explanation in writing. If this test is to be discussed in any further detail, it must be done so at drug court staffing or during the drug court proceedings.

I, _____, admit/deny using [THC/Cocaine/Amphetamine/
Participant

Methamphetamine/Alcohol/Other]. Brief explanation (less than 20 words)

Tracker Signature

Participant Signature

CERTIFICATE OF DISPOSITION/DELIVERY
(Tracker must complete one of the two options below)

OPTION 1. As a matter of court-mandated policy, I am required to present a copy of this form to the participant’s parent/guardian. I hand-delivered this form on _____.
Date and time

Signature of Tracker

Signature of Parent

OPTION 2. As a matter of court-mandated policy, since the parent/guardian is not available, I am required to leave this form with the participant. I have observed the participant and I am satisfied that a crisis situation does not exist at this time, so the authorities do not need to be notified.

I, _____, agree to show this form to my parents.
Participant

Signature of Tracker

Signature of Participant

Juvenile Drug Court

Exit Questionnaire

Please answer each question with complete honesty. This questionnaire is intended to assist the NEC Juvenile Drug Court in evaluating their program.

1. Name: _____

Were you a volunteer or court-ordered participant? If court-ordered, how do you feel about that?

2. How long have you been in the program? _____

3. Describe your life prior to your entry into the program?

4. Describe your life now that you have completed the program?

5. What did you like most about the Drug Court Program? _____

6. What did you like least about the Drug Court Program?

7. Describe how your sobriety has affected your relationship with others (include your family and close friends).

8. Who do you feel was most helpful in you successfully completing the drug court program? And why?

9. What are your plans for the future? _____

10. Other comments:

Please return in the stamped envelope.

Thank you!

Juvenile Drug Court Accountability Plan

This plan will be reviewed every 30 days by the juvenile, their family and the drug court team.
Goals should be: measurable, realistic, and specific

Participant's Name _____

Chemical Dependency

- Treatment Provider _____
- Goals
 1. _____
 2. _____
 3. _____
 4. _____

Physical and Mental Health

- Medical Provider _____
- Mental Health Professional _____
- Goals
 1. _____
 2. _____
 3. _____
 4. _____

Education

- School _____
- Goals
 1. _____
 2. _____
 3. _____
 4. _____

Family

- Composition _____
- Goals
 1. _____
 2. _____
 3. _____

4. _____

Community Involvement/Appropriate Recreation

· Goals

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Social Support

· Identified support system _____

· Goals

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Family Strengths

Individual Strengths

JDC Participant

Date

JDC Representative

Date

East Central Forms

JUVENILE DRUG COURT

Intake Interview and Screening Form

Juvenile Drug Court Program Eligible: ___ Yes ___ No

Interview Date: _____ Court Date: _____

Juvenile's Name _____ M: _____ F: _____

Address _____

Social Security Number _____ DOB _____ Age _____ Ethnicity _____

School _____ Grade Completed _____

Parent / Guardian Name _____ Work Phone _____

Arresting Offense _____

Drug and/or Alcohol involved? ___ Yes ___ No

Prior juvenile court contacts _____

Juvenile's description of relationships with family, friends, and significant others:

Date juvenile received chemical dependency evaluation from treatment provider:

Court Officer Signature

Date

JUVENILE DRUG COURT PROGRESS REPORT

TO: _____, Juvenile Drug Court Judge

Participant's Name: _____

Reporting Period: _____

1. Treatment:

Provider: _____

Group sessions attended (date): _____

Individual sessions attended (date): _____

Drug tests done (date): _____

Treatment provider recommendations: _____

2. Community Service:

Work Site: _____

Total hours ordered for the program: _____

Additional hours ordered for the program: _____

Hours ordered done since last court appearance: _____

Hours completed since last court appearance: _____

Hours remaining to complete community service: _____

3. School Status:

School attending: _____ Summer school: _____

Attendance since last court appearance: _____

Date of tardy: _____

Date of Absence: _____ (Reason) _____

Grades: _____

Other: _____

4. Employment Status:

Job site: _____ Part-time _____

Full-time: _____

Comments: _____

5. Tracker Assigned:

Drug Tests _____ (date) _____ (results) _____

_____ (date) _____ (results) _____

_____ (date) _____ (results) _____

Comments: _____

6. **Court Officer:** _____

CO Report: _____

7. **Requirements from last court appearance:** _____

Recommendations for the next court appearance:

Completed by: _____ Date completed: _____

IN DISTRICT COURT, JUVENILE, COUNTY OF _____ OF NORTH DAKOTA IN

THE INTEREST OF _____

File No. _____

vs.

_____. Respondents

Date: _____

Present in Court: _____

ORDERED CONDITIONS FOR NEXT COURT APPEARANCE:

SCHOOL: _____

JOB: _____

COMMUNITY SERVICE: _____

TREATMENT: _____

DRUG SCREENS: _____

FAMILY: _____

Court officer CONTACTS: _____

OTHER: _____

Appointment(s) this week:

_____ (date) _____ (time) _____

I WILL COMPLY WITH THE COURT ORDERED REQUIREMENTS:

Name

NEXT COURT DATE: _____ TIME: _____

JUVENILE DRUG COURT
Student Passport

Name: _____ School: _____ Grade: _____

Class	Current Grade	Number of Absences	Number of Tardies	Incomplete Assignments/Teacher Comments and Signatures

4. List at least two accomplishments your child has made since entering Drug Court:

A.

B.

5. Do you have any suggestions for the Drug Court Team that might help your child? (i.e. sanctions, rewards, limits)

Signature of Parent

Signature of Parent

JUVENILE DRUG COURT SIGN IN SHEET

Date _____

(Please print your name, and reason for attendance)

Name

Reason for Attendance

Confidentiality Clause:

The issues discussed in this court room are sensitive matters. In order to be the most helpful and effective we must protect the information given during this, and all other drug court meetings and sessions. Please respect the rights of others and don't discuss these proceedings with unrelated individuals.

IN JUVENILE COURT, COUNTY OF CASS, STATE OF NORTH DAKOTA

ORDER

This court having received the attached list of individuals requesting to be present during East Central Judicial District Drug Court and being satisfied that they be allowed to participate in the East Central Judicial District Drug Court.

IT IS ORDERED that they participate in the East Central Judicial District Drug Court.

Dated this _____ day of _____, 2007.

BY THE COURT:

Judge of the Juvenile Court
East Central Judicial District

Northeast Central Forms

JUVENILE DRUG COURT
NORTHEAST CENTRAL JUDICIAL DISTRICT
GRAND FORKS COUNTY, NORTH DAKOTA
SPECIAL CONSENT FOR DISCLOSURE OF CONFIDENTIAL
SUBSTANCE ABUSE INFORMATION

I fully understand that all subject matter discussed in this court proceeding are to remain confidential. Breach of confidentiality may result in penalty by law.

Printed Name	Relation to Graduate	Signed Name	Date
Printed Name	Relation to Graduate	Signed Name	Date
Printed Name	Relation to Graduate	Signed Name	Date
Printed Name	Relation to Graduate	Signed Name	Date

I agree to the above named visitors to be present during today's Drug Court proceeding. I understand that this is voluntary and do not have to sign this document.

Printed Name	Relation to Graduate	Signed Name	Date
Printed Name	Relation to Graduate	Signed Name	Date
Printed Name	Relation to Graduate	Signed Name	Date
Printed Name	Relation to Graduate	Signed Name	Date

This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of information to criminally investigate or prosecute any alcohol or drug abuse patient.

**JUVENILE DRUG COURT
INTAKE INTERVIEW AND SCREENING FORM**

Juvenile Drug Court Program Eligible: _____ Yes _____ No

Juvenile's Name: _____ Male: _____ Female: _____

Address: _____

Date of Birth: _____ Age: _____ Ethnicity: _____

School: _____ Grade Completed: _____

Parent/Guardian: _____ Work Phone: _____

School Behavior: (disciplinary action, absenteeism/tardiness, suspensions, reasons for attending alternative school):

Arresting Offense: _____ Drugs/Alcohol involved: _____

Prior Juvenile Court Contacts: _____

Juvenile's Description of relationships (family and friends): _____

Date of Chemical Dependency Evaluation: _____

Court Officer Signature

Date

Participant Progress Report

Name: _____

Today's Date: _____ Path: _____

Last Court Date: _____

Treatment Requirements:

Attend treatment program, program involved in: _____

Attend _____ AA/NA Meetings per week _____

Tracker:

Tracker Assigned: _____ telephone: _____

Curfew weekends: _____ week nights: _____

Curfew violations: _____

Positive drug/alcohol tests: _____

Community Service:

Balance From Previous Week: _____ Hours added this week: _____ Hours

completed this week: _____ New Balance: _____

School Status:

School Attending: _____

Absence: _____ Tardy: _____

Detention Hours: _____

Requirements For Next Drug Court Appearance:

Next Drug Court Appearance: _____

I will comply with the Court ordered requirements: _____

Participants Signature

I have reviewed the above matter with my child: _____

Parents Signature

WEEKLY PASSPORT

NAME: _____ DATE: _____

Teachers: Please complete this form and initial to better assist the student. Be specific.

Subject	Assignments/Attendance	Teacher Initials
---------	------------------------	---------------------

	Completed _____ Absences/Tardies _____ Comment _____ _____	

Community High School Report

Progress Report for _____

Course Name _____

From Thursday, _____ **to Wednesday,** _____

Total time in for the week _____

Total time out for the week _____

Progress in work/Approximate grade

Attitude/Behavior

Any other important information for the drug court team

Teacher Signature

Community High School

500 Stanford Rd.

Grand Forks, ND 58203

795-2777

**JUVENILE DRUG COURT
NORTHEAST CENTRAL JUDICIAL DISTRICT
GRAND FORKS COUNTY, NORTH DAKOTA**

PARTICIPANT'S APPLICATION FOR ADVANCEMENT TO PATH IV

RECOVERY PLAN

What were some of the reasons you used chemicals?

- 1.
- 2.
- 3.
- 4.
- 5.

How do you intend to deal with those reasons without using chemicals?

- 1.
- 2.
- 3.
- 4.
- 5.

How have your attitude/behaviors changed since you entered treatment?

- 1.
- 2.
- 3.
- 4.
- 5.

Here are the reasons why I wish to stay sober:

- 1.
- 2.
- 3.
- 4.
- 5.

These are the friends that I will probably use chemicals with. (First name and last initial).

- 1.
- 2.
- 3.
- 4.
- 5.

How many friends do you have that know and support your sobriety? (First name and last initial)

- 1.
- 2.
- 3.
- 4.
- 5.

The five things I'm going to do to remain chemically free are:

- 1.
- 2.
- 3.
- 4.
- 5.

The five ways my family can help me to remain chemically free are:

- 1.
- 2.
- 3.
- 4.
- 5.

**JUVENILE DRUG COURT
STATE OF NORTH DAKOTA**

PARENT'S APPLICATION FOR CHILD'S PATH ADVANCEMENT
PATH II AND PATH III

Child's Name: _____ Date _____

1. Is your child ready to advance to the next Path? Why or why not?

2. What lifestyle changes has your child made since participating in Drug Court?

3. With respect to each area listed, what improvements do you feel need to be made by your child:
 - A. Home

 - B. School

 - C. Work

 - D. Friends

 - E. Family

 - F. Treatment

4. List at least two accomplishments your child has made since entering Drug Court:
 - A.

 - B.

5. Do you have any suggestions for the Drug Court Team that might help your child? (i.e. sanctions, rewards, limits)

Signature of Parent

Signature of Parent

**Juvenile Drug Court
Parent Exit Questionnaire**

Please answer each question with complete honesty. This questionnaire is intended to assist the Juvenile Drug court in evaluating their program.

1. Name: _____

2. Child's Name: _____

3. How long was your child in the drug court program? _____

4. Describe your child's life prior to your entry into the program: _____

5. Describe your child's life now that he/she has completed the program:

6. What did you like most about the program? _____

7. What did you like least about the program? _____

Other comments: _____

THANK YOU!

**NORTHEAST CENTRAL JUDICIAL DISTRICT
JUVENILE DRUG COURT OF GRAND FORKS COUNTY**

IN THE INTEREST OF _____

LAST CHANCE CONTRACT

I, _____, acknowledge that I have been informed of the expectations, rules, regulations, and policies of the Juvenile Drug Court Program. I agree that any violation from this point on may result in my being dismissed from the Juvenile Drug Court Program and being referred back to Juvenile Court for a probation revocation hearing.

Violations may include, but are not limited to, the following: curfew violation, use or possession of drugs or alcohol, failure to complete community service, failure to attend treatment, being dropped from school or the GED program, failure to attend school or GED program, and not completing drug court requirements each week.

Dated: _____

Participant

Parent/Guardian

Drug Court Judge

**JUVENILE DRUG COURT
NORTHEAST CENTRAL JUDICIAL DISTRICT
GRAND FORKS COUNTY, NORTH DAKOTA**

Participant Rules for Electronic Home Monitoring and Home Detention

Electronic Home Monitoring

1. You cannot have friends over
2. You must stay in your house unless specific permission has been given by the Juvenile Drug Court Judge or your probation officer. Unless Juvenile Drug Court Judge orders otherwise you are to attend school, treatment, probation appointments and Drug Court hearings.
3. You must keep equipment operational. The equipment must remain plugged into the electrical outlet designated by tracking team member. The equipment must also stay connected to the phone line designated by the tracking team member. Phone lines should be kept clear from internet interference.
4. The ankle bracelet must be worn at all times. Tampering with the ankle bracelet is not allowed.

Home Detention

5. You cannot have friends over
6. You must stay in your house unless specific permission has been given by the Juvenile Drug Court Judge or your probation officer. Unless the Juvenile Drug Court Judge orders otherwise you are to attend school, treatment, probation appointments and Drug Court hearings.

By signing this document you state that you fully understand the rules of Electronic Home Monitoring and Home Detention. Willful disobedience of these rules may result in a Pick-Up-And-Hold Order being issued.

Participants Signature

Date

Parent/Guardian Signature

Date

SOUTH CENTRAL FORMS



Juvenile Drug Court
South Central Judicial District
514 E. Thayer Ave
Bismarck, ND 58501
701-222-6709 Ext. 109

AA/NA Sign in Sheet

*****Please fill out the form and have it signed by who ever is in charge of the meeting –make sure you get a contact number*****

Date: _____ _____ Name	Time: _____ am/pm _____ Signature	Location: _____ _____ Contact #
Date: _____ _____ Name	Time: _____ am/pm _____ Signature	Location: _____ _____ Contact #
Date: _____ _____ Name	Time: _____ am/pm _____ Signature	Location: _____ _____ Contact #

CLOSED CAMPUS – SIGN IN SHEET

If you are required to attend closed campus you must have this sheet signed by Sy (or supervisor) every day you are required to be there.

Supervisor: If you have any additional comments on their behavior, progress, etc., please feel free to write in the comments section.

Date: _____

Comments:

Signature: _____

JUVENILE DRUG COURT
SOUTH CENTRAL JUDICIAL DISTRICT
Referral Form

Court officer: _____ Court Date: _____

PERSONAL INFORMATION

Juvenile's Name: _____ M: _____ F: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

DOB: _____ Age: _____ Ethnicity: _____

Employment: _____ Work Phone: _____

Parent/Guardian Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Parent/Guardian Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

CRIMINAL HISTORY – Please attach a copy of their Juvenile History

New (arresting) Offense(s): _____

Were Drug(s) and/or Alcohol involved? Y N Description: _____

CHEMICAL DEPENDENCY EVALUATION

Date juvenile received chemical dependency evaluation? _____

Treatment Provider: _____ Counselor: _____

Diagnosis: _____

Treatment Recommendations: _____

ADDITIONAL COMMENTS

*****Please include any additional information you think may be helpful*****

(ie. Description of relationships with family, friends, etc., additional education information, placement history, etc).

Court Officer Signature

Date

**JUVENILE DRUG COURT
STUDENT PASSPORT**

STUDENT'S NAME: _____

DATE _____ **ON TIME** _____ **CLASS** _____ **GRADE** _____

SIGNATURE _____ Yes ___ No ___ _____

COMMENTS _____

NAME: _____

CONTACT #: _____

DATE _____ **ON TIME** _____ **CLASS** _____ **GRADE** _____

SIGNATURE _____ Yes ___ No ___ _____

COMMENTS _____

NAME: _____

CONTACT #: _____

DATE _____ **ON TIME** _____ **CLASS** _____ **GRADE** _____

SIGNATURE _____ Yes ___ No ___ _____

COMMENTS _____

NAME: _____

CONTACT #: _____

WORK – SIGN IN SHEET

****Please have your supervisor sign this form and print a phone number
where I can contact them****

Date: _____ **Time in** _____ am/pm **Time out** _____ am/pm

Supervisor's signature: _____ **Contact #:** _____

Date: _____ **Time in** _____ am/pm **Time out** _____ am/pm

Supervisor's signature: _____ **Contact #:** _____

Date: _____ **Time in** _____ am/pm **Time out** _____ am/pm

Supervisor's signature: _____ **Contact #:** _____

Date: _____ **Time in** _____ am/pm **Time out** _____ am/pm

Supervisor's signature: _____ **Contact #:** _____

Date: _____ **Time in** _____ am/pm **Time out** _____ am/pm

Supervisor's signature: _____ **Contact #:** _____

Date: _____ **Time in** _____ am/pm **Time out** _____ am/pm

Supervisor's signature: _____ **Contact #:** _____

Northwest Juvenile Drug Court Forms

Participant Weekly Requirements

Name: _____ Date: _____
Path: _____

Parents: _____

Court officer: _____ Telephone : 857-6650

Treatment Requirements

Attend treatment program. Treatment involved in: _____

Meeting Times: _____

Tracker

Tracker Assigned: _____ Telephone: _____

Curfew Weekends: _____ Weekdays: _____

Community Service

Balance from previous week: _____ hrs

Hours completed this week: _____ hrs Balance: _____ hrs

Hours added this week: _____ hrs

New Balance: _____ hrs

Requirements for next court appearance:

Next Drug Court Appearance: _____

I will comply with the Court ordered requirements: _____

Participant Signature

I have reviewed the above matter with my child: _____

Parent's Signature

