

**PROCEEDINGS OF THE BROWN COUNTY**  
**HUMAN SERVICES COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Human Services Committee was held on Wednesday, July 26, 2017 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Hoyer, Supervisor Brusky, Supervisor Schadewald, Supervisor Linssen  
**Excused:** Supervisor De Wane  
**Also Present:** Judge Zuidmulder, Health & Human Services Director Erik Pritzl, Human Services Deputy Director Nancy Fennema, Human Services Finance Manager Eric Johnson, Public Health Officer Anna Destree, ADRC Director Devon Christianson, Deputy Executive Jeff Flynt, other interested parties.

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**I. Call Meeting to Order.**

The meeting was called to order by Chair Hoyer at 5:30 pm.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Brusky, seconded by Supervisor Linssen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of June 28, 2017.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public: None.**

**Report from Human Services Chair, Erik Hoyer:**

Chair Hoyer wished to address comments made at the July County Board meeting regarding compliance. He said it is important to recognize that there are times when they may be out of compliance but when issues of compliance come up they are addressed immediately and as quickly as the structure allows. Hoyer said he appreciated the comments made by Supervisors Linssen and Schadewald at the County Board and said the goal is to be compliant and he feels if employees are in a situation between being in compliance and not being in compliance, they would choose to be in compliance. Hoyer wanted to make it clear that this Committee does not ignore compliance issues.

**1. Review Minutes of:**

- a. **Ageing & Disability Resource Center (April 27, 2017).**
- b. **Children with Disabilities Education Board (June 19, 2017).**
- c. **Mental Health Treatment Committee (June 21, 2017).**
- d. **Veterans' Recognition Subcommittee (June 20, 2017).**
- e. **Human Services Board (June 8, 2017).**

**Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to suspend the rules to take Items 1 a-e together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Linssen, seconded by Supervisor Brusky to approve Items 1 a-e. Vote taken. MOTION CARRIED UNANIMOUSLY**

**OWI Treatment Court**

**2. OWI Treatment Court Information – Judge Zuidmulder.**

Judge Zuidmulder provided a handout, a copy of which is attached. He recalled that he had been before this Committee a few months ago to give his annual update on the various treatment courts and at that time he

indicated the Public Safety Committee had asked him to look into the formation of an OWI treatment court. He noted the Public Safety Committee voted 4 to 1 to support an OWI treatment court and asked him to come back before them to explain what the budget would be. Judge Zuidmulder continued that an OWI treatment court would be housed under the Human Services Department and that is why he is coming to this Committee at this time. He noted that an OWI treatment court would be aimed at fourth time offenders as that is the point an OWI becomes a felony. Currently the DA would potentially offer a withheld prison sentence with a year in the county jail, however, if a defendant wished to take part in an OWI treatment court, the offer would likely be a withheld prison sentence but only six months in the county jail.

Judge Zuidmulder feels an OWI treatment court could accommodate 30 people and noted that the cost to house 30 people in the jail for 180 days would be about \$301,950. He said this would have to be passed by the Board at their budget meeting in November and they could start taking people into the Court then. He noted they will not take people while they are in the County jail, but once people are done serving their six months they would go directly into treatment court.

On the page of the handout that talks about the planning costs, Judge Zuidmulder has broken down the gross cost, but said he feels there is likely to be significantly higher revenue in this court than in the other treatment courts. He said the offenders in this court typically would not have a history of any other criminal activity. They are typically people who are employed fulltime in the community and are otherwise responsible citizens and based on this, Judge Zuidmulder feels they will be able to pay a user fee. He feels that on the revenue side they could take in between \$15,000 - \$20,000 which would result in a net cost to the County for an OWI treatment court of somewhere between \$80,000 - \$90,000. Judge Zuidmulder said he would like support from this Committee to establish this court and discuss getting it into the budget.

Supervisor Schadewald said he has no problem supporting the program and feels the potential return on investment may be somewhat higher than what Judge Zuidmulder has provided. He feels that this boils down to an issue of the safety of the citizenry.

Supervisor Brusky said she is very proud of the County and the Judges and everyone who works on the treatment courts and she is happy to support this.

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to send the Brown County OWI Treatment Court proposal to Administration to implement in the 2018 budget. Vote taken. MOTION CARRIED UNANIMOUSLY**

### Communications

3. **Communication from Supervisor Schadewald re: I request a review of contracted service contracts in the Human Services and Health Department Division be done by the Human Services Committee. *Referred back from April meeting.***

Schadewald said this Item will be discussed under Item 10 later in the meeting.

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

### Wind Turbine Update

4. **Receive new information – Standing Item.**

Schadewald informed he received confirmation that a joint informational Board of Health & Human Services meeting will be held Tuesday, September 12<sup>th</sup> in the Bay Port High School PAC Auditorium (2710 Lineville Rd., in Howard @ 5:30 pm). There is plenty of room to get all of the speakers on the stage and Schadewald would like confirmation of those coming to speak as well as a little biography on each. He would also like to know if anyone needs anything such as projectors or screens. He will determine the order of the presenters and each presenter will be allowed to speak for 20 – 25 minutes. Schadewald will announce this at the next County Board meeting so people can get their questions in ahead of time if possible. He will moderate and facilitate the meeting which will be an informational presentation for the Supervisors and constituents. He feels this

presentation will last several hours and final details can be worked out at the next Human Services Committee meeting. Hoyer feels this needs to be noticed as a joint Human Services Committee/Board of Health meeting. Brusky agreed that it should be noticed as a joint meeting. The format of the meeting was discussed and Linszen noted that he would like questions from County Board members given preference.

#### Human Services Department

**5. Budget Adjustment (17-59): Reallocation between two or more departments, regardless of amount.**

When the 2017 budget was adopted, the calculations for the 1% plus \$0.1923/hour increase set aside monies in case any of the remaining unions de-certified. The nursing union for the Community Treatment Center de-certified during calendar year 2017, and the employees have already received the wage difference. The fiscal effect of this is \$5,420.

**Motion made by Supervisor Schadewald, seconded by Supervisor Linszen to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**6. Executive Director's Report.**

Health and Human Services Director Erik Pritzl highlighted several items in his report contained in the agenda packet. With regard to the Economic Support portion of his report, he informed the Committee that Governor Walker was in Brown County recently to highlight the fraud activities and talk about the work of the Economic Support Division and our consortium. It was exciting to have the Governor here highlighting the County's programs and talking about the great work being done and Pritzl said the Brown County Economic Support Department is a model throughout the State in terms of what they do. He noted the Sheriff's Department and District Attorney's Office work very well together with the Economic Support Department to do a great job.

Schadewald said he received an article recently about Washington County looking at regionalizing and asked if Brown County is looking at regionalizing any more services than they already do. Pritzl said they are not currently looking at regionalizing anything more than they do now. They are looking more at the possibility of becoming a regional provider for things like the Community Treatment Center. On the Community Services side, there are bills pending that would allow the County to regionalize some other services, particularly in child welfare, but those are not approved yet. Being a large county in the region, Pritzl said it would make sense that Brown County would be a driver of some of that, but at this time he feels we are busy enough with Brown County work and we cannot really regionalize much more than we do now.

Pritzl also referenced a comment made at the County Board meeting about the Housing Authority and the Executive Director of Health and Human Services meeting with the Housing Authority Director and wanting to get people out of jail. He said that that was not quite the purpose of the meetings with the Housing Authority Director, Robyn Hallet. Pritzl said that he has met with Hallet a number of times to talk about what could possibly be done collaboratively because the Housing Authority administers housing programs and the County has people in need of housing, but there are rules and barriers to access. He has met with Hallet to talk about what could be done collaboratively between the two departments. Hallet made the Green Bay Housing Authority aware of discussions and it was decided that the Brown County Housing Authority should also be made aware of the discussion. Pritzl said this issue has not progressed beyond the discussion stage at this time. The goal is not to bring people out of jail. The goal is more to look at people involved in County programs that have a distinct need for safe and supportive housing that they do not have access to.

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**7. Financial Report for Community Treatment Center and Community Programs.**

**Motion made by Supervisor Linszen, seconded by Supervisor Schadewald to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**8. Statistical Reports.**

- a. CTC Staff – Double Shifts Worked.
- b. Monthly CTC Data - Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
- c. Child Protection - Child Abuse/Neglect Report.
- d. Monthly Contract Update.

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to suspend the rules to take Items 8 a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to receive and place on file Items 8 a-d. Vote taken. MOTION CARRIED UNANIMOUSLY

**9. Request for New Non-Continuous and Contract Providers and New Provider Contract.**

Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

**10. Review of contracted services.**

Pritzl referred to the Provider Contract list contained in the agenda packet which lists the agency, the service description, the target client, the program units, and the updated *not to exceed* amount which is the internal limit set for the 2017 contract as well as the 2018 *not to exceed* amount which was calculated after meeting with division managers to find out what they feel they will need. The comments area contains information as to what services are mandated and non-mandated and other comments that could provide more insight for the Committee.

Pritzl continued that services can be mandated through State Statute or the Administrative Code and they can also be non-mandated related services that are connected to a mandated service but are optional. Some non-mandated items were identified in Pritzl's memo in the agenda packet and he noted that he looked back at old action to get some history. There appeared to be a lot of scrutiny and effort made around the contract areas in 2009 which resulted in some contracts being restored and some being added.

Schadewald feels the contracts should be discussed over the next several months so the Committee can learn more and have an opportunity to ask questions. Hoyer suggested that this be placed on the agenda each month as a standing item. Schadewald agreed with Hoyer in that this should be a standing item as he feels it is important to let contractors have the right to talk to the Committee if they feel the need. Schadewald does not want decisions made and then have to look at these things after the budget is passed instead of examining things earlier.

Pritzl informed that he and his staff are really looking at non-mandated services and trying to find all the ways they can to make this work carrying 2017 forward to 2018 but noted it is challenging. They know they must provide mandated services and that there are a certain amount of non-mandated services that they also provide. They cannot ignore this as not meeting the mandates would put the County at risk both financially as well as programmatically. All of the programs are important and serve populations they want to serve. They are working to determine if things can be done the same way as they were in the past or if they need to do some targeted changes.

Pritzl continued that they will know soon what they can fund and what they cannot fund and this can be discussed further at the next meeting. The Committee will have to manage the process of people and organizations coming forward and explaining why they should have all their funding and Pritzl will also be in a position to tell the Committee why they need the funding for their programs soon.

Schadewald would like a breakdown of what contracts are non-levy funded. He asked what rationale is used in determining the contract numbers. Pritzl said they went through the entire budget and looked at the contract list in isolation and talked to each of the managers and looked at what was historically spent and then talked about any reasons that might exist to have the numbers adjusted. A lot of this was driven by the people being

served and the people existing in the placements. Then as they went through the budget overall, they looked at everything. They looked at the history of different areas, such as residential care, and they looked at the average and then looked at the accuracy and identified changes that may have been made that could bring the amount down or adjust it up. They are looking at this line by line with financial people, program managers and administration. Schadewald said that is exactly what he wanted from his communication and he wants Pritzl to understand that he wants the information necessary to answer any questions someone may ask him and he also wants to be sure that if things go south, that decisions were made based on good numbers and good discussions. Pritzl noted that he and the managers will be at the budget meeting for anything that may come up at that time.

Schadewald asked Pritzl if he is anticipating putting his cuts or changes in contracted services in the proposed budget he submits to the County Executive. Pritzl responded that what is submitted to the Executive will contain whatever modifications are made to the contracts.

**Motion made by Supervisor Schadewald, seconded by Supervisor Linssen to hold for one month to discuss at the August meeting. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Other**

**11. Audit of bills.**

**Motion made by Supervisor Schadewald, seconded by Supervisor Brusky to acknowledge the receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**12. Such other Matters as Authorized by Law.**

Hoyer asked if there was any objection to rescheduling the next meeting date due a conflict in his schedule. It was decided that the next meeting will be held on August 14, 2017 at 5:30 pm.

**13. Adjourn.**

**Motion made by Supervisor Brusky, seconded by Supervisor Linssen to adjourn at 6:26 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Alicia Loehlein	Therese Giannunzio
Recording Secretary	Transcriptionist

**BROWN COUNTY HEALTH & HUMAN SERVICES**

Treatment Alternatives and Diversion Program  
300 E. Walnut St.  
Green Bay, WI 54301



Phone (920) 391-4849 Fax (920) 391-4849

**Brown OWI Treatment Court Planning Cost**

**EM Cost- SCRAM (Based on 30 Participants)**

Participants	Daily Unit Cost	Monthly Unit Cost	Projected Use Days	Cost
Cost per participant for projected use days	\$4.41	\$18	168	\$812.88
Anticipated Cost for New Participants within calendar year	\$132.30	\$2,160	168	\$24,386.40

**New Treatment Court Case Manager Cost (37.5 Hour Position)**

Hourly Rate	Standard Hours	Total FT Salary	FICA	Retirement Credit 0%	Retirement Credit 6.8%	Disability	UC @ .25 %	Work Comp	Health Ins	Dental Ins	Life Ins	Total Fringe Benefits	Total Cost
\$21	\$1,950	\$40,950	\$2,952	0	\$2,785	\$156	\$102	\$61	\$8,922	\$1,000	\$82	\$16,060	\$57,010

**Supplies Cost**

Supplies Needed	Cost	Total
Laptop/Accessories	\$1600	\$1600
Monitor	\$225	\$225
Total		\$1825

**Treatment Court Fees for OWI Treatment Court (Based on 30 participants)**

Participants	Monthly Court Fees	Projected Number of Months	Anticipated Collection
Amount per participant	\$60	12	\$720
Anticipated amount for 30 participants	\$1800	12	\$21,600

\*\* These numbers show the minimum fee associated with OWI Court. Depending on income the fee will range from \$60-120 per month for each participant\*\*

**Other OWI Treatment Court Costs-**

Incentives	\$1,000
Transportation	\$2,000
Housing	\$2,000
Counseling	\$10,000
Testing (Redwood Toxicology)	\$7,500
Office/Testing Supplies	\$2,750



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Training/Travel	\$500
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**Potential Return on Investment- Entering OWI Court vs Jail Stay**

Participants	Cost per Day	Number of Jail Days	Total Amount
Amount per participant	\$55	183	\$10,065
Anticipated amount per 30 participants	\$1,650	5,490	\$301,950

**Total Cost**

Item	Expense
OWI Case Manager	\$57,010
Computer Supplies	\$1,825
Incentives	\$1,000
Transportation	\$2,000
Housing	\$2,000
Counseling	\$10,000
Testing (Redwood)	\$7,500
Office/Testing Supplies	\$2,750
Training/Travel	\$500
Electronic Monitoring (SCRAM)	\$24,386.40
<b>Projected Total Cost:</b>	<b>\$108,971.40</b>

**Final Cost**

Projected Program Cost	\$108,971.40
Program Fees Minimum (\$60)	\$21,600
<b>Final Program Cost</b>	<b>\$87,371.40</b>

## OWI TREATMENT COURT SCRAM/COURT FEE BREAKDOWN

There will be a three level sliding fee scale associated with the OWI Treatment Court. The amount of the fee will be determined by the gross income of the participant and the spouse if applicable. Participants in the OWI Treatment Court will be required to pay for the full cost of the SCRAM (Alcohol Monitoring Unit) within the first year of participation in the Treatment Court.

LEVEL	GROSS INCOME OF PARTICPANT (AND SPOUSE) PER MONTH	AMOUNT OF FEE
1	\$0.00 to \$1,499.99	\$60.00
2	\$1500 to \$2,499.99	\$90.00
3	\$2500.00 or more per month	\$120.00

**\*\* These numbers are based off of general probation fee guidelines\*\***





Brown County  
Treatment Alternatives  
& Diversion Program  
**PARTICIPANT CONTRACT**



**Defendant's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Case Number(s):** \_\_\_\_\_

**INTRODUCTION:** The Brown County OWI Court Program is a court that is specifically designated and staffed to handle cases involving chemically dependent adult offenders through an intensive, judicially-monitored program of drug and alcohol treatment, rehabilitation services, and strict community supervision. The OWI Court is built upon the Drug Court model which provides a unique partnership between the criminal justice system and drug treatment community, one that structures treatment intervention around the authority and personal involvement of an OWI Court Judge. The OWI Court Judge and the OWI Court Team work together with the participant toward a common goal of breaking the cycle of alcohol and other drug abuse and criminal behavior. The OWI Court Team acknowledges accomplishments with a variety of incentives and responds to violations with a variety of sanctions.

**INSTRUCTIONS:** With your attorney present, carefully read each item in each section. Your initials acknowledge your understanding of and agreement to the statements in the section preceding your initials. Please sign your full name at the end of the contract, acknowledging your voluntary agreement to this entire Brown County OWI Court Participant Contract.

**1) ELIGIBILITY REQUIREMENTS:**

- a) I am a Brown County resident.
- b) I am not subject to jurisdiction of juvenile court and satisfy age standards of treatment providers.
- c) My current offense is a non-violent crime resulting from/motivated by substance abuse/addiction/dependency.
- d) At minimum, I must be facing a criminal charge of OWI 4<sup>th</sup> to be considered for the OWI Treatment Court. Extenuating circumstances will be considered on a case by case basis.
- e) I am aware that entry in the OWI Court Program requires that I plead guilty to my criminal charges, and requires the waiver of other important rights.
- f) I have never been found guilty, nor had adjudication withheld for any violent felony offense as defined in section 941.291(1)(b) of the Wisconsin State Statutes or similar crimes in any state.
- g) I do not have any prior/current convictions involving use of dangerous weapon.
- h) I do not have any prior/current sex offenses, stalking, arson, or kidnapping offenses.
- i) I am aware a clinical substance abuse screening and assessment is required to determine whether my participation in the Program is clinically appropriate. I will cooperate with the OWI Court Case Manager at all times, including signing consents for disclosure of my substance abuse and mental health treatment related records or other consents deemed necessary, and agree to follow all recommendations from that assessment, including: inpatient or residential treatment, outpatient or day treatment, individual and/or group therapy, family/couples counseling, or any other treatment deemed appropriate or recommended by the OWI Court Team.
- j) I voluntarily agree to participate and abide by the rules of the OWI Court.

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- k) I am willing to address my issues of abuse/dependency/addiction.
- l) I am physically able to participate in treatment.

Initials:

**2) CONSIDERATION FOR PROGRAM ACCEPTANCE:**

- a) I understand the validity of this contract is conditioned upon my acceptance into and continuing eligibility for the OWI Court Program. If at any time after the execution of this agreement it is discovered that I am ineligible to participate in the OWI Court Program, I may be immediately terminated from the Program.
- b) I understand I will enter the Program at sentencing as a condition of probation, and I must comply with the requirements of the Program in addition to all other conditions of probation that are imposed by the OWI Court Judge and/or my probation and parole agent. Failure to comply may result in violation of my probation and arrest.
- c) I agree to waive my right to have my attorney present at regular OWI Court review hearings and understand that my case may be discussed without my attorney present.
- d) I agree to execute the Consent for Disclosure and Exchange of Confidential Substance Abuse Treatment Information, which allows for the OWI Court Team to release and exchange information. I understand that any information obtained from this release will be kept in my OWI Court file, and will not be shared with anyone except OWI Court Team Members.
- e) I agree to have my photograph taken and used for OWI Court files and use.
- f) I agree to obtain a Wisconsin State Identification Card within 2 weeks of my acceptance into the Program and will maintain possession of my ID card as proof of identification.
- g) I understand participation in the Program involves a minimum time commitment of twelve (12) months, and may include an aftercare component consisting of up to an additional six (6) months following graduation.
- h) I understand that the Program may be ended or reduced at any time due to funding issues beyond the Program's control which may result in my termination from the Program.

Initials:

**3) FEES:**

- a) I am aware I am required to pay \$60 per month to participate in the OWI Court Program.
- b) I am aware I will be responsible for paying for the cost of all positive AODA screening and confirmation tests.
- c) I agree to develop and follow a payment plan for the costs of participation in the OWI Court Program.
- d) I agree to pay all OWI Court Program costs prior to graduation.
- e) I agree to pay for the cost of my treatment. The amount to be paid to the treatment provider will be based on an existing sliding scale procedure and my ability to pay.

Initials:

**4) SUPERVISION STANDARDS:**

- a) I agree to make appearances before the OWI Court Judge (weekly, biweekly, or monthly per current phase requirements).
- b) I will attend office visits with the OWI Court Case Manager (at least weekly, biweekly, or monthly per current phase requirements).
- c) I will cooperate with home visits with any OWI Court team member (at least weekly, biweekly, or monthly per current phase requirements).
- d) I will cooperate with job and/or school visits with OWI Court Team members.

- e) I will cooperate with office and home visits as directed by my probation rules/agent.
- f) I will cooperate with electronic monitoring as needed, and as ordered by the OWI Court.

Initials: **5) GENERAL PROGRAM RULES & PRO-SOCIAL BEHAVIORAL EXPECTATIONS:**

- a) I agree to abide by the rules and regulations imposed by the OWI Court Team, including those listed in this agreement, the rules and conditions in the participant handbook and all other conditions determined by the OWI Court Team and my probation and parole agent. I understand that if I do not abide by these rules and regulations, I may be sanctioned or terminated from the program.
- b) I am aware sanctions may include time in jail, increased treatment episodes, increased testing, community service, termination from the Program and such other sanctions as may be deemed appropriate by the OWI Court Team.
- c) I understand that during the entire course of the OWI Court Program, I will be required to attend court sessions, treatment sessions, and other required services, and I will be required to submit to random AODA testing, maintain absolute sobriety, and commit no law violations. I agree to fully participate and follow the requirements in each of the four phases of the OWI Court Program, and the aftercare component.
- d) I will attend and be on time for all court appearances, appointments, treatment sessions, or other scheduled activities ordered by the OWI Court Team.
- e) I agree to abide by my individualized time management plan. I understand that I am required to document that I have followed my assigned time management plan each week, including a combination of the following activities: employment, support group meeting attendance, substance abuse treatment, AODA testing, job searches, school, community service work, OWI Court appointments, or OWI Court attendance.
- f) As a condition of participation in this Program, I agree to the search of my person, property, place of residence, vehicle, or personal effects at any time with or without warrant, and with or without reasonable cause, when required by the OWI Court Case Manager, any probation and parole agent, or other law enforcement officer.
- g) I am aware I may not work as a confidential informant with any law enforcement agency while I am in the OWI Court Program, nor may I be made or encouraged to work as a confidential informant as a condition of my full participation in the OWI Court Program.
- h) I am not currently an affiliated gang member and understand I may not participate in the Program if I am affiliated with a gang.
- i) I agree to promptly and truthfully answer all questions asked by any OWI Court Team member and agree to obey all directions given to me by any OWI Court Team member.
- j) I agree to inform any law enforcement officer who contacts me that I am in the Heroin Court Program.
- k) I may not possess any weapons while I am in the OWI Court Program. I will dispose of all weapons in my possession, and disclose the presence of any weapons possessed by anyone else in my household. Failure to dispose and/or disclose may result in termination from the Program and prosecution for any illegal possession of a weapon.
- l) I agree to not violate any city, state, or federal laws or ordinances or commit any acts or threats of violence. I will report any arrests or contact with police to my probation and parole agent and the OWI Court Case Manager within 24 hours of any such occurrence.
- m) I agree not to associate with any person engaged in criminal activity.
- n) I will develop and demonstrate an ability to maintain a realistic budget, or obtain assistance in budget management.
- o) I will complete assigned community service work.
- p) I will be responsible for my own transportation to all required court hearings, treatment

sessions, office visits with Team members, AODA testing, community service, employment, or other services/appointments as established by the OWI Court Team.

Initials:

**6) ABSTINENCE REQUIREMENTS & HEROIN/ALCOHOL TESTING:**

- a) Participating in the OWI Court Program requires me to be drug and alcohol free at all times. I will not use or possess any Drugs (including marijuana and medications prescribed to others) or alcohol, or paraphernalia. I will not be present while Drugs or alcohol are being used by others, nor will I associate with people who use or possess Drugs.
- b) I understand that I will be tested for the presence of alcohol and/or Drugs in my system on a random basis and I am aware that testing may include urine, breath, sweat, saliva, blood, and/or hair testing. In order to validate that the urine tested is mine, I agree to provide the sample in a setting and manner in which my genitals will be exposed to a person of my gender authorized by the OWI Court to collect the sample. I waive my rights to privacy and accept this condition without reservation.
- c) I agree to fully cooperate with all drug and alcohol testing, at any time, as requested by any OWI Court Team member, my probation and parole agent, a law enforcement officer, and treatment providers.
- d) I understand testing for the OWI Court Program will occur frequently and randomly; testing for Probation and Parole will occur as directed by my probation and parole agent; and testing for treatment providers will occur as requested by my provider(s).
- e) I am aware random drug testing by the OWI Court Program requires me to call the testing line on a daily basis to confirm if I am required to appear for testing that day. In addition, if I am not scheduled to work, volunteer, or attend school on first shift on a required testing day, I will be required to appear for the morning testing time slot. I will provide acceptable, written proof of my work, volunteer, and school schedule(s) if I claim I am unable to appear for the morning testing time slot.
- f) I understand if I am late for a test, miss a test, or fail to submit a sample for testing, it will be considered “dirty” or “positive” and I will be sanctioned.
- g) I am aware substituting, altering, tampering, or trying in anyway to change my body fluids for purposes of testing is grounds for immediate termination from the Program.
- h) I understand I may dispute positive test results, but that the positive test and retesting/confirmation testing will be at my expense, and that I may face more severe sanctions for a confirmation test that is still positive.
- i) I agree to be responsible for what goes into my body that may affect drug or alcohol test results. Before taking medication of any kind, I will check with the pharmacist to ensure it is non-narcotic, non-addictive, and contains no alcohol. I will pre-register any and all medications, prescribed or over-the-counter, with my treatment provider(s) and with the OWI Court Case Manager. In addition, I will not consume poppy seeds or non-alcoholic beer and/or wine.
- j) I will inform all treating physicians, dentists, or other health providers that I am a recovering addict and that I may not take narcotic, addictive, or mind/mood-altering medications or Drugs. If a treating physician wishes to treat me with such medications or Drugs, I must and will disclose this to my treatment provider(s) and get specific permission from the OWI Court Case Manager or my probation and parole agent.
- k) I agree to not enter establishments where alcohol is primarily sold and to avoid any premises where alcohol is sold for consumption on the premises.
- l) I am aware time spent in confinement or other controlled environments will NOT count towards my phase time which is required for advancement to higher phases of the OWI

Court Program.

Initials:

**7) TREATMENT, CASE MANAGEMENT, & ANCILLARY SERVICES:**

- a) I agree to cooperate with an assessment/evaluation for developing an individualized OWI Court Program Plan to adequately meet my needs. I understand that the OWI Court Team may modify my Program Plan, and I agree to comply with the requirements of any such modifications.
- b) OWI Court staff may require me to provide very personal information. This may include, but will not be limited to: my criminal record, education and work history, family history, medical and psychiatric information. While Program staff will try to avoid unnecessary embarrassment to me, I understand that these things may be discussed in open OWI Court sessions, in treatment sessions, or in other settings related to participation in the Program.
- c) I am aware I may be referred to other services to aid in my personal growth, health, and recovery and agree to follow through with those referrals. I understand that other providers may develop treatment or service plans and I agree to comply with the requirements of such plans or any modifications deemed appropriate to such plans.
- d) I agree to sign any and all consent forms allowing for the release and exchange of medical, mental health, social service, probation/parole, other personal records, and other releases which allow the OWI Court Team to review diagnostic and treatment information. If I withdraw my consent, I understand that I will be terminated from the OWI Court Program.
- e) I will participate in an outpatient or inpatient treatment program, as determined by the OWI Court Team and will not leave any treatment or service program without prior approval of my provider and the OWI Court Team.

Initials:

**8) SUPPORT GROUP ATTENDANCE & SPONSOR/MENTOR REQUIREMENTS:**

- a) I will participate in support groups as established by the OWI Court Team (biweekly is the minimum during any phase).
- b) I agree to obtain a sponsor/mentor and maintain contact per Team instruction (weekly is the minimum during any phase).
- c) I will develop an aftercare/alumni program that is approved by the OWI Court Case Manager prior to graduation.

Initials:

**9) EMPLOYMENT & EDUCATIONAL REQUIREMENTS:**

- a) Within the time directed by the OWI Court Team, I will establish an employment plan and seek employment, job training, community service, and/or further education as approved and determined by the OWI Court Team. I understand that failure to do so may result in sanction or termination.
- b) I agree to provide a copy of my pay statements, work, and/or school schedules to the OWI Court Case Manager and/or my probation and parole agent as proof of obtaining and maintaining employment and/or education.
- c) I agree not to change my education or employment status without the prior approval of my probation and parole agent and the OWI Court Case Manager.
- d) I will participate in a OWI Court educational component, such as establishing life skills

and job training, as deemed appropriate by the OWI Court Team.

Initials:

**10) RESIDENCY & TRAVEL RESTRICTIONS:**

- a) I agree to reside in Brown County and to keep the OWI Court Team, my probation and parole agent, and my treatment/service provider(s) informed of my current address and phone number(s) at all times. In addition, I agree not to change my address without the prior approval of my probation and parole agent and the OWI Court Case Manager.
- b) I understand that my place of residence must be approved by the OWI Court Case Manager and my probation and parole agent. I further understand that I may be required to reside in a transition living arrangement or other housing alternative if my choice of residence is not approved by the OWI Court Case Manager and my probation and parole agent.
- c) I agree not to leave Brown County without the prior approval of my probation and parole agent or the OWI Court Case Manager, subject for review by the OWI Court Team.
- d) I agree to cooperate with curfew/home restrictions established by the OWI Court Team.

Initials:

**11) FAILURE TO COMPLETE THE PROGRAM:**

- a) I understand my failure to successfully complete and graduate from the Program will result in removal from the Program and I may be barred from future participation.
- b) I am aware that after I have been accepted into the Program and have formally accepted my plea arrangements before the OWI Court Judge, I will not be able to voluntarily remove myself from the Program. I further understand that the only means for leaving this Program is by expulsion or successful graduation from the Program.
- c) I agree to complete all monetary, community service, and treatment conditions within 30 days prior to termination of this agreement.

Initials:

I hereby voluntarily request to be considered for the Brown County OWI Court Program, also referred to as the "Program" throughout this contract and I am willing to enter into this agreement freely and voluntarily. I understand that signing this contract is not a guarantee of my acceptance into the OWI Court Program and that the opportunity to participate in this Program is a privilege, not a right. I have read and reviewed the above contract with my attorney and understand what will be required of me if I am accepted into the OWI Court Program. By signing this agreement, I am bound by its terms and the details of this contract will apply to me for the duration of the Program. I do hereby release and forever discharge the complaining witnesses, victim(s), the OWI Court Judge, the Solicitor's Office, Police Department, the OWI Court Team and staff, and their respective heirs, successors, executors, administrators, and assigns from any and all claims of any kind or nature whatsoever, either in law or in equity, arising out of my arrest, participation in, or termination from, the OWI Court Program, and do expressly release and forever hold them harmless from any criminal or civil action which I may have a right to bring as a result of my arrest or participation in the OWI Court Program.

Defendant's Signature

Date Signed

---

Defense Attorney's Signature

---

Date Signed



# Brown County Treatment Alternatives and Diversion Programs

"Helping to put the pieces together for  
building the bridge to success."



## OWI Court Referral Form

**Defendant's Name:** (Last) [Click here to enter text.](#) (First) [Click here to enter text.](#) (MI) [Click here to enter text.](#)

**Case Number:** [Click here to enter text.](#) **Referral Date:** [Click here to enter a date.](#)

**Defendant's Current Address:** [Click here to enter text.](#)

**Defendant's Phone Number:** [Click here to enter text.](#)

**Alternate Address (if current address is jail):**

[Click here to enter text.](#)

**Referred by (Name and title):** [Click here to enter text.](#)

**Dept./Agency:** [Click here to enter text.](#)

**Phone Number:** [Click here to enter text.](#) **E-mail Address:** [Click here to enter text.](#)

**Does Defendant meet eligibility criteria? (Please check each item.)**

- Current Resident of Brown County
- 18 years or older.

**One or more of the following:**

- Charged with OWI 4<sup>th</sup> or above
- BAC is above .2

**Check all that apply:**

- Current offense is non-violent
- Has never been found guilty, nor had adjudication withheld for any violent felony offense as defined in 941.291(1)(b) or similar crimes in any state
- Does not have prior/current convictions involving use of dangerous weapon
- Does not have prior/current sex offenses, stalking, arson, or kidnapping offenses.
- Defendant agrees to abide by the OWI Program Rules and is willing to participate
- Defendant willing to address issues of abuse/dependency/addiction
- Defendant physically able to participant in treatment and program
- History of prior/current supervision through probation/extended supervision
- History of AODA dependency (as evidenced through prior AODA services)

The OWI Court Team will consider prior criminal offenses, substance abuse history, present offense factors, and motivation to succeed in the program in making its eligibility determination.

2





# Brown County Treatment Alternatives and Diversion Programs

"Helping to put the pieces together for  
building the bridge to success."



**If there are any issues with the above listed criteria but you believe that the individual may still be eligible to participate please indicate below (attach separate sheet if necessary):**

[Click here to enter text.](#)

**Current Offense/Reason for Referral:**

[Click here to enter text.](#)

**Prior Offense(s); include only misdemeanor or Felony and Drug/Alcohol Use History:**

[Click here to enter text.](#)

**Individual currently in AODA treatment?** Yes  No  **If yes, where:** [Click here to enter text.](#)

**Previously involved in AODA treatment?** Yes  No

**If yes, where/dates of attendance:** [Click here to enter text.](#)

**Please complete Release of Information for any current/previous providers.**

**Is individual presently on Probation?** Yes  No  **If yes, where/name of agent:** [Click here to enter text.](#)

**Any prior term(s) of Probation?** Yes  No

**If yes, where/date(s)/offense(s) of supervision:** [Click here to enter text.](#)

**Does individual have insurance?** Yes  No  **If yes, name of provider:** [Click here to enter text.](#)

**Does individual have a valid driver's license?** Yes  No

**Is individual employed?** Yes  No  **If yes, where?:** [Click here to enter text.](#)

The OWI Court Team will consider prior criminal offenses, substance abuse history, present offense factors, and motivation to succeed in the program in making its eligibility determination.

2



**BROWN COUNTY  
OWI TREATMENT  
COURT  
PROGRAM**

**"The only person you are destined to become is  
the person you decide to be."**

**PARTICIPANT HANDBOOK**

Participant Name: \_\_\_\_\_

Date Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

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## Welcome

Welcome to the Brown County OWI Court Program. This handbook is designed to answer your questions and provide information about our program. As a participant of this Treatment Court Program, you will be expected to follow the rules and regulations described in the participant contract and this handbook, as well as any directions or instructions given by the OWI Court Judge or any OWI Court Team Member.

## Mission Statement

The mission of the Brown County Treatment Courts is to improve the overall quality of life in our community by providing a court-supervised program for AODA dependent users that will enhance public safety, reduce crime, hold offenders accountable, reduce costs to our community and ultimately transform individuals into positive, contributing members of society.

## Overview

The Brown County OWI Court Program is a court that is specifically designated and staffed to handle cases involving adult offenders through an intensive, judicially-monitored program of drug and alcohol treatment, rehabilitation services, and strict community supervision. The OWI Court is built upon a unique partnership between the criminal justice system and AODA treatment community, one that structures treatment intervention around the authority and personal involvement of an OWI Court Judge. The OWI Court Treatment team works together with each participant toward a common goal of breaking the cycle of drug/alcohol abuse and criminal behavior.

## Benefits of the Program

When you have successfully completed and graduated from the OWI Court Program you will have achieved the following rewards and benefits:

- You will be clean and sober
- You will be crime-free
- You will have more job and education opportunities
- You will have better relationships with family and friends
- You will have a better understanding of yourself
- You will have a positive outlook on life

## Costs of the Program

Each participant is required to pay a monthly program fee which is determined by income. A sliding fee scale has been identified with the following payment classifications: \$60, \$90, and \$120. It is expected that you will develop a payment plan and begin paying for OWI Court fees when sentenced into the program, and continue paying until paid in full. All OWI Court fees must be paid prior to graduation. Additional costs you may incur include, but are not limited to, the following:

- Positive drug/alcohol screening tests
- Positive drug/alcohol confirmation tests (ordered when you continue to deny substance use after a positive screening test)
- Alcohol monitoring bracelets
- Treatment (the amount to be paid to the treatment provider will be determined using an existing sliding scale procedure and your ability to pay)

## The OWI Court Team

The OWI Court Team will work with you to make long-term positive changes in your life, helping you transform yourself into a positive, contributing member of our community. The Team meets weekly to discuss participant progress and to determine incentives, sanctions, interventions, needs, phase advancement, graduation, and termination. The Team includes:

- OWI Court Judge – presides over your non-adversarial court appearances for OWI Court, makes all decisions regarding your participation in the Program, and leads the Team in creating a participant-focused recovery program.
- OWI Court Prosecutor – participates in team meetings and attends non-adversarial court proceedings.
- OWI Court Defense Attorney- advocates for fair and equal treatment and preserves legal rights of participants, participates in team meetings and attends non-adversarial court proceedings.
- OWI Court Probation & Parole Agent – monitors participants by conducting office, home and job visits as well as, drug testing.
- OWI Court Law Enforcement Officer – monitors participants by conducting home and job visits and drug testing.
- OWI Court Case Manager – develops your Program Plan with you; actively monitors you through office, home and job visits; conducts drug testing; prepares your progress reports; coordinates services among the Team, your providers and the local community.
- TAD Supervisor- assists the OWI Court Team in developing, obtaining, and communicating information for key stakeholders and other audiences.
- OWI Court Treatment Personnel – provides rehabilitative therapy sessions, drug screening, case management and monitoring for participants. Additionally, within the bounds of ethics and legalities, shares information regarding the progress of a participant to all OWI Court Team members.

## Rules & Regulations

As a OWI Court Program participant, you are required to abide by the rules outlined in the Participant Contract, including but not limited to, the following:

1. Totally abstain from the use of illegal drugs, alcohol and substances not intended for human consumption. Do not misuse prescription or over-the-counter medications
2. Do not enter establishments where alcohol is primarily sold or sold for consumption on premises (such as taverns, bars, casinos and events with beer stands/tents)
3. Inform your treating physicians that you are a recovering addict and that you may not take narcotic or addictive medications or drugs
4. Attend and be on time for all court sessions, supervision sessions and treatment sessions as scheduled
5. Submit to random alcohol and drug testing
6. Behave in a law-abiding manner
7. Do not associate with people who use or possess drugs or abuse alcohol
8. Do not have any contact with other Treatment Court participants outside of contact at recovery events (AODA support group meetings or sponsored gatherings) or Treatment Court events
9. Do not possess any weapons
10. Inform the Treatment Court Case Manager, your treatment provider, and probation and parole agent of your current address and phone number at all times
11. Inform the Treatment Court Case Manager and your probation and parole agent if you are aware of another Treatment Court participant violating rules of the program or supervision
12. Do not leave Brown County without the prior approval of your probation and parole agent or Treatment Court Case Manager, subject for review by the OWI Court Team
13. Do not consume poppy seeds, mouthwash containing alcohol, or non-alcoholic beer and/or wine
14. Abide by your individualized time management plan
15. Abide by all other rules and regulations imposed by the OWI Treatment Team and your probation and parole agent
16. Curfew is 10pm unless otherwise approved

## Phases

The Brown County OWI Court Program consists of four main phases and an aftercare phase. All phases require pro-social behavior, supervision by various team members, alcohol/drug testing, treatment or other services, and have expectations for obtaining and maintaining a positive support network. You are required to comply with the expectations of each phase in addition to the Rules & Regulations listed on page 4 and the rules outlined in the Participant Contract.

To promote positive change, each phase also has specific treatment objectives, therapeutic and rehabilitative activities, and specific requirements for advancement into the next phase. The tables on the next few pages outline a summary of what is expected of you during each phase and what is required of you to advance to the next phase. Please note: time in confinement or other controlled environments will NOT count towards phase time for phase advancement. Upon completion of the requirements of each phase, you can request an application from the Treatment Court Case Manager for phase advancement. Letters of support should be attached to the phase advancement application. The OWI Court Judge, upon recommendation of the OWI Court Team, will determine promotions to a higher phase.

The Treatment Court Case Manager will meet with you to develop an individualized Program Plan. Your Program Plan will identify problems and solutions, strengths and challenges, and include an individualized time management plan. As part of your time management plan, you are required to keep track of pro-social and healthy activities, such as: support group meeting attendance, AODA treatment, drug screens, employment, job searches, school, community service, OWI Court appointments, and OWI Court attendance. Additionally, once you are employed, you will be required to provide a copy of your paycheck and work hours to your Case Manager to verify your continued employment and the number of hours you worked.

<u>Phase 2</u>	
Minimum Duration	90 days of participation in Phase 2
Proximal Goals	<ul style="list-style-type: none"> <li>• Attend court weekly (or bi-weekly as incentive)</li> <li>• Attend supervision weekly or bi-weekly based on need (CM and Probation)</li> <li>• UA testing</li> <li>• Participate in recommended treatment</li> <li>• Support group attendance</li> <li>• Abide by OWI Court rules</li> <li>• Maintain sobriety</li> <li>• Complete weekly assignments with 40 hours of productive time</li> </ul>
Distal Goals	<ul style="list-style-type: none"> <li>• Employability</li> <li>• Recovery Network</li> <li>• Stability</li> <li>• Maintaining Recovery</li> </ul>
Requirements to Advance	<ul style="list-style-type: none"> <li>• Identify employment or education plan (do not need to be employed or enrolled in school)</li> <li>• Develop initial budget/payment plan</li> <li>• Complete Phase 2 Application</li> <li>• Identify sponsor</li> </ul>
Minimum Consecutive (-) Tests	<ul style="list-style-type: none"> <li>• 45 days of total consecutive phase time required to be eligible for phase advancement</li> </ul>

<u>Orientation (Phase 1)</u>	
Minimum Duration	30 days of participation in Phase 1
Proximal Goals	<ul style="list-style-type: none"> <li>• Attend court weekly</li> <li>• Attend supervision weekly (CM and Probation)</li> <li>• UA testing (provide timely, non-dilute samples)</li> <li>• Participate in recommended treatment</li> <li>• Demonstrate comprehension of program rules and expectations</li> <li>• Bring calendar to all appointments and court every week</li> <li>• Complete all weekly assignments based on individual goals</li> </ul>
Distal Goals	<ul style="list-style-type: none"> <li>• Abstinence</li> <li>• Employability</li> <li>• Recovery Network</li> <li>• Stability</li> <li>• Maintaining Recovery</li> </ul>
Requirements to Advance	<ul style="list-style-type: none"> <li>• Develop Phase 1 Individualized Service Plan (ISP)</li> <li>• Demonstrate consistency with weekly requirements</li> <li>• Complete Orientation Questionnaire</li> </ul>
Minimum Consecutive (-) Tests	<ul style="list-style-type: none"> <li>• 15 days of total consecutive phase time required to be eligible for phase advancement</li> </ul>

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<u>Phase 3</u>	
Minimum Duration	120 days of participation in Phase 3
Proximal Goals	<ul style="list-style-type: none"> <li>Attend court bi-weekly (or every 3 weeks as incentive)</li> <li>Attend supervision as required (CM and Probation)</li> <li>UA testing</li> <li>Abstinence</li> <li>Participate in recommended treatment</li> <li>Support group attendance</li> <li>Weekly sponsor contact</li> <li>Abide by OWI and probation rules</li> <li>Maintain sobriety</li> <li>Complete weekly assignments with 40 hours of productive time</li> <li>Follow education/employment plan</li> <li>Finalize budget</li> </ul>
Distal Goals	<ul style="list-style-type: none"> <li>Recovery Network</li> <li>Stability (housing)</li> <li>Maintaining Recovery</li> </ul>
Requirements to Advance	<ul style="list-style-type: none"> <li>Complete initial recovery network assignment</li> <li>Demonstrate increasing involvement with recovery network as appropriate</li> <li>Maintain employment and/or school</li> <li>Maintain a realistic budget</li> <li>No proximal goal violations for a minimum of 30 consecutive days</li> <li>Complete Phase 3 Application</li> </ul>
Minimum Consecutive (-) Tests	75 days of total consecutive Phase time required to be eligible for phase advancement

<u>Phase 4</u>	
Minimum Duration	120 days of participation in Phase 4
Proximal Goals	<ul style="list-style-type: none"> <li>Attend court once monthly</li> <li>Attend supervision as required (CM and Probation)</li> <li>UA testing</li> <li>Abstinence</li> <li>Participate in recommended treatment</li> <li>Support group attendance</li> <li>Weekly sponsor contact</li> <li>Abide by OWI and probation rules</li> <li>Maintain sobriety</li> <li>Maintain stable housing</li> <li>Complete weekly assignments with 40 hours of productive time</li> <li>Follow education/employment plan</li> <li>Maintain budget</li> <li>Continued attendance in recovery activities as appropriate</li> <li>Complete Wrap</li> </ul>
Distal Goals	<ul style="list-style-type: none"> <li>Stability</li> <li>Maintaining Recovery</li> </ul>
Requirements to Advance	<ul style="list-style-type: none"> <li>Maintain stable housing</li> <li>Maintain employment and/or school enrollment</li> <li>Complete GED or HSED</li> <li>Maintain stable budget</li> <li>Up-to-date on Monthly Drug Court fees</li> <li>Demonstrate Active involvement with recovery network</li> <li>Complete Aftercare Application &amp; WRAP</li> </ul>
Minimum Consecutive (-) Tests	100 days of total consecutive of Phase time required to be eligible for phase advancement

## Achievements & Incentives

The OWI Court Team will recognize your accomplishments in areas of your life that promote drug-free, pro-social, law-abiding behavior by providing a variety of motivational incentives. Incentives are used to acknowledge your achievements and encourage your continued progress. Examples of incentives may include:

- Recognition/Praise
- Vouchers
- Low-cost items
- Prize drawings
- Modification to phase requirements
- Travel/time privileges
- Social/leisure activities or passes

## Violations & Sanctions

The OWI Court Team will also recognize violations of the rules by utilizing a variety of sanctions to discourage negative and unhealthy behavior and to hold you accountable for your choices and actions. Examples of sanctions may include:

- Jail
- Electronic monitoring
- Increased supervision
- Day reporting
- Day in the jury box
- Warnings
- Increased support group attendance
- Curfew/check-in time
- Increased court appearances
- Increased drug/alcohol testing
- Team intervention/round table
- Community service work
- Forfeited phase time
- Increased time in phase/return to lower phase

<u>Phase 5 (Aftercare)</u>	
Minimum Duration	180 days of participation in Aftercare
Proximal Goals	<ul style="list-style-type: none"> <li>• Abide by all DOC rules of supervision</li> <li>• Attend court once every two months</li> <li>• Attend supervision appointments as required (monthly Case Manager meetings)</li> <li>• Attend Probation appointments as required</li> <li>• Attend Alumni Group</li> <li>• Participate in Mentorship program if assigned.</li> <li>• Maintain Abstinence</li> <li>• Maintain stability (housing, financial, employment)</li> <li>• Maintain contact with recovery network</li> </ul>
Distal Goals	<ul style="list-style-type: none"> <li>• Maintaining Recovery</li> </ul>
Requirements for Graduation Ceremony	<ul style="list-style-type: none"> <li>• Maintain stable housing</li> <li>• Maintain employment and/or school enrollment</li> <li>• Complete GED or HSED</li> <li>• Maintain stable budget</li> </ul>
Minimum Consecutive (-) Tests	<ul style="list-style-type: none"> <li>• 100 days of total consecutive clean time required to be eligible for Graduation</li> </ul>

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## Supervision

A critical component of successful OWI Court participation involves intense supervision to determine and ensure compliance with the rules of the OWI Court Program. Supervision is provided by various members of the OWI Court Team, including: the OWI Judge (in Court hearings); your Probation and Parole Agent; the OWI Court Law Enforcement representative; and your OWI Court Case Manager. The minimum schedule of supervision is outlined in each phase of the program.

## OWI Court Hearings

As an OWI Court Program participant, you are required to appear before the OWI Court Judge for hearings on a regular basis. The number of times per month you must appear depends on the phase you are in. Failure to appear will result in a warrant being issued for your arrest and detention in jail until you can appear before the OWI Court Judge.

All hearings will be held "on the record," including Termination Hearings. All OWI Court participants must be in the courtroom at ? ? a.m., unless otherwise excused by the OWI Court Judge or your Case Manager. OWI Court hearings are held in Branch \_ each week. During each OWI Court hearing, the Judge will call participants one at a time to stand before the bench. The Judge may discuss your case with you at this time. At this time, sanctions will be imposed for violations and incentives will be awarded for achievements at this time. You are required to remain in the courtroom throughout the entire session, even after your case is called and finished.

## Drug & Alcohol Testing/Monitoring

During the first two phases at minimum of the OWI Treatment Court Program, you'll be required to wear a Secure Continuous Remote Alcohol Monitoring device (SCRAM). The SCRAM device s designed to detect alcohol consumption on a continuous basis, 24 hours a day. You'll be expected to pay for the cost of this unit within (1) year of acceptance into the OWI Treatment Court.

The OWI Court Judge, your Case Manager, the Department of Corrections, the treatment providers, the Brown County Department of Human Services, and any officer or deputy working within the authority of the OWI Court Program may request testing at any time. Upon request, you must immediately deliver the requested sample. If a sample is not produced or is not of sufficient quantity it will be treated as a positive sample for the presence of unauthorized drugs or alcohol. If you are late for a test or miss a test, it will be considered "dirty" or "positive" and you will be sanctioned. The collecting site will not allow you in the doors if you arrive after the testing start time. Substituting, altering, tampering with, or trying in anyway to change your body fluids for purposes of testing will be grounds for immediate termination from the OWI Court Program.

Testing may include urine, breath, sweat, saliva, blood, and/or hair testing. In order to validate the urine that is collected for urine testing is yours; urine collection requires removal and/or movement of certain clothing and exposure of certain body areas to allow for full observation by a collector of your same gender.

Random drug/alcohol testing by the OWI Court Program requires you to call the testing phone line on a daily basis to confirm if you are required to appear for testing that day. In addition, if you are not scheduled to work, volunteer, or attend school during the primary testing time on a required testing day, you will be required to appear for the primary testing time slot. You must be able to provide



acceptable, written proof of your work, volunteer, and school schedules if you claim to be unable to appear for the primary testing time slot. Alternative testing times must be pre-approved by your Case Manager.

Prior to delivering the sample, you will be asked whether or not the test will be positive. If you acknowledge that the test will be positive, it will be considered a positive test, and the test may not take place. If you indicate the test will be negative but the test is found to be positive, you will be informed of the positive result and assessed the test fee. You will be given an opportunity to request a confirming test. If the confirming test is positive, you will be assessed a fee for both tests. The cost of the tests must be paid within 30 days of when the confirming test was administered. Participants will be subject to sanctions for both the positive test results as well as for lying to the OWI Court staff. If the confirming test is negative, all fees associated with the first and confirming test will be waived.

You are responsible for what goes into your body that may affect drug or alcohol test results. Before taking medication of any kind, you must check with the pharmacist to ensure it is non-narcotic, non-addictive, and contains no alcohol. You must pre-register any and all medications, prescribed or over-the-counter, with your treatment provider(s) and with your OWI Court Case Manager. In addition, you cannot consume poppy seeds, mouthwash containing alcohol, non-alcoholic beer and/or wine while you are in the OWI Court Program.

You are required to inform all treating physicians, dentists, or other health providers that you are a recovering addict and that you may not take narcotic, addictive, or mind/mood-altering medications or drugs as a condition of this program. If a treating physician wishes to treat you with such medications or drugs, you must disclose this to your treatment provider(s) and get specific permission from your Case Manager or your probation and parole agent.

Please also refer to the Participant Contract and Participant's Testing Instructions for additional requirements and instructions related to drug/alcohol testing.

## Treatment & Other Services

Each participant is clinically screened and assessed by the TAD Supervisor for substance use disorders prior to acceptance into the OWI Court Program. Appropriate levels of care/treatment for substance use disorders will be recommended and required. In addition, referrals for mental health assessments/treatment or other ancillary services may be made and include, but are not limited to: employment counseling; budget counseling and/or payee services; education and literary assistance; health care services; alternative housing; social services; parenting classes; and anger management classes. You are required to comply with all recommendations of the OWI Court Team.

## Graduation

Upon successful completion of all four phases, including payment of all assessed fees and upon recommendation of the OWI Court Team and the OWI Court Judge will declare you a graduate of the OWI Court Program. The graduation ceremony will be a celebration of at least six months of absolute sobriety and abstinence and successful completion of the OWI Court Program.

## Alumni Association

Upon graduation, all OWI Court Program graduates will be invited to join the Alumni Association. The rules of the Alumni Association will be established by the members of the Alumni Association with the approval of the OWI Court Judge.

## Termination

You may be terminated from the OWI Court Program for behaviors deemed by the OWI Court Team to be a threat to public safety or a threat to the integrity of the OWI Court Program, including:

- Failure to attend scheduled OWI Court Hearings
- Violation of OWI Court rules
- Abandonment of the OWI Court Program
- Commission of a crime
- Drug/alcohol use
- Termination or withdrawal from required treatment
- Test tampering
- Assaultive behavior

Upon request of two or more OWI Court Team members, the Team (without the presence of the OWI Court Judge) will meet to discuss the reasons for termination. Upon a majority vote for termination, a Motion to Terminate, which sets forth the reason for termination, will be made to a OWI Court Judge. After the Team meets and the OWI Court Judge is in agreement, the Team will notify you of the decision. You will be given the option to have a "Termination Hearing" to be set before a different Treatment Court Judge as soon as possible. If requested, the Termination Hearing will be on the record in open court and you are entitled to legal representation. The Treatment Court Judge finds to a reasonable certainty by the greater weight of credible evidence that you violated the Heroin/Opiate Court rules that constitute grounds for termination and there is no reasonable alternative to termination, you will be removed from the program. In the event that you abandon the program, a copy of the Motion to Terminate will be mailed to your last known address. If you do not turn yourself in within 7 calendar days from the mailing date, this will be considered a waiver of your right to attend a Termination Hearing. OWI Court participants do not have the option to quit the OWI Court Program. Graduation or termination from the OWI Program is the only acceptable way to leave the program.

## Confidentiality

OWI Court files are separate and distinct from Circuit Court files and District Attorney's office files. All OWI Court files are **confidential** and are not open to the general public. All such files are under the sole and exclusive control of the TAD Program. OWI Court participants' confidentiality is protected under the Federal Drug and Alcohol Confidentiality Law, 42 C.F.R Part 2. For additional information, please also refer to the Consent for Disclosure and exchange of Confidential Substance Abuse Treatment Information you signed with your attorney when applying for acceptance into the OWI Court Program.

## Important Contact Information

We recommend you keep the following contact information with you at all times:

### OWI COURT CASE MANAGERS:

John Doe  
Brown County Law Enforcement Center  
300 E. Walnut St.  
Green Bay, WI 54301  
(920) xxx-xxxx

### PROBATION & PAROLE AGENT:

Dick Grayson  
State Office Building  
200 North Jefferson Street, Suite 328  
Green Bay, WI 54301  
(920) 448-xxxx

### TESTING MESSAGE LINES:

(800) 494-1250

### CRISIS CENTER:

300 Crooks St.  
Green Bay, WI 54301  
(920) 436-8888