

POLICY AND PROCEDURES FOR PROBATION OFFICER

DIVERSION MANAGER /PROBATION OFFICER- the Diversion Manager will complete an initial assessment for all Diversion and Post Plea referrals, document the defendant's progress in treatment, employment and any other programs. With this information, he/she will update the Drug Court Administrator as to the Defendants progress prior to the staffing of each defendant for court.

I. Referral procedures

- A.** All referrals will be reviewed and assigned by the Probation Office Drug Court Unit Supervisor.
 - 1. Diversion and Post Plea referrals will be faxed to the unit supervisor by the Drug Court Administrator.
 - 2. Probation and Re-Entry referrals will be sent to the Unit Supervisor as an order of probation or a request for evaluation for Drug Court.
 - 3. Identify which track the referral will be assigned. (ie Diversion, Post Plea, Probation or Re-Entry)
 - 4. Assign to Probation Officer / Diversion Manager and inform the officer of the defendant's initial Drug Court date.
- B.** The assigned Drug Court Probation Officer / Diversion Manager will insure the referral meets program criteria.
 - 1. Insure the charge meets the guidelines to participate or can be amended to meet the guidelines.
 - 2. Insure referral includes which program the defendant is assigned. (ie Diversion or Post Plea)
 - 3. Insure the defendant is a Boone or Callaway County resident
 - 4. Schedule an assessment if the case is a Diversion or Post Plea referral.

II. Assessment process

- A.** The Drug Court Administrator is responsible for conducting the Initial Assessment and will advise the Probation office Drug Court unit supervisor when a Diversion or Post Plea case is placed on the Drug Court Docket.
- B.** Probation Officer / Diversion Manager Assessment
 - 1. An additional assessment is required for all Diversion and Post Plea referrals.

2. The referral will have the initial court date and the assessment must be completed by the staffing prior to the assigned initial court date.
3. The probation officer/Diversion Manager assessment will consist of the following information.
 - i. Referrals first, middle and last name
 - ii. D.O.B.
 - iii. S.S.#
 - iv. employment info
 - v. driving status
 - vi. drug screen results
 - vii. criminal history
 - viii. personal history
 - ix. education
 - x. mental and physical health info
 - xi. drug history
 - xii. substance abuse treatment history
 - xiii. Referrals motivation for participation in Drug Court
 - xiv. Recommendation for defendants acceptance or denial

III. Participation

- A. The Drug Court Probation Officer / Diversion Manager will.
 1. maintain all information requested on the Drug Court status sheet
 2. insure the information is updated and complete prior to staffing
 3. notify the Drug Court Administrator and the participants Treatment Provider of any problem (Arrests, Positive tests, no shows ect.) or participant requests (change of court date, out of county trips, out of state trips, weddings, funerals, ect.).

IV. Acceptance or Denial

- A. The Drug Court Team will review each prospective participant prior to acceptance or denial during the pre-court staffing.
- B. During the Team Staffing a presentation of all Post Plea referrals, the Drug Court Administrator and the Diversion Manager / Probation Officer's assessments will be made and each team member will have an opportunity to voice their opinion.
- C. During the Team Staffing a presentation of all Diversion referrals, the Drug Court Administrator, the Diversion Manager / Probation Officer and the Treatment provider assessments will be made and each team member will have an opportunity to voice their opinion
- D. The Drug Court Judge will have the final decision as to the defendant being accepted or denied Drug Court.
- E. If the defendant is denied Drug Court the criminal preceding will continue as normal.
- F. If the defendant is accepted the criminal case preceding will be stopped until the defendant graduates nor is terminated.

V. Graduation

- A.** When a participant is scheduled for graduation the Probation Officer / Diversion Manager will insure that the defendant has completed all requirements of the Drug Court Program before the scheduled Graduation Date.

VI. Termination

- A.** When a Diversion or Post Plea participant is terminated the Drug Court Judge will assign them the next available court date in the division they were assigned or had pled in.
 - 1. The Drug Court Diversion Manager will be sent a Discharge report and will have the drug Court case closed in the Probation office database.
- B.** When A Probation or Re-Entry participant is terminated the Drug Court Judge will assign them the next available court date in the division they were convicted in.
 - 1. The Drug Court Probation Officer will write a probation violation and have the case closed in the probation office data base.