

Adult Drug Court Team

Roles, Responsibilities, and Resources

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Adult Drug Court Team

Judge

- Presides over court review hearings and ensures program integrity in a non-adversarial atmosphere.
- Imposes a series of incentives and graduated sanctions to increase offender accountability and modify behavior in a consistent manner, taking into consideration the participant's individual needs.
- Is the ultimate decision-maker regarding graduation, termination and sanctions.
- Serves as the team leader.
- Facilitates team staffing meetings and status review hearings.
- Actively seeks information and input from all team members during staffing meetings.
- Utilizes effective practices to ensure procedural fairness in all program activities.
- Establishes and maintains policies and procedures concerning the exchange of information among team members and the court.
- Presides over semi-annual or annual policy meetings to review program operations and structure, program goals and objectives.
- Advocates for the program by utilizing his/her community leadership role to create interest and continued support.
- Attends multidisciplinary team training that addresses responsivity issues.
- Is knowledgeable about the drug court model, effective treatment interventions, and the national drug court standards.

Coordinator

- Oversees the day-to-day operation of the program.
- Ensures that referrals to the program are processed in a timely manner and communicates the eligibility decision to all parties.
- Develops and maintains all program materials including the policy and procedure manual, participant handbook, and participation agreements or contracts.
- Conducts participant exit interviews and performs other quality assurance reviews to obtain feedback on program operations.
- Maintains participant information in an electronic case management system.
- Ensures that new team members are orientated to the program and their roles and responsibilities.
- Schedules regular team meetings that focus on program policy, structure, and team-building activities designed to improve team function.
- Acts as the arbitrator to resolve team disputes and conflicts as they arise.
- Maintains program policies and procedures and ensures that the program operates consistent with program policies and procedures. Updates policies and procedures regularly to reflect program changes.
- Routinely monitors the quality and timeliness of program data entry and addresses performance issues.
- Monitors programmatic data on a semi-annual basis and provide the team with performance updates.
- Maintains financial information concerning the program and manages the program budget.
- Seeks, prepares and submits grant applications. Manages grant awards, both fiscally and programmatically.
- Plans and facilitates steering committee meetings.
- Identifies gaps in revenue and resources to assist the steering committee and the team in sustainability efforts.
- Acts as a spokesperson for the program to community leaders and organizations.
- Organizes, coordinates and attends regular team trainings.
- Is knowledgeable about the drug court model, effective treatment interventions, and the national drug court standards.

Probation Officer/Community Supervision

- Administers an evidence-based risk assessment instrument to determine eligibility and completes subsequent re-assessments.
- Assists with the execution of participation contracts, waivers, and supervision guidelines.
- Ensures the case plan is developed and updated based on re-administration of the risk assessment tool and attainment of goals.
- Monitors compliance with the supervision plan and all conditions of the court including: curfew checks (as established in program operations), fines/fees, restitution, and community service.
- Conducts random drug and alcohol screens. Ensures effective drug and alcohol testing protocols are followed.
- Conducts home and field contacts.
- Monitors the payment of restitution and program fees.
- Engages in transition planning with participant to prepare for program completion.
- Actively participates in team meetings and contributes to discussions concerning program entry, program progress, incentives, sanctions, graduation and termination decisions.
- Provides weekly reports, in writing, to the team about the participant's progress with his or her supervision plan.
- Promptly enters supervision data into the drug court case management system.
- Performs routine criminal record checks.
- Attends and provides input at regularly-scheduled policy meetings that include the review of program operations, structure, team building and functioning.
- Attends multidisciplinary team training that addresses responsivity issues.

Prosecutor (State's Attorney, District Attorney)

- Refers potential participants for eligibility determination.
- Determines legal eligibility which takes into account community safety and victim's rights and concerns.
- Assists with executing participant agreements or contracts, waivers, and terms and conditions including restitution and other responsibilities accepted by the participant during plea proceedings.
- May assist with resolving other pending legal actions that impact the potential participant's legal status or program eligibility.
- Attends all staffing meetings and status review hearings and actively participates in team discussions regarding program entry, program progress, incentives, sanctions, graduation, and termination decisions.
- Maintains a non-adversarial approach on the team while pursuing justice, ensuring public safety and protecting the victim's rights.
- Attends and provides input at regularly-scheduled policy meetings that include the review of program operations, structure, team building and functioning.
- Assists with community outreach and education.
- Promotes the program within the local legal and law enforcement communities.
- Attends multidisciplinary team training that addresses responsivity issues.
- Is knowledgeable about the drug court model, effective treatment interventions, and the national drug court standards.

Defense Attorney (Public Defender, Court Appointed, Private)

- Promptly refers potential participants to the program for eligibility determination, when appropriate.
- Informs and effectively advises individuals of their legal rights, legal options, and treatment options prior to program entry.
- Assists the participant with understanding and executing the participant contract, waivers, and supervision conditions.
- Without violating attorney-client privilege, encourages participants to be forthcoming and honest regarding their progress and recovery process.
- Advocates for fair and equal treatment of the participant.
- Monitors courtroom activities for any potential constitutional and liberty issues and any potential disparate treatment of participants.
- Maintains a non-adversarial approach while protecting participant's constitutional rights and advocates for the participant's stated legal interests.
- Attends all staffing meetings and status review hearings and actively participates in team discussions regarding program entry, program progress, incentives, sanctions, graduation, and termination decisions.
- During status review hearings, advocates for participant in a non-adversarial manner, helps provide participant input for incentives and sanctions, and promotes a unified team presence.
- Monitors operations for adherence to program procedures, supervision terms, and that drug testing protocols are followed.
- Attends regularly-scheduled policy meetings that include the review of program operations, structure, team building and functioning.
- Provides input regarding program improvement at policy meetings, and assists in resolving areas in need of improvement.
- Promotes the program within the local legal community.
- Attends multidisciplinary team training that addresses responsivity issues.
- Is knowledgeable about the drug court model, effective treatment interventions, and the national drug court standards.

Treatment Provider

- Conducts a comprehensive assessment using a validated instrument to determine program eligibility.
- Provides weekly information concerning a participant's progress in treatment and compliance with the treatment plan, including treatment attendance and the results of alcohol and drug tests if administered through treatment.
- Provides individual and group treatment that addresses the needs and responsivity issues of the participants served by the program.
- Secures appropriate recovery support and ancillary services as needed.
- Develops appropriate treatment responses to relapses.
- Promptly enters supervision data into an electronic case management system.
- Attends team staffing meetings and actively participates in team discussions regarding program entry, program progress, incentives, sanctions, graduation, and termination decisions.
- Attends and provides input at regularly-scheduled policy meetings that include the review of program operations, structure, team building and functioning.
- Assists in providing training on substance use disorders, recovery, treatment methodologies, and treatment terminology.
- Regularly attends training on current research regarding effective substance use and behavioral health treatment.
- Attends multidisciplinary team training that addresses responsivity issues.
- Is knowledgeable about the drug court model, effective treatment interventions, and the national drug court standards.

Law Enforcement Officer

- Works with the prosecutor to determine legal eligibility and assists with criminal history reviews and other background information.
- Assists probation supervision officers with field and home checks, conducts curfew checks and drug testing.
- Promptly reports drug test results and behaviors observed to the team and enters all supervision data into the database.
- Processes and serves warrants.
- Monitors and reports any participant contact with law enforcement.
- Actively participates in team meetings contributing to discussions concerning program entry, program progress, incentives, sanctions, graduation and termination decisions.
- Assists with reviewing supervision procedures and practices, terms and conditions, and drug testing on a regular basis for effectiveness with the target population.
- Attends and provides input at regularly-scheduled policy meetings that include the review of program operations, structure, team building and functioning.
- Acts as a liaison between the program and local law enforcement agencies by educating officers about the program.
- Attends multidisciplinary team training that addresses responsivity issues.

Case Manager

- Meets with participant and assesses participant's needs, criminogenic risks, strengths, and resources and makes an initial determination of the participant's psychosocial condition.
- Works with the participant to identify a support network.
- Assists the participant in identifying services and supports needed to meet their program goals, making referrals to appropriate services and supports.
- Advocates for participant's eligibility for services by negotiating with and educating service providers.
- Meets with the participant regularly, including home contacts, to engage with and assist in meeting goals.
- Conducts ongoing assessments of the participant's progress to determine if the participant is using available services, if the services being provided are at an adequate intensity, and if the participant is benefiting from the services.
- Assists the participant in locating transportation resources when needed in order to make appointments and, in some cases, provides transportation.
- Provides timely reports to the team concerning participants' progress with goals, strategies, and actions and enters case management into the database.
- Actively participates in team meetings contributing to discussions concerning program entry, program progress, incentives, sanctions, graduation and termination decisions.
- Attends and provides input at regularly-scheduled policy meetings that include the review of program operations, structure, team building and functioning.
- Attends multidisciplinary team training that addresses responsiveness issues.
- Is knowledgeable about services and supports in the community that participants may need to access, such as housing assistance, supplemental nutrition assistance program, employment assistance, GED, Medicaid, and privately-funded public assistance programs. Maintains ongoing communication with ancillary service agencies and community supports.

Evaluator

- Attends team staffing meetings and actively participates in team discussions regarding program entry, program progress, incentives, sanctions, graduation, and termination decisions.
- Attends status review hearings periodically to review program design and operation.
- Conducts annual focus groups with participants to obtain feedback concerning program operations.
- Develops reliable and valid methodologies to study the effectiveness of the program.
- Is familiar with electronic data management systems utilized by the program and has the demonstrated ability to analyze data from multiple systems.

Peer Recovery/Support Specialist

- Assesses a participant's internal and external strengths, supports and resources, and identifies areas to address.
- Connects participants to recovery support resources, acts as a liaison for informal and formal community supports, resources, and recovery-related activities.
- Attends and actively participates in treatment and staffing team meetings contributing to discussions concerning program entry, program progress, incentives, sanctions, graduation, and termination decisions.
- Acts as a liaison between the recovery support community and the program and is an ambassador for the program within the recovery support community.
- Attends and provides input at regularly-scheduled policy meetings that include the review of program operations, structure, team building and functioning.
- Provides formal and informal training and information to team members about sober support and the recovery support community.
- Attends multidisciplinary team training that addresses responsiveness issues.
- Has life experience as a person in recovery and has the ability to build a relationship with the participant based on mutual understanding.
- Familiar with the local recovery community and recovery supports that are available in the community.

Resources

ONLINE MATERIALS

Idaho: Problem-Solving Court Team Member Roles and Responsibilities. https://isc.idaho.gov/psc/toolkits/New_PSC_Team_Member_Roles.pdf

Minnesota Supreme Court: Drug Court Roles and Responsibilities. http://www.mncourts.gov/documents/0/Public/Problem_Solving_Courts/Drug_Court_Roles.pdf

Ohio Supreme Court: Specialized Docket Program, Treatment Team Roles and Responsibilities, pp. 14-18. <https://www.supremecourt.ohio.gov/JCS/specDockets/certification/programDescription.pdf>

Billings, Montana: Roles and Responsibilities, pp. 28-35. http://jpo.wrlc.org/jspui/bitstream/11204/448/3/Policies%20and%20Procedures%20Manual_Billing_s%20Adult%20Misdemeanor%20Treatment%20Court%20Montana.pdf

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Taylor, P. (July 2014). Building Recovery-Oriented Systems of Care for Drug Court Participants. *Drug Court Practitioner Fact Sheet*, Vol. IX, No. 1. National Drug Court Institute. <http://www.ndci.org/sites/default/files/nadcp/Recovery-Oriented%20Systems%20of%20Care.pdf>

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National Drug Court Institute. Core Competencies Guide: Adult DCPI Trainings. <http://ndcrg.org/sites/default/files/PDF/Core%20Competencies%20Guide.pdf>

National Association of Drug Court Professionals. Multidisciplinary Team, *Adult Drug Court Best Practice Standards*, Vol. II, Standard VIII, pp. 38-50. http://www.ndcrg.org/sites/default/files/adult_drug_court_best_practice_standards_volume_ii.pdf

National Association of Drug Court Professionals. Roles and Responsibilities of the Judge, *Adult Drug Court Best Practice Standards*, Vol. I, Standard III, pp. 20-24. <http://www.allrise.org/sites/default/files/nadcp/AdultDrugCourtBestPracticeStandards.pdf>

National Drug Court Institute. The Roles of the Drug Court Judge, *The Drug Court Judicial Benchbook*, Chapter 3, pp. 45-61. http://www.ndci.org/sites/default/files/nadcp/14146_NDCI_Benchbook_v6.pdf

Freeman-Wilson, K., Tuttle, R., Weinstein, S. (May 2001). Ethical Considerations for Judges and Attorneys in Drug Court. National Drug Court Institute. <http://www.ndci.org/sites/default/files/nadcp/ethicalconsiderations.pdf>

Freeman-Wilson, K., Sullivan, R., and Weinstein, S. (April 2003). Critical Issues for Defense Attorneys in Drug Court. Monograph Series 4. National Drug Court Institute. <http://www.ndci.org/sites/default/files/ndci/Mono4.CriticalIssues.pdf>

Citrin, G. and Furhmann, M. The Role of Defense Counsel in Drug Courts. American University Justice Programs Office. <https://www.american.edu/spa/jpo/initiatives/drug-court/upload/Defense-Counsel-Fact-Sheet.pdf>

Davidson, L. and Rowe, M. (May 2008). Peer Support within the Criminal Justice Settings: The Role of Forensic Peer Specialists. The CSMH National GAINS Center. <http://www.prainc.com/wp-content/uploads/2015/10/peer-support-criminal-justice-settings-role-forensic-peer-specialists.pdf>

Depression and Bipolar Support Alliance (DBSA). Certified Peer Specialists. https://www.peerleadershipcenter.org/plc/Certified_Peer_Specialists.asp

Collaborative Justice, Assess Your Team. <http://www.collaborativejustice.org/assess.htm>

WEBINARS

"Judge We Need You!": Judicial Leadership and DWI Courts," April 30, 2014 – National Center for DWI Courts. Webinar and PowerPoint: <http://www.ndcrc.org/content/judge-we-need-you-judicial-leadership-and-dwi-courts>

"Community Supervision," July 10, 2012 – National Association of Drug Court Professionals. <http://bit.ly/2ekJOEQ>

"The Role of Defense Counsel Webinar Series," September 2016 – American University. https://www.youtube.com/playlist?list=PL-EJm4-9OWY9OIditaHDx6JcLJWsLn8_m

"The Role of Prosecutors in Drug Treatment Courts," November 15, 2016 – American University. Webinar: <https://www.youtube.com/watch?v=1c2WclGgoYM&feature=youtu.be>
PowerPoint: <http://www.american.edu/spa/jpo/videos/upload/The-Role-of-Prosecutors-in-Drug-Treatment-Courts-presentation.pdf>

TRAINING COURSES

"Know Your Role" – National Drug Court Institute: NDCI offers eight, intensive training programs for all new and transitioning Drug Court team members. <http://www.ndci.org/training/know-your-role>

"The Beat: A Law Enforcement Officer's Guide to Drug Courts" – National Drug Court Institute: In-depth, self-paced course is designed to educate law enforcement officers on Drug Court programs and the role law enforcement plays on the Drug Court team. <http://www.ndci.org/the-beat>