



DUI COURT PROGRAM

PARTICIPANT MANUAL

**BREAKING THE
CYCLE OF ADDICTION**

*This manual is intended to be used as a general guide for participants approved for DUI Court. It is not intended to answer specific questions regarding your case, your Conditions of Supervision, or your treatment obligations. Please contact the DUI Court Coordinator if you have specific questions. *Rev. June 2015*

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KEY COMPONENTS OF DUI COURT

(National Drug Court Institute)

- 1.) DUI Courts integrate alcohol/drug treatment services with justice system case processing.
- 2.) Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants' rights to due process.
- 3.) Eligible participants are identified early and promptly placed in the DUI Court Program.
- 4.) DUI Courts provide access to a continuum of alcohol/drug and other related treatment and rehabilitation services.
- 5.) Abstinence is monitored by frequent alcohol/drug testing.
- 6.) A coordinated strategy governs DUI Court responses to participants' compliance.
- 7.) Ongoing judicial interaction with each DUI Court participant is essential.
- 8.) The monitoring and evaluation of participants helps measure the achievements of program goals and gauges the effectiveness of the program.
- 9.) Continuing interdisciplinary education promotes effective DUI Court planning, implementation, and operations.
- 10.) Forging partnerships among DUI Courts, public agencies and community based organizations generates local support and enhances DUI Court effectiveness.

CONFIDENTIALITY

During DUI Court proceedings, only the Guilty Plea, Sentencing and Sanction/Violation hearings will be held on the record. The bi-weekly judicial review sessions will not be held on the record. No information disclosed during review hearings shall be used as the basis for prosecution of new crimes and no participant shall be required to testify to any information discussed or disclosed in Judicial Review meetings.

DUI Court participants will be asked to sign appropriate release of information forms authorizing the transfer of information among the DUI Court Treatment Team members. Participants will also be asked to sign a release authorizing that information about his/her case may be gathered for research purposes to aid in the evaluation of the effectiveness of DUI Court.

PROBATION SUPERVISION

Participants who are accepted into the DUI Court Program will be supervised by the DUI Court Program Coordinator. The supervising officer will verify the participant's address and conduct a home investigation to ensure a stable residence. Each participant is required to review and sign all Conditions of Probation/Parole Supervision, DUI Court Supervision, and TAD / Electronic Monitoring and enter into a payment contract with the Centre County Probation and Parole Department. Payment of program fees and court-ordered fines and costs will begin at the direction of the Probation Department.

Goals of Supervision

- To monitor participant's progress in completing the appropriate program and ensure their compliance with rules and conditions of the program.
- To protect the community and provide efficient, economical delivery of community corrections services to those participants convicted of criminal acts.
- To promote the accountability of participants in the community.
- To enhance the ability of participants to become productive, contributing members of their community.

Objectives

- Assure that participants are complying with all Court orders and conditions and following through with all treatment obligations.
- Monitor the progress and performance of all participants placed on DUI Court and take the necessary action to ensure compliance with all rules and conditions.

PROGRAM COSTS/FEEES

- Application Fee - \$500.00
- Mandatory Fines - \$500 - \$2,500.00
- Court Costs – Varies
- House Arrest - \$12.00/day
- TAD - \$12.00/day
- Supervision Fees - \$30.00/month
- Judicial Review - \$10.00/session

The costs/fees listed costs/fees listed above are estimated, and may vary from case to case. Applicants are required to submit \$500.00 along with their application. This fee will be applied against their court costs/fees. Following release from incarceration, participants will enter into a monthly payment contract with the Centre County Probation/Parole Department in order to satisfy the outstanding balance prior to their release from probation supervision. Payments are expected on a monthly basis. Failure to abide by the payment contract may result in termination from the program.

COURTROOM ETIQUETTE

DUI Court participants are required to appear On Time for bi-weekly Judicial Review Hearings before the DUI Court Judge. Program participants and their guests are asked to observe the following rules regarding Courtroom etiquette when they appear before the Court:

1. Dress Appropriately. This is a professional setting and you are encouraged to dress accordingly. Hats and shirts with inappropriate logos are not acceptable.
2. All cell phones and other electronic devices must be turned off before entering the Courtroom.
3. No recording devices are permitted in the Courtroom.
4. No food or beverages are permitted in the Courtroom or waiting area.
5. Once you are in the Courtroom and Court has started, please remain seated and quiet until your name is called.
6. In order to ensure prevention of disruption during judicial review hearings, children that require immediate supervision by the DUI Court participant are NOT to be brought to court sessions. Exceptions will be made for special events and graduation.
7. Everyone should stand when the Judge enters the Courtroom.
8. Always be respectful to the Judge; address him or her as “Your Honor” or “Judge”.

PHASES OF DUI COURT

PHASE 1 - Incarceration With Work Release

Time Frame: 30 to 90 days at Centre County Correctional Facility (depending on offense).

Goals:

- Complete period of work release / incarceration and incur no major misconducts.
- Establish or maintain employment if possible.
- Comply with Drug and Alcohol Treatment Plan.
- Meet with Case Manager as required.
- Recognition and Care of Basic Needs.
- Be compliant w/ Work Release Rules and Regulations (if applicable).
- Establish / maintain sobriety.

Supervision: Prison Staff and Reentry Specialist.

D&A Testing: Random tobacco, drug and alcohol testing during incarceration by prison staff.

Judicial Review: Bi-weekly.

Treatment:

- Begin or maintain compliance w/ Drug and Alcohol and /or Mental Health treatment.
- Maintain compliance with medication if part of treatment plan.
- Begin Case Management Process.

Support Groups:

- Attend and participate in available meetings each week.
- Orientation on support groups in participant home area and how to obtain a sponsor.
- Work to identify sponsor prior to release on IHD.

Journals: Start daily journal and submit as required.

Advancement Criteria:

- Remain arrest free while incarcerated.
- Maintain sobriety while incarcerated.
- Successful participation in treatment / case management.
- Make payments on work release fees/costs.

Potential Incentives / Potential Sanctions: The DUI Court utilizes a variety of incentives and sanctions to promote positive change and modify participant behavior. These are described in the Incentives and Sanctions Section located in a later section of this manual.

PHASE 2 - In-Home Detention / Electronic Monitoring via TAD

Time Frame: 120 to 275 days of In-Home Detention / Electronic Monitoring (depending on offense).

Goals:

- Community Reintegration.
- Establish and/or maintain education/employment/community linkages.
- Comply with Conditions of Supervision.
- Comply with Drug and Alcohol Treatment Plan.
- Comply with all elements of Case Management.
- Comply with established Payment Contract.
- Set Personal Goals.
- Maintain Sobriety.

Supervision:

- Field/home/office visits weekly/bi-weekly.
- Phone/email check-ins.
- Collateral contacts month (treatment, employer, family or police).

D&A Testing: TAD - continuous 24/7 alcohol monitoring while on Electronic Monitoring; Random urinalysis testing for other drugs at the discretion of the Supervising Officer.

Judicial Review: Bi-weekly.

Curfew: Permitted to leave residence only for approved appointments, counseling, meetings, and employment.

Treatment: Maintain compliance with all treatment and case management recommendations. A period of residential treatment may be utilized here if so recommended by the Pennsylvania Client Placement Criteria.

Support Groups:

- Attend ninety 12-step or sober support group meetings in 90 days.
- Upon completion, attend four meetings per week for the balance of the 1st year of the program.
- Securing a 12-step sponsor is strongly encouraged.
- Submit support group signature papers to TASC Case Manager bi-weekly at court.

Journals: Maintain daily journal and submit biweekly at court.

Advancement Criteria:

- Remain arrest free.
- Maintain sobriety.
- Actively participate in Drug and Alcohol Treatment.
- Work toward becoming self-sufficient and meeting basic needs.
- Maintain employment or actively seek employment, volunteer, or participate in an appropriate educational program.
- Make payments towards fines and costs.
- Actively work on Case Management Goals if applicable.
- Maintain and submit daily journal.

Potential Incentives / Potential Sanctions: The DUI Court utilizes a variety of incentives and sanctions to promote positive change and modify participant behavior. These are described in the Incentives and Sanctions Section located in a later section of this manual.

PHASE 3 - Intensive Supervision / Community Reintegration

Time Frame: Minimum of 6 months.

Goals:

- Continue Community Reintegration Efforts.
- Establish and/or maintain education/employment/community linkages.
- Comply with Conditions of Supervision.
- Comply with Drug and Alcohol Treatment Plan.
- Comply with all elements of Case Management.
- Comply with established Payment Contract.
- Follow through with goals set in Phase 2.
- Maintain Sobriety.
- Develop Drug and Alcohol-free leisure activities.

Supervision:

- Field/home/office visits weekly/bi-weekly.
- Phone/email check-ins.
- Collateral contacts month (treatment, employer, family or police).

D&A Testing: TAD – Continuous 24/7 alcohol monitoring for first 90 days; Random breath tests/urinalysis testing at the discretion of the Supervising Officer.

Judicial Review: Bi-weekly.

Curfew: 10:00 p.m. to 6:00 a.m., or as approved by the Supervising Officer.

Treatment:

- Maintain compliance with all treatment and case management recommendations, including adjustments as needed.
- Attendance at all scheduled appointments.

Support Groups:

- Starting with year two, attend three 12-step or sober support group meetings per week.
- Securing a 12-step sponsor is strongly encouraged.
- Submit support group signature papers to Case Manager bi-weekly at court.

Journals: Maintain daily journal and submit at court.

Advancement Criteria:

- Remain arrest free.
- Maintain sobriety.
- Continue positive progress in treatment.
- Maintain daily journal.
- Make payments toward fines and costs.
- Compliance with case management activities.

Potential Incentives / Potential Sanctions: The DUI Court utilizes a variety of incentives and sanctions to promote positive change and modify participant behavior. These are described in the Incentives and Sanctions Section located in a later section of this manual.

PHASE 4 - Regular Supervision / Re-Entry

Time Frame: For the balance of the Intermediate Punishment Sentence. Most offenders will graduate from the DUI Court Program after approximately 6 months of Supervision in Phase 4.

Goals:

- Remain arrest free.
- Maintain sobriety.
- Maintain employment – support self and dependents.
- Work toward completing drug and alcohol treatment.

- Comply with conditions of supervision.
- Continue to make payments toward fines and costs.
- Continue with drug and alcohol-free leisure activities.

Supervision: *Transition to regular Probation Supervision.*

- Field/home/office visits monthly.
- Phone/email check-ins.
- Collateral contacts month (treatment, employer, family or police).

D & A Testing: At the discretion of the Supervising Officer.

Judicial Review: Monthly – (1st session of each month) until Graduation; Quarterly – or as recommended by the DUI Court Judge.

Curfew: Established on a case-by-case basis.

Treatment: Complete course of outpatient treatment or continue in treatment as recommended.

Support Groups:

- Attend a minimum of three 12-step or sober support group meetings per week until graduation.
- Securing a 12-step sponsor is strongly encouraged. Once established, initiate contact with DUI Court Alumni Group for future participation.
- Submit support group verifications at monthly judicial review.

Journals: Maintain daily journal and submit at monthly judicial review.

GRADUATION CRITERIA

- Completion of, or compliance with, Drug and Alcohol Treatment Plan.
- Compliance with goals stated above.
- Maintain sobriety for an acceptable period of time prior to graduation, as deemed appropriate by the DUI Court Team.
- Maintain compliance with Payment Contract.

POST GRADUATION REQUIREMENTS

Following graduation from the DUI Court Program, participants transition to regular probation supervision for the remainder of their Intermediate Punishment sentence. During this period of probation supervision individuals are required to meet with their probation officer as required, and to submit to random drug and alcohol testing at the discretion of their supervising officer. In addition, graduates of the program are required to attend one DUI Court review session per quarter, or as otherwise required by the DUI Court Judge.

PROGRAM INCENTIVES AND SANCTIONS

The DUI Court utilizes a variety of incentives and sanctions to promote positive change and modify participant behavior.

Incentives:

The DUI Court rewards participants for their successful advancement through the program. The DUI Court Treatment Team has developed specific incentives and rewards to encourage the participant as he/she progresses through the DUI Court Program. The Treatment Team determines how these rewards and incentives are distributed.

Sanctions:

DUI Court participants are expected to comply with all aspects of the program. Failure to follow the rules of the DUI Court Program will result in progressive sanctions, which ultimately could lead to termination from the program. If terminated, the participant may be re-sentenced to the maximum permissible punishment for the offense by state law which may include time in a state prison facility.

Incentives and Sanctions include, but are not limited to the following:

Potential Incentives

Judicial Praise
Books
Decreased Judicial Review
Travel Permission Granted
Gift Card
Window of Time off IHD for Special Request
Personal Rewards Related to Interests
Phase Advancement
Reduced Reporting
Relaxed Curfew
Graduation/Completion of Program –
Certificate/Diploma

Potential Sanctions

Terminate Work Release
Essay/Letter of Apology/Other Writing
Assignment
Increased Drug/Alcohol Testing
More Restrictive Curfew
Daily/Increased Reporting
Increased Judicial Review
Written Warning
Community Service Hours
Develop Transportation Plan
Proof of Employment Search / Work with
CareerLink
Phase Time Increased / Phase Demotion /
Postponement of Graduation
Incarceration
Revocation / Termination from Program

DUI COURT ALUMNI GROUP

A DUI Court Alumni Group is being organized for program graduates. The Alumni Association will serve to promote continued recovery and rehabilitation for DUI Court participants and DUI Court Alumni. More information will be provided upon continued development of the program.

DUI COURT PROGRAM CONTACT INFORMATION

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Julie Seroski <i>DUI Court Program Coordinator</i>	Room 403 Courthouse Bellefonte, PA 16823	814-355-6771 814-404-1573
Patty Fornicola <i>TASC Case Manager</i>	3500 E College Ave, Suite 1200 State College, PA 16801	814-355-6782
District Attorney's Office	Room 404 Courthouse Bellefonte, PA 16823	814-355-6735
Public Defender's Office	Centre County Courthouse Bellefonte, PA 16823	814-355-6798

MISCELLANEOUS SERVICES CONTACT INFORMATION

<u>Name</u>	<u>Address</u>	<u>Phone</u>
Centre County Transportation	Iddings Street Milesburg, PA 16853	814-355-6807
Centre County Housing Authority	602 E. Howard Street Bellefonte, PA 16823	814-355-6750
Centre County MH/MR – D&A	3500 E College Ave, Suite 1200 State College, PA 16801	814-355-6782
Centre County Office of Adult Services	420 Holmes Street Bellefonte, PA 16823	814-355-6768
Centre County Children & Youth	420 Holmes Street Bellefonte, PA 16823	814-355-6755
Court Administration	Court House Bellefonte PA 16823	814-355-6728
Centre County Correctional Facility	700 Rishel Hill Rd Bellefonte, PA 16823	814-355-6794
PA CareerLink at State College	Match Factory Place Bellefonte, PA 16823	814-272-5465
Centre Area Transportation Authority	108 E. Beaver Ave State College, PA 16801	814-238-2282