



# MINNESOTA JUDICIAL BRANCH

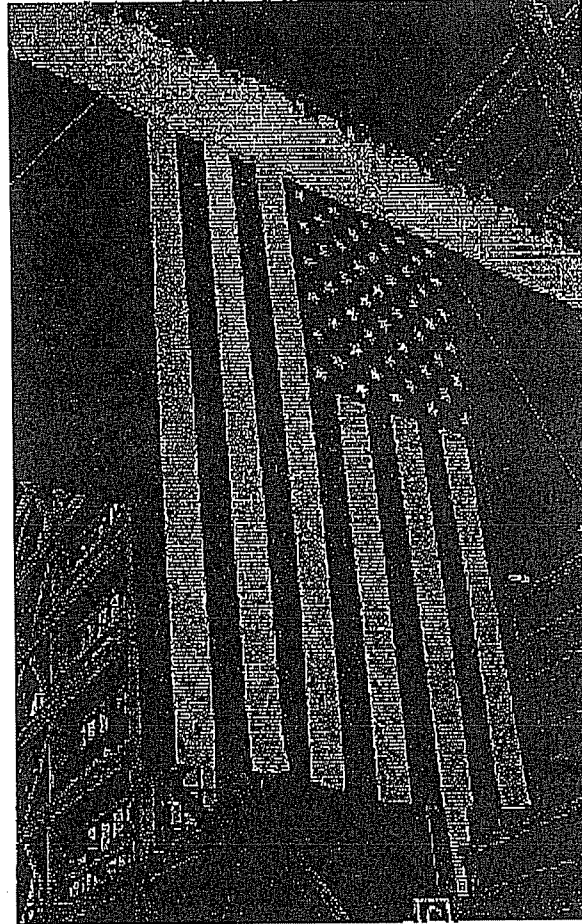
FOURTH JUDICIAL DISTRICT



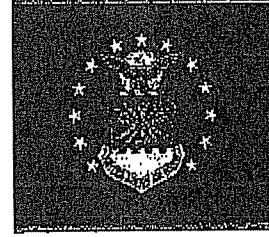
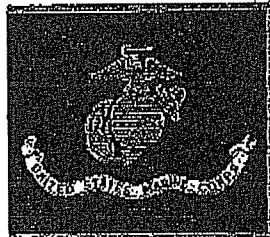
Hennepin County

*Veterans' Court*

## POLICIES AND PROCEDURE MANUAL



### Hennepin County Veterans' Court



**Veterans' Court**  
The Honorable Judge Richard Hopper  
300 South Sixth Street  
C-8 Government Center  
Minneapolis MN 55487

*Hennepin County Veterans' Court*

# **POLICIES & PROCEDURE MANUAL**

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Hennepin County Veterans' Court Team  
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## Overview

The Hennepin County Veterans' Court will operate on a weekly basis, as a separate calendar within the existing Criminal Mental Health Court. Under the guidance of their defense attorney and with the consent of the prosecutor, defendants may apply to participate in the Veteran's Court. The targeted population consists of defendants who have served in the United States Armed Forces who are experiencing treatable behavioral and chemical health issues, i.e. PTSD, TBI, anger management/domestic violence and/or substance abuse or chemical dependency. Defendants must be willing to take responsibility for their crimes. Eligible offenses include misdemeanor, gross misdemeanor and felony offenses, except mandatory and presumptive prison commitments. Misdemeanor and gross misdemeanor cases are also accepted from the suburban courts as well. A treatable behavioral or chemical health issue is determined by an assessment completed by qualified personnel at the Veterans Administration or Veterans' Court.

Participation is voluntary. Applicants are legally screened by the prosecutor. Clinical screening is accomplished by Veterans' Court professional staff, and by referral from the Hennepin County Veterans' Service staff to the VA Medical Centers. The screening is intended to determine the impact the behavioral and chemical health issues are having on the defendant's criminal behavior. If screening staff find the defendant suitable for Veterans' Court, a plan is proposed that becomes the basis of the sentence imposed. The defendant's participation in treatment is then monitored by a probation officer. In all cases, a mentor is assigned to support and encourage the participant in the Veterans' Court process. Each defendant also periodically appears in court for judicial supervision.

The Hennepin County Veterans' Court is an innovative program that capitalizes on criminal court involvement for the identification of veterans with behavioral and chemical health problems and other unmet needs, for setting into motion a rapid response to these needs, and for using the Court involvement as a means for maximizing compliance. Veterans' Courts are a new phenomena, but already they are being nationally recognized as an effective response to the unique and often untreated problems being experienced by veterans involved in the criminal justice system.

The Veterans' Court is intended to provide a coordinated response to the needs and risks of veterans involved in the criminal justice system. The Veterans' Court has established a multidisciplinary team and created a seamless referral process from the Court and local Veterans Service Office to VA Hospitals and local treatment and probation services. The Veterans' Court promotes access, improves the quality of, and removes barriers to a broad range of evidence-based and effective services for veterans.

## Chapter

# 1

## Committees

### *Planning Committee*

Brian Kopperud-Chair, Community Corrections & Rehabilitation, Pat Diamond-County Attorney's Office, Milt Schoen-Veterans' Service Office, Alyssa Walshaw-Community Corrections & Rehabilitation, Martha Holton-Dimick Minneapolis City Attorney, Dennis Miller-4th Judicial District Court, Peter Orput-County Attorney's Office, Michelle Jacobsen-Minneapolis City Attorney's Office, Judge Richard Hopper-4th Judicial District Court, Veterans' Court Judge

### *Implementation Committee*

Judge Richard Hopper-Co Chair, 4th Judicial District Court, Veterans' Court Judge, Lori Swenson-Co Chair, Community Corrections & Rehabilitation, Dennis Miller-4th Judicial District Court, Milt Schoen-Veterans' Service Office, Stewart Mednick-Veterans' Service Office, Jennifer Saunders-Minneapolis City Attorney's Office, Steven Norton-Minneapolis City Attorneys' Office, Connie Splonsler-Garcia-Battered Women's Justice Project, Bill Ward-Public Defender's Office, Bob Sorenson-Public Defender's Office, Tom Arneson-County Attorney's Office, Michelle Jacobsen-Minneapolis City Attorney's Office, Gail Baez-County Attorney's Office, Marlene Senechal-County Attorney's Office, Anne Caron-4th Judicial District Court, Shelly Schaefer-4th Judicial District Court, Molly Black-National Alliance on Mental Illness-Minnesota, Ann Roscoe-Metropolitan Center for Independent Living, and Missy Williams-Metropolitan Center for Independent Living

### *Steering Committee*

The Steering Committee will commence regular monthly meetings after the Court begins operations on July 12, 2010. The composition of the Steering Committee will be same as the Implementation Committee.

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**T**he Veterans' Court Team is a working group of people to carry out the daily tasks involved in operating the Veterans' Court program. The team meets on a weekly basis and is comprised of the following :

Judge Richard Hopper, Veterans' Court Judge; Manette Chineth, Veterans' Court Judicial Clerk; Lori Swenson, CUS and Operational Coordinator, Community Corrections & Rehabilitation; Greg Webster, PO, Community Corrections & Rehabilitation; Chuck Decker, PO, Community Corrections & Rehabilitation; Milt Schoen and Stewart Mednick, Veterans' Service Officers, HSPHD; Michelle Jacobsen, Prosecutor, Minneapolis City Attorney's Office; Jennifer Saunders, Prosecutor, Minneapolis City Attorney's Office; Steven Norton, Prosecutor, Minneapolis City Attorneys' Office; assigned Public Defender ; assigned County Attorney; Faith Weiss, Behavioral Health Social Worker and Veterans' Justice Outreach Coordinator, VA Medical Center; Lori Loncharek, Court Screener/Social Worker, HSPHD; Missy Williams, Mentor Coordinator, Metropolitan Center for Independent Living; Molly Black, Mentor Coordinator, National Alliance on Mental Illness-Minnesota

Chapter

2

## Establishment of Veterans' Court

### *Mission Statement*

The Mission of the of the Hennepin County Veterans' Court is to promote public safety and assist and support veterans and their families by creating a coordinated response through collaboration with the veteran's service delivery system, community-based services, and the criminal justice system.

### *Goals*

The goals of the Hennepin County Veterans' Court program are as follows:

- |                     |   |
|---------------------|---|
| Goal I.             | Reduce criminal recidivism  |
| Goal II.            | Facilitate participant sobriety                                       |
| Goal III.           | Increase compliance with treatment and other court ordered conditions |
| Goal IV.            | Improve access to VA benefits and services                            |
| Goal V <del>4</del> | Improve family relationships and social support connections           |
| Goal VI.            | Improve life stability  |

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<i>Goal</i>	<i>Measurements</i>
<i>Reduce recidivism</i>	<i>Charges, and convictions for entire state (via individual lookups in MNCIS and CORRIS systems).</i>
<i>Facilitate participant sobriety</i>	<ol style="list-style-type: none"> <li>1. EtG(Urine Alcohol Testing with Ethyl Glucuronide-if applicable)</li> <li>2. SCRAM data (Secure continuous remote alcohol monitor-if applicable)</li> <li>3. Ignition interlock (if applicable)</li> <li>4. Drug/alcohol testing (probation data)</li> <li>5. Breathalyzer results (probation and police data)</li> </ol>
<i>Increase compliance with treatment and other court ordered conditions</i>	<p><i>Treatment completion rates from case records (e.g., data extracted from probation, treatment and/or courtroom notes for the following:</i></p> <ol style="list-style-type: none"> <li>1. Retention rates (drop-outs v. completers)</li> <li>2. Treatment and aftercare attendance</li> <li>3. Appearances at judicial reviews</li> <li>4. Attendance at probation appointments</li> <li>5. Attendance at self-help groups (if applicable)</li> <li>6. Medication compliance (if applicable)</li> </ol>
<i>Improve access to VA benefits and services</i>	<p><i>VA benefit and service enrollments (e.g., scores on survey items that assess VA benefit enrollment, ease of access, and understanding of eligibility requirements)</i></p>
<i>Improve family relationships and social support connections</i>	<p><i>Utilization of mentor program, completion of individual needs-based parenting, family, and/or relationship treatment/programs. Data extracted from:</i></p> <ol style="list-style-type: none"> <li>1. Scores on survey items that assess both satisfaction and individual impact from individual treatment programs (both internal and external).</li> <li>2. Results from participant prospective and retrospective interviews to examine Veterans' Court impact on social relationships and community reintegration.</li> </ol>
<i>Improve life stability</i>	<i>Increase in stable housing, enrollment and/or completion of supportive employment programs, educational training, and social service programs.</i>



### *Structure/Model*

The Hennepin County Veterans' Court is a voluntary, pre-adjudication and post sentence program that utilizes a multi-faceted approach. It consists of intensive supervision by probation, referral and case management services provided by the Veterans' Service Office, frequent appearances before the Veterans' Court Judge, mandatory chemical health and/or mental health treatment, regular attendance at self help/support groups, frequent random drug testing. In disposing of cases, Veterans' Court uses all remedies available to a sentencing Judge in Hennepin County. The available options include; Pretrial Conditional Release, Continuation with Prosecution (CWOP), Diversion, 152.18 Dispositions, Stay of Imposition, Stay of Execution and finally Commitment to the Commissioner of Corrections for certain participants who have failed the program and have a stayed prison sentence. Upon completion, the program encourages and offers aftercare treatment, continued involvement with a Veterans' Court mentor and/or as a Veterans' Court mentor.

The Veterans' Court is an 18 month program consisting of five phases. The team is empowered to vary the length of programming based on individual case circumstances. Advancement from phase to phase is based on meeting clearly outlined criteria.

Once a participant has voluntarily entered the Veterans' Court program, he/she is required to remain in the program. Apprehension and Detention Orders regarding Veterans' Court participants will be scheduled and heard in Veterans' Court. Probation revocation proceedings, including formal Morrissey hearings, will also be conducted in Veterans' Court.

### *Target Population*

The target population for the Hennepin County Veterans' Court program will consist of offenders charged with misdemeanor, gross misdemeanor or felony level offenses, except mandatory (MN State Statute) or presumptive (MN Sentencing Guidelines) prison commitments.

### *Eligibility Criteria*

The guidelines that the Hennepin County Veterans' Court program uses to identify and admit offenders into the program are as follows:

The Veterans' Court will serve Hennepin County, Minnesota residents. The residency requirement may be waived by the Veterans' Court Team if the defendant lives close enough to be able to comply with court conditions

Offenses must occur in Hennepin County.

The offender must be 18 years of age or over.

The offender must be charged with an offense as listed in "Target Population" above.

The offender must have served in the United States Armed Forces.

Eligibility for Veterans' Court is not determined by eligibility for benefits from Veterans' Administration.

As determined by Veterans' Administration or Veterans' Court staff, the client has a treatable behavioral issue, (i.e.) PTSD, TBI, Anger/Domestic Violence, Substance Abuse/Dependency.

### *Disqualification Criteria*

The guideline that the Hennepin County Veterans' Court will use to identify that an offender is ineligible for the program is as follows:

Defendant's are disqualified from Veterans' Court if they face a mandatory or presumptive prison sentence.

### *Entry & Referral Process*

The processes that the Hennepin County Veterans' Court will use to move offenders from arrest to program entry are as follows:

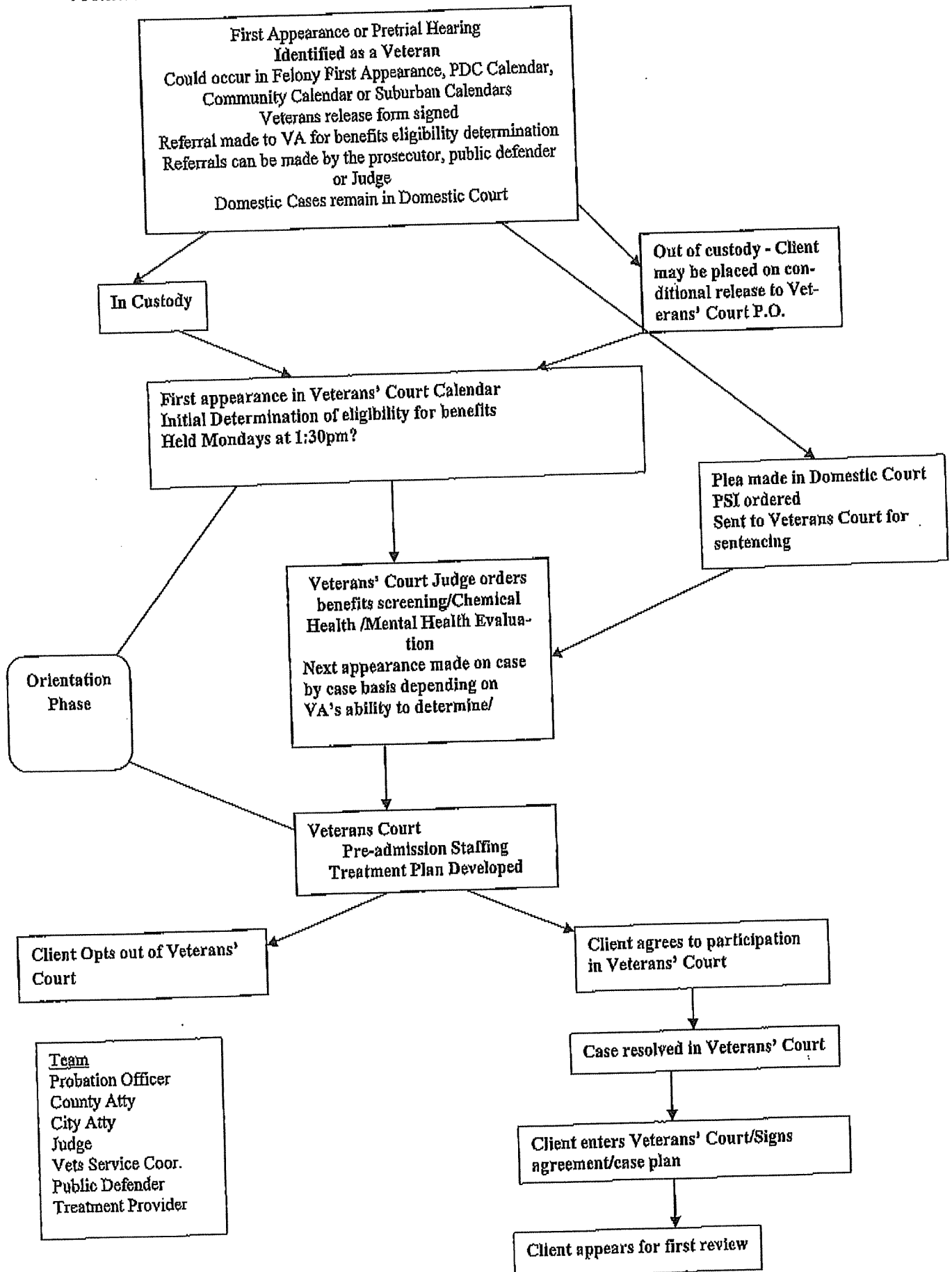
1. A case is referred to Veterans' Court, upon agreement of the attorneys, the defendant, and the referring judge.
2. The Court Screener/Social Worker completes an assessment, and:
  - a. Interviews defendant and speaks with accompanying family members and/or case managers.
  - b. If only the defendant is present, the Court Screener checks the relevant information systems to determine if the defendant is receiving or has in the past, received services from Hennepin County and if the defendant has a prior criminal record.
  - c. Advises the judge and attorneys as to whether the defendant and case meet Veterans' Court criteria and makes a recommendation to the court as to whether or not the defendant should be accepted. If the defendant is accepted, a conditional release plan is recommended by the Court Screener and must be agreed to by the defendant. If the defendant is not accepted, the case is referred back to the originating calendar. The Court Screener may postpone making a decision on acceptance pending the completion of an updated psychological evaluation or the review of existing medical records.
3. An accepted defendant is placed on conditional release by the judge and is assigned by the Court Screener to supervising social worker or probation officer. The Veterans' Service Officer is notified of the need for VA eligibility determination and possible referral to the VA Medical Center.
4. If the defendant has an existing case manager from Hennepin County or other agency, he or she is notified about the court proceedings and invited to attend all subsequent court hearings to provide input.
5. If the defendant is without services and is eligible for services in Hennepin County, he or she is directly referred by the Court Screener to appropriate services.
6. The defendant then appears for a series of conditional release judicial reviews to monitor compliance until the attorneys and judge feel that the case is ready for disposition. The disposition of a case depends on the nature of the case and the performance of the defendant.

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- a. Defendants with less serious current offenses and minimal criminal histories may receive diversion. If diverted, the case is continued for at least a year and then dismissed if the defendant complies with Veterans' Court conditions and has no additional criminal charges.
- b. Less compliant defendants with greater criminal histories plead guilty. The plea is vacated and the charge dismissed after at least one year if the Veterans' Court conditions have been followed and there have been no additional criminal charges.
- c. Some defendants have serious current offenses, serious behavioral problems, and lengthy criminal histories. They plead guilty and are placed on supervised probation to a probation officer. Workhouse time and other traditional correctional sanctions are used to gain compliance with Veterans' Court conditions.
- d. Post conviction defendants continue to appear in court for judicial reviews to monitor compliance with Veterans' Court conditions until they graduate.
- e. A defendant may participate in court programming and stay in contact with court staff after graduation if it helps maintain stability.

# Preliminary Veterans' Court Flow Chart

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Chapter

3

## Operation of Veterans' Court

### *Phases*

**P**hases are the steps identified by the Veterans' Court Team through which clients must progress in order to complete the program. The expected length of the program is 18 months with 12 months of participation/6 months of mentoring.

Termination criteria are the guidelines used to release offenders from the program.

Graduation criteria are the guidelines used to identify how offenders can successfully complete the program.

### **Orientation Phase or Conditional Release:**

*Description:* This could be an orientation phase for newly sentenced clients or clients on conditional release could start in this phase as well. Minimum of 30 days.

#### *Requirements of the phase:*

- Maintain contact with probation as directed.
- Attend all appointments with Veterans' Services Officer/other service providers.
- Submit to drug/alcohol testing as ordered by probation.
- Attend court appearances.
- Remain law abiding.

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- Compliance with initial treatment plan as outlined by probation and the Veterans' Services Officer.

#### *Advancement Criteria:*

- Maintained regular contact with probation.
- No positive drug or alcohol tests for at least 30 days.
- Attend scheduled services and appointments and no misses for 14 days.
- Attend all court appearances.
- No new criminal charges.
- Initial treatment plan is developed.
- Present treatment plan to Court.
- Agree to participate in the Veterans' Court program.

#### Phase 1:

*Description:* Treatment plan development. Minimum of 90 days.

#### *Requirements of the phase:*

- Maintain contact with probation.
- Attend all appointments with Veterans' Services Officer/other service providers.
- Follow the individualized treatment plan developed with your probation officer and Veterans' Services Officer.
- Submit to drug/alcohol testing as ordered by probation.
- Attend court reviews every other week.
- Complete 5 hours of community service.
- Involvement with a Veterans' Court mentor.
- Compliance with restitution if applicable.

#### *Advancement Criteria:*

- Contact with probation at least one time weekly.
- Submitted UA's as directed.
- Compliance with all aspects of your individualized treatment plan for at least 1 month.

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- No missed appointments for 1 month.
- Attend all court appearances.
- Complete 5 hours of community service.
- Contact with your mentor at least twice a month.
- Petition to Phase II— present progress on treatment plan and charges.

#### Phase 2:

*Description:* Ongoing treatment plan. Minimum of 120 days.

#### *Requirements of the phase:*

- Maintain contact with probation every other week.
- Attend all appointments with Veterans' Services Officer/ other service providers.
- Follow the individualized treatment plan developed with your probation officer and Veterans' Services Officer.
- Submit to drug/alcohol testing as ordered by probation.
- Attend court reviews every three weeks or as determined by the Veterans' Court Judge.
- 10 hours of community service.
- Involvement with a Veterans' Court mentor.
- Compliance with restitution if applicable.

#### *Advancement Criteria:*

- Contact probation at least every other week.
- No positive drug/alcohol tests for 90 days.
- Compliance with individualized treatment plan and no missed appointments/treatment sessions for 60 days.
- Complete 10 hours of community service.
- Contact with your mentor at least twice a month.



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### Phase 3:

*Description:* Stabilization phase. Minimum of 120 days.

#### *Requirements of the phase:*

- Maintain contact with probation every three weeks.
- Attend all appointments with Veterans' Services Officer/other service providers.
- Submit to drug/alcohol testing as ordered by probation.
- Attend court reviews every three weeks or as determined by the Veterans' Court Judge.
- 15 hours of community service.
- Regular contact with Veterans' Court Mentor.
- Be employed/actively job seeking or making progress toward educational goals.
- Develop a continuing care plan with your probation officer/Veterans' Services Officer in conjunction with treatment providers etc.
- Stable/sober housing.
- Compliance with restitution if applicable.

#### *Advancement Criteria:*

- Contact probation at least every other week.
- Compliance with individualized treatment plan and no missed appointments/treatment sessions for 60 days.
- No positive drug/alcohol tests for 120 days.
- Complete 15 hours of community service.
- Contact with your mentor at least twice a month.
- Employment/education
- Stable housing (can be a halfway house).
- Making payments toward restitution if applicable.
- Present Continuing care/stabilization plan to the Court.

**Phase 4:**

*Description:* Transition to graduation. 1-6 months depending on resolution of the case.

*Requirements of the phase:*

- Maintain contact with probation as directed.
- Follow the stabilization plan developed with your probation officer and Veterans' Services Officer.
- Submit to drug/alcohol testing as ordered by probation (less frequency 1x month random).
- Attend Veterans' Court mentor orientation.
- Become a Veterans' Court Mentor.
- Be employed/actively job seeking or making progress toward educational goals.
- Stable/sober housing.
- Payment of all court/probation fees.

*Advancement Criteria:*

- No positive drug/alcohol tests for 6 months.
- Compliance with stabilization plan and no missed appointments/treatment sessions for 60 days.
- Regular involvement with Veterans' Court mentee.
- Employed or pursuing educational goals.
- Graduation request and speech.

Individualized treatment plan can include but is not limited to substance abuse treatment, individual/group therapy, self help groups, mental health and medical appointments, medication monitoring, domestic abuse group, involvement with additional evaluations (i.e.) neuropsych and family therapy.

Stabilization plan is a continuing care plan clients will develop to demonstrate that they can stay sober, address their mental/physical health needs etc. after they complete the program.

*Hennepin County Veterans' Court*

*Court Requirements*

- Remain law abiding
- Do not use or possess firearms
- No use of alcohol or illegal drugs
- Attend all court appearances and be on time
- Comply with treatment plan as outlined by probation and Veterans' Services Officer (e.g. mental health, substance abuse, domestic violence or anger management)
- Maintain contact with probation
- Submit to drug and alcohol testing as ordered by the Court and directed by probation
- Cooperate with unscheduled home visits by probation and law enforcement
- Use one doctor and one pharmacy for prescription drugs
- Pay fines and fees ordered by the Court
- Do not function as a police informant while involved in the program
- Reside in the metropolitan area with accessibility to the Court, probation and VA services
- Inform the court of address changes
- Complete required community service or participation in restorative justice programming
- Agree to work with an assigned mentor
- Pay restitution, if ordered
- Attend self help or community support groups such as AA, CA, NA, as ordered
- Participate in training and education, as ordered
- Maintain employment or actively seeking employment or making progress toward educational goals
- Secure stable and sober housing
- Adhere to a curfew, as ordered
- Be respectful of Veterans' Court staff and property

## *Graduation*

### **Graduation Criteria**

Clients must complete all five phases, meeting the requirements of each phase in order to move to the subsequent phase and have participated in the program for a minimum of 18 months in order to be eligible for graduation. Any exceptions to this must be approved by the Veterans' Court Team and Judge. Near the end of Phase III, clients are expected to complete a stabilization plan, which outlines how they will continue to be successful after they complete the program. This plan has to be approved by the Veterans' Court Team prior to the client advancing to the fourth phase. During phase IV, clients will work this plan and demonstrate they are ready for graduation, as well as participate in mentoring another Veterans' Court participant. Once a client has completed a minimum of 6 months in phase IV, they are eligible for graduation. While post-conviction graduates are no longer required to appear in Court, they remain on administrative probation and are expected to abide by the conditions of that probation.

### **Graduation Requirements**

Each client must meet the following minimum requirements prior to graduating:

- Have at least 6 months of current, continuous sobriety.
- Complete treatment and aftercare outlined in treatment plan.
- Complete 30 hours of community service

## *Termination*

### **Unsuccessful Completion**

Termination from the Veterans' Court program generally occurs only after graduated sanctions have been imposed, and the participant continues to disregard the rules of the Court.

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Examples of continued disregard for program rules include but are not limited to; absconding from any residential/inpatient treatment facility, failing to attend treatment/therapy, repeated positive drug/alcohol tests, tampering with drug/alcohol tests, providing a urinalysis for another participant, or committing one of the prohibited offenses. Upon unsuccessful completion of the program, the participant is brought back in front of the Court for formal probation violation proceedings. The client is provided all rights and opportunities as any other individual facing a formal probation violation, which includes a Morrissey hearing. If found guilty of the violation, it will, in all likelihood, result in probation revocation.

#### Grounds for Termination

- a. A defendant may be terminated at any time during the above process. Consistent failure to follow court conditions and failure to remain law abiding are grounds for termination.
- b. The Veterans' Court Team shall make the final decision on all acceptances, rejections, graduations, and terminations.

#### *Sanctions and Incentives*

**S**anctions are the imposition of a consequence, perceived as negative by the receiver, as a direct result of a prohibited activity, and may include any of the following listed below:

Incentives are responses to compliance, perceived as positive by the receiver, and may include any of the following listed on the next page:

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### Sanctions

Procedure: If the client does not comply with treatment plan or rules, court orders, terms and conditions of probation or other aspects of supervision, the Judge may impose sanctions including:

- Warnings or admonishments from the bench
- Donation of bus cards
- Donation to local veterans service providers
- Increased drug Testing
- Write an essay on a Veterans Court related topic as identified by a Veterans Court team member, which must be read aloud in at the next appearance.
- Increased participation in self help meetings
- Increased treatment including but not limited to intensified Chemical Dependency treatment (outpatient to residential), treatment extensions or increased therapy sessions.
- Community service
- Sentence to Service
- Lengthening periods of incarceration
- Termination from the program

### Incentives

Procedure: If the client complies with all the aspects of his/her probation and individualized treatment plan and his/her progress indicates marked improvement such as successful completion of treatment/therapy, the Judge may recognize the client's success with rewards such as:

- Praise, acclaim or recognition
- Ceremonies or awards
- Gift cards/gift certificates
- Assistance in paying application fees for educational/vocational training
- Reduction or suspension of fines
- Phase advancement
- Bus cards
- Sobriety tokens and medallions
- Graduation from the program

### *Treatment Protocol*

Treatment plans are flexible and adjusted based on a participant's individual risks, needs and goals. The plan takes into account the participant's baseline functioning, individual capabilities, and holistic needs including physical, mental, and spiritual interests. Treatment plans are altered to reflect the participant's progress.

If the treatment plan is inadequate to meet the participant's needs (e.g. the participant exhibits symptoms of psychosis, suicidal ideation, self injuring behavior, or continues to use drugs or alcohol), the Court may order additional assessments and the level of treatment may be intensified. The participant may move from an outpatient setting to a residential program.

Participants who qualify for services at the VA Medical Center will be required to participate in treatment services according to the VA assessment/evaluation and treatment plan. Non-qualifying participants will be required to participate in community-based programming based on assessments completed by Veterans' Court staff and other mental and chemical health professionals.

The Veterans' Court maintains an extensive network of community-based mental health and chemical dependency treatment providers. Services include: outpatient mental health center services, residential crisis center, dual diagnosis programs, hospital-based programs, short and long-term residential treatment, outpatient treatment, psychiatric services, intensive outpatient case management services and others. The Veterans' Court team refers participants to specific programs based on their clinical need, the program's ability and willingness to comply with the Court's reporting requirements, and the program's capacity to provide culturally appropriate services for the veteran population. Treatment providers, with whom the Veterans' Court staff maintains close communication, may appear in weekly staffing and judicial supervision hearings to provide input to the Court on participants' progress in treatment.

Participants who require psychotropic medication monitoring are referred to the PRISM (Providing Resources and Integrating Services to the Mentally Ill) Center. The program is collaboration between the Courts, Community Correction & Rehabilitation, Human Services-Public Health and the doctors at the Hennepin County Medical Center. PRISM serves as a reporting center, medication dispensing/monitoring site, and one stop access to social services for mentally ill persons under the supervision of the Veterans' Court.

### *Supervision Protocol*

Probation supervision for Veterans' Court participants will consist of enhanced intensive supervision. Each probation officer will have a reduced caseload with a cap of 50 participants.

The expectations for probation contact are as follows:

**Orientation/Conditional Release Phase:** Will have contact with clients at least one time each week and participate in all treatment planning meetings.

**Phase One:** Will have contact with clients at least one time each week and attend ongoing treatment planning meetings.

**Phase Two:** Will have contact with clients at least every other week and attend ongoing treatment planning meetings.

**Phase Three:** Will have contact with clients at least every other week and attend ongoing treatment planning meetings/stabilization plan meetings

**Phase Four:** Will have contact with clients at least once a month.

Probation contacts may take place in Adult Field Services offices, the offices of Veterans' Administration or at the participants home, treatment center, school or place of employment. Community visits will be both scheduled and unscheduled. Probation Officers may be accompanied by law enforcement during community visits. Clients may be required to submit urinalysis and/or preliminary breath tests (PBT) during these visits.

All participants in Veterans' Court will be subject to observed, frequent, random drug/alcohol testing.

### *Evaluation Design*

The best way to determine the effectiveness of any new program is to conduct a thorough evaluation. To achieve this goal, the Fourth Judicial District Court research team will employ a multi-method design. A multi-method design includes both qualitative and quantitative data collection and analysis. The qualitative methodological design includes in-depth interviews of a random sample of Veterans' Court clients at two points: enrollment in Veterans' Court (prospective) and upon either completion of or termination from Veterans' Court (retrospective). By interviewing clients at the point of enrollment, the research team will gain insight into client's *anticipated* outcomes. The second interview (post-completion/termination) will re-visit the client's *anticipated* outcomes and explore successes and barriers to both the client's and the court's goals. In addition, results from in-depth interviews provide service and access information to the court; allowing for adjustments and fine tuning of program components.



The quantitative methodological design includes collection and analysis of survey (prospective and retrospective) results and measurable program evaluation data (see goals section for program measurements). The combination of survey results and quantifiable program outcomes provide a "full view" of the effectiveness of Veterans' Court, from both a client and criminal processing perspective. Because Veterans' Court focuses on varied individual needs, the above multi-method design accommodates the complex evaluation and outcomes needs for numerous stakeholders involved in Veterans' Court.

### *Mentor Program*

A peer mentor will be assigned to all Veterans' Court participants. The mentors are veterans who undergo specialized training to establish and maintain active and supportive relationships. They are role models who are trained to assist the participant in navigating the court, treatment, and VA systems. The Hennepin County Veterans' Court Mentor Program will operate under the auspices of the Metropolitan Center for Independent Living (MCIL)-Soldiers and Families Who Care Volunteer and Mentor Program and the National Alliance on Mental Illness-Minnesota (NAMI)-Vet Connection Project. Mentors will operate under the direction and supervision of the sponsoring organizations. The Veterans' Court and the sponsoring organizations will share responsibility for recruitment, screening and training of mentors. The sponsoring organizations will be responsible for ongoing supervision of mentors and will designate a coordinator to serve on the Veterans' Court Implementation Committee, Steering Committee and on the Veterans' Court Team.

## *Memorandum of Understanding*

A Memorandum of Understanding is a written agreement with other agencies or organizations for services provided to the Hennepin County Veterans' Court. The Memorandum of Understanding is attached as Appendix E.

## *Ethics and Confidentiality*

A ny program that specializes, in whole or in part, in providing treatment counseling or assessment and referral services for participants with alcohol or drug problems must comply with the Federal confidentiality regulations (42 C.F.S.s.2.12(e)). The federal regulations apply to programs that receive federal funding, and federal law prevails if there is a conflict with state laws.

Two federal laws and a set of regulations guarantee the strict confidentiality of information about persons — including participants — receiving alcohol and drug abuse assessment and treatment services. The legal citation for these laws and regulations is 42 U.S.C. SS 290dd-3 and ee-3 and 42 C.F.R. Part 2.

Confidentiality of participants is governed under 42 U.S.C. SS 290dd which encourages treatment and is applicable to most problem solving court programs. 290dd applies if the Court orders screening, assessments, referrals, treatment and diagnosis.

Information that is protected by federal confidentiality regulations may always be disclosed after the offender has signed a proper consent form. The regulations also permit disclosure without the participant's consent in several situations, including medical emergencies, program evaluations, and communications among program staff. Participants who refuse to sign consent forms permitting essential communications can be excluded from treatment or provided treatment temporarily in the hope that resistance to signing the consent forms will evaporate as treatment proceeds.

The Fourth Judicial District Veterans' Court has a designated "confidentiality expert" to ensure knowledge, understanding and compliance with state and federal confidentiality laws as well as ethical professional requirements. Participants must be informed of privacy rights in writing. They are required to sign a 'Waiver of Medical Privilege' upon entering the program, and will be given a copy of the Waiver. Information that is protected by Federal confidentiality regulations may only be disclosed after the participant has signed a proper consent form. Said forms are signed with the probation officer and treatment providers to facilitate information sharing. *Appendix B - Waiver of Medical Privilege.*

#### FOURTH JUDICIAL DISTRICT

A proper consent form must be in writing and must contain each of the items contained in §2.31, including:

- The name or general description of the program(s) making the disclosure;
- The name or title of the individual or organization that will receive the disclosure;
- The name of the client who is the subject of the disclosure;
- The purpose or need for the disclosure;
- How much and what kind of information will be disclosed;
- A statement that the client may revoke the consent at any time, except to the extent that the program has already acted upon it;
- The date, event, or condition upon which the consent expires if not previously revoked;
- The signature of the client; and
- The date the consent is signed.

A general medical release form or any consent form that does not contain all of the elements listed above and herein is not acceptable.

#### *Roles and Responsibilities of Veterans' Court Team*

##### **Roles and Responsibilities of the Veterans' Court Team**

###### **Judge:**

Supervises client progress through the Veterans' Court continuum based on regular judicial supervision hearings, team input and client behavior; leads the Veterans' Court Team in decision-making; holds the participant accountable for his/her progress by use of sanctions and incentives.

###### **Prosecutor:**

Attends all staffing and judicial supervision hearings, represents ongoing public safety perspective in the team decision making process.

###### **Public Defender:**

Advocates for client's access to and continued participation in Veterans' Court; assists in determining eligibility; assures confidentiality requirements are met. Attends all staffing and provides ongoing legal representation in the judicial supervision process.

###### **Treatment Providers:**

Provides mental health, chemical dependency, and domestic abuse treatment based on individual needs and goals. Attend staffing and judicial supervision hearings whenever possible, provides timely progress reports and input on various and appropriate treatment strategies and modalities.

## **FOURTH JUDICIAL DISTRICT**

### **Court Screener/Social Worker:**

Completes preliminary assessments, determines if the defendant is receiving or has in the past received services from Hennepin County, advises the parties on the mental health status of the defendant and recommends a conditional release plan; refers for chemical health assessments and provides casework services, attends staffing and provides progress/adjustment information.

### **Probation:**

Provides intensive supervision and a broad range of rehabilitative and case management services within the Veterans' Court continuum. Attends all staffing and judicial supervision hearings; organize and present progress/adjustment information at staffing.

### **Veterans' Court Operational Coordinator:**

Attends staffing and judicial supervision proceedings. Responsible for the operation, systems coordination and appropriate and timely completion of proposed veterans' court program activities. Supervises probation staff, facilitates case flow and activities of participating agencies, monitors the meeting of goals and provides quality assurance.

### **Veterans' Service Officer:**

Assists in determining eligibility for VA benefits and in making referrals to the VA Medical Center; attends staffing and provides information and perspective regarding community adjustment.

### **Evaluator: District Court Researcher**

Develops an evaluation plan and data collection strategy. Responsible for completing a process and outcome evaluation.

### **Behavioral Health Social Worker:**

Attends staffing and serves as the liaison to the VA Medical Centers, facilitates VA linkages for services, coordinates reporting from the VA, checks and assists with eligibility for services and provides case management.

### **Mentor Program Coordinator:**

Attends staffing and serves as the liaison to the Veteran's Court. Assists in recruiting, screening and training mentors, and provides ongoing supervision of mentors.

### **Victim Advocate:**

Attends staffing and advocates for the safety of victims. Assists in making referrals to appropriate domestic violence treatment services.

*Appendix A Veterans' Court Treatment Providers*

Abbott Northwestern Hospital's  
Out-Patient Behavioral Health Services  
800 East 28th Street  
Minneapolis, MN 55404  
(612) 863-5327

African American Family Services -  
Counseling Services  
100 West Franklin Avenue  
Minneapolis, MN 55404  
(612) 813-0782

Associated Clinic of Psychology  
Lake Pointe Corporate Center  
3100 West Lake Street  
Suite 210  
Minneapolis, MN 55416  
(612) 925-6033

Chicanos y Latinos Unidos En Servicio  
(CLUES)  
2700 East Lake Street  
Suite #1160  
Minneapolis, MN 55405  
(612) 871-0200

Community-University Health Care Center  
2001 Bloomington Avenue South  
Minneapolis, MN 55404  
(612) 638-0700

Fairview University Medical Center  
Riverside Campus  
Out-Patient Behavioral Health Services  
2312 South 6th Street  
Minneapolis, MN 55454  
(612) 672-6600

Family & Children's Services  
414 South 8th Street  
Minneapolis, MN 55404  
(612) 339-9101

Genesis II for Families  
Dr. Reena Pathak PsyD, LP  
3036 University Avenue S.E.  
Minneapolis, MN 55414  
(612) 617-0191  
Adaptive testing also available  
(Accepts all insurance providers and M.A.)

Hamm Memorial Psychiatric Clinic  
408 St. Peter Street  
Suite 429  
St. Paul, MN 55102  
(651) 224-0614  
(Insurance/M.A./Sliding fee scale)

Hennepin County Human Services &  
Public Health Department  
Mental Health Clinics  
\*\* 1800 Chicago Avenue South  
Minneapolis, MN  
\*\* 3300 Bass Lake Road/Suite 400  
Brooklyn Center, MN  
(612) 347-6017

Hennepin County Medical Center  
Acute Psychiatric Services  
(Crisis Intervention Center)  
701 Park Avenue South  
Minneapolis, MN 55415  
(612) 347-3161

Hennepin County Mental Health Center  
Nicollet Exchange II Building  
1801 Nicollet Avenue South  
Minneapolis, MN 55404  
(612) 596-0900  
(Insurance/M.A./Sliding fee scale)

Indicates these providers conduct psychiatric evaluations

Indicates these providers conduct psychological evaluations  
(These providers may not have psychiatric services)

FOURTH JUDICIAL DISTRICT

Hennepin Faculty Associates  
701 Park Avenue South  
Minneapolis, MN 55415  
(612) 347-2491

Indian Health Board of Minneapolis  
1315 East 24th Street  
Minneapolis, MN 55404  
(612) 721-9800

Indian Health Board of Minneapolis, Inc.  
1315 East 24th Street  
Minneapolis, MN 55404  
(612) 721-9800  
(Insurance/M.A./Sliding fee scale)

Jewish Family & Children's Services  
13100 Wayzata Boulevard  
Suite 400  
Minnetonka, MN 55305  
(952) 546-0616  
(Insurance/M.A./Sliding fee scale)

Lutheran Social Services  
2414 Park Avenue South  
Minneapolis, MN 55404  
(612) 871-0221

Neighborhood Involvement Program  
2431 Hennepin Avenue South  
Minneapolis, MN 55405  
(612) 374-3125  
(Insurance/M.A./Sliding fee scale - No  
one is turned away)

NorthPoint Mental Health Center  
1313 Penn Avenue North  
Minneapolis, MN 55411  
(612) 302-4747  
(Insurance/M.A./Sliding fee scale)

Open Cities Health Center  
409 North Dunlap Street  
St. Paul, MN 55104  
(651) 290-9200  
(Insurance/M.A./Sliding fee scale/Free)

Pyramid Counseling Center  
830 Boone Avenue North  
Golden Valley, MN 55427  
(763) 746-2400  
(Insurance/M.A./Sliding fee scale)

Relate Counseling Center  
15320 Minnetonka Boulevard  
Suite 200  
Minnetonka, MN 55345  
(952) 932-7277  
(Insurance/M.A./Sliding fee scale)

University of St. Thomas  
Interprofessional Center for Counseling  
& Legal Services  
(651) 962-4820  
(Free)

Walk-In Counseling Center  
2421 Chicago Avenue South  
Minneapolis, MN 55404  
(612) 870-0574  
Psychological assessments are  
sometimes available  
(Free)

West Side Community Health Services  
153 Cesar Chaves Street  
St. Paul, MN 55107  
(651) 222-1816  
(Insurance/M.A./Sliding fee scale)

*Appendix B Waiver of Medical Privilege*

STATE OF MINNESOTA  
COUNTY OF HENNEPIN

DISTRICT COURT  
FOURTH JUDICIAL DISTRICT

State of Minnesota  
v.  
\_\_\_\_\_

Case # 27-CR-\_\_\_\_\_  
SILS # \_\_\_\_\_  
Charge \_\_\_\_\_

**CONSENT TO RELEASE PRIVATE HEALTH, ALCOHOL/DRUG AND  
MENTAL HEALTH RECORDS AND INFORMATION**

My name is \_\_\_\_\_ My date of birth is \_\_\_\_\_

1. I understand that to be considered for participation in the Hennepin County Veterans' Court, I must allow my medical and alcohol/drug treatment providers to furnish information (including mental health) relating to my treatment to any member of the Hennepin County veterans' Court Team for the duration of my participation in the Hennepin County Veterans' Court, and by signing this agreement I agree to the disclosure of such records and information.
2. I understand that my alcohol and/or drug treatment records are protected under the federal law and regulations governing Confidentiality of Alcohol and Drug Abuse Patient Records, 42 C.F.R. Part 2, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I understand that my medical records are protected by federal law and regulations. I also understand that my records concerning mental health services I receive are protected by state law. I understand that I may revoke this authorization at any time with a written request. Otherwise, this consent will expire eighteen months from the date listed below. I further understand that my records may be transmitted by fax and electronically.
3. I understand that the purpose of releasing this medical and treatment information is for the Hennepin County Veterans' Court to determine my eligibility for the program, to determine the proper treatment placements and regiment, and to judge my progress in the program.
4. I understand that my medical and treatment information may be discussed in the Hennepin County Veterans' Court where other participants and observers may hear it.
5. I have read this document, or it has been read to me, and I understand its contents. By signing this Consent, I am telling the Court that I understand the rights I am waiving.

DATE \_\_\_\_\_

\_\_\_\_\_  
Defendant

DATE \_\_\_\_\_

\_\_\_\_\_  
Defendant's Attorney

*Appendix C Participant Agreement*

STATE OF MINNESOTA  
COUNTY OF HENNEPIN

DISTRICT COURT  
FOURTH JUDICIAL DISTRICT

State of Minnesota  
v.

Case # 27-CR-\_\_\_\_\_  
SILS # \_\_\_\_\_  
Charge \_\_\_\_\_

**Hennepin County Veterans' Court Participant Agreement**

The purpose of the Hennepin County Veterans' Court is to promote public safety and assist and support veterans and their families by creating a coordinated response through collaboration with the veteran's service delivery system, community-based services, and the criminal justice system. I have been offered and have accepted the opportunity to participate in this program.

I, \_\_\_\_\_, VOLUNTARILY AGREE TO THE FOLLOWING:

1. I will attend and complete any treatment program and/or support group, including AA/NA that I am referred to by the Court. I agree to be supervised by persons designated by the Court. I will obey all rules of the treatment program and/or support group, provide verification of my participation, and pay all required fees.
2. I will submit to urine, breath and other drug testing as ordered by the Court. I will not manipulate the results of any testing of me. I will control the intake of fluids so as not to dilute any urine sample. I will cooperate during random home visits by probation officers, police officers, or other authorized agencies, including breath testing and cursory searches of my person and residence.
3. I will appear for all court dates, treatment meetings, probation officer meetings, classes or other scheduled appointments as ordered by the Court, and I will be on time.
4. I will comply with the terms and conditions of my sentence and any other rules designated by Probation or members of the Team. I will read the Veterans' Court participant handbook and abide by the rules in the handbook.
5. I agree to keep the Court and treatment providers informed of my current address and phone number(s) and to report all address and phone changes to my probation officer before I make the changes.
6. I will not use or possess alcohol or any mood-altering substances while participating in the program. Furthermore, I understand that I must have prior permission from Court staff before taking any prescribed medication. I will provide verification of prescriptions to my probation officer before any use of medication. Except in the case of a life-threatening medical emergency, I will only use one physician, one pharmacy, and one hospital while in Veterans' Court and I will advise any health care professionals who treat me that I am chemically dependent.
7. The Court may impose immediate sanctions for non-compliance with conditions of the program.
8. I understand I have the right to a formal hearing before sanctions are imposed.
9. I agree to the terms set forth by the Hennepin County Veterans' Court, and understand that if I do not follow the Court rules I will be terminated from the program. I have received a copy of this Participant Agreement and the Participant Handbook and agree to its terms and conditions. I also understand that full compliance will fulfill the original Court order and may result in early termination of my probation or placement on administrative probation.

DATE \_\_\_\_\_

\_\_\_\_\_  
Defendant



*Appendix D Pre-Graduation Packet*

**Hennepin County Veterans' Court  
Pre-Graduation Packet/Aftercare plan**

In order to prepare for Veterans' Court graduation all participants must complete a pre-graduation/aftercare plan one week prior to your last court appearance. This will give the Veterans' Court team an opportunity to review it, ask questions and make additional recommendations about your future plans.

Once the Veterans' Court team and your probation officer review and accept your plan, you will be able to petition the Court for graduation. Your probation officer will help you work through this packet.

Participant: \_\_\_\_\_ Case#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Next Court Date: \_\_\_\_\_

Probation Officer: \_\_\_\_\_

**Hennepin County Veterans Court Graduation Requirements**

- Have at least 6 months of current, continuous sobriety.
- Complete treatment and aftercare outlined in treatment plan.
- Complete 30 hours of community service
- Have no pending criminal charges.
- Be involved as a Veterans court mentor for at least 6 months
- Pay all program fees, fines and restitution
- Attend a veterans court alumni group meeting

**Hennepin County Veterans' Court Program: Pre-Graduation Questionnaire/Aftercare Plan**

On a separate sheet of paper, answer all of the following questions. It is to your advantage to provide as much detail and information as possible when answering these questions.

**1. Sobriety**

- a. How long have you been clean/sober?
- b. Describe your life before your entry in the Veterans' Court Program.

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- c. Describe how your life is different today (after Veterans' Court).
- d. How have you learned to handle stressful situations? What do you do?

**2. Treatment/Support Groups**

- a. Where did you attend treatment? (List all)
- b. What did you learn in treatment?
- c. Do you attend 12 step meetings? Where is your home group?
- d. Do you have any commitments in the 12-step community?
- e. Do you have a 12-step sponsor and/or mentor? What are their first names and phone numbers?
- f. How long have you had this sponsor and/or mentor?
- g. What step are you working on currently?
- h. Has having a sponsor and/or mentor been helpful to you? How?
- i. Describe your relationship with your sponsor and/or mentor.
- j. Besides your sponsor and/or mentor, describe your support system. If you were in a crisis who would you call for support? List their names and phone numbers.

**3. Employment/Education**

- a. Are you currently employed? Or currently in school? Where?
- b. How long have you been employed/unemployed? Or in school?
- c. What kind of work do you do, or are you looking for?
- d. What are your educational plans or goals?
- e. Are you satisfied with your job? If not what would be your ideal job?

**4. Family/Friends/Relationships:**

- a. Describe your current relationships with family, significant other and friends.
- b. Describe how your recovery has affected your relationships with others.
- c. How do you plan to continue to build sober supportive relationships?

**5. Accommodations:**

- a. Where do you live? Who else lives with you?
- b. Are you satisfied with your accommodations? Do you plan to move?
- c. Is this environment supportive to your recovery?

**6. Future Goals:**

- a. What are two of your thirty day goals?
  - 1. What steps do you need to reach these goals?
- b. What are two of your ninety day goals?
  - 1. What steps do you need to reach these goals?
- c. What are two of your 6 month goals?
  - 1. What steps do you need to reach these goals?
- d. What are two of your one year goals?
  - 1. What steps do you need to reach these goals?

Would you be interested in participating in the Alumni Groups?

When you have completed your answers to all of these questions, please return the entire package, and your responses, to your probation officer at least two weeks prior to your court date.

*Appendix E Memorandum of Understanding*

AGREEMENT between the, Hennepin County Attorney's Office, Minneapolis City Attorney's Office, Hennepin County Public Defender's Office, Hennepin County Community Corrections and Rehabilitation Department, Hennepin County Human Services- Public Health Department- Veterans' Service Office, Battered Women's Justice Project, National Alliance on Mental Illness Minnesota, Metropolitan Center for Independent Living, Minneapolis VA Medical Center, and the Fourth Judicial District Court.

The parties to this Agreement endorse the mission and goals of the Hennepin County Veterans' Court program in order for participants to eliminate future criminal offenses, thus enhancing public safety. By addressing mental health and chemical dependency issues, the participants will realize improved quality of life. The parties recognize that for the Veterans' Court mission to be successful, cooperation and collaboration must occur within the Veterans' Court program. Changes in the eligibility and disqualification criteria must be made by the Hennepin County Veterans' Court Steering Committee.

**Mission Statement**

The mission of the Hennepin County Veterans' Court is to promote public safety and assist and support veterans and their families by creating a coordinated response through collaboration with the veterans' service delivery system, community-based services, and the criminal justice system.

**Program Goals**

The goals of the Hennepin County Veterans' court are:

- Reduce criminal recidivism
- Reduce illegal drug usage by facilitating offender sobriety.
- Increase compliance with treatment and other court ordered conditions
- Improve access to VA benefits and services
- Improve family relationships and social support connections
- Improve life stability

The parties agree that there are ten principles under which the respective agencies will work cooperatively. They are:

1. The Veterans' Court integrates alcohol and other drug treatment services with criminal justice system processing.
2. Using a non-adversarial approach in which participants and parties retain all their rights and responsibilities.

#### **FOURTH JUDICIAL DISTRICT**

5. Frequent alcohol and other drug testing, monitors abstinence.
6. A coordinated strategy governs the Veterans' Court responses to participant compliance.
7. There is on-going judicial interaction with each Veterans' Court participant.
8. A monitoring and evaluation plan measures the achievement of the program goals and gauges effectiveness.
9. Continuing interdisciplinary education promotes effective Veterans' Court planning, implementation, and operations.
10. Forging partnerships among Veterans' Court, Veterans' Administration, other problem solving courts, public agencies and community-based organizations generates local support and enhances Veterans' Court effectiveness.

The parties also agree to adhere to the Essential Elements of a Mental Health Court and Minnesota Drug Court Standards.

### **Individual Agency Responsibilities and Staff Commitments**

#### **Fourth Judicial District, Court Administration**

1. The Court Administrator, or designee, provides oversight to the Veterans' Court program and the responsibilities of the Problem Solving Courts Coordinator.
2. The Court Administrator, or designee, assists the Veterans' Court Team with monitoring and evaluation of the program when necessary.
3. The Court Administrator, or designee, assists in seeking funding sources, responds to grant solicitations, implements and monitors grant funds and provides fiscal, narrative and statistical information as required by the funding source to facilitate the on-going operation of the program.
4. The Court Administrator, or designee, provides or seeks on-going training of judicial officers and other Team members.
5. The Court Administrator, or designee, is responsible for the preparation and annual updating of the Policy & Procedure Manual and for the preparation of the annual activity report setting forth the incidence of recidivism among graduates.

6. The Court Administrator, or designee, provides leadership and direction under the supervision of the MN Judicial Council to ensure compliance with Minnesota Drug Court Standards.

#### **Fourth Judicial District, Court Administration (Veteran' Court Judge)**

1. The Judge is assigned to the Veterans' Court Program on a minimum one-year assignment to ensure consistency.

#### **FOURTH JUDICIAL DISTRICT**

2. The Judge assumes the primary role to motivate and monitor the participants of the Veterans' Court program
3. The Judge ensures a cooperative atmosphere for attorneys, probation officers, victim advocate, social service, and treatment providers to stay focused on the task of providing mentally ill and chemically dependant offenders with treatment opportunities.
4. The Judge provides the necessary reinforcers when deemed appropriate while maintaining the integrity of the court.
5. The Judge participates as an active member and chair of the Veterans' Court Team and chairs both the Veterans' Court Implementation Committee and the Steering Committee.
6. The Judge provides training to new or replacement judges.
7. The Judge acts as a mediator to develop resources and improve interagency linkages.
8. The Judge acts as a spokesperson to educate the community and peers about the Veterans' Court program and appear before governmental agencies, public commissions, legislative hearings, public forums and the media.

#### **Hennepin County Community Corrections & Rehabilitation (Veterans' Court Operational Coordinator)**

1. The Coordinator provides general oversight to the Veterans' Court program to include systems coordination, probation staff supervision, program support, quality control and community outreach. The responsibilities exist for the term of this Agreement, as funding permits.
2. The Coordinator participates as an active member of the Veterans' Court Team and Veterans' Court Implementation Committee and Steering Committee.
3. The Coordinator, during staffing, advocates for appropriate therapeutic responses and effective sanctions and incentives for program compliance or lack thereof
4. The Coordinator organizes events and meetings, compiles supporting materials to disseminate to stakeholders and providers of services to maintain linkages.
5. The Coordinator maintains program records. In addition, the Coordinator assists in the evaluation of the program.
6. The Coordinator provides or seeks continuing training for the Veterans' Court team.
7. The Coordinator provides leadership and direction to ensure compliance with the Minnesota Drug Court Standards.
8. The Coordinator contributes to the team's efforts in community education and local resource acquisition.
9. The Coordinator provides training to a new or replacement coordinator.

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##### Hennepin County Attorney's Office

1. A Hennepin County Attorney is assigned to the Veterans' Court program for the term of this Agreement, as funding permits, and participates as an active member of the Veterans' Court Team, veterans' Court Implementation Committee and Steering Committee.
2. The Hennepin County Attorney assists in identifying veterans arrested for eligible offenses.
3. The Hennepin County Attorney agrees that a positive drug test or open court admission of drug possession or use alone will not result in the filing of additional charges based on that admission.
4. The Hennepin County Attorney makes decisions regarding the participant's continued enrollment in the program based on performance in treatment and in the program rather than on legal aspects of the case, barring additional criminal behavior.
5. The Hennepin County Attorney participates as a team member, operating in a non-adversarial manner during court, to promote a sense of a unified team presence.
6. The Hennepin County Attorney, during staffing, advocates for effective sanctions and incentives for program compliance or lack thereof.
7. The Hennepin County Attorney contributes to the team's efforts in community education and local resource acquisition.
8. The Hennepin County Attorney contributes to the education of peers, colleagues, and judiciary in the efficacy of problem-solving courts.
9. The Hennepin County Attorney provides training to new or replacement prosecutors.

##### Hennepin County Public Defender's Office

1. A Hennepin County Public Defender is assigned to the Veterans' Court program for the term of this Agreement, as funding permits, and participates as an active member of the Veterans' Court Team, Veterans' Court Implementation Committee and Steering Committee.
2. The Hennepin County Public Defender assists in identifying veterans charged with eligible offenses.
3. The Hennepin County Public Defender participates as a team member, operating in a non-adversarial manner during court, to promote a sense of a unified team presence.
4. The Hennepin County Public Defender advises the defendant as to the nature and purpose of the Veterans' Court, the rules governing participation, the consequences of abiding or failing to abide by the rules and how participating or not participating in Veteran' Court will affect his/her interests.

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5. The Public Defender explains all of the rights that the defendant will temporarily or permanently relinquish.
6. The Public Defender explains that because criminal prosecution for admitting to alcohol or other drug use in open court will not be invoked, the defendant is encouraged to be truthful with the
7. The Public Defender reviews the participant's progress in the program and advocates appropriately for effective sanctions and incentives for program compliance or lack thereof.
8. The Public Defender contributes to the team's efforts in community education and local resources acquisition.
9. The Public Defender contributes to the education of peers, colleagues, and judiciary in the efficacy of problem-solving courts.
10. The Public Defender provides training to new or replacement public defenders.

#### Hennepin County Community Corrections & Rehabilitation (Probation Officers)

1. Probation Officers are assigned to provide offender assessment and field supervision of Veterans' Court participants for the term of this Agreement, as funding permits, and participate as active members of the Veterans' Court Team. Additional Community Corrections representatives participate on the Veterans' court Implementation Committee and Steering Committee.
2. The Probation Officers provide coordinated and comprehensive supervision and case management to include telephone contact, office/home/employment visits as well as random field visits to participant's home.
3. The Probation Officers administer assessments and coordinate the gathering of background information for the admission process.
4. The Probation Officers oversee compliance of all program requirements and provide the Veterans' Court Team with sufficient and timely information to implement sanctions and incentive systems.
5. The Probation Officers facilitate frequent drug and breathalyzer testing on a random basis.
6. The Probation Officers coordinate the utilization of community-based services such as health and mental health services, victims' services, housing, entitlements, transportation, education, vocational training, job skills training and placement to provide a strong foundation for recovery.
7. The Probation Officers contribute to the team's efforts in community education and local resource acquisition.
8. The Probation Officers contribute to the education of peers, colleagues, and judiciary in the efficacy of drug courts.
9. The Probation Officers provide training to new or replacement probation officers.

**Minnesota Center for Independent Living and National Alliance on Mental Illness-  
Minnesota (Mentor Program)**

1. The Mentor Program participates fully as a Veterans' Court team member, for the term of this Agreement, as funding permits, and participates as an active member of the Veterans' Court Team, Veterans' Court Implementation Committee, and Steering Committee.
2. The Mentor Program assists in recruiting, screening and training mentors, and provides direct supervision for the mentors.
3. The Mentor Program Coordinator advocates for effective sanctions and incentives during staffing.
4. The Mentor Program Coordinator provides information to the team regarding the mentees adjustment in the mentor program.
5. The Mentor Program contributes to the team's efforts in community education and local resource acquisition.
6. The Mentor Program contributes to the education of peers, colleagues, and judiciary in the efficacy of veterans' courts.

**Battered Women's Justice Project**

1. The Battered Women's Justice Project participates on the Veterans' Court Implementation Committee, and Steering Committee.
2. The Battered Women's Justice Project provides subject matter expertise and input on appropriate services for the Veteran's Court program.
3. The Battered Women's Justice Project acts as liaison between the Veterans' Court Team and the broader domestic violence community.
4. The Victim Advocate contributes to the education of other domestic abuse professionals about the veterans' court model and best practices for responding to the co-occurrence of domestic violence and military trauma.