



**Diversion Supervision Agreement Program
Participant Handbook**

Case Management

Case management services throughout your participation in the DSA Program will be provided by the JDS Case Coordinator with assistance from the JDS Manager. The case coordinator will develop a goal oriented case plan for each participant, which will be individualized based on the risks and needs identified on your COMPAS assessment. The identified goals will be structured to assist you in avoiding behaviors that are likely to lead to future arrests.

Program Requirements

All services that are recommended will meet the standards for evidence based programming. Your level of supervision and case management will be based off of your risk level and needs, as well as your behavior and compliance.

This is an outline, not an all-inclusive list of what maybe expected during the program. These are requirements may be revised by the JDS case coordinator according to a participant's risk level or criminogenic needs.

- Random Drug/Alcohol Testing
- Office Visits
- Employment/Employability workshop/Job Searches
- Budgeting
- Evaluations/Assessments deemed appropriate
- Participant in groups/classes (ie, parenting, anger management, MRT)
- Participant in counseling/or treatment
- Maintain sobriety
- Rule of 40, if deemed appropriate
- Payment of restitution, fines, or program fees
- Education, if deemed appropriate
- Referral for housing, if needed

Program Rules and Expectations

As a participant of the DSA Program you will be required to abide by the following rules:

- 1. Take responsibility of your own behavior.** Honesty is the only way your JDS Case Coordinator can truly help you with not returning back to the criminal justice system.
- 2. No new arrests or criminal charges.** New charges could result in termination from the DSA Program. If you receive any ordinances, citations, or criminal scripts you will need to notify the JDS Case Coordinator within 48 hours.
- 3. Attend any recommended classes, services or programming.** Your JDS Case Coordinator will complete an assessment which will assist in determining the areas that you will work on together throughout your time in the program.
- 4. Make all of your appointments and be on time for them.** This shows you are invested in the program and invested in yourself. If you are late, you will have to reschedule your appointments which often can take a while to get back in. This can cause delays in your successful completion of the program. If it is a continued behavior that is displayed you could be unsuccessfully discharged from the program.
- 5. Follow your case plan.** The case plan goals are based on your criminogenic risks and needs. These case plan goals will be achievable and are not to set you up for failure. Goals can be changed or altered as any time if your case coordinator sees a higher priority of need in other areas.
- 5. Pay fees as directed and in full.** If you are unable to pay the required fees, you will need to speak with the JDS Case Coordinator and will need to provide documentation to your JDS Case Coordinator as to why you are unable to meet the obligation.

If you owe on court obligations or restitution you will need to set up a payment plan with the Clerk of Courts and will need to continue to meet those requirements.

- 6. If your DSA is a drug or alcohol related offense.** Maintaining a lifestyle that is drug/alcohol free is an important part of recovery and changing your patterns of thinking.

You maybe also required to provide a urine sample for a urinalysis screening and/or a breath sample for a Preliminary Breath Test (PBT). If you miss or cannot provide a sample it will be considered a positive test.

- 7. No violence or threats of violence towards other participants and program staff.** This is a zero tolerance rule.

Violation Grid

It is important as a part of the Diversion Supervision Agreement that we respond to violations in a swift manner. By imposing a swift sanction the participant has a better connection between the violation and the sanction imposed.

Justice, Diversion, and Support Case Coordinator and the DA's Office will work collaboratively in determining the seriousness of the violation including aggravating and mitigating factors. The Case Coordinator will be mindful of the participant's ability to change the behavior and take into consideration whether the participant can change that behavior now or soon, or if it is a violation that will take time to see the change.

| <u>Behavior</u> | <u>Sanction Level</u> |
|--|-----------------------|
| Failed UA/Missed UA-1st | Low |
| Failure to attend appointment-1st | Low |
| Late for appointment-1st | Low |
| Late restitution payment | Low |
| Missed Community Service requirement- 1st | Low/Moderate |
| Late for appointment (2 or more) | Moderate |
| Late restitution (2 or more) | Moderate |
| Court ordered violations | Moderate/High |
| Failure to attend appointment- (2 or more) | Moderate/High |
| Dishonesty | Moderate/High |
| Failing to complete sanction | High |
| Absconding | High |
| Missed Court Hearing | High |
| New criminal behavior | High |
| Tampered UA | High |
| Threatening or dangerous behavior | High |

Below is a list of examples of sanction:

Low: Carey guide, thinking report, writing assignment, verbal warning, journaling, and activity logs.

Medium: Increase testing, increase meetings with case coordinator, community service, and curfew.

High: Extension of Diversion Supervision Agreement, Court Appearance or Termination

The Case Coordinator may make a recommendation for the participant however the DA's Office can proceed with termination of the Diversion Supervision Agreement at anytime.

Participant Contract

1. I, _____, voluntarily agree to participate in the DSA Program, I agree to abide by the program rules that Justice, Diversion, and Support (JDS) has in place.
2. I understand I will my risk level and behavior will determine how often I meet with the JDS Case Coordinator.
3. I understand I will meet with the JDS Case Coordinator and will work to implement a case plan which is based off of my individualized needs assessment. My case plan could include random drug testing, referrals for services such as Moral Reconciliation Therapy (MRT), parenting classes, AODA therapy, Anger Management, Comprehensive Community Services, and any other services as needed.
4. I understand if I do not follow through with my case plan or the rules I can be sanctioned. Sanctions can include but are not limited to: community service, essays or journaling, modification to my case management check-ins, increased testing or treatment requirements, lengthened time in the program, and termination from the program.
5. Unless I have a verified disability or I am retired, I will maintain stable employment or participate in employment programs until gainfully employed.
6. I understand that participation in the DSA program involves a minimum commitment of 9-36 months and this timeframe is dependent on my progress and compliance.
7. I will follow all court ordered obligations; including but not limited to no contacts, restitution, and any other obligations.
8. I understand that if I have a violation or do not follow through with the expectations of the program, a letter will be provided to the District Attorney's Office advising such.
9. I understand if my behavior during my participation in the DSA Program is determined to negatively impact others in the program, my demeanor to staff is inappropriate, or I fail to meet requirements I can be barred from future participation with the DSA Program.
10. I understand I will be required to pay \$25 per month for fees. If I am unable to pay the required fees I understand and will provide documentation as requested by the Case Coordinator.
11. I understand I am required to notify any law enforcement officer that I have contact with that I am a participant in the DSA Program through JDS.

12. I understand I need to keep the case coordinator, the courts, and any other service provider updated with my current address and phone number.

13. I agree to sign all consent forms as requested by the case coordinator. This will be kept in the JDS file and separate from the District Attorney's file.

14. I understand that failure to successfully complete the DPA program will result in reinstatement of criminal proceedings against me.

15. Upon my successful completion of the DSA Program, the District Attorney's Office will take the action related to my criminal sentence as previously agreed, unless there is objection from the court.

I have read or had the contract read to me and I understand and agree to the rules and expectations of this agreement with Justice, Diversion, and Support DSA Program.

Participant Signature

Date

JDS Case Coordinator Signature

Date