

South Dakota
UNIFIED JUDICIAL SYSTEM

Northern Hills
DRUG COURT
4th & 7th Judicial Circuits

TEAM ORIENTATION MANUAL



CONTACT INFORMATION

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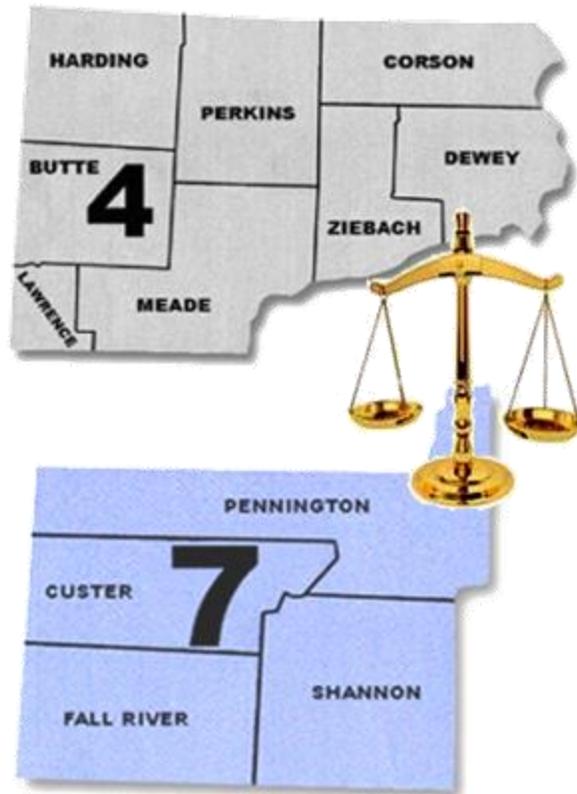
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MISSION STATEMENT

The Northern Hills Drug Court (NHDC) Mission is to increase community safety, break the cycle of addiction, foster healthy families, and efficiently use public funds. This is accomplished by streamlining and coordinating comprehensive services for felony offenders whose crimes are related to addiction. The NHDC will reduce drug-related crime by holding offenders accountable through a judicially-monitored court program to promote long-term recovery.

SERVICE AREA

The NHDC serves the 4th and 7th Judicial Circuits. The NHDC is based out of Sturgis, SD at the Meade County Courthouse. Participants reside within a 40-mile radius of the Meade County Courthouse.



PROGRAM GOALS

- Increase public safety by integrating treatment and mental health services within the criminal justice system
- Reduce recidivism rates of non-violent chemically dependent offenders
- Engage Participants in treatment and recovery
- Enhance social functioning of Participants
- Connect Participants with positive support networks within the community
- Ensure behavioral and financial accountability of Participants

NORTHERN HILLS DRUG COURT HISTORY

The Northern Hills Drug Court, South Dakota's first specialty court began in September of 2007 after receiving a federal implementation grant. After a year of operation, the program was shifted to a special appropriation project, and later a pilot project. In 2009, the program was appropriated into the Chief Justice's Unified Judicial System's budget. After demonstrating very positive outcomes, the program expanded from the 4th Judicial Circuit to include the 7th Circuit and the Rapid City area in October of 2010. From there, the two Circuits have coordinated services and powers to maximize available resources, expand target populations, and broaden the general service area.

In 2013, the South Dakota Legislature passed the South Dakota Public Safety Improvement Act (SB 70) in which a drug court is defined as a judicially supervised alternative to incarceration and includes drug, driving under influence and other specialty court dockets aimed at increasing public safety, offender accountability and decreasing recidivism for chemically dependent offenders.

CONFIDENTIALITY

NHDC Team meetings are not open to the public. It is important to protect the privacy of everyone involved in Drug Court. NHDC files are separate and distinct from Circuit Court files. All drug court files are confidential and are not open to the public. All files shall be under the sole control of the Drug Court Judge and the Drug Court Team.

SCHEDULE

Team Meetings

- Tuesdays
- 11:00AM
- Meade County Courthouse

Drug Court Sessions

- Tuesdays
- 1:00PM
- Meade County Courthouse

TEAM ORIENTATION

NHDC Judge(s)

- Attend and participate in NHDC Team meetings and maintain confidentiality
- Preside over courtroom proceedings
- Impose appropriate incentives and sanctions
- Review treatment and probation progress and address these in Court
- Supervise NHDC administration
- Ensure Participant compliance to NHDC rules
- Educate colleagues on Drug Court effectiveness and procedures
- Participate in ongoing drug court training and education

Prosecutor(s)

- Attend and participate in NHDC Team meetings and maintain confidentiality
- Review potential Participants for eligibility
- Make referrals to the NHDC
- Maintain non-adversarial role during NHDC proceedings
- Ensure compliance with all laws
- Recommend appropriate sanctions and incentives
- Educate colleagues on Drug Court effectiveness and procedures
- Provide community advocacy of NHDC effectiveness
- Ensure public safety
- Participate in ongoing drug court training and education

Defense Attorney

- Educate and inform other attorneys about NHDC application process
- Attend and participate in NHDC Team meetings and maintain confidentiality
- Meet with Participants prior to sentencing to review legal waiver, explain waiver or rights, and obtain Participant signature on waiver
- Maintain non-adversarial role during NHDC proceedings
- Advocate for fair process
- Recommend appropriate sanctions and incentives
- Educate colleagues on Drug Court effectiveness and procedures
- Provide community advocacy of NHDC effectiveness
- Serve as liaison between Defense Bar and the NHDC Team
- Participate in ongoing drug court training and education

Treatment / Mental Health Representatives

- Attend and participate in NHDC Team meetings and maintain confidentiality
- Conduct Participant assessments and screening
- Use evidence-based methodology
- Update NHDC Team on Participant progress in a timely manner
- Ensure necessary signing of information releases to promote open communication with NHDC Team
- Provide group and individual sessions for NHDC Participants

- Coordinate/Advocate for pro-social activities
- Make appropriate referrals to support agencies
- Educate colleagues on Drug Court effectiveness and procedures
- Provide community advocacy of NHDC effectiveness
- Participate in ongoing drug court training and education

Law Enforcement

- Attend and participate in NHDC Team meetings and maintain confidentiality
- Provide NHDC Team information concerning applicants and Participants
- Provide NHDC courtroom security
- Assist Court Services with drug/alcohol testing and community supervision
- Serve as liaison between law enforcement agencies and the NHDC Team
- Recommend appropriate sanctions and incentives
- Educate colleagues on Drug Court effectiveness and procedures
- Provide community advocacy of NHDC effectiveness
- Ensure public safety
- Participate in ongoing drug court training and education

Court Services Officer(s)

- Attend and participate in NHDC Team meetings and maintain confidentiality
- Provide case management and community supervision of NHDC Participants
- Provide NHDC Team information concerning applicants and Participants
- Identify potential Participants for NHDC
- Serve as liaison between Unified Judicial System and the NHDC Team
- Recommend appropriate sanctions and incentives
- Educate colleagues on Drug Court effectiveness and procedures
- Provide community advocacy of NHDC effectiveness
- Ensure public safety
- Conduct frequent random drug and alcohol testing
- Monitor Participant compliance
- Coordinate case-flow management with prosecutors and defense attorneys
- Coordinate with law enforcement agencies and programs
- Participate in ongoing drug court training and education
- Make appropriate referrals to support agencies
- Coordinate services within the local community
- Ensure Participant accountability

Drug Court Specialist

- Perform secretarial functions for the NHDC office and NHDC Team
- Process billing and provide office administrative functions
- Assist Court Services Officer(s) with case management
- Assist Court Services Officer(s) with drug and alcohol testing
- Complete weekly data entry and log notes
- Gather and compile data for evaluation process
- Gather and compile information for applications
- Manage applications and distribute team information

- Maintain all NHDC records and confidential drug court files
- Maintain NHDC incentives and sanctions log
- Prepare NHDC docket
- Participate in ongoing drug court training and education

TEAM TRAINING

The NHDC Team is encouraged to attend any and all Drug Court specific training as offered by the National Association of Drug Court Professionals, training coordinated through State of South Dakota Drug Court Liaison, and/or any training or webinar opportunities specific to Drug, DUI, or other specialty track courts.

At minimum, all members of the Drug Court Team will be required to complete a 10-hour training curriculum offered through the National Drug Court Institute. Please visit <http://www.ndci.org/training> to enroll in the online webinar. Completion of the course must be documented before new Team members are allowed to sit at the Drug Court table and participate in the Team process.

KEY COMPONENTS

The NHDC Team supports and promotes the 10 key components of Drug Courts as published by the Department of Justice. The following components are based upon years of research, evaluation, and lessons learned from drug courts across the country.

- **Key Component #1:** Integrate alcohol and drug treatment services with justice system case processing;
- **Key Component #2:** Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting Participants' due process rights;
- **Key Component #3:** Eligible Participants are identified early and promptly placed in Drug Court;
- **Key Component #4:** Provide access to a continuum of alcohol, drug, and other related treatment and rehabilitative services;
- **Key Component #5:** Abstinence is monitored by frequent alcohol and drug testing;
- **Key Component #6:** A coordinated strategy governs drug court responses to Participants' behavior;
- **Key Component #7:** Ongoing judicial interaction with each drug court Participant is essential;
- **Key Component #8:** Monitoring and evaluation measure the achievement of program goals and gauge effectiveness;
- **Key Component #9:** Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations;
- **Key Component #10:** Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court effectiveness.

EVALUATION

The NHDC Team will continually evaluate the process and outcomes of the program. This information will be monitored by administrators within the 4th and 7th Judicial Circuits in collaboration with the State Court Administrator's Office. Mountain Plains Evaluation serves as an independent evaluator working directly with the Statewide Drug Court Liaison and the Supreme Court. The NHDC Team will collect and provide required data for the evaluation process.

ADVISORY BOARD

The NHDC Advisory Board consists of Administrators and Judges from the 4th and 7th Judicial Circuit. Executive level UJS personnel hold meetings to review program operations, procedures, and partnerships. The Advisory Board shall also serve to evaluate effectiveness and propose solutions to service gaps and any political or physical barriers.