



# **Juvenile Drug Court Program Manual**

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## **Mission Statement**

The mission of juvenile drug court is to “reduce juvenile delinquency and substance abuse by referring youth who are less likely to achieve a positive result in traditional juvenile court, into treatment court 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.

## **I. PROGRAM OVERVIEW**

### **A. TARGET POPULATION AND ELIGIBILITY CRITERIA**

It is the policy of the North Dakota JDC Program to meet two goals in regard to eligibility criteria: treat similarly-situated juveniles across the state similarly, and meet the particular needs of the community to achieve maximum effectiveness. In order to serve both goals, the following criteria should be considered in determining eligibility for participation in a JDC:

1. Age of the juvenile, with emphasis on juveniles who are between the ages of 14 and 17.3 years of age upon entry into JDC;
2. Place of residency of the juvenile, with emphasis on juveniles who reside in a location to which JDC can effectively provide services;
3. Availability of a parent, legal guardian, or other responsible adult to attend court hearings and participate in JDC;
4. Timely diagnosis of substance use disorder – mild (or its equivalent).
5. Whether less intensive options might be more appropriate for the juvenile, with emphasis on whether the juvenile has been on supervised probation;
6. Prior admission to JDC, with an emphasis on whether a juvenile has graduated or was terminated for other reason from JDC and, if so, how long prior to the present application;
7. The juvenile's current or past adjudicated charges or offenses;
8. If the juvenile is being held in detention, his or her score on the detention screening tool;
9. The juvenile's school record, with an emphasis on whether the juvenile has been suspended or expelled from school; and
10. The juvenile's record with chemical dependency treatment, with an emphasis on the length and or level of treatment the juvenile has received and whether the juvenile is compliant with such treatment.

### **B. JUVENILE DRUG COURT GOAL**

The goal of JDC is to provide participants with the opportunity to stop using alcohol/drugs, resulting in positive life choices and reduce delinquent and unruly activity. The effectiveness of the accountability program plan for a participant 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 participants.

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

## C. DESCRIPTION

JDC is a post petition/post adjudication program with the option of the petition being dismissed after the participant successfully completes the program. The program lasts a minimum of nine months. The program is aimed at intervening in alcohol and drug-using and delinquent and unruly behavior through intense supervision and participation in recovery services. Initially, participants 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 participant.

1. JDC Referral Process: A juvenile 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 a juvenile to the program.
2. JDC Screening: Each JDC team will create and utilize a set of objective criteria to determine if a juvenile would be appropriate for JDC. Each team shall utilize the criteria as it sees fit (either a guideline for initial consideration or automatic qualification into JDC). Each team shall periodically review its objective criteria and, if any changes are warranted, shall notify the State Juvenile Drug Court Program Manager of any modifications to its criteria.

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's attorney will advise the juvenile of the right to confidentiality and request the juvenile sign a *Consent for Release of Confidential Information*. The juvenile may revoke, at any time during participation in JDC, the *Consent for Release of Confidential Information*. Failure of the juvenile to sign the contract or consent forms or revocation of the consent forms will terminate the juvenile's eligibility for participation in JDC.

## D. 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 Participant'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 imposed, 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. **Goal Oriented Incentives and Sanctions:** An effective system of incentives and sanctions promotes each participant’s ability to account for his or her actions. To ensure that incentives and sanctions elicit productive changes in behavior, the team must identify and facilitate specific goals. Incentives and sanctions must be appropriate for each youth’s developmental level and graduated as the youth progresses through the program. To motivate youth and their families, incentives and sanctions must be applied in a way that is immediate, predictable, and consistent. Incentives and sanctions must be tailored to the individual participant. Below are samples of incentives and sanctions.

### **Incentives**

<b>Low</b>	<b>Moderate</b>	<b>High</b>
<b><u>Verbal Praise</u></b>	<b><u>Reduced Supervision Requirements</u></b>	<b><u>Supervised Day Trips</u></b>
<p>Verbal praise is provided for most routine accomplishments in JDC, including timely attendance at appointments and participation in treatment-related discussions or activities. This is especially important during Phase 1 of the program, when participants have a relatively harder time satisfying basic expectations.</p> <p>All team members should be prepared to offer praise at or near the time that accomplishments are achieved; for example, immediately after a productive counseling session or a drug-negative urine test. The judge later reinforces the praise during court hearings.</p>	<p>Participants who have made substantial progress in JDC are commonly incentivized by reducing their supervision obligations. For example, they may be permitted to attend less frequent probation appointments or status hearings. Typically, supervision adjustments are made when participants advance to a higher phase in the program.</p> <p>Research cautions that drug courts should not hold status hearings less frequently than every 4-6 weeks until participants are in the final phase of the program and have initiated their continuing-care plans. Moreover, treatment services should only be reduced based on a clinical determination that it is therapeutically indicated to do so. Finally, drug testing should not be reduced until after other treatment and supervision services have been reduced, and it is reliably determined that drug use has not recurred as a result.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Less frequent probation appointments</li> <li>• Less frequent status hearings</li> </ul>	<p>Day trips differ from the social gatherings in that they are held off premises. Typically, they are reserved for participants in the last phase of the program who are being recognized for leaving the “offender” role and assuming a role of “citizen.”</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• Fishing trips</li> <li>• Movie outings</li> <li>• Intramural sports</li> <li>• Sporting events</li> <li>• Bowling tournaments</li> </ul>

<p style="text-align: center;"><b><u>Small Tangible Rewards</u></b></p> <p>Many participants in drug courts are unaccustomed to earning positive reinforcement and respond well to low-magnitude rewards. The rewards are typically given for basic accomplishments during the early phases of the program, such as attending a full week of counseling appoints. The goal is to instill hope and encourage compliance with the treatment regimen.</p> <p>The rewards are typically structured so as to increase participants’ involvement in productive activities, and may contain pro-sobriety messages, toll-free phone numbers for local treatment services, or the drug court’s logo.</p> <p>Common examples include:</p> <ul style="list-style-type: none"> <li>• Bookmarks</li> <li>• Bus tokens</li> <li>• Phone cards</li> <li>• Healthy foods (e.g., juice, tea, granola bars, fruit, trail mix)</li> <li>• Coffee mugs</li> <li>• Birthday or holiday cards</li> <li>• Books or children’s books</li> <li>• Planners or calendars</li> <li>• School supplies</li> <li>• Toiletries</li> <li>• Frames for certificates</li> <li>• Picture albums</li> <li>• Serenity Stones</li> <li>• T-shirts with inspirational sayings or quotes</li> </ul>	<p style="text-align: center;"><b><u>Reduced Community Restrictions</u></b></p> <p>Many drug courts impose curfews and area restrictions on participants as a condition of entry into the program. After participants reliably engage in treatment and achieve a sustained period of abstinence, they may be rewarded by reducing those community restrictions. For example, curfews may be extended from 8:00 pm to 10:00 pm.</p> <p>Common examples include:</p> <ul style="list-style-type: none"> <li>• Later curfews</li> <li>• Reduced area restrictions</li> </ul>	<p style="text-align: center;"><b><u>Travel Privileges</u></b></p> <p>In anticipation of graduation from the program, participants’ travel restrictions may be formally lifted, allowing them to leave the county or state for a weekend, extended weekend, or week-long interval. Typically, phone-ins are required to ensure continued contact with the treatment program or supervision officers.</p> <p>Common examples include:</p> <ul style="list-style-type: none"> <li>• Weekend travel pass</li> <li>• Phone check-ins may be required.</li> </ul>
<p style="text-align: center;"><b><u>Recognition in Court</u></b></p> <p>Formal recognition is provided in court when participants meet substantial milestones in the program, such as completing a standardized treatment curriculum or achieving 30</p>	<p style="text-align: center;"><b><u>Enhanced Milieu Status</u></b></p> <p>As noted previously, many drug courts reduce supervision requirements – and, unfortunately, sometimes a treatment requirement – as an incentive for good behavior.</p>	<p style="text-align: center;"><b><u>Large Tangible Rewards</u></b></p> <p>In the later phases of the program, participants may earn tangible rewards of more substantial value or impact. As is typical, these rewards are used</p>

<p>consecutive days of sobriety. In addition to verbal praise, participants may receive a handshake from the judge, a round of applause in open court, or a certificate of accomplishment.</p> <p>Common examples include:</p> <ul style="list-style-type: none"> <li>• Handshake from the judge</li> <li>• Round of applause in court</li> <li>• Certificate of accomplishments for achieving a clinically important milestone</li> <li>• Praise from a team member in court</li> <li>• Candy bar</li> </ul>	<p>Participants may, for example, be permitted to leave court immediately after their appearances or attend fewer probation appointments.</p> <p>Although this approach can be effective, it risks precipitating relapse if the services are reduced too rapidly. Moreover, it may reduce opportunities for new participants to interact with their successful peers, because the most successful cases will end up spending the least amount of time on site in the program.</p> <p>For these reasons, many drug courts <i>elevate</i> the status of successful participants in the milieu, and <i>increase</i> their involvement in the program. For example, participants who have achieved stable abstinence, obtained a job, and are actively involved in the 12-Step community, may become peer-support mentors in the drug court or may lead discussions in the group counseling sessions. Typically, they do not interact with new participants outside of the program, but rather serve as on-site mentors where there is concurrent professional supervision.</p> <p>Examples of the names or titles assigned to these positions include:</p> <ul style="list-style-type: none"> <li>• In-program peer mentor</li> <li>• Assistant group leader</li> <li>• Self-help group facilitator</li> <li>• All-Star List or Dean’s List</li> </ul>	<p>to encourage pro-social and healthy leisure activities of daily living.</p> <p>Common examples include:</p> <ul style="list-style-type: none"> <li>• Commemorative gift issues of the “Big Book” or other readings</li> <li>• Concert tickets</li> <li>• Sports tickets</li> <li>• Autographs (musicians and actors frequently offer these as a public service to programs treating addiction)</li> <li>• Tattoo removal</li> <li>• Yoga or Tai Chi classes</li> <li>• Health club memberships</li> <li>• Home improvement or car repair assistance</li> <li>• Waiver of fines or fees</li> <li>• School or tuition fees</li> <li>• Donated education courses</li> </ul>
<p style="text-align: center;"><b><u>Symbolic Rewards</u></b></p> <p>Symbolic rewards may be inexpensive, but they have high emotional impact in the recovery community. Due to their symbolic value, they are generally viewed as being higher in magnitude than the small tangible</p>	<p style="text-align: center;"><b><u>Moderate Tangible Rewards</u></b></p> <p>As noted earlier, not many participants in drug courts are not accustomed to positive reinforcement and respond well to tangible rewards. As participants make positive progress in the program, the magnitude of the</p>	<p style="text-align: center;"><b><u>Point Systems</u></b></p> <p>Point systems can enable drug courts to offer large tangible rewards at a reasonable expense. Rather than earning rewards for each accomplishment, participants</p>

<p>rewards listed above. Typically, they are delivered to commemorate the achievement of a clinically meaningful milestone, such as 90 consecutive days of abstinence.</p> <p>Common examples include:</p> <ul style="list-style-type: none"> <li>• Sobriety chips</li> <li>• Sobriety key chains</li> <li>• Sobriety tokens</li> <li>• Copies of addictions readings such as a Teens Journal or Daily Readings for a Teen</li> </ul>	<p>rewards progressively increases. The rewards typically encourage engagement in productive or healthful activities.</p> <p>Examples of moderate rewards include:</p> <ul style="list-style-type: none"> <li>• Gift certificates (typically \$5 to \$20 value)</li> <li>• Movie passes or movie rentals</li> <li>• Admission passes to amusement parks or sporting events</li> <li>• Introductory memberships to spas or gyms</li> <li>• Haircuts</li> <li>• Makeup or cosmetic sessions</li> <li>• Groceries</li> <li>• Work or school clothing</li> </ul>	<p>earn points or vouchers for satisfying the conditions for phase advancement or other major accomplishments. The points are banked until participants enter the last phase of the program, and they can then trade in the points for a substantial prize. Some programs also offer bonus points for unusual accomplishments, such as receiving a job promotion or earning a GED.</p>
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## Sanctions

<u>Low</u>	<u>Moderate</u>	<u>High</u>
<p style="text-align: center;"><b>Verbal Admonishment</b></p> <p>Verbal admonishments should be made by the staff at the time of the infraction but never made disrespectfully or insultingly. Always clarify the nature of the infraction, importance of compliance, future sanctions, and alternative actions.</p> <p>Common examples:</p> <ul style="list-style-type: none"> <li>• Letters of apology or explanation that can be read aloud</li> <li>• Journaling (thoughts, feelings, expectations)</li> <li>• Life skills assignments (learning how to handle a bank account, take public transportation,</li> </ul>	<p style="text-align: center;"><b><u>Supervision</u></b></p> <p>Increasing supervision such as more curfew checks or probation visits. Treatment should not be increased as a sanction.</p> <p>Phase demotion can be used especially if a more effective transition needs to happen.</p> <p>Common examples:</p> <ul style="list-style-type: none"> <li>• Community service projects</li> <li>• Loss of privileges, such as driver's license and construction free time</li> <li>• Increase court appearances</li> </ul>	<p style="text-align: center;"><b><u>Monitoring</u></b></p> <ul style="list-style-type: none"> <li>• Attendant care</li> <li>• Electronic surveillance</li> <li>• Home detention (4 days maximum, recommend 1 or 2 days)</li> <li>• Detention Center (4 days a year)</li> <li>• Termination</li> <li>• Loss of cell phone, X-box, computer</li> <li>• Loss of ability to participate in extra and co-curricular activities</li> <li>• Suspension or termination of employment</li> </ul>

find a job, job interview skills		
<ul style="list-style-type: none"> <li>• Increased community restrictions</li> <li>• Admonishment by the judge</li> <li>• Written assignment, i.e., papers on effect of specific drugs, honesty, accountability, someone who has had a positive influence on their life</li> </ul>		

**E. 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.

Each participant shall review and update the APP, if necessary, when requesting Path advancements.

**F. GENERAL PROGRAM POLICIES**

**1. Participant Orientation**

After a drug and alcohol evaluation has been completed, and 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 participant and parents to the program and answer their questions. At the orientation the participant and parents will review program policies and expectations. The participant will also complete the *Juvenile Drug Court Contract, Consent to Release of Confidential Information Confidentiality Notification of Alcohol and Drug Abuse Patient Records*, 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. Wearing of hats, see-through or bare mid-drift shirts are not allowed 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, beverages, or gum are allowed in the courtroom. Electronic devices must be turned off and may be collected during court.

**Weapons:**

Weapons are not 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 lack of attendance, notification or lateness will be reported to the court and are subject to sanction.

### **Parents:**

Parents are not to use alcohol to excess or illegal substances.

Parents/guardians must contact the court officer/coordinator in advance if they are unable to attend the weekly court session.

### **3. Juvenile Drug Court Accountability Program Plan**

The participant and family members must 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 the participant's family. The plan will be developed in collaboration with a team member, participant, and family. This plan will address chemical dependency treatment, mental health, school performance, peer relationships and self-esteem regarding each participant.

The assessment of the participant and family will include careful and thorough consideration of their cultural perspectives 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 every Path change. Changes will be discussed with the participant and family by a team member.

### **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. All visitors must sign the Confidentiality Form.

### **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.

Therefore, JDC adopts the following practice concerning tobacco products:

- JDC will not test for use of tobacco products.
- JDC staff, case workers, and trackers are obligated to report to the staff any direct observation of a participant possessing or using tobacco product.
- JDC can assess community services hours, other appropriate sanctions, and/or make a 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 first alcohol/drug screen will occur at the time of orientation. Each drug court has specific guidelines to follow which are listed in the Appendix.

## 7. Tracking

### Duties of Tracker:

The assigned tracker will meet with the family and court officer to review the tracker's role. 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 not a perceived pattern. All drug tests will be observed by the tracker. The 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 a copy of the notification to the parents/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 goings when he/she is on home detention, electronic monitoring, or as required by JDC team. It is 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 or court officer to notify the trackers of the court ordered testing, curfew and requested curfew checks following court each week.

## **8. Community Service**

Community service projects, individual and group, provide the participants and team members with the opportunity to be part of a bigger community. JDC requires the participants to complete meaningful community service projects geared to meet behavior modification goals. Therefore, each participant must complete at least 20 hours of court-approved community service before graduation.

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 may be 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.

If community service fees are not paid, and other arrangements have not been made, path advancement and/or graduation may be delayed.

## **9. Special Projects**

Each JDC has developed special projects specific to their area. Special projects encourage team building and improving relationships with the participants.

## **10. Suspension**

Upon recommendation by the team, the JDC judge has the option to suspend a participant from the JDC Program. Suspension temporarily relieves a participant from attending drug court at the JDC judge's discretion.

## **11. Termination**

The team has the option to terminate a participant from the JDC Program. 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. Termination for Cause – A participant may be terminated from the JDC Program for cause. Cause includes a participant's:**

- 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.
- Subsequent Offense – The nature of the offense, the circumstances under which it was committed and its seriousness.
- Noncompliance with the treatment process, unabated continued use of illegal and/or harmful substances, duration of the participant's involvement in treatment, and the treatment provider's prognosis.
- Disobedience to probation terms and conditions, attitude regarding JDC directives, efforts to complete those directives, and the duration of involvement in the JDC Program.
- Presence of over-riding mental health issues, family dynamics which continually inhibit recovery and continued evidence of an inability or unwillingness to make healthy choices regarding associates, peers, family, employment, and school.

### **B. Termination for Other Reasons**

- Participant has moved out of the jurisdiction of the JDC.
- Participant is transferred to another JDC
- Participant is terminated, but does not meet any of the Termination for Cause grounds.

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 to terminate a participant from the program upon the recommendation of the JDC team.

### **Termination Hearing: (Optional)**

After considering termination and the team makes a termination recommendation to the

JDC judge, the judge shall inform the participant that he or she will be given a termination hearing. The hearing is scheduled the following week (before or after court) to give the participant and his or her parents the opportunity to consult with defense counsel, treatment provider, and any other counselors. The hearing is open only to the participant, parent(s), and team. The hearing will not be of record and will be conducted informally, allowing the participant and parents to speak openly. At the start of the hearing, the state's attorney will outline the recommendation for termination and the participant, through his or her counsel, will in turn present an argument to remain in the program. The JDC judge will make the final determination. If the participant is taken back into the program he or she will return to active status with whatever sanctions are deemed appropriate. If the participant is ultimately terminated, the JDC judge will issue an Order to that effect and the participant will be referred back to juvenile court.

## **12. 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 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:**

Upon graduation, the current adjudicated offenses may be dismissed at the discretion of the judge.

### **Expungement of Juvenile Court Record:**

In addition to dismissal of current offense, the participant may be entitled to expungement of his juvenile court record pursuant to Supreme Court Policy 403

### **13. Program Re-entry Eligibility Criteria.**

A past JDC participant who has previously graduated from the JDC Program may be eligible for re-entry into the program after re-offending, on satisfaction of the following criteria:

- Met the eligibility and suitability conditions for first time participant as outline in Section I (A) of this manual.
- Must have graduated from JDC
- Re-offense occurred less than six months since graduation.
- Re-offense is a drug or alcohol related offense or is strongly connect to drugs or alcohol
- Intent and nature of the re-offense has been fully examined by the team to determine if re-entry into the program is a suitable action.
- Re-entry is a suitable action that is agreed upon by parents, past participant, and the treatment provider.
- Availability of program space and the past participant's prior success in the program has been considered by the team.

A participant who was Terminated for Other Reasons may be considered for re-entry at the discretion of the judge.

If a past participant is determined eligible and accepted for re-entry:

- The participant's accountability program plan will be designed to begin in the middle of Path III and proceed through as normal.
- The participant will not be eligible for dismissal of the adjudicated offense following graduation from the re-entry program.
- An Accountability program plan will be designed to begin in the middle of Path III and proceed through as normal.
- The past participant is not eligible for dismissal of the adjudicated offense following graduation from the re-entry program.

## **14. Juvenile Drug Court Implementation Policy**

The following describes the process in determining if it is 1) feasible to establish a JDC Program in a district, and 2) once it is approved by the Chief Justice, what steps must be taken to implement the court. The 10 Key Components and 16 Strategies in Practice from the National Drug Court Institute are the foundation of the North Dakota JDC Program. These Components and Strategies are the basis for implementing a JDC Program. The steps to be taken in order are:

1. A District requesting a JDC Program must prepare a report showing the number of referrals to its juvenile court and, of those referrals, how many are alcohol or drug related. This report should show the number of referrals for the last three or four years. The total average of overall referrals must range in the area of 50 or more per month.
2. A request must be made to the JDC Program Manager at the State Court Administrator's Officer for assistance in evaluating the District's report and guiding it through the next steps.
3. Collaborative Planning - The JDC Program Manager will contact the district's Juvenile Court Director, Court Administrator, and Presiding Judge. The approval of all three must be obtained before proceeding. Those individuals become the planning team along with the State Program Manager.
4. If the planning team is in agreement, the Presiding Judge will contact the Chief Justice and request to proceed establishing a JDC.
5. For a successful JDC, a nonadversarial team must be established. The planning team will contact the local stakeholders to verify that they can supply the resources needed to operate a successful court. The following stakeholders are essential:
  - judicial officer
  - prosecutor (preferably familiar with juveniles)
  - defense counsel (preferably familiar with juveniles)
  - adolescent treatment provider
  - juvenile court officer
  - law enforcement representative
  - school representative
6. Contact is made with potential stakeholders from the recommendations of the district's Juvenile Court Director and Presiding Judge.
7. If all stakeholders express interest, a meeting with the stakeholders, chair of the JDC Advisory Committee, and the JDC Program Manager is held to discuss the JDC Program, its policies and procedures, and the time commitment involved to make the program successful. The program manual is distributed to all stakeholders, along with materials from the National Drug Court Institute.

8. The stakeholders are given one month, following the stakeholder meeting, to discuss with their agencies whether or not they can meet the JDC requirements. The stakeholders will respond back to the JDC Program Manager on whether they have the necessary resources to meet the requirements and agree to proceed in establishing a JDC.
9. If all stakeholders are in agreement, the process moves forward. If not, letters are sent to all stakeholders along with an explanation as to why the JDC will not move forward. Depending on funding, the North Dakota Supreme Court will budget for the new JDC, and if approved by the Legislature, the JDC is allowed to move forward. Normally, a new JDC will begin operation after approval of the next legislative assembly.
10. The JDC Program Manager will request all stakeholders to assign a representative from their agency to sit on the JDC team. Once the team is established, a meeting is scheduled with all team members to explain the training, implementation process, and timeline.
11. Three-day training is scheduled with the JDC training team. All new team members must be present for all three days. The new drug court must follow all policies and procedures from the North Dakota JDC Program Manual.
12. The new team is also required to visit at least two JDC staffings and two court sessions before starting its program.
13. A coordinator is hired for the JDC program to work approximately 20 hours per week. The Juvenile Court Director along with the assistance of the JDC Program Manager will hire the coordinator to be supervised by the Juvenile Court Director.
14. The JDC Program Manager will secure contracts for defense counsel, monitoring systems, drug testing supplies, and any community service providers if needed by the State Program Manager. The JDC Program Manager will establish a budget setting forth the line items and available operating funds. All JDC operating funds are received through the North Dakota Supreme Court and North Dakota Association of Drug Court Professionals. Any extra grants must be approved by the North Dakota Supreme Court.
15. Juvenile court begins the process of submitting referrals to the team.
16. The new JDC judge will automatically become a member of the JDC Advisory Committee under N.D. Admin. R. 56.
17. After 10 months of operation, members of the JDC training team will visit the new drug court and evaluate its progress and assist with any problems. If at any time a court is not operating as required by established policies and processes of the North Dakota JDC Program, the Chief Justice has the authority to suspend or permanently close the court. A court that has been suspended or closed must provide the court with a proposal to begin operation again and must follow the implementation process described above.

## **II. STAFF RESPONSIBILITIES**

The program is under the direction of Justice Lisa Fair McEvers.

The JDC team consists of a judge, juvenile court officer, coordinator, the state's attorney, defense attorney, school representative, and law enforcement and treatment providers. The team's role is to meet weekly to review and discuss the participant's 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 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 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 be 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 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 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 Program Manager and the State Court Administrator's Office. The judge and coordinator, along with the state program manager, will follow the financial budget provided by the State Court Administrator's Office. All financial questions are to be addressed to the state court program manager.

## **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 participant 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 participants. 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 participant and family before the drug court appearance. The officer will attend weekly staffing, weekly court, and any administrative meetings.

## **C. Juvenile Drug Court Coordinator**

The coordinator is responsible for gathering information on each individual participant for the weekly review hearing. The coordinator maintains files on each participant and is responsible for keeping the profile of each participant throughout their involvement in JDC. The coordinator contacts all the relevant parties (tracker, school, court officer, etc.) and prepares necessary information for the regular team meetings and review hearings. The coordinator maintains the overall statistical data, budget, and relevant information for the state evaluation of the JDC, and serves as a community liaison for JDC.

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

The coordinator maintains all participant files. These files include all releases and confidentiality forms, progress reports, community services hours, path information and court orders. These forms must be kept current and in compliance with all federal rules and regulations.

The coordinator may conduct orientation for the new participant and family before the first drug court appearance. Rules and expectations, along with several areas for goals, shall be

discussed. The coordinator shall 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 contacts the trackers following court with any changes to home detention or path status. The coordinator maintains 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 JDC program. The coordinator prepares 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. The state's attorney reviews the participant's case weekly and assists in staffing at the weekly hearings. The state's attorney is responsible to ensure that the JDC team complies with the policies and procedures of the program manual and participates in the decisions of incentives and sanctions for the participants. The state's attorney shall be present in the court room weekly and the coordinator will be notified if that will not be possible.

The state's attorney helps implement drug court procedures and policies for the program; assists in modifying procedures and policies as needed; ensures all new state laws are incorporated into the program when required; and attends weekly staffing and administrative meetings.

#### **E. Defense Counsel**

Defense counsel plays a nontraditional role that blurs the line between advocacy and guardian ad litem. Defense counsel will protect the participant's constitutional rights to the extent possible within the drug court framework. Defense counsel participates 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 staffing, court and administrative meetings to provide any input on the betterment of the participant's program. Defense counsel helps implement and modify drug court procedures and policies for the program. Counsel assists in staffing new participants and current participants. Defense counsel explains 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 ensures 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 JDC participants, provide treatment/support to JDC 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, and levels of treatment.

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 provider must be informed of all participants' current status and progress in treatment to provide input at weekly staffings.

## **G. School Representative**

The participant'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. The representative assists the team by providing the best education plan for each individual participant.

## **H. Family**

The participant's family is expected to provide a supportive environment and adequate supervision to help ensure actively engages while participating in JDC. The family's involvement is essential for the participant's long-term success. The parents/guardians are required to participate in progress review hearings and treatment as ordered by the JDC judge. If unable able to attend, the parents/guardians must contact the court officer.

## **I. Law Enforcement**

Law enforcement assists in monitoring the participant's outside activities. Law enforcement provides valuable and pertinent information regarding a participant's contact with the law and inappropriate behavior in the community. The officer will be a liaison between the local law enforcement and the JDC team in educating the law enforcement on the JDC program and promoting involvement such as the Ride-Along Program or other activities with the participants. The law enforcement officer attends weekly staffing and court session when possible.

## **J. JDC Program Manager**

The JDC Program Manager coordinates all activities related to the JDC program and responds to all statewide issues, policies, and inquiries regarding the program. The JDC program manager 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. The JDC Program Manager staffs the JDC Advisory Committee.

# APPENDIX A

# GENERAL FORMS



**CONSENT FOR DISCLOSURE OF  
CONFIDENTIAL SUBSTANCE ABUSE INFORMATION**

I, \_\_\_\_\_ authorize disclosure  
(name) (DOB)  
of all substance abuse information concerning me between \_\_\_\_\_, treatment  
provider; \_\_\_\_\_, district court judge; \_\_\_\_\_, state's  
attorney; \_\_\_\_\_, juvenile court; \_\_\_\_\_,  
juvenile drug court coordinator; \_\_\_\_\_, defense  
attorney; \_\_\_\_\_, school representative; \_\_\_\_\_,  
law enforcement representative; \_\_\_\_\_, community service  
representative; \_\_\_\_\_, parent/guardian; \_\_\_\_\_,  
tracking agency; \_\_\_\_\_, State Program Manager; Marilyn Moe, and  
other referring agency.

The purpose of, and need for, this disclosure is to inform the juvenile drug court and all other above-named parties of my eligibility and acceptability for substance abuse treatment services, my diagnosis, treatment attendance, prognosis, and compliance with and progress in the juvenile drug court program.

Disclosure of this confidential information may be made only as necessary for, and pertinent to, hearings and reports concerning my juvenile drug court case. I understand and consent to other drug court participants and their parent(s) or guardian(s), drug court service providers, and community members being present in the court room during my status review hearings with the approval of the drug court judge.

I understand I may revoke my consent for release of confidential information at any time, but not as to disclosures already made in good faith reliance on it. Such revocation is grounds for termination from juvenile drug court, and will result in referral of my case to juvenile court for disposition.

I understand this consent will remain in effect until I graduate or am terminated from the juvenile drug court or one (1) year from the date of my signature, whichever occurs first.

I understand any disclosure made is bound by Part 2 of Title 42 of the Code of Federal Regulations governing confidentiality of alcohol or drug abuse patient records and recipients of this information may redisclose it only in connection with their official duties.

I understand a copy of this consent has the same effect as an original.

\_\_\_\_\_  
Participant Signature Date

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
Defense Counsel Signature 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 the information to criminally investigate or prosecute any alcohol or drug abuse patient.



## Consent to Ex Parte Communications and Waiver of Objection

I understand that during my participation in the Juvenile Drug Court Program there will be an exchange of information and communication among the drug court team members, including the judge, orally and in written and electronic forms.

I understand that this exchange of information and communication made to and among the judge and other team members outside the presence of my lawyer and me is known as ex parte communication under Rule 2.9, N.D. Code Jud. Conduct.

I consent to the judge and other team members receiving information and communication about me from treatment providers, probation officers, law enforcement officers, prosecutors, school representatives and others outside the presence of myself or my lawyer.

Under Rule 2.9(A)(4), I waive any objection to ex parte communications during my participation in the drug court program.

Dated this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Parent/Guardian

**AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION**

I authorize: \_\_\_\_\_ Name of Patient: \_\_\_\_\_  
\_\_\_\_\_ Social Security No. \_\_\_\_\_  
\_\_\_\_\_ Date of Birth: \_\_\_\_\_

To release to: The Juvenile Drug Court and the following authorized team members: Assigned  
judge(s) \_\_\_\_\_, state’s attorney \_\_\_\_\_, defense counsel \_\_\_\_\_,  
juvenile drug court coordinator \_\_\_\_\_, and juvenile court officer \_\_\_\_\_.

Address: \_\_\_\_\_

**SPECIFIC DESCRIPTION OF INFORMATION TO BE USED AND DISCLOSED**

I authorize release of:

- \_\_\_\_\_ all alcohol and/or drug abuse records that are part of my medical records from \_\_\_\_\_ to \_\_\_\_\_.
- \_\_\_\_\_ all psychiatric/mental health records that are part of my medical records from \_\_\_\_\_ to \_\_\_\_\_.
- \_\_\_\_\_ all prescription records that are part of my medical records from \_\_\_\_\_ to \_\_\_\_\_.
- \_\_\_\_\_ other - List specific document(s) or information:  
\_\_\_\_\_

**PURPOSE OF THE USE AND DISCLOSURE**

Information is being released for the following purpose: Participation in the Juvenile Drug Court Program.

I authorize the use and disclosure of my individually identifiable health information as described above. I understand that this authorization is voluntary. I understand that if the person or organization I authorize to receive the information is not a health plan or healthcare provider, the released information may no longer be protected by federal privacy regulations and could be re-disclosed.

I understand that any disclosure made regarding substance abuse is bound by Part 2 of Title 42 of the Code of Federal Regulation and that records may also be protected by the Health Insurance Portability and Accountability Act of 1996 (“HIPPA”), 45 C.F.R. pts 160 & 164, and State Confidentiality laws and regulations. I further understand that I am consenting to the release of confidential information and that the recipients of this information may redisclose it only in connection with their official duties in the juvenile drug court.

I understand that I may revoke this authorization in writing at any time, except to the extent action has already been taken in reliance on it. I understand that this authorization will expire on \_\_\_\_\_, or if no date or event is specified, 12 months from the date of signing.

A photocopy or fax of this original will be treated in the same manner as the original.

\_\_\_\_\_  
Signature of Patient/Guardian/Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
If not Patient, State Authority/Relationship

**JUDICIAL DISTRICT  
JUVENILE DRUG COURT OF 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



## Participant Profile

Name:

Parents Names:

Address:

Age:

Grade in School:

Employed: \_\_\_\_\_yes \_\_\_\_\_no If so, where:

My dream job is:

I have participated in the following sport(s): (Please check)

Soccer___	Boxing___	Basketball___
Dance___	Cheerleading___	Golf___
Football___	Hockey___	Track___
Tennis___	Volleyball___	Wrestling___
Martial Arts___	Weight lifting___	Cross Country___
Other_____	Other_____	Other_____

I would like to know more about the following sport(s):

Soccer___	Boxing___	Basketball___
Dance___	Cheerleading___	Golf___
Football___	Hockey___	Track___
Tennis___	Volleyball___	Wrestling___
Marshal Arts___	Weight lifting___	Cross Country___
Other_____	Other_____	Other_____

My hobbies are:

---

---

---

I wish my hobbies were:

---

---

If I didn't have to worry about the cost, I would like to play this musical instrument:

---

I am interested in knowing more about photography? \_\_\_\_\_yes \_\_\_\_\_ no.

My favorite subjects in school are:

---

My least favorite subjects are:

---

When I was little, my favorite thing to do with your family was?

---

---

---

My favorite color is: \_\_\_\_\_

My favorite movie is: \_\_\_\_\_

My favorite song is: \_\_\_\_\_

My favorite car or truck is: \_\_\_\_\_

My favorite place to eat is: \_\_\_\_\_

My favorite foods are: \_\_\_\_\_

My most cherished possession is: \_\_\_\_\_

What I like most about myself: \_\_\_\_\_

---

---

What I like least about myself:

---

---

---

# Juvenile Drug Court

## Exit Questionnaire

***Please answer each question with complete honesty. This questionnaire is intended to assist 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 at every Path change by the juvenile, their family, and a Juvenile Drug Court team member. 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. \_\_\_\_\_



\_\_\_\_\_ **JUDICIAL DISTRICT**

**IN THE JUVENILE DRUG COURT OF \_\_\_\_\_ COUNTY**

**IN THE INTEREST OF \_\_\_\_\_, A CHILD.**

State of North Dakota, )  
 )  
 **Petitioner** )  
 )  
 )  
 )  
 \_\_\_\_\_, **Child** )  
 \_\_\_\_\_, **Mother** )  
 \_\_\_\_\_, **Father** )  
 **Respondents.** )

**ORDER TO DETAIN**  
**FILE NO. \_\_\_\_\_ -R- \_\_\_\_\_**

**WHEREAS;** on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ was adjudicated delinquent and placed into the Juvenile Drug Court Program; and

**WHEREAS;** \_\_\_\_\_ has been noncompliant with certain directives of Juvenile Drug Court; and

**WHEREAS;** NDCC 27-2014(2) authorizes the use of juvenile detention as a sanction for noncompliance with the orders of the Juvenile Drug Court; and

**NOW THEREFORE IT IS HEREBY ORDERED;** that \_\_\_\_\_ will be placed in the Juvenile Detention Center on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at approximately \_\_\_\_\_ p.m./a.m. and shall remain there until released on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ p.m./a.m.

**BY SPECIAL ORDER OF THE COURT**

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Judge of District Court and Juvenile Drug Court

IN \_\_\_\_\_ JUDICIAL DISTRICT, \_\_\_\_\_ COUNTY, \_\_\_\_\_, NORTH  
DAKOTA  
IN THE INTEREST OF \_\_\_\_\_ A MINOR CHILD

---

**MOTION FOR DISMISSAL OF ACTION**

Case No. \_\_\_\_\_ - R - \_\_\_\_\_

---

I, \_\_\_\_\_, the above-named minor child appeared before this court on the charge(s) of: \_\_\_\_\_. As a condition of probation I was ordered to complete Juvenile Drug Court. I now truthfully state I have fulfilled all conditions of probation and have satisfactorily completed the Juvenile Drug Court Program. Therefore, I ask the Court to dismiss the charge in this matter and enter an order sealing my juvenile records with respect to the above stated charges.

\_\_\_\_\_  
Child

We, the undersigned members of the Juvenile Drug Court team have reviewed the above request and join with \_\_\_\_\_ in his request for a dismissal of the above-stated charges.

\_\_\_\_\_  
Juvenile Drug Court Judge

\_\_\_\_\_  
Defense Counsel

\_\_\_\_\_  
Prosecuting Attorney

---

**Order For Dismissal**

---

Having reviewed this application and the file(s) containing the above-stated offense, this Court finds \_\_\_\_\_ has complied with the conditions of probation as ordered and has successfully completed Juvenile Drug Court. Therefore, **IT IS HEREBY ORDERED the Petition containing said charges is hereby dismissed and the Clerk of District Court is directed to seal any juvenile records with respect to said charges.**

Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By the Court:

\_\_\_\_\_

STATE OF NORTH DAKOTA  
COUNTY OF \_\_\_\_\_  
DISTRICT

IN JUVENILE COURT  
\_\_\_\_\_ JUDICIAL

IN THE INTEREST OF \_\_\_\_\_, MINOR CHILD.

**TERMINATION OF ORDER**  
CASE. # \_\_\_\_\_

After consideration of all relevant facts, the undersigned finds that the minor child has consistently failed to follow the directives, rules, and policies of Juvenile Drug Court to the extent that successful completion of the Juvenile Drug Court Program is not possible and continued participation in the program is detrimental to the remaining participants and therefore,

IT IS HEREBY ORDERED:

\_\_\_\_\_ be and hereby is Terminated For Cause from the  
\_\_\_\_\_ Juvenile Drug Court Program.

BY THE COURT:

\_\_\_\_\_  
Judge of Juvenile Drug Court

# APPENDIX B

# **East Central Judicial District Juvenile Drug Court Program**

## REQUIRED ACCOUNTABILITY PROGRAM COMPONENTS

Minimum 42 week	<b>Path 1</b> <i>12 Weeks</i>	<b>Path 2</b>	<b>Path 3</b>	<b>Path 4</b> <i>Aftercare</i>
<b>Drug Court Review Hearings</b>	Attend one per week.	Attend every other week or as ordered by judge.	Attend every other week or as order by judge.	Schedule as needed
<b>Alcohol/Drug Screens</b>	Alcohol/drug screens, both random and scheduled.	Alcohol/drug screens, both random and scheduled.	Alcohol/drug screens, both random and scheduled.	Alcohol/drug screens, both random and scheduled.
<b>Abstinence Requirements</b>	At least 15 days of continuous lab confirmed negative alcohol/drug screens and no known usages immediately prior to path advancement	At least 30 days of continuous lab confirmed negative alcohol/drug screens and no known usages immediately prior to path advancement	At least 45 days of continuous lab confirmed negative alcohol/drug screens and no known usages immediately prior to path advancement and a minimum of 36 weeks in the program	At least 90 days of continuous lab confirmed negative alcohol/drug screens and no known usages (may include the 45 days in Path 3) immediately prior to graduation
<b>Probation Contact</b>	Attend one to two times per week or as ordered by judge.	Attend every other week. Minimum of two contacts per month or as ordered by judge.	Attend one time per month or as ordered by judge.	One contact per month or as ordered by judge.
<b>Curfew and compliance checking</b>	As ordered by judge Curfew 7&7 unless otherwise ordered.	As ordered by judge. Curfew 8&8 unless otherwise ordered	As ordered by judge. Curfew 9&9 unless otherwise ordered	As ordered by judge
<b>Parental Involvement</b>	Participate with their child at all drug court review hearings. Attend parenting program, including treatment, as ordered by judge.	Participate with their child at all drug court review hearings. Attend parenting program, including treatment, as ordered by judge.	Participate with their child at all drug court review hearings. Attend parenting program, including treatment, as ordered by judge.	Ongoing involvement.

<b>Community Service (CS)</b>	Twenty total hours. As ordered by judge.	As ordered by judge.	As ordered by judge. Community Service balance needs to be at 0 prior to Path advancement	As ordered by judge.
<b>Restitution</b>	As ordered by judge.	As ordered by judge.	As ordered by judge. Restitution balance needs to be at 0 prior to Path advancement	As ordered by judge.
<b>School Attendance</b>	Attend school as required by law.	Attend school as required by law.	Attend school as required by law.	Attend school as required by law.
<b>Time Structure</b>	As required by Judge	Participants will be required to either attend school, work or do volunteer work at a minimum of 15 hours per week.	Participants will be required to either attend school, work or do volunteer work a minimum of 25 hours per week.	Participants will be required to either attend school, work, or do volunteer work 32 hours per week).
<b>Individualized Treatment</b>	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.	Participate in treatment as recommended by treatment provider or team if necessary.
<b>Support Groups</b>	Attend support groups as ordered by judge.	Attend support groups as ordered by judge.	Attend support groups as ordered by judge.	Attend support groups as ordered by judge.
<b>Cognitive Restructuring Program</b>	Attend as ordered by judge.	Attend as ordered by judge.	Attend as ordered by judge.	Attend as ordered by judge.

### **East Central Judicial District Drug Testing Procedures:**

Drug testing supplies are ordered by the coordinator and stored at the Juvenile Court office. 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 screen the specimen. 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. The tracker 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 client has further questions regarding the testing, the tracker will encourage the client to contact their treatment provider. If the sample is positive, the tracker will NOT retest the sample. The tracker will inform the client that the sample will be sent for further testing and complete the *Tracking and Drug/Alcohol Testing Notification Form* and leave it with the parent or guardian. All paperwork will be completed with the client in the room. The tracker 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 with the specimen. The tracker 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 must be squeezed out prior to sealing. The tracker will then place the sealed bag containing the specimen in the mailer with the original WHITE paperwork. The mailer is sealed with packaging tape and mailed as soon as possible.

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. Two forms of tests are 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.

Drug and alcohol testing may also be conducted by other testing methods if deemed necessary and appropriate.

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. Any changes to the frequency and type of drug screens will be communicated to the tracker by a member of the Drug Court team along with which lab tests are being requested.

### **Special Projects:**

**Law Enforcement Mentoring Program** - Prior to graduation, the participant must do a Ride-Along with a law enforcement officer and complete a report.

**Group Outings and Special Projects** - In addition to any outings under the Law Enforcement Mentoring Program, the participants may be required to participate in group outings and special projects under the supervision of JDC personnel. Credit for community service hours may or may not be awarded depending on the nature of the outing or project.

# Forms

Fargo Juvenile Court Drug Court  
Referral Form

Name \_\_\_\_\_ DOB \_\_\_\_\_

**You must answer yes to all of the following for admission to Juvenile Drug Court**

1. Is the Juvenile at least 14 years of age? (y) (n)
2. Is the Juvenile under the age of 17- 3 months? (y) (n)
3. Is the juvenile a resident of Cass County? (y) (n)
4. Is there a parent or legal guardian available to attend Court? (y) (n)
5. Is the juvenile and parent/legal guardian willing to sign necessary paperwork? (y) (n)
6. Does the juvenile have a diagnosis of at least Substance use Disorder-mild or its equivalent within the last six (6) months? (y) (n)
7. Has the Juvenile been in chemical Treatment for at least three (3) months in the past or are they presently in treatment? (y) (n)
8. Is the referral offense a delinquent charge? (y) (n)
9. Has the Juvenile previously been on formal supervised probation? (y) (n)
10. Is the Juvenile's Youth Assessment Screening Instrument score a High or Moderate? (y) (n)

---

**You must answer no to all of the following for admission to Juvenile Drug Court**

11. Has the juvenile been previously terminated with cause from Juvenile Drug Court? (y) (n)
12. Is the current adjudicated charge one of the following: (y) (n)
  - manslaughter
  - aggravated assault
  - arson involving an inhabited structure
  - robbery
  - escape involving the use of a firearm, destructive device, or other dangerous weapon

13. Is the juvenile currently being held in the detention center? (y) (n)  
 (can be admitted if both of the following questions are answered yes)
- a. There is a parent/legal guardian available to release the child to (y) (n)
- b. The juvenile's score on detention screening tool is less than 13 (y) (n)

---

**You must answer yes to at least 1 of the following for admission to  
 Juvenile Drug Court**

14. Has the juvenile been suspended or expelled from school at least once in the last 3 months that school was in session? (y) (n)
15. Is the juvenile currently non-compliant with Chemical Dependency recommendations for services? (y) (n)
16. Is the juvenile currently non-compliant with conditions of probation? (y) (n)
17. Is the referring offense a 2<sup>nd</sup> offense DUI (y) (n)

\_\_\_ Juvenile qualifies for Drug Court

\_\_\_ Juvenile does not qualify for Drug Court

Court Officer completing the screen: \_\_\_\_\_

Is there space in the program? (y) (n)

Anticipated Start Date \_\_\_\_\_

Court Officer: \_\_\_\_\_ Court Date: \_\_\_\_\_

**JUVENILE DRUG COURT**  
Participant information

---

**PERSONAL INFORMATION**

---

Juvenile's Name: \_\_\_\_\_ M: \_\_\_\_\_ F: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Employment: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School \_\_\_\_\_ IEP/504: Y\_\_\_\_ N\_\_\_\_

Powerschool username: \_\_\_\_\_

Password: \_\_\_\_\_

Community Service location (if none leave blank): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer \_\_\_\_\_ Work  
Phone: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer: \_\_\_\_\_ Work  
hone: \_\_\_\_\_

---

**CRIMINAL HISTORY-Please attach a copy of their Juvenile History**

---

New (arresting) Offense(s) or Charges being reviewed:  
\_\_\_\_\_  
\_\_\_\_\_

Date of offense: \_\_\_\_\_

Were Drug(s) and/or Alcohol involved?    Yes    No    Description: \_\_\_\_\_

---

**Comments**

---

**CHEMICAL DEPENDENCY EVALUATION**

Date juvenile received chemical dependency evaluation?

Treatment Provider: \_\_\_\_\_      Counselor: \_\_\_\_\_

Diagnosis:

Treatment Recommendations:

---

**MENTAL HEALTH SCREENING**

Has juvenile been evaluated for mental health concerns?      Yes      No

Where and When?

Diagnosis:

Has juvenile been recommended to take medication for these concerns?      Yes      No

What medication(s)?

Who was the physician?

Has the juvenile been hospitalized for mental health concerns? Yes No

---

**FAMILY INVOLVEMENT**

---

Does the juvenile reside in a home where one or more family members abuse mood altering substances? Yes No

Has this concern been addressed in treatment services?

\_\_\_\_\_

Do family members residing in the home have mental health concerns? \_\_\_\_\_

\_\_\_\_\_

Do either parents have Veterans or Military status? (This includes: National Guard, Reserves, Coast Guard, Army, Navy, Marines, or any other branch of Military) Yes

No

If yes, which branch? \_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# My Week

Name: \_\_\_\_\_  
\* **These cannot be one word answers!**

Date: \_\_\_\_\_

What projects or tests did I have in school this week?

Where did you do your community service and what did you do?

What did you do with your family this week?

What was the best thing about treatment this week?

What was the outcome of this week's drug screen?

What were you doing when the tracker came? How was the visit?

What was the discussion when you met with your probation officer this week?

If you have a job what was the best thing that happened at work this week?

One good thing you did this week?

Have you used drugs or alcohol since your last court appearance?

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

I solemnly swear or affirm that I will not disclose, either by words or deeds, any information which I learn in the course of drug court case presentations and that I keep confidential all drug court proceedings held in my presence.

DATE: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I agree to the above signed observing Juvenile Drug Court proceedings and I will keep confidential all JDC information I learn in the course of presentations and all proceedings held in my presence.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This information has been disclosed to you from records protected by Federal confidentiality rules ( re 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 of the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

**JUVENILE DRUG COURT  
PROGRESS REPORT**

TO: \_\_\_\_\_, Juvenile Drug Court Judge

Participant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Reporting Period: \_\_\_\_\_ Start Date: \_\_\_\_\_

**Treatment:**

**Community Service:**

Work Site: \_\_\_\_\_

Hours ordered due to violations: \_\_\_\_\_

Hours ordered done since last court appearance: \_\_\_\_\_

Hours completed since last court appearance: \_\_\_\_\_

Hours remaining to complete community service: \_\_\_\_\_

**School Status:**

School attending: \_\_\_\_\_ Summer school: \_\_\_\_\_

**Employment Status:**

Job site: \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time: \_\_\_\_\_

**Tracker Assigned:**

Drug Tests \_\_\_\_\_ (date) \_\_\_\_\_ (results) \_\_\_\_\_

\_\_\_\_\_ (date) \_\_\_\_\_ (results) \_\_\_\_\_

\_\_\_\_\_ (date) \_\_\_\_\_ (results) \_\_\_\_\_

**Court Officer:** \_\_\_\_\_

**Curfew:** \_\_\_\_\_

**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: \_\_\_\_\_

## Participant's Application for Path Advancement (Path 2)

Please answer all questions as completely as possible. Mere "Yes" or "No" or "I don't know" answers are not acceptable. Explain your answer so the Juvenile Drug Court team can make an informed decision on whether or not to grant your request to move to the next path. Use extra sheets of paper if necessary.

1. Name 3 goals you have met that justify your advancement to the next Path?
  - 1.
  - 2.
  - 3.
2. How long have you been drug and alcohol free?
3. What are your goals for Path 2?  
List at least three
4. How has Drug Court been helpful to you?
5. With respect to each area listed, what positive changes have been made by you? (address each area listed below)
  - Home
  - School
  - Work
  - Friends
  - Family

- Treatment

6. What problems might you have in the next Path and how will you handle them?  
How can the Drug Court team help?

7. Have you found employment or returned to school full time while in Path 1.  
If yes, please provide details as to where and how often you are attending or scheduled.  
If No, please inform us of your barriers to doing so.

---

Signature

Date

## Parents Application for Path Advancement Path 2

Please answer all questions as completely as possible. Mere "Yes" or "No" or "I don't know" answers are not acceptable. Explain your answer so the Juvenile Drug Court team can make an informed decision on whether or not to grant your Childs request to move to the next path. Use extra sheets of paper if necessary.

1. Why do you feel your child is ready to advance to Path 2?
2. How has your relationship changed since she/he has been involved in Drug Court?
3. What lifestyle changes has your child made since participating in Drug Court?
4. With respect to each area listed, what improvements do you feel your child has made?
  - Home
  - School
  - Work
  - Friends
  - Family
  - Treatment
5. In what areas do you feel you child continues to struggle and may need additional support?
6. Do you have suggestions for the Drug Court team that might help your child? (i.e. sanctions, rewards, limits)

---

Signature

Date

## Participant's application for Path advancement (Path 3)

Please answer all questions as completely as possible. Mere "Yes" or "No" or "I don't know" answers are not acceptable. Explain your answer so the Juvenile Drug Court team can make an informed decision on whether or not to grant your request to move to the next path. Use extra sheets of paper if necessary.

1. Name 3 goals you have met that justify your advancement to the next Path?

- 1.
- 2.
- 3.

2. What changes have you made to support your sobriety?

3. What are three goals for Path 3?

- 1.
- 2.
- 3.

4. What have you learned about yourself since being in the Drug Court program?

5. With respect to each area listed, what positive changes have been made by you? (address each area listed below)

- Home
  
- School
  
- Work
  
- Friends

- Family
- Treatment

6. What problems might you have in the next Path and how will you handle them?

How can the Drug Court team help?

7. Have you found employment or returned to school full time while in Path 2.

If yes, please provide details as to where and how often you are attending or scheduled.  
If No, please inform us of your barriers to doing so.

---

Signature

Date

## Parents Application for Path Advancement Path 3

Please answer all questions as completely as possible. Mere "Yes" or "No" or "I don't know" answers are not acceptable. Explain your answer so the Juvenile Drug Court team can make an informed decision on whether or not to grant your Childs request to move to the next path. Use extra sheets of paper if necessary.

1. Why do you feel your child is ready to advance to Path 3?
  
2. How has your relationship changed since she/he has been involved in Drug Court?
  
3. What changes has the family made to help your child's sobriety and participation in the program?
  
4. With respect to each area listed, what improvements do you feel your child has made:
  - Home
  
  - School
  
  - Work
  
  - Friends
  
  - Family
  
  - Treatment
  
5. In what areas do you feel you child continues to struggle and may need additional support?
  
6. Do you have suggestions for the Drug Court team that might help your child? (i.e. sanctions, rewards, limits)

---

Signature

Date

## Participant's Application for Path Advancement Path 4

Please answer all questions as completely as possible. Mere "Yes" or "No" or "I don't know" answers are not acceptable. Explain your answer so the Juvenile Drug Court team can make an informed decision on whether or not to grant your request to move to the next path. Use extra sheets of paper if necessary.

1. Name 3 goals you have met that justify your advancement to Path 4?
  - 1.
  - 2.
  - 3.
  
2. How have you continued to support the changes in your life in regards to your sobriety?
  
3. What are three goals you have for you future?
  - 1.
  - 2.
  - 3.
  
4. What supports do you have that will continue to help you after completing the drug court program?

How can the Drug Court team help?

A copy of your relapse prevention plan will need to be submitted to the team prior to your graduation from the program

---

Signature

Date

## Parents Application for Path Advancement Path 4

Please answer all questions as completely as possible. Mere "Yes" or "No" or "I don't know" answers are not acceptable. Explain your answer so the Juvenile Drug Court team can make an informed decision on whether or not to grant your Childs request to move to the next path. Use extra sheets of paper if necessary.

1. Why do you feel your child is ready to advance to Path 4?
2. How has your Childs behaviors and attitude changed since participating in the Drug Court program?
3. What changes has the family made to help your child's sobriety after they successfully complete the Drug Court Program?
4. Do you feel your child has made positive changes in their life that will support them graduating from the Juvenile Drug Court program?
5. What changes do they need to continue to make to continue their sobriety?
6. Do you have suggestions for the Drug Court team that might helpful for future participants?

---

Signature

Date

In the Interest of \_\_\_\_\_, )  
 A Minor Child. )  
 \_\_\_\_\_ )  
 Order of Termination from Drug Court  
 File No. 09-\_\_\_\_\_-JV-\_\_\_\_\_

[¶1] The above-referenced minor child, having been ordered to participate in and successfully complete the Cass County Juvenile Drug Court as a condition of his or her probation, and

the minor child having admitted to multiple violations of the directives, rules and policies of the of juvenile drug court; or

the court having found, after notice to all parties and the right to be heard, that the

minor child committed multiple violations of the directives, rules and policies of the juvenile drug court; and

the Court finding that successful completion of the Cass County Juvenile Drug Court by the minor child is not possible and the minor child’s continued participation in the program is not in the minor child’s best interests would be detrimental to the remaining participants; now therefore

[¶2] IT IS HEREBY ORDERED AND DECREED that \_\_\_\_\_, a minor child, be, and the same hereby is, **TERMINATED WITH CAUSE** from the Cass County Juvenile Drug Court Program.

[¶3] Dated: \_\_\_\_\_.

By the Court:

\_\_\_\_\_  
 The Honorable Steven E. McCullough  
 Judge of the District Court

# APPENDIX C

# **North Central Judicial District Juvenile Drug Court Program**

## REQUIRED ACCOUNTABILITY PROGRAM COMPONENTS

	<b>Path 1</b> Minimum of 4 weeks	<b>Path 2</b> Minimum of 3 months	<b>Path 3</b> Minimum of 3 months	<b>Path 4</b> Minimum of 2 months
<b>Drug Court Review Hearings</b>	One per week.	One per week or as determined by the JDC team.	One per week or as determined by the JDC team.	Every other week or as determined by the JDC team.
<b>Alcohol/Drug Screens</b>	Obtain baseline if necessary. Minimum of two drug and alcohol screens/week.	Minimum of two drug and alcohol screens/week.	Minimum of two drug and alcohol screens/week.	Minimum of two drug and alcohol screens/week.
<b>Clean Tests to advance to next Path</b>	Must have four consecutive weeks of clean tests.	Must have four consecutive weeks of clean tests.	Must have six consecutive weeks of clean tests.	Must have eight consecutive weeks of clean tests in order to graduate from JDC program.
<b>MEMS Unit</b>	Used during entire path.	As ordered by the JDC team.	As ordered by the JDC team.	As ordered by the JDC team.
<b>Probation Contact</b>	One personal contact/week.	As ordered by the JDC team.	As ordered by the JDC team.	As ordered by the JDC team.
<b>Tracking/EMS</b>	As ordered by the JDC team.			
<b>Emails, Texts and Phone calls</b>	One email, text or phone message to your probation officer every Sunday night summarizing what you did over the entire weekend.	As ordered by the JDC team.	As ordered by the JDC team.	As ordered by the JDC team.
<b>Parental/ Court Approved Individual Involvement</b>	Parents and or court approved individuals will participate in orientation, attend weekly JDC review hearings, complete path applications with participant, and drive participants to and from court approved activities including treatment and family therapy.	Parents and or court approved individuals will participate in orientation, attend weekly JDC review hearings, complete path applications with participant, and drive participants to and from court approved activities including treatment and family therapy.	Parents and or court approved individuals will participate in orientation, attend weekly JDC review hearings, complete path applications with participant, and drive participants to and from court approved activities including treatment and family therapy.	Parents and or court approved individuals will participate in orientation, attend weekly JDC review hearings, complete path applications with participant, and drive participants to and from court approved activities including treatment and family therapy.
<b>Court Approved Community Service/Positive Activity Hours</b>	Participant must complete a minimum of 20 hrs of court approved	Participant must have a balance of no more than 20 hours of court approved	Participant must have ALL court approved CS/PA hours completed	Due to being a role model in the program for other JDC participants,

<b>(CS/PA)</b>	CS/PA hours while in the program. In path 1, participant must complete eight CS/PA activity hours before advancing to next path.	CS/PA hours before advancing to next path.	before advancing to next path.	participant should not acquire any CS/PA hours, however, if a situation arises where CS/PA hours are assessed, all hours need to be completed before participant can graduate from JDC program.
<b>Restitution</b>	As ordered by judge.	As ordered by the judge.	As ordered by the judge.	As ordered by the judge.
<b>School Attendance</b>	Required	Required	Required	Required
<b>Educational Classes</b>	As ordered by the JDC team.			
<b>Individual Treatment</b>	Will follow the recommendations of Chemical Dependency Evaluation and active treatment provider.	Will follow the recommendations of Chemical Dependency Evaluation and active treatment provider.	Will follow the recommendations of Chemical Dependency Evaluation and active treatment provider.	Will follow the recommendations of Chemical Dependency Evaluation and active treatment provider.
<b>Curfew</b>	7:00pm every night.	9:00pm every night.	10:00pm every night.	As determined by JDC team.
<b>Employment</b>	Discretion of the JDC team.			
<b>Path Advancement Applications</b>	Must complete application and answer all questions completely. JDC team may return the application back to participant or parent if answers are not acceptable to JDC team members.	Must complete application and answer all questions completely. JDC team may return the application back to participant or parent if answers are not acceptable to JDC team members.	Must complete application and answer all questions completely. JDC team may return the application back to participant or parent if answers are not acceptable to JDC team members.	
<b>Reports</b>	Must complete a one page report on what participant expects to get out of the JDC program.	As determined by JDC team.	As determined by JDC team.	Must complete a report (one month prior to JDC graduation date) on why participant thinks he/she is ready to graduate from JDC Program.

## **North Central Judicial District Drug Testing Procedures:**

The North Central District will use a variety of drug testing methods (depending upon the circumstances of each drug court participant). Trackers will be trained on the appropriate collection procedures by the agency providing the tracking services. Any further questions shall be directed to the JDC court officer.

The tracker will complete all appropriate paperwork, as required by the laboratory and send the specimen to the laboratory as soon as possible. It is imperative to send all samples in as quickly as possible so the results will be sent back to the court in a timely manner.

The client will be allowed 20 minutes to produce a urine sample (UA). If a UA cannot be obtained, the tracker may utilize a saliva test. Drug court prefers to receive a UA on a participant but also realizes there may be times when a participant cannot produce a sample. A UA should be attempted first; do not let the participant dictate what type of test they want to take.

The tracker will meet with the family of the participant as well as the court officer for initial contact and intake in order to review roles. The trackers will conduct alcohol and drug testing on a RANDOM basis. RANDOM is defined as unscheduled AND at various times throughout the week. The tracker should always keep the client guessing as to when the tracker may arrive for a test. The trackers should change the times and days they go to the client's home each week. The participant and tracker must be of the same gender and all drug and alcohol tests are to be observed by the tracker.

The tracker is not allowed to conduct drug tests at the participant's school or place of employment without permission from the court. Trackers are NOT to provide information to the participants and their families as to possible recommendations from the court. Trackers shall conduct curfew checks in person at random and unscheduled times during the week. It is the responsibility of the participant to provide a weekly activities schedule to the court officer and tracker and to notify them of any changes. Failure to provide a schedule may result in a sanction.

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 the tracker has concerns, the tracker is to document the information and it will be staffed with the drug court team. Trackers are welcome to attend the drug court team meetings prior to court and are also welcomed to stay for court. The JDC coordinator will notify all trackers of the court ordered testing requirements, curfew times and anything else pertinent to the participant via email each week. The email will be sent to the designated tracker after court has adjourned.

Trackers are not to call the court officer at home unless a CRISIS situation arises. If a tracker is in doubt about what a crisis situation is, then they need to contact their immediate supervisor.

## **Special Projects:**

North Central Judicial District has special projects that are conducted throughout the year. These special projects are meant to make our community a better place to live. All participants are expected to participate in these projects.

North Central Judicial District provides a social skills program through a private contractor. The social skills program will help drug court participants achieve opportunity, freedom, and self-respect by using education and interventions that motivate and create positive change. Some of the materials will be utilized from the *Why Try Program* founded by Christian Moore, LDCSW. The participants are required to attend a minimum of two monthly sessions.

# Forms

## **Participant Rules for Electronic Home Monitoring (EMS) and House Arrest**

### **Electronic Home Monitoring:**

1. You are not allowed to 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 the 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 the 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.
5. Tampering or damage to the equipment may result in legal charges as well as being held financially responsible for lost or damaged equipment.

### **House Arrest:**

1. You are not allowed to 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.

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

Participant Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Weekly Progress Report**  
(Presented by participant)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please list each class in school and what your current grade is in that class:

\_\_\_\_\_

How many tardies have you had this week? \_\_\_\_\_ Unexcused Absences: \_\_\_\_\_

Excused Absences: \_\_\_\_\_ What were the reasons for the above absences or tardies?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you have favorable treatment sessions or non-favorable treatment sessions this week? Why?

\_\_\_\_\_  
\_\_\_\_\_

What was one positive activity that you did with your family this week?

\_\_\_\_\_  
\_\_\_\_\_

What was one activity you did with your friends this week?

\_\_\_\_\_  
\_\_\_\_\_

Last time I used was? (Specific Date): \_\_\_\_\_

Name one good deed or choice that you made this week:

\_\_\_\_\_  
\_\_\_\_\_

.....  
Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incentive Program Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Participant Weekly Requirements

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Week: \_\_\_\_\_ of Path: \_\_\_\_\_

Parents: \_\_\_\_\_

Probation Officer: \_\_\_\_\_ Date of Last Path Change: \_\_\_\_\_

## Treatment Requirements:

Treatment Provider: \_\_\_\_\_

Meeting Times: \_\_\_\_\_

## Curfew:

Sunday-Thursday: \_\_\_\_\_ Fri. & Sat: \_\_\_\_\_

## Community Service:

Balance from previous week: \_\_\_\_\_ hrs

Hours completed this week: \_\_\_\_\_ hrs Balance: \_\_\_\_\_ hrs

Hours added this week: \_\_\_\_\_ hrs

Reason:

Points cashed in to eliminate c/s hours: 200 points/hour:

**New Balance:** \_\_\_\_\_ hrs

## Requirements for next court appearance:

- Clean drug and alcohol tests
- Attend School (if applicable) and treatment. Be on time.
- Send your probation officer 2-3 emails/texts/phone calls per week.

## Other Requirements:

**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

**JUVENILE DRUG COURT  
NORTH CENTRAL JUDICIAL DISTRICT  
WARD COUNTY, NORTH DAKOTA**

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**PARTICIPANT'S APPLICATION FOR PATH II OR III APPLICATION**

---

ATTENTION APPLICANT: Please answer all questions as completely as possible. Mere "yes" or "No" or "I don't know" answers are not acceptable. Explain your answer, so the Juvenile Drug Court team can make an informed decision on whether or not to grant your request to move to the next path. Use extra sheets of paper if necessary.

1. What was the charge that led to you being court ordered into the Juvenile Drug Court Program?
  
2. Why did you commit the offense in #1?
  
3. With regard to #1, given what you've learned so far in Juvenile Drug Court, what would your decision be if you had to do it all over again? Be specific.
  
4. What have you accomplished in your current path that justifies your advancement to the next Path?
  
5. How long have you been alcohol and drug free? **Specific Date:**  
**Since:** \_\_\_\_\_

---

Signature

---

Date



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)

6. What actions/events have taken place that show your relationship is improving with your child?

---

Signature of Parent

---

Signature of Parent

## Drug Court Keywords to Success Project

*CHARACTER - It's what you do when no one is watching.*

### **I. Introduction:**

I am a big believer in the power of words. Single words can speak more than any lengthy speech or lecture. I want you to picture yourself doing these words: having passion, striving for excellence, working toward recovery. These words will help you focus on your goals. Ask yourself, how do our brains assign meaning to a particular word? Many of us would respond by reciting a dictionary definition, what the word signifies, its pronunciation, and what it means to us today. The dictionary is a great thing to study if you want to learn how to use words in sentences, paragraphs, and speeches. Remember, however, that you are only borrowing these words. This project is not about merely borrowing or using words, it is about *owning* them.

To incorporate these words into your own life, merely memorizing a definition is not enough. Anyone, through enough practice and repetition, can recite the definitions to countless words. But for those words to become instinct, part of the person you are, requires understanding. Your assignment is to take the word, give a brief definition and offer a story from your own life to accompany the word. The story should be about how that word played a key role in your life. As you look into the past and pay attention to your present, your image of the word will become a story from your own life experiences. In short, what does the word mean to you, not just its definition, but what does the word really mean to you. Use a story from your life to demonstrate its meaning. The goal is that when you talk about these important words, that they

### **II. Assignment (typed, single spaced, one-inch margins):**

One line dictionary definition of the word at the top of the page and a one page report about the word and what it means to you. If you have one, use a story from your life to demonstrate the meaning of the word to you. **Must turn in by Wednesday of next court week or face a sanction.**

become yours. That those words belong to you, that you practice and live them. I hope that you will find these words as powerful as I do, that you will believe in them, and, most of all, that you believe in yourselves and your extraordinary abilities and opportunities.

### **III. Benefit:**

A better understanding of the word, life, and yourself. Credit for minimum of 2 hours of community service and/or other incentive given at discretion of the judge.

*"Write your own story, don't let others or substances write it for you!"  
"If you are tired of the same old story, turn some pages!" REO Speedwagon*

**JUVENILE DRUG COURT  
NORTH CENTRAL JUDICIAL DISTRICT  
WARD 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 toward **using** since you entered treatment/drug court?

- 1.
- 2.

How have your attitude/behaviors changed toward **responsibility** since you entered treatment/drug court?

- 1.
- 2.

How have your attitude/behaviors changed towards **respect** since you entered treatment/drug court?

- 1.
- 2.

How have your attitude/behaviors changed towards **honesty** since you entered treatment/drug court.

- 1.
- 2.

Here are the reasons why I wish to stay sober:

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

How many of your “old using friends” are you still associating with? \_\_\_\_\_ friends out of \_\_\_\_\_ friends.

Describe two friends you have who support your sobriety?

- 1.
- 2.

Describe how each friend supports your sobriety:

Friend 1:

Friend 2:

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.

**Graduation:**

\*\*\* When a graduation date has been set for you, the drug court team will ask you to prepare a full page hand written report on why you feel you are ready to graduate from the Juvenile Drug Court Program.

# APPENDIX D

# **Northeast Judicial District Juvenile Drug Court Program**

## REQUIRED ACCOUNTABILITY PROGRAM COMPONENTS

	<b>Path 1</b> <i>Minimum of 2 weeks.</i>	<b>Path 2</b> <i>Minimum of 4 weeks.</i>	<b>Path 3A</b> <i>Minimum of 4 weeks.</i>	<b>Path 3B</b> <i>Minimum of 4 weeks.</i>	<b>Path 4</b> <i>Minimum of 12 weeks.</i>	<b>Path 5</b> <i>Minimum of 10 weeks.</i>
<b>Drug Court Review Hearings</b>	One per week.	One per week.	One per week.	One per week unless pass given by judge.	As ordered by judge.	As ordered by judge.
<b>Treatment</b>	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. Must attend Youth Cognitive Program and submit a one page report.	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.
<b>Parental Involvement</b>	Parents will participate in orientation, JDC hearings, and alcohol/drug evaluation with participant. Parents will also be expected to participate in a family assessment if appropriate.	Parents will participate in JDC hearings. Parents will also be expected to attend family therapy if appropriate.	Parents will participate in JDC hearings. Parents will also be expected to attend family therapy if appropriate.	Parents will participate in JDC hearings. Parents will also be expected to attend family therapy if appropriate.	Parents will participate in JDC hearings. Parents will also be expected to attend family therapy if appropriate.	Parents will participate in JDC hearings. Parents will also be expected to attend family therapy if appropriate.
<b>Probation Contact</b>	One contact per week.	One contact per week.	One contact per week.	One contact per week.	One contact per week.	One contact per week.
<b>Alcohol/Drug Screens</b>	Subject to random testing. Most recent drug screen must be clean.	Subject to random testing. Four consecutive clean weeks required to advance.	Subject to random testing. Four consecutive clean weeks required to advance.	Subject to random testing. Four consecutive clean weeks required to advance.	Subject to random testing. Maintain sobriety.	Subject to random testing. Maintain sobriety.
<b>Tracking/Electronic Monitoring (EMS)</b>	Subject to random tracking. EMS.	Subject to random tracking. EMS.	Subject to random tracking. EMS.	Subject to random tracking. No EMS unless used as a sanction.	Subject to random tracking. No EMS unless used as a sanction.	Subject to random tracking, but less frequently than the previous paths.
<b>School Attendance</b>	Required unless ordered otherwise. Participant will use "passport" to keep JDC team informed of school work progress.	Required unless ordered otherwise. Participant will use "passport" to keep JDC team informed of school work progress.	Required unless ordered otherwise. Participant will use "passport" to keep JDC team informed of	Required unless ordered otherwise. Participant will use "passport" to keep JDC team informed of	Required unless ordered otherwise. Participant will use "passport" to keep JDC team informed of	Required unless ordered otherwise.

			school work progress.	school work progress.	school work progress.	
<b>Community Service (CS)</b>	CS may be used as a sanction for noncompliance.	CS fee must be paid. Participate in Community Team Projects. CS may be used as a sanction or incentive.	Complete initial 20 hours of CS. Participate in Community Team Projects. CS may be used as a sanction or incentive.	Participate in Community Team Projects. CS may be used as a sanction or incentive.	Participate in Community Team Projects. CS may be used as a sanction or incentive.	Participate in Community Team Projects. CS may be used as a sanction or incentive.
<b>Curfew</b>	Home Detention with EMS.	7:00 p.m. or as ordered by the judge.	9:00 p.m. or as ordered by the judge. Four consecutive weeks of no violations to advance.	9:00 p.m. or as ordered by the judge. Four consecutive weeks of no violations to advance.	As ordered by the judge.	As ordered by the judge.

# Forms

**Northeast Judicial District**  
**Juvenile Drug Court**  
**Mission Statement**

“To “reduce juvenile delinquency and substance abuse by referring youth who are less likely to achieve a positive result in traditional juvenile court, into a treatment court which holds them accountable and emphasizes personal responsibility.”

On \_\_\_\_\_ (date), I \_\_\_\_\_,  
acknowledge that I have received a copy of the Drug Court Participant’s Handbook. I agree to comply with the provisions of the Handbook and I understand that any violation of those provisions will be subject to sanctions by the Juvenile Drug Court. I further understand that the provisions of the Handbook may be changed from time to time. I understand that I must comply with any changes in the provisions commencing immediately after my appearance in Juvenile Drug Court at which I am informed of any changes.

On \_\_\_\_\_ (date), I \_\_\_\_\_

\_\_\_\_\_  
Parent/guardian signature(s)

I acknowledge receiving a copy of the Drug Court Participant’s Handbook may be changed from time to time and I will be notified of all changes.

(Handbook to be given to participant and a copy of the cover page will be kept in the file.)

## Weekly Progress Report

**Name:** \_\_\_\_\_ **Started:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Path:** \_\_\_\_\_ **Completed Week #:** \_\_\_\_\_ **Curfew:** \_\_\_\_\_

Activity	To Earn	Earned	Comments
Drug Testing - all clean tests	<b>10</b>		
Curfew/EMS Checks - met all expectations	<b>10</b>		
Treatment Programs	<b>15</b>		
School Perfect Attendance - no absences - no tardies	<b>15</b>		
Probation Meeting	<b>5</b>		
Community Service Goal Met/ Community Team Project Attended	<b>5</b>		
Parent in Court	<b>15</b>		
Proper Court Appearance - attire – attitude – on time	<b>5</b>		
Home - abiding by parents' expectations	<b>10</b>		
Paperwork: - self assessment - passport - report (if required)	<b>5</b>		
Other Programs - attended as required	<b>5</b>		
<b>Total This Week</b>	<b>100</b>		

**Special Request:**

**Total points to date:** \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

**Northeast Judicial Juvenile Court of Ramsey County, North Dakota  
Participant Weekly Juvenile Drug Court Requirements**

Name: \_\_\_\_\_ Path Level: \_\_\_\_\_ Date: \_\_\_\_\_

Parents/Guardian \_\_\_\_\_

Curfew Weekdays: \_\_\_\_\_ Curfew Weekends: \_\_\_\_\_

Comments:

**- ORDERED CONDITIONS for next JDC Court/Hearing -**

**School/Passport:** \_\_\_\_\_

**Treatment: Must attend treatment program(s)**

**Treatment Dates/Times:** \_\_\_\_\_

**Community Service:** \_\_\_\_\_

**Family:** \_\_\_\_\_

**Juvenile Court Officer:** \_\_\_\_\_

**Employment:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Next JDC Hearing Appearance:** \_\_\_\_\_

I will comply with the Court ordered requirements:

\_\_\_\_\_

Participant Signature

\_\_\_\_\_  
Judge's Signature, Northeast Judicial District

# Northeast Judicial Juvenile Drug Court

## Participant Rules for Electronic Monitoring

### **Electronic Monitoring:**

1. You must keep equipment operational. The equipment must remain plugged into the electrical outlet and connected to the phone line arranged by the Court Officer and/or equipment facilitator.
2. The ankle bracelet must be worn at all times. Tampering of the ankle bracelet is NOT allowed.
3. The cost to repair or replace any damaged or lost equipment will be the responsibility of the client and their family.

➤ **Under Home Detention:**

Unless the Juvenile Drug Court Judge orders otherwise, you are to be at home except to attend the following: school, treatment, probation appointments, and Drug Court Hearings.

➤ **While not under Home Detention:**

Unless the Juvenile Drug Court Judge orders otherwise, you are to be at home by your given curfew except to attend the following: treatment, work, or community team projects.

**By signing this document you state that you understand the rules of Electronic Monitoring. Willful disobedience of these rules may result in a violation which could result in a Pick-UP-And Hold Order being issued.**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Court Officer Signature

\_\_\_\_\_  
Date

# APPENDIX E

# **Northeast Central Judicial District Juvenile Drug Court Program**

## REQUIRED ACCOUNTABILITY PROGRAM COMPONENTS

	<b>Path 1</b> Orientation <i>Minimum of four weeks</i>	<b>Path 2</b> <i>Minimum of three months</i>	<b>Path 3</b> <i>Minimum of three months</i>	<b>Path 4</b> <i>Minimum of two months</i>
<b>Drug Court Review Hearings</b>	One per week.	One per week.	One per week	One per week; given first priority for appearance at JDC and, if ordered by judge, may leave early.
<b>Treatment</b>	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.
<b>Parental Involvement</b>	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 and attend one staffing of their child.	Parents are expected to appear in JDC scheduled review hearings. Parents may be required to attend additional staffing of their child.	Parents are expected to appear in JDC scheduled review hearings.
<b>Probation Contact</b>	One contact per week.	One contact per week.	One contact per week.	One contact per week.
<b>Alcohol/Drug Screens</b>	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.
<b>Tracking</b>	Minimum of four tracking visits each week.	Minimum of three tracking visits each week.	Minimum of two tracking visits each week.	Minimum of one tracking visit each week.
<b>School Attendance</b>	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".
<b>Community Service (CS)</b>	As a requirement of initial order, JDC participant must complete 20 hours CS and pay \$50 CS fee assessed. CS will also be used as a sanction for noncompliance and CS credit may be awarded as an incentive.	CS will be used as a sanction for noncompliance and CS credit may be awarded as an incentive.	CS will be used as a sanction for noncompliance and CS credit may be awarded as an incentive.	CS will be used as a sanction for noncompliance and CS credit may be awarded as an incentive.
<b>Curfew</b>	9:00 p.m. or as ordered by judge.	9:00 p.m. week nights and 10:00 p.m. weekends or as	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.		ordered by judge.
--	--	-------------------	--	-------------------

**Special Projects:**

**Summer Projects:** For the months of June, July, and August each year, one week each month will be set aside for a special project for the participants. The participants will attend regular drug court sessions the remaining weeks. The purpose of these projects is to enrich the participants’ lives in art, history, other cultural activities, sporting events, or activities that the participants may not otherwise have an opportunity to attend. Summer projects in the past have included instruction by a local artist in making a buffalo out of driftwood which were then placed on display at the North Dakota Museum of Art, creation of individual photo journals under the direction of a high school teacher, and a bus trip to Bismarck to see the Heritage Center, the State Capitol, and Fort Lincoln. Team members also participate in these projects.

**Community Service Focused Projects:** During the year, the participants, along with team members, participate in group community service projects, such as wrapping Christmas presents for Sox for Kids” in which underprivileged children receive money to purchase Christmas presents for their families, and manning booths at “Artwise”, a school- sponsored art festival held at the Alerus Center for children to participate in “hands-on” art projects. The participants are given double community service credit and all are required to participate in these projects.

# 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

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

Please answer each question **completely**. That is, merely "yes", "no", "nothing" or "I don't know" are not acceptable answers. Tell us a little about yourself, in order for this experience to be the best it can be! Use extra sheets of paper if necessary.

**INTAKE WORKSHEET**

1. Name, date of birth, year in school (if applicable).
  
2. Why were you court ordered into Juvenile Drug Court?
  
3. What do you hope to achieve in Juvenile Drug Court?
  
4. What are three things that you like to do?
  
5. What are three things you don't like to do?
  
6. If you were to be rewarded for something, what -- besides money -- would you want as a reward?
  
7. If you were to be punished for something, what would you hate as a punishment?
  
8. If you had one day that you could turn into your ideal day, what would that day be like?
  
9. Is there anything else you'd like to let the team know about yourself?
  
10. When did you last use alcohol or drugs?

## Participant Weekly Progress Report

Name: \_\_\_\_\_ Path: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Last Court Date: \_\_\_\_\_

**Tracking Report:** Tracker Assigned: \_\_\_\_\_ Phone #: \_\_\_\_\_

\*Curfew weekends: \_\_\_\_\_ \*Weeknights: \_\_\_\_\_

Curfew Violations: \_\_\_\_\_ Positive Drug Tests: \_\_\_\_\_

**Treatment Report:** Excused Absences: \_\_\_\_\_ Unexcused Absences: \_\_\_\_\_

**School Report:** School Attending: \_\_\_\_\_

Detention Hours: \_\_\_\_\_ Unexcused Absences: \_\_\_\_\_ Tardy: \_\_\_\_\_

**Community Service:** Balance from previous week: \_\_\_\_\_ New Balance: \_\_\_\_\_

### \*\*\*Court Ordered Requirements for Next Drug Court\*\*\*

#### Treatment Requirements:

Attend \_\_\_\_\_ at Northeast Human Service Center on \_\_\_\_\_

#### Community Service Requirements:

Do \_\_\_ hours. The next mandatory community service project is \_\_\_\_\_

#### Probation Requirements:

Appointment: \_\_\_\_\_ Other: \_\_\_\_\_

**Other Requirements:** \_\_\_\_\_

**Next Drug Court Appearance:** \_\_\_\_\_

I will comply with the Court ordered requirements: \_\_\_\_\_

I have reviewed the above matters with my child: \_\_\_\_\_

## 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 _____ _____	

	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**

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PARTICIPANT'S APPLICATION FOR PATH II OR III APPLICATION

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ATTENTION APPLICANT: Please answer all questions as completely as possible. Mere "yes" or "No" or "I don't know" answers are not acceptable. Explain your answer, so the Juvenile Drug Court team can make an informed decision on whether or not to grant your request to move to the next path. Use extra sheets of paper if necessary.

1. What was the charge that led to you being court ordered into the Juvenile Drug Court Program?
  
  
  
  
  
  
  
  
  
  
2. Why did you commit the offense in #1?
  
  
  
  
  
  
  
  
  
  
3. With regard to #1, given what you've learned so far in juvenile drug court, what would your decision be if you had to do it all over again? Be specific.
  
  
  
  
  
  
  
  
  
  
4. With regard to answers in #3, why?
  
  
  
  
  
  
  
  
  
  
5. What have you accomplished in that justifies your advancement to the next Path?
  
  
  
  
  
  
  
  
  
  
6. How long have you been alcohol and drug free?

---

Signature

---

Date

**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  
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  
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: \_\_\_\_\_

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

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6. What did you like most about the program? \_\_\_\_\_

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7. What did you like least about the program? \_\_\_\_\_

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---

---

Other comments: \_\_\_\_\_

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---

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THANK YOU!

**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**

## Drug Test Lab Verification Policy

This policy outlines the amount of tests that the Tracker will send to the lab for a collected, positive specimen:

I. If a participant tests positive for Tetrahydrocannabinol (THC), the tracker obtaining the specimen will send in the initial sample to obtain a baseline. All positive screens performed thereafter will be sent to Redwood Toxicology *once* per week.

\*\* Unless otherwise authorized by the team in staffing, or the probation officer, or the drug court coordinator.

II. If a participant tests positive for Opiates (OPI), the tracker obtaining the specimen will send in every positive test. When the participant produces their first negative test, the tracker will stop sending the participant's sample into the lab.

\*\* Unless otherwise authorized by the team in staffing, or the probation officer, or the drug court coordinator.

III. If a participant tests positive for Amphetamines (AMP), the tracker obtaining the specimen will send in every positive test. When the participant produces their first negative test, the tracker will stop sending the participant's sample into the lab.

\*\* Unless otherwise authorized by the team in staffing, or the probation officer, or the drug court coordinator.

IV. If a participant tests positive for Cocaine (COC), the tracker obtaining the specimen will send in every positive test. When the participant produces their first negative test, the tracker will stop sending the participant's sample into the lab.

\*\* Unless otherwise authorized by the team in staffing, or the probation officer, or the drug court coordinator.

V. Under the discretion of the Team at staffing, or the probation officer, or the drug court coordinator, an ETG/ETC may be sent to the lab. Also, under the same discretion, a Synthetic Drug Test may be conducted in the field and can also be sent into the lab. The trackers may send in an ETC/ETC or a synthetic drug test if they have any reason to suspect alcohol or synthetic drug use.

\*\* Unless otherwise authorized by the team in staffing, or the probation officer, or the drug court coordinator.

Effective November 21, 2012

# APPENDIX F

# **South Central Judicial District Juvenile Drug Court Program**

## REQUIRED ACCOUNTABILITY PROGRAM COMPONENTS

	<b>Path I</b> <i>30 Days Minimum</i>	<b>Path II</b> <i>Minimum of 10 Weeks</i>	<b>Path III</b> <i>Minimum of 10 Weeks</i>	<b>Path IV</b> <i>Minimum of 10 Weeks</i>
<b>Drug Court Review Hearings</b>	One per week.	One per week or determined by judge.	One per week or determined by judge.	Determined by judge.
<b>Alcohol/drug Screens</b>	Minimum of two per week – random or scheduled. May be given at treatment.	Minimum of two per week – random or scheduled. May be given at treatment.	Minimum of two per week – random or scheduled. May be given at treatment.	Minimum of two per week – random or scheduled. May be given at treatment.
<b>Probation Contacts</b>	Minimum of one per week.	Minimum of one per week.	Minimum of one per week.	As ordered by judge.
<b>Tracking</b>	LSS– under certain circumstances. MEMS.	LSS – under certain circumstances. MEMS.	LSS – under certain circumstances. MEMS.	LSS – under certain circumstances. MEMS.
<b>Electronic Monitoring</b>	As ordered by judge.			
<b>Alcohol/Drug Testing</b>	LSS Trackers MEMS	LSS Trackers MEMS	LSS Trackers MEMS	LSS Trackers MEMS
<b>Parental Involvement</b>	Drug court hearings. Drug/alcohol treatment counseling, if required.			
<b>Community Service</b>	Minimum of ten 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 five hours. Additional hours may be added as a sanction. Hours may be credited as an incentive.	N/A
<b>Restitution</b>	As ordered by judge.			
<b>School Attendance</b>	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.”
<b>Employment</b>	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.

<b>Education Classes</b>	As ordered by judge.			
<b>Individual Treatment</b>	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.
<b>Support Groups</b>	As required by judge and/or treatment provider.			

**South Central’s Judicial Drug Testing Procedures:**

**MEMS**

All drug court participants shall be subject to alcohol testing and home curfew monitoring through MEMS. The procedure requires that the participant blow into a disposable straw on the 3000VB HomeStation. Breath alcohol test results are transmitted to the monitoring center host through standard land phone lines or cell phones. The HomeStation also photographs the participant at the time of testing and relays the image to a monitoring center. Original photographs, provided by the agency, are used to verify participant identity. Appropriate action is taken if the participant fails the alcohol test, the photos do not match, or the participant fails to comply with breath alcohol testing parameters.

Any failure to take a MEMS test will result in immediate House Arrest conditions and the participant shall provide a urine sample within the same business day or immediately upon the probation officer making contact with the participant.

If a participant tests positive for alcohol during a MEMS test, a urine sample is not needed to provide confirmation.

**Oral Saliva Swab Drug Testing**

All drug court participants shall be subject to random oral saliva drug testing performed by the court officer and/or the tracker. Random drug tests will be performed on weekends as scheduled by the tracker. No participant shall leave the parental home prior to noon on Saturday or Sunday unless the tracker has already collected the sample on one of those days or the participant has called the tracker twenty-four (24) hours in advance with a work/church conflict.

Each participant is required to provide a saliva sample onto a collection device provided by the court officer and/or tracker. The participant shall not consume any beverage or food item five

(5) minutes prior to testing. The participant will be monitored at all times during sample collection. The court officer and/or tracker will notify the participant when the sample is sufficient and place the sample into a storage device. Upon completion of providing the oral sample, the court officer and/or tracker shall complete the appropriate paperwork, collect appropriate signatures from the client for chain of custody and security purposes, and send the sample and paperwork to the contracted agency for testing.

Any participant confirmed positive for an illegal or non-prescribed drug shall be placed on homebound conditions by the court officer. The court officer will contact that participant immediately upon receiving the confirmation.

### **Special Projects:**

South Central JDC has developed an Independent Living Curriculum to promote vocational training, independent living skills, educational assistance, and personal health and leadership skills for their participants. Participants are provided vocational training to learn how to complete a job application, create a 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.

Each participant will be assigned meaningful court approved community service. Community service is assigned by the community service representative. Community service will be group projects and individual assignments. The majority of the individual assignments will be collaborating with the local homeless youth focused group, “Carrie’s Kids” and also with the “Soup Café”.

# FORMS

**Burleigh/Morton Juvenile Drug Court  
Referral Form**

Name \_\_\_\_\_ DOB \_\_\_\_\_

**You must answer yes to questions 1-9, and 10 if applicable, for admission to Juvenile Drug Court**

1. Is the Juvenile at least 14 years of age? (y) (n)
2. Is the Juvenile under the age of 17 years and 6 months? (y) (n)
3. Is the juvenile a resident of Burleigh or Morton County? (y) (n)
4. Is there a parent or legal guardian available to attend court? (y) (n)
5. Is the juvenile and parent/legal guardian willing to sign the necessary paperwork? (y) (n)
6. Does the juvenile have a diagnosis of at least "Substance Use Disorder-mild within the last six (6) months? (y) (n)
7. Is the referral offense a delinquent charge or is it a MIC offense with at least 2 other prior drug and alcohol offenses ? (y) (n)
8. Has the Juvenile previously been on probation? (y) (n)
9. Is the Juvenile's Youth Assessment Screening Instrument (YASI) score a High or Moderate or is this an exempt unruly case? (y) (n)
10. If the juvenile was previously terminated with cause from Juvenile Drug Court, was it more than 18 months ago? (y) (n) (na)

---

**You must answer no to all of the following for admission to Juvenile Drug Court**

11. Is the adjudicated charge one of the following: (y) (n)
  - manslaughter
  - aggravated assault
  - arson involving an inhabited structure
  - robbery
  - escape involving the use of a firearm, destructive device, or other dangerous weapon
12. Does the juvenile have a mental health diagnosis of: (y) (n)
  - Borderline intellectual functioning

---

**You must answer “yes” to at least one (1) of the following for admission to Juvenile Drug Court:**

13. Is there evidence (i.e. admission, positive test, parent report), that the juveniles has used substances at least once in the last 2 months? (y) (n)
14. Has the juvenile been suspended from school at least once in the last 3 months? (y) (n)
15. Is the juvenile currently non-compliant with treatment recommendations for services? (y) (n)
16. Is the juvenile currently non-compliant with conditions of probation such as home rules or new charges? (y) (n)

**RESULT:**

\_\_\_\_\_ Meets eligibility criteria – juvenile court officer to prepare affidavit of JDC recommendation

\_\_\_\_\_ Does not meet eligibility criteria – refer to other services

Completed by: \_\_\_\_\_, Juvenile Court Officer

Date: \_\_\_\_\_



## Drug Court Keywords to Success Project

*CHARACTER - It's what you do when no one is watching.*

### **I. Introduction:**

I am a big believer in the power of words. Single words can speak more than any lengthy speech or lecture. I want you to picture yourself doing these words: having passion, striving for excellence, working toward recovery. These words will help you focus on your goals. Ask yourself, how do our brains assign meaning to a particular word? Many of us would respond by reciting a dictionary definition, what the word signifies, its pronunciation, and what it means to us today. The dictionary is a great thing to study if you want to learn how to use words in sentences, paragraphs, and speeches. Remember, however, that you are only borrowing these words. This project is not about merely borrowing or using words, it is about *owning* them.

To incorporate these words into your own life, merely memorizing a definition is not enough. Anyone, through enough practice and repetition, can recite the definitions to countless words. But for those words to become instinct, part of the person you are, requires understanding. Your assignment is to take the word, give a brief definition and offer a story from your own life to accompany the word. The story should be about how that word played a key role in your life. As you look into the past and pay attention to your present, your image of the word will become a story from your own life experiences. In short, what does the word mean to you, not just its definition, but what does the word really mean to you. Use a story from your life to demonstrate its meaning.

### **II. Assignment (typed, single spaced, one-inch margins):**

One line dictionary definition of the word at the top of the page and a one page report about the word and what it means to you. If you have one, use a story from your life to demonstrate the meaning of the word to you. **Must turn in by Wednesday of next court week or face a sanction.**

The goal is that when you talk about these important words, that they become yours. That those words belong to you, that you practice and live them. I hope that you will find these words as powerful as I do, that you will believe in them, and, most of all, that you believe in yourselves and your extraordinary abilities and opportunities.

### **III. Benefit:**

A better understanding of the word, life, and yourself. Credit for minimum of 2 hours of community service and/or other incentive given at discretion of the judge.

*"Write your own story, don't let others or substances write it for you!"  
"If you are tired of the same old story, turn some pages!" REO Speedwagon*

**JUVENILE DRUG COURT**  
**SOUTH CENTRAL JUDICIAL DISTRICT**

---

**Participant's Application for Path II**

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ATTENTION APPLICANT: Please answer all questions as completely as possible. Mere "yes" or "no" or "I don't know" answers are not acceptable. Explain your answer, so the Juvenile Drug Court Team can make an informed decision on whether or not to grant your request to move to the next Path. Use extra sheets of paper if necessary.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

1. What were some of the reasons you used chemicals?

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2. What was the charge that led to you being court ordered in the Juvenile Drug Court Program?

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3. Why did you commit the offense(s) in Question 2?

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4. With what you have learned in Drug Court so far, what would you have done differently regarding Question 3?

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5. What have you accomplished that justifies your advancement to the next Path?

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6. How long have you been alcohol and drug free? \_\_\_\_\_

7. How long have you been in Drug Court? \_\_\_\_\_

8. List 3 goals that you and your parents agree on that are attainable before reaching your next Path. (The Drug Court Team will choose one of these goals in which you and your parents will be required to achieve before path advancement.)

1)

2)

3)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**JUVENILE DRUG COURT  
SOUTH CENTRAL JUDICIAL DISTRICT**

**Participant's Application for Path III**

ATTENTION APPLICANT: Please answer all questions as completely as possible. Mere "yes" or "no" or "I don't know" answers are not acceptable. Explain your answer, so the Juvenile Drug Court Team can make an informed decision on whether or not to grant your request to move to the next Path. Use extra sheets of paper if necessary.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

1. What were some of the reasons you used chemicals?

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2. What was the charge that led to you being court ordered in the Juvenile Drug Court Program?

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3. Why did you commit the offense(s) in Question 2?

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4. With what you have learned in Drug Court so far, what would you have done differently regarding Question 3?

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5. What have you accomplished that justifies your advancement to the next Path?

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6. How long have you been alcohol and drug free? \_\_\_\_\_

7. How long have you been in Drug Court? \_\_\_\_\_

8. List 3 goals that you and your parents agree on that are attainable before reaching your next Path. (The Drug Court Team will choose one of these goals in which you and your parents will be required to achieve before path advancement.)

1)

2)

3)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## JUVENILE DRUG COURT

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### Participant's Application for Advancement to Path IV

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#### RECOVERY PLAN

**NAME:** \_\_\_\_\_

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)

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

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

List three goals that you and your parents agree on that are attainable before reaching your graduation date. (The Drug Court Team will choose one of these goals in which you and your parents will be required to achieve before Graduation.)

- 1)
- 2)
- 3)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**JUVENILE DRUG COURT  
STATE OF NORTH DAKOTA**

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PARENT'S APPLICATION FOR CHILD'S PATH ADVANCEMENT

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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 (2) 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? (ie. sanctions, rewards, limits, etc.)

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\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Signature of Parent

**Juvenile Drug Court  
Participant's Application for Graduation**

**NAME:** \_\_\_\_\_

What are 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 Graduation**

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Is your child ready to graduate from the Juvenile Drug Court Program? Why or why not?

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

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

A. Home

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B. School

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C. Work

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D. Friends

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E. Family

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F. Treatment

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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 may have benefitted your child?

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6. How can you help your child maintain their sobriety and live a crime free and successful life?

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**South Central Judicial District**

**Juvenile Drug Court  
Weekly Requirements**

**Name:**

**Date:**

**Path:**

**Curfew:**

**Community Service:**

Hours left for this Path:

Treatment:

As Scheduled       Other: \_\_\_\_\_

**School:**

Closed Campus:    Yes       No      School Group:    Yes       No

**Probation:**

Excused from meeting:       Yes       No

Next Appointment: Tom will find you

Additional Appointments: \_\_\_\_\_

**Requests:**

Approved:       Yes       No

Additional Comments: \_\_\_\_\_

**Requests:**      Skip court next week

Approved:       Yes       No

Additional Comments: \_\_\_\_\_

**Requests:**

Approved:       Yes       No

Additional Comments: \_\_\_\_\_

**Sanctions:** \_\_\_\_\_

**Top Hat:**       Yes       No

**Excused from court:**       Yes       No

**Next Court Date:**

**Life Skills:**       Today       Next Week

**Additional Comments:**

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Participant Signature

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Juvenile Drug Court Judge Signature

# APPENDIX G

# **Stutsman - Barnes County Juvenile Drug Court Program**

## REQUIRED ACCOUNTABILITY PROGRAM COMPONENTS

Minimum 36 week Program for Path 1-3	<b>Path 1</b> <i>Intensive</i> <i>Minimum of 4 weeks</i>	<b>Path 2</b> <i>Intermediate</i> <i>Minimum of 3 months</i>	<b>Path 3</b> <i>Aftercare</i> <i>Minimum of 3 months</i>	<b>Path 4</b> <i>Six Weeks</i> <i>Minimum of 2 months</i>
<b>Drug Court Review Hearings</b>	One per week.	One per week	One per week	Set date for graduation
<b>Alcohol/Drug Screens</b>	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.	Minimum of one per month or as ordered by judge.
<b>Probation Contact</b>	One to two times per week or as ordered by judge.	One contact per week or as ordered by judge.	Two contacts per month or as ordered by judge.	One contact per month or as ordered by judge.
<b>Tracking/Electronic Monitoring</b>	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge
<b>Parental Involvement</b>	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.	Ongoing involvement.
<b>Community Service (CS)</b>	Twenty hours assigned to be completed by the end of Path 3 and/or any other hours ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
<b>Restitution</b>	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
<b>School Attendance</b>	Required unless ordered otherwise by judge.	Required unless ordered otherwise by judge.	Required unless ordered otherwise by judge.	Required unless ordered otherwise by judge.
<b>Curfew</b>	7 pm or as ordered by judge.	8 pm or as ordered by judge	9 pm or as ordered by judge	10 pm or as ordered by judge

<b>Individual Treatment</b>	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.	Participate in treatment as recommended by treatment provider or team if necessary.
<b>Educational Programs or Support Groups</b>	As ordered by judge.			

### Stutsman – Barnes County JDC Drug Testing Procedures:

Drug testing supplies are ordered by Juvenile Court and stored at the office of the court officer assigned to Juvenile Drug Court. 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 materials needed to screen the specimen. 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. The tracker 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 client has further questions regarding the testing, the tracker will encourage the client to contact their treatment provider. If the sample is positive, the tracker will NOT retest the sample. The tracker will inform the client that the sample will be sent for further testing and complete the *Tracking and Drug/Alcohol Testing Notification Form* and leave it with the parent or guardian. All paperwork will be completed with the client in the room. The tracker 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 with the specimen. The tracker 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 must be squeezed out prior to sealing. The tracker will then place the sealed bag containing the specimen in the mailer with the original WHITE paperwork. The mailer is sealed with packaging tape and mailed as soon as possible.

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.

## **MEMS**

All drug court participants shall be subject to alcohol testing and home curfew monitoring through MEMS. The procedure requires that the participant blow into a disposable straw on the 3000VB HomeStation. Breath alcohol test results are transmitted to the monitoring center host through standard land phone lines or cell phones. The HomeStation also photographs the participant at the time of testing and relays the image to a monitoring center. Original photographs, provided by the agency, are used to verify participant identity. Appropriate action is taken if the participant fails the alcohol test, the photos do not match, or the participant fails to comply with breath alcohol testing parameters.

If a participant tests positive for alcohol during a MEMS test, a urine sample is not needed to provide confirmation.

## **Oral Saliva Swab Drug Testing**

All drug court participants shall be subject to random oral saliva drug testing performed by the court officer and/or the tracker.

Each participant is required to provide a saliva sample onto a collection device provided by the court officer and/or tracker. The participant shall not consume any beverage or food item five (5) minutes prior to testing. The participant will be monitored at all times during sample collection. The court officer and/or tracker will notify the participant when the sample is sufficient and place the sample into a storage device. Upon completion of providing the oral sample, the court officer and/or tracker shall complete the appropriate paperwork, collect appropriate signatures from the client for chain of custody and security purposes, and send the sample and paperwork to the contracted agency for testing.

Any participant confirmed positive for an illegal or non-prescribed drug shall be placed on homebound conditions by the court officer. The court officer will contact that participant immediately upon receiving the confirmation.

Path One requires a minimum of two drug screens per week. Path Two requires a minimum of two drug screens per week and Path 3 requires a minimum of one drug screen per week or as ordered by the judge.

# Forms

## Stutsman – Barnes County Juvenile Drug Court

<b>NAME</b>	<b>DOB</b>	<b>Start Date</b>	<b>Path #</b>	<b>Completed Week #</b>	<b>Date of last Path Change</b>	<b>Projected Date of Path Change</b>
<b>Date</b>		<b>Court Officer:</b>			<b>Parent(s):</b>	
<b>Curfew Weeknights:</b>		<b>Curfew Weekends:</b>				

### Court Officer: Court Officer Report

Notes:

Tracker Drug Screens		Date Collected for Lab/Results	
Date Tested	Result	Date	Result

### Mems/GPS/RoboCuff

Violations:

**Tracker: TRACKING**

Notes:

**Case Manager:**  
**Session Missed: TREATMENT**

Notes:

**School:**  
**Grade: EDUCATION**

Class	Last Week Grades	Current Grades	Absences	NOTES Tardies

Notes:

### REQUESTS AND RECOMMENDATIONS

<b>Child Request(s)</b>		
<b>Incentive Jar</b>	<b>Next Court Date</b>	<b>Life Skills</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Stutsman - Barnes Juvenile Drug Court  
Referral Form**

Name \_\_\_\_\_ DOB \_\_\_\_\_

**You must answer yes to questions 1-10, and 11 if applicable, for admission to Juvenile Drug Court**

1. Is the Juvenile at least 14 years of age? (y) (n)
2. Is the Juvenile under the age of 17 years and 3 months? (y) (n)
3. Is the juvenile a resident of Stutsman or Barnes County? (y) (n)
4. Is there a parent or legal guardian available to attend court? (y) (n)
5. Is the juvenile and parent/legal guardian willing to sign the necessary paperwork? (y) (n)
6. Does the juvenile have a diagnosis of at least Substance Use Disorder-mild or its equivalent to within the last six (6) months? (y) (n)
7. Is the referral offense a delinquent charge? (y) (n)
8. Has the Juvenile previously been on probation? (y) (n)
9. Is there space available in the program? (y) (n)
10. If the juvenile was previously terminated with cause from Juvenile Drug Court, was it more than 18 months ago? (y) (n) (na)

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**You must answer no to all of the following for admission to Juvenile Drug Court**

11. Is the adjudicated charge one of the following: (y) (n)
  - manslaughter
  - aggravated assault
  - arson involving an inhabited structure
  - robbery
  - escape involving the use of a firearm, destructive device, or other dangerous weapon
12. Is the juvenile currently being held in a detention center? (y) (n)

IF YES, youth can be admitted if the following two conditions are met:

  - c. Is there a parent/legal guardian available/appropriate for release? (y) (n)

d. Does youth score <13 on the detention screening tool score? (y) (n)

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**You must answer “yes” to at least one (1) of the following for admission to Juvenile Drug Court:**

13. Has the juvenile tested positive for a substance at least once in the last 3 months? (y) (n)

14. Has the juvenile been suspended from school at least once in the most recent academic school semester? (y) (n)

15. Is the juvenile currently non-compliant with chemical dependency recommendations for services? (y) (n)

16. Is the juvenile currently non-compliant with conditions of probation such as home rules or new charges? (y) (n)

**RESULT:**

\_\_\_\_\_ Meets eligibility criteria – juvenile court officer to prepare affidavit of JDC recommendation

\_\_\_\_\_ Does not meet eligibility criteria – refer to other services

Completed by: \_\_\_\_\_, Juvenile Court Officer

Date: \_\_\_\_\_

# WEEKLY POINTS REPORT

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Path \_\_\_\_\_ Start Date \_\_\_\_\_ Last Week's Total Points \_\_\_\_\_

<b>Activity</b>	<b>Points</b>	<b>Earned</b>	<b>Comments</b>
Drug Testing ---All clean tests	<b>10</b>		
Curfew/EMS Checks ---met all expectations	<b>10</b>		
Attended all treatment as scheduled	<b>10</b>		
School: No tardies/truancies	<b>10</b>		
Positive School Report ---Assignments completed	<b>10</b>		
Attend Probation Meeting	<b>10</b>		
Community Services Hours completed	<b>5</b>		
Community Services balance at zero	<b>10</b>		
Fish bowl	<b>15</b>		
Kid with most points	<b>5</b>		
EQUIP on time & participation	<b>5</b>		
<b>Bonus: Path Advancement</b>	<b>50</b>		
<b>Bonus: Attend Court Activity</b>	<b>50</b>		
<b>Total This Week</b>			

## INCENTIVE REQUEST FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

I am requesting the following incentive:

\_\_\_\_ Deduct up to 4 hours of community service– 100 points per hour

\_\_\_\_ Extend curfew by 1 hour for 1 week – 500 points

\_\_\_\_ 1 Great Catch entry – 500 points

\_\_\_\_ Curfew extension for 3 hours for 1 night – 250 points

\_\_\_\_ Friends over after curfew for 1 night with supervision – 250 points

\_\_\_\_ Turn in Fish Bowl – earn 10 points

\_\_\_\_ Turn in 3 Fish Bowls – earn 50 points

\_\_\_\_ Turn in Great Catch – earn 150 points

Juvenile Court Officer \_\_\_\_\_ Date \_\_\_\_\_

Drug Court Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Team Approved \_\_\_\_\_

Team Denied \_\_\_\_\_

## RULES FOR JUVENILE DRUG COURT INCENTIVE PROGRAM

1. All Incentive Request Forms need to be filled out and handed in to the Probation Officer or Drug Court Coordinator prior to 3pm on Wednesdays.
2. When cashing in points, only one incentive per cash in, unless the Judge allows otherwise.
3. Juvenile must give requests prior to staffing and then approved by the team, if wanting to cash in their points.
4. Juvenile must put their fish on the incentive board if they receive one that week.
5. Team members will score each juvenile and average their scores to come up with the final score in each section.
6. Once a section has been scored and averaged by the team members, the score is non-negotiable.
7. If you are removed from the drug court programs, you are not eligible to cash in points.
8. No cash in's while on last chance contract.
9. No points will be generated in Path 4.

### Incentives

Deduct up to 4 hours of community service – 100 points per hour

Extend curfew by 1 hour for 1 week – 500 points

One great catch entry – 500 points

Curfew extension for 3 hours for 1 night– 250 points

Friends over after curfew for 1 night with supervision – 250 points

Turn in Fish Bowl – earn 10 points

Turn in 3 Fish Bowls – earn 50 points

Turn in Great Catch – earn 150 points