



Second Judicial District of Wisconsin
Veterans Treatment Court
Serving Kenosha, Racine and Walworth Counties

Policy and Procedure Manual

Updated February 25, 2019

Table of Contents

Introduction.....	3
Mission Statement.....	3
Key Components.....	3
Goals, Objectives and Measurement Tools	6
Target Population.....	7
Eligibility Criteria	7
Screening and Assessment.....	7
Plea and Sentencing	8
Veterans Treatment Court Team Acceptance Review.....	9
Veterans Treatment Court Team.....	9
Referral/Application/Evaluation Process.....	9
General Court Requirements.....	11
Incentives and Sanctions	12
Treatment Protocol.....	13
Supervision Protocol.....	15
Chemical Testing	16
Evaluation Design.....	17
Ethics and Confidentiality.....	18
Phases.....	18
Commencement.....	21
Termination Process.....	22
Veterans Mentor Program.....	23
Mentor Coordinator	23
Volunteer Mentor.....	24
Mentoring Program Policies	25
Receipt of Policy and Procedure Manual.....	29

Introduction

The Second Judicial District's Veterans Treatment Court seeks to divert eligible Veteran-defendants with substance dependency and/or mental illness that are charged with felony or misdemeanor non-violent criminal offenses, to a specialized criminal court docket. The court substitutes a treatment problem solving model for traditional court processing. Veterans are identified through screens and assessments. The Veterans will be on intensive supervision with the WI Department of Corrections (DOC) and voluntarily participate in a judicially supervised treatment. The Veteran Court Treatment Team, Veteran health care professionals, Veteran benefit professionals, County Veteran Service Officers, Veteran organizations, substance abuse health care professionals and mental health professionals will develop a treatment plan with the Veteran. At regular status hearings, treatment plans and other conditions are periodically reviewed for appropriateness, incentives are offered to reward adherence to court conditions, and sanctions for non-adherence are handed down.

Many Veterans are known to have a warrior's mentality and often do not address their treatment needs for physical and psychological health care. Often those who are referred to the Veterans Treatment Court maybe homeless, in despair, suffering from alcohol or drug addiction, and/or serious mental health illnesses. Their lives have been spiraling out of control. Without the collaboration of the Veterans Health Administration, Veterans Benefit Administration, County Veteran Service Officers, and other Veterans service organizations, many would continue to have their illnesses untreated and would suffer the consequences of the traditional criminal justice system consisting of jail or prison. This collaboration of unique partners affords the opportunity for these Veterans to regain stability in their lives, to have their families strengthened, to have housing for the homeless, and to have employment for the employable. The treatment court team will find them, offer them assistance, assess their needs, manage their care and help them solve their problems.

Mission Statement

The mission of the Veterans Treatment Court of the Second Judicial District of Wisconsin is to honor Veterans by restoring them to productive and healthy lives through judicial support, evidenced-based treatment, peer veteran support, and supervision thereby enhancing public safety. *Amended 1-22-16.*

Key Components

The Second Judicial District's Veterans Treatment Court (VTC) has adopted, with slight modifications, the essential tenets of the ten key components as described in the U.S. Department of Justice Publication entitled "*Defining Drug Courts: The Key Components*", (Jan.1997). Although there are differences between drug courts, behavioral health courts, and Veterans treatment courts, the Key Components provide the foundation for the essential elements of each of these courts. The Veterans Treatment Court is a combined drug and mental health court that serves Veterans who are struggling with addiction and/or mental illness by diverting them from the traditional criminal justice system into a voluntary specialized Veterans Court.

Key Component #1: The Veterans Treatment Court integrates alcohol and drug treatment and mental health services with justice system case processing.

The Second Judicial District’s Veterans Treatment Court promotes sobriety, recovery and stability through a coordinated response to Veteran’s dependency on alcohol, drugs, and/or management of their mental illness. Realization of these goals requires a team approach. This approach includes the cooperation and collaboration of the traditional partners found in drug treatment courts and mental health treatment courts with the addition of the Department of Veterans Affairs Health Care Network, Veterans Benefit Administration, Veterans and Veterans family support organizations, and County Veteran Services Officers (CVSO).

Key Component #2: Using a non-adversarial approach, prosecution and defense counsel promote public safety while protecting participants’ due process rights.

To facilitate the Veterans’ progress in treatment, the prosecutor and defense counsel shed their traditional adversarial courtroom relationship and work together as a team. Once a Veteran is accepted into the treatment court program; the team’s focus is on the Veteran’s recovery and law-abiding behavior—not on the merits of the pending case.

Key Component #3: Eligible participants are identified early and promptly placed in the Veterans Treatment Court.

Early identification of Veterans entering the criminal justice system is an integral part of the process of placement in the Veterans Treatment Court program. Arrest can be a traumatic event in a person’s life. It creates an immediate crisis and can compel recognition of inappropriate behavior into the open, making treatment difficult due to the veteran’s denial for its need.

Key Component #4: The Veterans Treatment Court provides access to a continuum of alcohol, drug, mental health and other related treatment and rehabilitation services.

While primarily concerned with criminal activity, substance abuse, and mental illness, the Veterans Treatment Court Team also considers co-occurring problems such as primary. medical problems; transmittable diseases; homelessness; basic educational deficits; unemployment; poor job preparation; spouse and family troubles—especially domestic violence; and the ongoing effects of war time trauma. The County Veteran Service Officers (CVSO) are an essential component to the Veterans Treatment Court. Many Veterans may be unaware of their eligibility for VA programs and services. The claim system is complicated, and Veterans often require additional expertise in navigating, filing, and/or appealing a claim. The CVSO provides the valuable linkage and education necessary for veterans to file timely and complete claims. The CVSO also provides updated information on federal benefits available to Veterans participating in the Veterans Treatment Court as changes occur on the national and/or state level.

Key Component #5: Abstinence is monitored by frequent alcohol and other drug testing.

Frequent court-ordered, random drug testing is essential. An accurate testing program is the most objective and efficient way to establish a framework for accountability and to gauge each participant's progress.

Key Component #6: A coordinated strategy governs the Veterans Treatment Court responses to participants' compliance.

A Veteran's progress through the treatment court experience is measured by his or her compliance with the treatment regimen. Veterans Treatment Court rewards cooperation as well as responds to noncompliance. The Veterans Treatment Court establishes a coordinated strategy, including a continuum of graduated responses, to continuing drug use and other noncompliant behavior.

Key Component #7: Ongoing judicial interaction with each Veteran is essential.

The judge is the leader of the Veterans Treatment Court team. This active, supervising relationship, maintained throughout treatment, increases the likelihood that a Veteran will remain in treatment and improves the chances for sobriety and law-abiding behavior. Ongoing judicial supervision also communicates to Veterans that someone in authority cares about them and is closely watching what they do.

Key Component #8: Monitoring and evaluation measures the achievement of program goals and gauges effectiveness.

Management and monitoring systems provide timely and accurate information about program progress. Program monitoring provides oversight and periodic measurements of the program's performance against its stated goals and objectives. Information and conclusions developed from periodic monitoring reports, process evaluation activities, and longitudinal evaluation studies may be used to modify the program.

Key Component #9: Continuing interdisciplinary education promotes effective planning, implementation and operation.

All Veterans Treatment Court staff should be involved in education and training. Interdisciplinary education exposes criminal justice officials to Veteran treatment issues, and the Department of Veterans Affairs, County Veteran Service Officers, and treatment staff to criminal justice issues. It also develops shared understandings of the values, goals, and operating procedures of both the Department of Veterans Affairs and the justice system components. Education and training programs help maintain a high level of professionalism, provide a forum for solidifying relationships among criminal justice partners, the Department of Veterans Affairs, Veteran volunteer mentors, treatment personnel, and it promotes a spirit of commitment and collaboration.

Key Component #10: Forging partnerships among the Veterans Treatment Court, the VA, public agencies, and community-based organizations generates local support and enhances the Veterans Treatment Court’s effectiveness.

Because of its unique position in the criminal justice system, the Veterans Treatment Court is well suited to develop coalitions among private community-based organizations, public criminal justice agencies, the Department of Veterans Affairs, Veterans and Veterans families support organizations, and substance abuse and mental health treatment delivery systems. Forming such coalitions expands the continuum of services available to the Veterans Treatment Court participants and informs the community about the Veterans Treatment Court concepts. The Veterans Treatment Court fosters system wide involvement through its commitment to share responsibility and participation of program partners.

Goals, Objectives and Measurement Tools

GOAL	OBJECTIVE	MEASUREMENT TOOL
Improve access to Veterans services	<p>Participants will be connected to services during court sessions.</p> <p>Participants eligible for VA benefits will enroll for services.</p>	VA benefits and service enrollments
Expedite movement through the criminal justice system	The time between arrest and acceptance into the program will not exceed 4 weeks.	Database records (date stamped events)
Facilitate sobriety	Participants will complete the requirements of program (i.e., commencement).	Frequent and random drug testing
Improve health and well-being of participants	<p>Participants will obtain/maintain stable housing – employment or education program/attainment (GED)</p> <p>Participants will have improved family relationships and/or establish a support network</p>	Program records.
Re-establish Veterans as productive members of their community	Participants will not reoffend during or after program participation (up to 2 years’ post)	CCAP – arrests and/or convictions

Target Population

The target population of the Second Judicial District's Veterans Treatment Court consists of U.S. military Veterans¹ suffering from alcohol and/or drug dependence and/or a treatable mental health diagnosis² that has contributed to the commission of a criminal offense who need the structure and support available through the Second Judicial District's Veterans Treatment Court.

Eligibility Criteria-*Amended 06-26-17.*

- Service in the United States Armed Forces³ (All military discharges and any duration of service will be considered)
- Residency in Kenosha, Racine, or Walworth Counties⁴
- Pending charges occurring from either Kenosha, Racine, or Walworth Counties only, that carried a minimal sentence of 18-24 months of community supervision.
- If no current charges, an Alternative To Revocation (ATR) was extended if on community supervision and the offender has a minimal of 18-months of community supervision to serve.
- Consent of the prosecuting attorney for referral to the Veterans Treatment Court
- A pending misdemeanor or felony level offense (except those requiring a mandatory prison sentence)⁵
- Suffering from an alcohol and/or drug dependence and/or a treatable mental health diagnosis
- Voluntary enrollment by the Veteran
- Eligibility for benefits through the Department of Veterans Affairs is not required.

Residency is defined as, "Place of residence at the time of the offense; the defendant must still be residing in the 2nd Judicial District of WI at application time; and remain living in the 2nd Judicial District of WI for the entire length of the Veterans Treatment Court Program". *Amended 06-26-17.*

Screening and Assessment

There are three types of screening performed to determine eligibility:

¹ Age 17 or older. Any branch of the military. Active, reserve or completed service. Any discharge, however, UOTHC (Under Other Than Honorable Conditions), Bad Conduct, and Dishonorable will be considered on a case by case basis. No combat experience required. No deployment required. Must have completed boot camp to be eligible and less than 90 days is case by case.

² A Treatable Mental Health Diagnosis is characterized as an illness which does not interfere with the participant's ability to:

- 1) Cognitively understand and follow directions,
- 2) Comprehend the treatment court requirements

³ Government contractors serving in war zones considered part of unit combat may be eligible on a case by case basis.

⁴ Walworth County residents have the option to enroll and participate in the Second Judicial District's Veterans Treatment Court or Rock County's Veterans Treatment Court based on proximity of their home to the court.

⁵ No Class D or more serious felonies. No homicide, sexual assault, or stalking offenses. Weapons charges and crimes against children charges will be considered on a case by case basis. The issue of whether a violent charge or history will affect a veteran's eligibility for the program will be discussed and decided by the team on a case by case basis.

1. Veteran Screening – Does the applicant meet the eligible Veteran criteria and if so, what level of services by the VA can the applicant receive? This is completed by the VJO with help from the county CVSO where the case resides.
2. Legal Screening – Do the applicant’s current court case charges and legal history meet the eligible legal criteria? This is completed by the District Attorney’s Office in the county where the Veteran’s court case is filed.
3. Clinical Screening – Does there appear to be an alcohol and/or drug dependency and/or a mental health issue that necessitates an assessment? This is completed by a qualified human service worker using a standardized screening instrument.

Clinical Assessment - Does the applicant have an alcohol and/or drug dependency and/or have a treatable mental health diagnosis? The assessment is completed by a Licensed Clinical Social Worker (LCSW) with Certified Substance Abuse Counselor (CSAC) cultural competency or Certified Substance Abuse Counselor. Assessment instruments may include:

- Standardized protocol throughout the Second Judicial District
- Clinical interview
- PTSD and TBI assessment tools; OQ45.2
- Risk assessment tools

Plea and Sentencing

Plea Agreement. Veterans Treatment Court is a post-conviction treatment program. By definition, this requires that in order for the prospective participant to qualify for the program, the prosecution, defendant and defense counsel must reach a plea agreement, including the Veteran/defendant entering a plea of “guilty”, and a referral to the Second Judicial District’s Veterans Treatment Court that is acceptable to and approved by the prosecuting county’s sentencing court. The judge accepting the plea⁶ must then impose a sentence which includes “probation”. (It should be noted that the trial/sentencing court is not a party to the plea agreement and is free to either accept or reject the plea agreement made.)

Role of Prosecutor as Gatekeeper. The prosecutor is the gatekeeper of the Veterans Treatment Court. As such, in addition to any other general program eligibility requirements, participation in the Veterans Treatment Court is within the sole and exclusive discretion of the District Attorney’s Office. A defendant who is otherwise eligible for the program or meets the general program eligibility criteria may still be denied participation in the program by the prosecution based upon such factors, including but not limited to by enumeration, the commission of a violent or serious crime, gravity of the offense, and the need to protect the public and victim rights.

⁶ As long as the Second Judicial District’s Veterans Treatment Court is located in Racine County, the Judge accepting the plea and imposing the sentence in Racine County cases will be the Veterans Treatment Court Judge. If the case is a Kenosha County or Walworth County case, the Judge accepting the plea and imposing the sentence is the Judge in Kenosha County or Walworth County responsible for the case.

Veterans Treatment Court Team Acceptance Review

After screening, should it be determined that the applicant meets all three types of minimum eligibility criteria (Veteran, legal and clinical), or the applicant is in the “case-by-case” category, the VTC Team meets to review the clinical assessment and the decision to accept the applicant into the program is made based upon the programs admission policy of high need/high risk.

Veterans Treatment Court Team

The Veterans Treatment Court team is made up of the following members:

- VTC Judge
- VTC Coordinator
- VTC Department of Community Corrections Agent
- VTC County Representative - Kenosha
- VTC County Representative - Racine
- VTC County Representative - Walworth
- VTC Evaluator
- VTC Veteran Justice Outreach Specialist (VJO)
- VTC Treatment Provider
- VTC District Attorney
- VTC Public Defender

Referral/Application/Evaluation Process

Anyone may refer an individual to the Veterans Treatment Court, including attorneys, probation agents, the Veteran, family members, judges, and the Veterans Administration provided the participant meets the general program eligibility requirements. Because this is a purely voluntary treatment program, to begin the process, the defendant or the defendant’s attorney on the defendant’s behalf, must request participation in the program by completing the Veteran Eligibility Questionnaire and the Veteran must sign release for information for the VA. Both forms are to be submitted to the the Second Judicial District’s Veterans Treatment Court Coordinator and need to be completed for the referral.

Veteran Status and VA Services Eligibility Evaluation. Upon receipt of the Questionnaire and VA release the Court Coordinator or designee will notify the VJO, and the appropriate CVSO to determine if the participant is a Veteran and qualifies for VA services.

If the defendant is a Veteran, the Second Judicial District’s Veterans Court Coordinator shall notify all interested parties that the Veteran status was approved and if the defendant qualifies for Veteran services.

Legal Eligibility Evaluation. The Court Coordinator or designee will also notify the designed assistant district attorney and public defender to determine legal eligibility. Upon notification of the defendant’s interest to participate in the Veterans Treatment Court, the local district attorney

or designee will determine if the defendant is acceptable to the local District Attorney's Office for participation in the program. It is anticipated that a decision to either accept or reject the defendant will be made in 4-5 days. If additional time is needed, the local district attorney or designee will advise the interested parties accordingly.

If the defendant qualifies for the program, the local district attorney or designee and the defense attorney will then prepare, draft and reduce to writing a formal plea agreement, including referral to the Second Judicial District's Veterans Treatment Court to be submitted to the trial court for approval. It is contemplated that a standard form Veterans Court Plea Agreement will be used. As conditions of this plea agreement, the defendant shall be required to sign a release/authorization of information form and a waiver of right of substitution under Section 970.20, Wis. Stats., permitting and/or authorizing the Second Judicial District's Veterans Treatment Court to monitor the defendant's treatment and progress.

Pursuant to the terms of the plea agreement, the defendant will enter a change of plea to the criminal charges before the trial court assigned to handle the defendant's case. If the court accepts the plea agreement conditioned upon referral to the Second Judicial District's Veterans Treatment Court, the court may, if a misdemeanor, proceed forthwith to sentencing and if a felony, schedule the matter for sentencing and order a pre-sentence investigation report. If the trial court rejects the plea agreement to the Second Judicial District's Veterans Treatment Court, the matter will continue before the trial court as usual and in the normal course of handling, unless resolved differently by and between the parties. At sentencing, if the court approves the plea agreement and imposes probation, the court will notify the defendant of the date and time to report to the Probation and Parole Department to commence probation and a date and time to report to the Second Judicial District's Veterans Treatment Court for further handling.⁷

If the defendant meets the legal eligibility and the local district attorney or designee and public defender reach an agreement, then the court Coordinator shall be notified, and all other interested parties will be informed. It is anticipated that a decision to either accept or reject the offer by the defendant will be made in 1 week of receiving the offer.

Clinical Interview/Assessment. If the defendant is otherwise acceptable by the parties to participate in the program, the defendant agrees to submit to a clinical assessment to determine the existence of any treatable substance dependency and/or mental health issue. The defendant will be asked by his/her attorney to contact the appropriate clinical assessor (determined by whether they are eligible for VA services) to schedule the assessment. The assessor will send the clinical assessment to the court coordinator. The clinical assessment will be performed by a duly qualified evaluator or treatment provider. It is anticipated that this should usually take place within 4-5 days after referral. The assessor will then advise the interested parties of the results of the assessment and recommend any treatment options.

⁷ As long as the Second Judicial District's Veterans Treatment Court is located in Racine County, the Judge accepting the plea and imposing the sentence in Racine County cases will be the Veterans Treatment Court Judge. If the case is a Kenosha County or Walworth County case, the Judge accepting the plea and imposing the sentence is the Judge in Kenosha County or Walworth County responsible for the case.

Final Admittance Decision. Once the Veteran and legal eligibility evaluations are complete and the clinical assessment report has been received by the Veterans Treatment Court Team, the Team will decide on whether to admit the individual. The court coordinator or clinical assessor will notify the interested parties as to the final decision if the defendant was accepted or denied for Veterans Court. Once the individual is approved by the VTC Team, the Veteran will proceed to a plea hearing where the Judge must make participation in the program a part of the resolution of the case.

General Court Requirements

- Reside in Kenosha, Racine or Walworth County
- Remain law abiding
- Attend all court appearance, as required
- Be on time to all appointments and court appearances
- No use of any alcohol or alcohol-based products
- No use of any drugs or controlled substances not prescribed by a physician
- No use of any mood- or mind-altering substances
- Prescription medication may be used only if the prescription information is approved by the Veteran Court Team. Generally prescribed medications under the following classifications will not be approved: benzodiazepine and opiates due to the high potential for addiction. Stimulants are considered on case by case basis with required use of less potentially addictive medication to be prescribed.
- Contact your probation officer for approval of prescription medications prior to filling the medications.
- Provide prescriptions for all prescribed medications to your agent within 48 hours of obtaining the prescription.
- Utilize one prescribing physician for all medications
- Submit to all required chemical testing as ordered by the Veteran Court
- Comply with your individual case plan as established by your probation agent.
- Comply with your individual treatment plan as established by the VA and/or your community-based service provider(s)
- Cooperate with unscheduled home visits by probation officers, law enforcement officers, and Veterans Treatment Court Team members
- Do not use or possess firearms without written authorization from your probation officer (*see page 12 for more details*).
- Pay all fines, court fees, probation fees, and restitution as ordered by the referring judge and/or the Veterans Treatment Court Judge
- If residing in a cooperating county, have the means to:
 - Appear for all sessions of the Veterans Treatment Court,
 - Perform required alcohol and/or substance abuse tests as required, and
 - Make all VA service appointments and community-based services appointments, as appropriate
- Inform the Veterans Treatment Court Team, probation officer, Veterans Treatment Court coordinator, and all treatment providers of any change in address.
- Complete the 20-hour service project by the end of the Phase 4

- Work with the Veterans Mentor assigned to each Veterans Treatment Court session
- Attend self-help or community support groups two to three times a week as required
- Participate in training or educational programming as ordered
- Obtain and maintain employment, actively seek employment, or make progress toward educational goals as required
- Secure and maintain stable and substance-free housing
- Be respectful to the Veterans Treatment Court Team and property
- Follow the Veterans Treatment Court Policies and Procedures

Possession of Weapons or Firearms While in Veterans Court, Regardless of Conviction(s)

During the duration of your participation in Veteran's Treatment Court, you shall not possess on your person, or within the confines of your residence, automobile or other property under your control, any firearm, ammunition, incapacitating agent (aerosol dispensed or electronic device), hunting bows and arrows, bladed objects such as swords and throwing stars, or other objects primarily designed as a weapon to inflict personal injury without the approval of your agent or VTC team. *Amended 01-08-18.*

Incentives and Sanctions

Incentives: Incentives are responses to compliance, perceived as positive by the recipient.

Procedure for Awarding Incentives: If the Veteran participant complies with the established treatment plan, the rules of the Veterans Treatment Court, the rules of probation, orders of the Veterans Treatment Court Judge, and all other requirements of the Veterans Treatment Court, the Veterans Treatment Court Judge may award incentives, which may include, but not limited to, the following:

- Praise, acclaim or recognition from the Veterans Treatment Court Judge
- Certificates of recognition
- Gift cards or gift certificates
- Increased opportunities for recreational activities
- Curfew reduction
- Gain of privileges, for example driver’s license, fishing license, etc.
- Advancement to the next Veterans Treatment Court phase
- Forgiveness of additional community service hours
- Reduction or suspension of unpaid fines

Sanctions: Sanctions are the imposition of a consequence as a direct result of a prohibited activity. Sanctions are aimed at changing negative behavior of a specific Veteran participant. Sanctions are individualized in a manner as would be perceived as negative by the recipient, and such be sufficient to elicit the desired behavioral change. General sanctions are deemed ineffective in treatment courts.

Procedure for Imposing Sanctions: If the Veteran participant does not comply with the established treatment plan, the rules of the Veterans Treatment Court, the rules of probation, orders of the Veterans Treatment Court Judge, or any other aspect of the Veterans Treatment Court, the Veterans Treatment Court Judge may impose sanctions, which may include, but are not limited to, the following:

- Verbal warning or admonishments from the Veterans Treatment Court Judge
- Writing assignment on a topic identified by the Veterans Treatment Court Judge
- Increase in alcohol or substance testing
- Increased attendance at Veterans Treatment Court sessions
- Daily reporting to testing office
- Community service hours ordered
- Curfew restrictions
- Loss of privileges, for example, driver's license, fishing license, etc
- Increased visits with probation officer
- Electronic home monitoring
- Incarceration
- Termination from the program

Treatment Protocol

Case Plans: Case plans are created by the Veteran participant's probation agent during Phase I, Orientation Phase. The case plans have set expectations of behaviors and/or restrictions while on supervision. Case plans will require the Veteran participant to follow through with VA treatment plans or community provider treatment plans. Case plans will be modified based upon the Veteran participant's individual risks and needs during supervision. The Veterans Court Judge may order additional conditions to the case plan if the Veteran Treatment Team deems the Veteran's participant's decisions, actions or behaviors warrant the change.

Individualized Treatment Plans: The initial treatment plans are created by the clinical assessor or therapist. They are flexible and adjusted based upon a Veteran participant's individual risks, needs and goals. The individualized treatment plan considers the Veteran participant's baseline functioning, individual capabilities, and holistic needs, which includes physical, behavioral, and spiritual interests. Veteran participants will receive an individualized treatment plan while in treatment services with the VA or community provider. The treatment plans are altered as needed to reflect the progress, or lack thereof, being made by the Veteran participant.

Modification of the Individualized Treatment Plan: If the individualized treatment plan is inadequate to meet the Veteran participant's needs (e.g., the Veteran participant exhibits symptoms of psychosis, suicidal ideation, self-injuring behavior, or continues to use alcohol or other substances), the Veterans Treatment Court Judge may order additional assessments; or changes to intensity of the level of treatment upon the recommendation of the Veteran participant's treatment providers. The Veteran participant may be required to move from an outpatient treatment venue to an inpatient or a residential treatment venue.

Utilization of VA Services: Veteran participants who qualify for services through the VA Medical Center or VA Clinics will be required to participate in treatment services per the VA assessment/evaluation and treatment plan established for them at the VA.

Utilization of Community-Based Services: Veteran participants who do not qualify for VA benefits, or those who qualify for only limited VA benefits, will be required to participate in community-based programming based upon assessment done with the program coordinator. Veteran participants who qualify for any level of VA benefits will also be required to utilize community-based services as deemed appropriate by the VTC Team, if services are not available at the VA.

Network of Treatment Providers: The Veterans Treatment Court maintains an extensive network of community-based behavioral and medical health and substance abuse treatment providers. Services include, but are not limited to:

- Outpatient behavioral health services
- Residential crisis center services
- Dual diagnosis programs
- Hospital-based programs
- Short and long-term residential treatment programs
- Outpatient treatment programs
- Psychiatric services
- Intensive outpatient case management services
- Educational services
- Faith-based services
- Work Force Connections
- Domestic Violence Programs

Referral to Services: The Veterans Treatment Court Team, in conjunction with recommendations from professional assessments and evaluations, refers Veteran participants to specific programs based upon the person's clinical need, the availability of a particular program, the availability of funding sources, the program administrator's ability and willingness to comply with the Veterans Treatment Court's reporting requirements, the program's capacity to provide culturally appropriate services for the Veteran population, and the Veteran participant's willingness to engage the program appropriately.

Treatment Providers at Veterans Treatment Court Sessions: Treatment providers, with whom the Veterans Treatment Court Team maintains close communication, may appear at the weekly staff meetings held before each Veterans Treatment Court session, as well as at the Veterans Treatment Court session itself, for providing input to the Veterans Treatment Court Judge on the Veteran's progress in treatment, or to watch the Veteran progress in the Veterans Treatment Court. Providers may also participate by phone when a Veteran participant is receiving treatment services at a residential or halfway facility.

Monitored Medications: Veteran participants who require monitored psychotropic medications or other monitored medications are referred to appropriate agencies capable of both monitoring

the medications and complying with reporting requirements of the Veterans Treatment Court to assure that the Veteran participant is medication compliant.

Supervision Protocol

Probation/Parole/Extended Supervision: Veteran participants on probation, parole or extended supervision will be supervised by their Department of Corrections agent. The Department of Corrections should transfer supervision of Veteran participants to the agent assigned to the Veterans Treatment Court.

Agent Contact: While in the Veterans Treatment Court, it is expected that Veteran participants on probation or extended supervision will have the following minimal contacts with their agent:

PHASE 1: *Orientation Phase:* Weekly contact is expected at minimum, unless otherwise directed by the Veterans Treatment Court Judge

PHASE 2: *Clinical Stabilization Phase:* Weekly contact is expected at minimum, unless otherwise directed by the Veterans Treatment Court Judge or participating in the alternative Track-1

PHASE 3: *Active Recovery Phase:* Weekly contact is expected at minimum, unless otherwise directed by the Veterans Treatment Court Judge or participating in the alternative Track-1

PHASE 4: *Maintenance Phase:* Contact every other week is expected at minimum, unless otherwise directed by the Veterans Treatment Court Judge or participating in the alternative Track-1

PHASE 5: *Transition to Commencement Phase:* Contact every other week is expected at minimum, unless otherwise directed by the Veterans Treatment Court Judge or participating in the alternative Track-1

Location of Agent Contacts: The Veteran participant will contact his or her probation/parole agent, as directed. The location of the contacts will be determined by the agent and may occur at any of the following:

- Department of Correction office
- Offices of the Veterans Administration
- Home of the Veteran participant
- Veteran participant's treatment center
- Veteran participant's school
- Veteran participant's place of employment
- At the Racine Courthouse

Execution of Agent Contacts: Contact with Veteran participant by the probation/parole or extended supervision agent will be both scheduled and unscheduled. Law enforcement officers may accompany the agent when occurring in the community or at the Veteran participant's home. Veteran participants may be required to submit to chemical testing during these visits.

Veteran participants will be evaluated by the agent during the visits to assure that they are on track with their individualized case plans and there does not appear to be any readily observable risk factors present. Veteran participants must provide their probation agent evidence of attendance at treatment, community support groups, work, and receipts for payment on restitution or court ordered fees. In addition, the Veteran participant must provide proof of completion of any required community work service ordered and the 20-hour service project. The probation agent will compile all information on the Veteran participant for the staffing court notes.

Purpose of Veterans Treatment Court Coordinator and VJO Contacts: If the Veteran is not eligible for VA services, the veteran participant is to maintain regular contact with the Veterans Treatment Court Coordinator until treatment services have been established with a therapist. If the Veteran is eligible for VA services, the Veteran participant is to maintain regular contact with the VJO for direct treatment services or until treatment services with the VA has been established with a therapist. The Veteran participant is to provide the Veterans Treatment Court Coordinator or VJO with requested completed evaluations for the assessment, documentation requested for the assessment and cooperation with obtaining information deemed necessary for the assessment. The purpose of maintaining regular contact is for information sharing. The Veterans Treatment Court Coordinator or VJO will: 1) provide the Veteran participant with the necessary information to assure proper participation in the Veterans Treatment Court Program and treatment services, 2) ensure that assistance is provided to help the Veteran participant make progress in treatment services and phasing leading to graduation. If the Veteran is required to keep in contact with the VJO or court coordinator, the VJO and court coordinator will provide the probation agent or supervising agent with all the above information so that the probation officer or agent can compile all information on the veteran participant for the staffing court notes.

Chemical Testing

Chemical testing includes testing for alcohol as well as all other controlled and mood-altering substances. Testing methods may include:

- urine
- blood
- Breathalyzer
- hair follicle
- saliva
- transdermal alcohol monitors-SCRAM or TAD unit
- sober link

All testing will be based on individual profile of alcohol and drug use history. Testing will include random testing throughout the duration of the Veterans Treatment Court. Each participant will be assigned a “Color” or “ID Number” for testing. It is the participant’s responsibility to call the assigned telephone number daily to see if required testing is needed for that day. Veterans Court has testing sites in Kenosha, Racine and Elkhorn and the participant’s probation agent will orientate and direct the participant to his/her testing site. Frequency of

testing will may be reduced as participants advance through the phases, but testing may be increased at the discretion of the Veterans Treatment Court Team.

Participants must promptly comply with the testing procedure if directed to test. If a sample is not produced, is not of sufficient quantity, or is adulterated in any way, it will be treated as a positive sample and reported to the Veterans Treatment Court Team. If participants fail to appear to test on time or do not appear, it will be treated as a positive test.

Prior to delivering a test sample, the participant will be asked whether they have used any controlled substances or alcohol. If the participant acknowledges that a sample will be positive it will be considered a positive test and reported. If a participant indicates that a test will be negative, but the test is positive, the participant may be asked again about substance use.

At the participant's request, a positive sample will be sent to the laboratory for confirmation testing. Lab costs for positive results will be charged to the participant. Lab costs for negative results will not be charged to the participant.

Evaluation Design

The best way to determine the effectiveness of any new program is to conduct a thorough evaluation of the program. To achieve this goal, the Veterans Treatment Court will utilize 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 veteran participants at two points: at the time of acceptance into the Veterans Treatment Court (prospective interview) and the second at the time the veteran participant either completes the program or is terminated from the program retrospective interview.

By interviewing the Veteran participants at the point of acceptance into the program, the evaluator (interviewer) will preserve the Veteran participant's anticipated outcomes for the program. The second interview (post completion/termination) will revisit the Veteran participant's anticipated outcomes and explore successes and barriers to both the Veteran participant's and the Veterans Treatment Court's goals. In addition, results from in-depth interviews will provide service and access information to the Veterans Treatment Court, which will allow for adjustments and fine tuning of the components of the Veterans Treatment Court.

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 will provide a "full view" of the effectiveness of the Veterans Treatment Court, from both a Veteran participant perspective as well as from a criminal processing perspective. Because the Veterans Treatment Court focus is on varied individual needs of the Veteran participants, the above multi-method design accommodates the complex evaluation and outcomes needs for numerous stakeholders involved in the Veterans Treatment Court.

Ethics and Confidentiality

All Veteran participant records are protected by federal and state laws regarding confidentiality. Veteran Court Team, cannot release written or verbal information without the Veteran participant's written, signed consent. However, a Veteran participant cannot participate in Veterans Treatment Court without a "Release of Information" which allows the Veterans Court Team to discuss individual cases and progress. Persons outside of the Veterans Court Team will not be provided information about the Veteran participant's progress. There may be additional emergency, medical or legal circumstances that may require release of information such as: by a court order or for an audit; to medical personnel in a medical emergency; Veteran participant commits a crime; to appropriate authorities to report suspected child or elder abuse and/or neglect; and Veteran participant is threatening suicide or homicide.

Anything concerning your prior or current substance use while in the Veterans Treatment Court Program cannot be used against the Veteran participant to prosecution the participant on the legal case bring them into Veterans Court. However, statements and information about treatment will be shared with the Veteran Court Team members. This information may be used to evaluate current compliance with the program and to determine appropriate treatment responses and other services. It should be noted if the Veteran participant continues to violate programming rules, such as continued substance use and is terminated the reason for termination will be disclosed and they will return to the original sentencing judge and their sentence will be determined.

Phases

Participants must progress through five phases to graduate from the program. The expected length of the program is between 18 and 24 months. All phase advancement approvals will be at the discretion of the Veteran Court Team. The Veteran participant must submit a request in writing using the program's phase request forms. Veterans may obtain forms from the coordinator; VJO; or probation agent. The Veteran Court Team will review each request individually to ensure the Veteran participant's individual needs and goals are being accomplished. During this program a Veteran participant may be instructed to report to court earlier than their identified phase if their individual behavior warrants this response for monitoring. As of February 25, 2019, Veterans Treatment Court offers an alternative Track-1 for Veterans which is like the phase structure outlined below. Eligibility for the alternative Track-1 is determined by the treatment team based on the clinical evaluation. The determination is made before the Veteran completes his/her change of plea and sentence and enters the program. The alternative Track-1 program length is expected to be 12 to 18 months in total length; different supervision requirements with the Department of Corrections; and less frequent court appearances after phase 1. If the Veteran Court Team identifies behavioral reasons that increases the Veteran participant's need for closer monitoring, the Veteran may be moved to the corresponding 18 to 24-month phase structure and court calendar.

PHASE 1: ORIENTATION PHASE

The duration of Phase 1 is one (1) to three (3) months. The main goal of Phase 1 is to develop an individualized case plan for Veterans Court and treatment plan with AODA/Mental Health provider(s).

Requirements of Orientation Phase

- Obtain health insurance if needed
- Attend all appointments with VA and/or community other service providers and follow recommendations and goal planning with treatment provider(s)
- Maintain weekly office visits with probation officer and follow case plan
- Learn about random drug and alcohol testing and begin to call for testing daily
- Attend Veterans Treatment Court weekly or as ordered by the Judge
- Work with Veteran Mentors as directed
- Develop an individual case plan with your probation officer
- Begin working on housing and vocational or employment plan
- Complete your individual Recovery Plan and submit it to the coordinator
- Start attending self-help support groups as directed by the treatment court team

Additional Advancement Criteria

- No drug or alcohol use for 14 days before advancement and minimum of four in person appearances before the judge is required.

PHASE 2: CLINICAL STABILIZATION

The duration of Phase 2 is five (5) to seven (7) months. The goal of Phase 2 is for the participant to comply with their individualized treatment plan.

Requirements of Clinical Stabilization Phase

- Attend all appointments with VA and/or other community service providers and follow all treatment plans with provider(s)
- Maintain weekly office visits with probation officer and follow the case plan
- Complete all weekly random drug and alcohol testing.
- Attend Veterans Treatment Court every other week or as ordered by the Judge
- Work with Veteran Mentors as directed
- Obtain and/or maintain stable and substance-free housing.
- Pursue employment and educational goals.
- Attend a minimum of two weekly self-help groups in the community and provide documentation
- Obtain a sponsor or identify a support person approved by the team by the completion of phase II
- Comply with restitution payment plan and pay on supervision costs

Additional Advancement Criteria

- No drug or alcohol use for 30 days before advancement

PHASE 3: ACTIVE RECOVERY PHASE

The duration of Phase 3 is four (4) to six (6) months. The goal of Phase 3 is to demonstrate compliance the individualized treatment plan.

Requirements of Active Recovery Phase

- Attend all appointments with VA and/or other community service providers and follow recommendations
- Maintain weekly office visits with probation officer and follow the case plan
- Complete all weekly random drug and alcohol testing
- Attend Veterans Treatment Court once every three weeks or as ordered by the Judge.
- Work with Veteran Mentors as directed
- Maintain employment and/or pursue education.
- Maintain stable and substance-free housing.
- Attend a minimum of three weekly self-help groups in the community
- Maintain weekly contact with sponsor/identified support person approved by the team
- Complete Relapse Prevention/Continuing Care Plan and submit it to the coordinator
- Gain approval for the 20-hour service project plans for phase IV
- Comply with restitution payment plan and pay on supervision costs

Additional Advancement Criteria

- No drug or alcohol use for 45 days before phase advancement
- In phase 3, participants will submit a Relapse Prevention/Continuing Care Plan which outlines a plan to maintain sobriety and comply with behavioral and/or mental health regimes after graduation from the Veterans Court. This may be done with the VJO or Coordinator. The plan must be approved by the Veterans Court Team prior to advancement to Phase 4.
- The 20-hour service project must be approved by the Veteran Court Team prior to starting. Documentation of the service project will be required. The Veteran Court Team will not count any service work done in-connection with community support groups.

PHASE 4: MAINTENANCE PHASE

The duration of Phase 4 is four (4) months to six (6) months. The goal is to maintain recovery efforts with less monitoring.

Requirements of Maintenance Phase

- Attend all appointments with VA and/or other community service providers
- Maintain office visits with probation officer every other week and follow case plan
- Complete all weekly random drug and alcohol testing
- Attend Veterans Treatment Court every four weeks or as ordered by the Judge
- Work with Veteran Mentors as directed
- Maintain employment and/or pursue education.
- Maintain stable and substance-free housing.
- Attend a minimum of three weekly self-help groups in the community

- Maintain weekly contact with sponsor/identified support person approved by the team
- Complete the 20-hour service project
- Comply with restitution payment plan and pay on supervision costs

Additional Advancement Criteria

- No drug or alcohol use for 60 days prior to graduation

PHASE 5: TRANSITION TO COMMENCEMENT PHASE

The estimated length of phase 5 is four (4) or more months (program length of 18-24 months is required). The goal is continued stabilization within the individualized treatment plan.

Demonstrate prosocial lifestyle and self-accountability.

Requirements of Transition to Commencement Phase

- Attend all appointments with VA and/or other community service providers
- Maintain office visits with probation officer every other week and follow case plan
- Complete all weekly random drug and alcohol testing
- Attend Veterans Treatment Court every four weeks or as ordered by the Judge
- Work with Veteran Mentors as directed
- Maintain employment and/or pursue education.
- Maintain stable and substance-free housing.
- Attend a minimum of three weekly self-help groups in the community
- Maintain weekly contact with sponsor/identified support person approved by the team
- Complete the Commencement Application and gain approval from the treatment team
- Complete and exit interview with the coordinator
- Pay all outstanding court and/or probation fees or seek determination of ability to pay.
Comply with restitution payment plan

Additional Advancement Criteria

- No drug or alcohol use for 90 days prior to commencement
- Participants must be approved for commencement by the Veterans Treatment Court Team
- If interested, speak with a Veterans Mentor Coordinator to determine suitability and interest in becoming a Veterans Mentor. The Veterans Treatment Court Team will make a recommendation to the Veterans Mentor Coordinator as to suitability of the veteran participant to perform the duties of a Veterans Mentor. If the Veteran participant remains on probation following graduation from the Veterans Treatment Court, he or she will be ineligible to become a Veterans Mentor until that status is changed.

Commencement Criteria: Participants must successfully complete the five phases of the Veterans Treatment Court and be in the program for the requisite minimum period to be eligible for Commencement. Any exceptions to the requirements must be approved by the Veterans Treatment Court Team. In Phase 5, the participants will demonstrate compliance with the treatment plan and readiness for graduation. Participants must be approved for graduation by the Veterans Treatment Court Team by completing an application. Two formal Commencement

Ceremonies will be held each year in the spring/summer and fall/winter for the participants who have completed the program. The final expectation is that the Veteran participant will take part in the Commencement Ceremony.

Termination Process

Termination Criteria: Noncompliance with the Veterans Treatment Court Policies and Procedures could justify termination from the program.

Unsuccessful Completion: Termination from the Veterans Treatment Court generally occurs only after progressive sanctions have been imposed and the Veteran participant continues to disregard the rules of the Veterans Treatment Court and the orders of the Veterans Treatment Court Judge.

Termination Criteria: The Veteran participant has shown disregard for program rules when he or she has engaged in behaviors which may include, but is not limited to, the following:

- Commission of a criminal act
- Failing to attend treatment or therapy
- Tampering with alcohol or substance tests
- Absconding from the Veterans Treatment Court Program
- Repeated inability to maintain sobriety
- Evidence of alcohol and/or drug use; drug dealing; driving while under the influence of an intoxicant
- Lying to the Veterans Court Judge and/or failure to follow the court orders
- Absconding from supervision with probation officer, supervising agent or department
- Threatening any Veteran's Court Staff or fellow participant
- Revocation by the Department of Corrections

Procedure for Termination:

- a) A motion for termination can be made by any member of the Veterans Court Team.
- b) The motion shall be evaluated at the next staffing by the Veterans Court team
- c) Upon a majority vote, a notice containing the allegation(s) for termination shall be sent to the participant and a hearing will be set in front of the original sentencing judge. The Veterans Treatment Court Judge shall abstain from voting on the motion for termination.
- d) If at the court date the participant wishes to appeal the Veterans Court Team's decision, the matter will be set for further proceedings in front of the original sentencing judge. The Veteran participant is brought before the original sentencing judge for a formal hearing, in open-court and on the record. The Veteran participant will be afforded due process including the right to be represented by counsel. After hearing the allegations that warranted the recommendation for termination by the Veterans Treatment Court Team, and the Veteran participant's response to those allegations, the original sentencing judge will make finding. The original sentencing judge will make the finding based on participant behavior(s) and program policies as to whether grounds exist for terminating the Veteran participant from the Veterans Court.

- e) The Department of Corrections reserves the right to revoke participants independent of the Veterans Court decision.
- f) If at the hearing the original sentencing judge makes the findings that grounds exist to terminate the participant, the participant may be scheduled for sentencing if required. If the original sentencing judge does not find that the Veteran participant is to be terminated from the Veterans Treatment Court, he or she will then continue in the Veterans Treatment Court, subject to any appropriate sanctions deemed necessary to address his or her behavior.

If the participant was in the Veterans Court as an alternative to revocation, the notice for termination will follow procedures by the Wisconsin Department of Corrections.

Veterans Mentor Program

A trained peer mentor will be assigned to each Veteran participant appearing during each Veterans Treatment Court session. The mission of the Veteran mentor is to:

- Reinforce mentee commitment to court
- Reinforce military bearing in courtroom and with vet court team
- Provide guidance, direction, support
- Keep record of contacts
- Provide aid to access resources
- Support the Veteran through their readjustment to civilian life
- Assist the Veteran navigate through the court, treatment, and VA systems,
- Act as a mentor, advocate and ally.

Mentor Coordinator

Essential to the coordination, maintenance and success of the mentoring program is the mentoring coordinator. The role of the mentor coordinator is to recruit, train, supervise, and coordinate mentors within the Veterans Treatment Court. The mentor coordinator is responsible for recruiting potential mentors, screening candidates, and selecting individuals to become Veteran mentors. The mentor coordinator will be responsible for training selected candidates in skills to facilitate a mentoring session and skills specific to the Veterans Treatment Court. The mentor coordinator will also be responsible for individual and group supervision as well as scheduling mentors to be present during the Veterans Treatment Court proceedings. The mentor coordinator also must coordinate all activities with the Judge and the court coordinator.

Duties and Responsibilities:

- Recruit and train volunteer Veterans Treatment Court mentors.
- Assist in the retention of volunteer mentors.
- Organize and conduct training for volunteer mentors.
- Assist in supervision of mentors.
- Assist in the development of specialized training projects for the program.
- Perform all other duties as assigned by court coordinator and the Judge

Volunteer Mentor

The role of the volunteer Veteran mentor is to act as a coach, a guide, a role model, an advocate, and a support for the individuals s/he is working with. The mentor is intended to encourage, guide, and support the mentee as s/he progresses through the court process. This will include listening to the concerns of the Veteran and making general suggestions; assisting the Veteran to determine what their needs are; and acting as a support for the Veteran at a time when they may feel alone in a way that only another Veteran can understand.

Duties and Responsibilities:

- Attend court sessions when scheduled
- Participate in and lead mentoring sessions with Veterans when assigned by the Judge.
- Be supportive and understanding of the difficulties Veterans face.
- Assist the Veterans as much as possible to resolve their concerns around the court procedures as well as interactions with the Veterans Administration system.
- Be supportive and helpful to the other mentors within the program.

Mentors must not:

- Be a counselor
- Order participant's around
- Contradict court team's recommendations and rulings

Requirements:

- Be a Veteran of one of the branches of the United States Military, including the Army, Marine Corp, Navy, Air Force, Coast Guard, or their corresponding Reserve or Guard branches
- Stable without current criminal offenses
- Free from drug and/or alcohol addiction
- Be a volunteer
- Have mentoring training
- Be non-judgmental
- Be confidential
- Adhere to all the Veterans Treatment Court policies and procedures
- Commit to program participation for a minimum of twelve months
- Be willing to commit to at least 2 contacts per week
- Complete the required training procedures
- Participate in additional trainings throughout time of service

Desirable Qualities:

- Willing listener
- Encouraging and supportive
- Tolerant and respectful of individual differences

For more information or an application, please contact the Veterans Treatment Court Mentor coordinator or court coordinator.

Mentoring Program Policies

Recruitment Policy: The mentor coordinator assumes majority of the responsibility for recruiting new mentors. Other members of the Veterans Treatment Court as well as current mentors will support the Veteran mentor coordinator in these activities when necessary, including attending and hosting informational sessions.

Inquiry Policy: All inquiries regarding participation in the mentoring program, outside of an informational session or sharing the application and information sheet are directed to the Veteran mentor coordinator. It will be the responsibility of the Veteran mentor coordinator to contact any prospective mentors within two weeks of their inquiry.

Eligibility Policy: Each mentor must meet the eligibility criteria to participate in the program. Extenuating circumstances may be reviewed at the discretion of the Veteran mentor coordinator.

Mentor Eligibility Requirements

- Be a Veteran of one of the branches of the United States Military, including the Army, Marine Corp, Navy, Air Force, Coast Guard, or their corresponding Reserve or Guard branches
- Be willing and able to:
 - Adhere to all the Veterans Treatment Court policies and procedures
 - Commit to program participation for a minimum of six months
 - Attend court sessions as scheduled
 - Complete the screening process
 - Complete the required training procedures
 - Participate in additional trainings throughout his/her time of service

Screening Policy: Each potential mentor must complete the screening procedure. The Veteran mentor coordinator will be responsible ensuring that the applicant completes the screening procedure.

This procedure will include:

- Completing a written application form
- Completing a personal interview

The decision to accept or reject an applicant will be made by the Veteran mentor coordinator, the Judge and the court coordinator after the screening procedure has been completed.

Training Policy: All mentors must complete the required initial training procedures.

This procedure will include:

- Observe several court sessions
- Shadow three mentoring sessions with three different mentors

- Lead three mentoring sessions while being observed
- Discuss lead mentoring sessions and observation forms
- Complete individual supervision with the mentor coordinator

It is the responsibility of the Veteran mentor coordinator to plan, develop, schedule and impart all training sessions with support from other program staff, current mentors, the Judge and the court coordinator.

Matching Policy: The Veteran mentor coordinator will match mentors and participating Veterans at each court appearance. As all mentors are not always present at each court session the Veteran mentor coordinator will match the available mentors with the mentees in need. Whenever possible the Veteran mentor coordinator will make matches based on the following criteria:

- Previous sessions where the mentor and mentee were matched
- Matching branch of service
- Specific skill of a mentor matched to the need of a mentee
- Similar age/gender/ethnicity

The Veteran mentor coordinator will also take into consideration the requests of the mentors and mentees, alike, in making matches.

Teambuilding: At least once a year all mentors will be recognized for their role in the Veterans Treatment Court. The Veteran mentor coordinator is responsible for planning and implementing recognition activities.

Possible recognition activities include:

- An annual recognition event, where mentors are recognized for their length of service to the mentoring program
- Utilizing outstanding mentors in the recruitment and training of new mentors

Record-Keeping Policy: Each contact between mentor and mentee is documented in the Veteran Mentoring Log which will be updated at each court appearance by the mentor.

Confidentiality Policy: Mentor training will include a mandatory confidentiality workshop. Instructions on Federal and State confidentiality policy will be reviewed including but not limited to:

- What information should be kept confidential,
- Who has access to confidential materials,
- What confidential information can be used for,
- How it will be kept confidential,
- Limits of confidentiality.

In addition, guidelines will be reviewed specific to what information should and should not be included in the Veteran log as well as how information about the mentors will be protected.

Unacceptable Behavior Policy: It is the policy of the Veterans Treatment Court that unacceptable behavior will not be tolerated while a mentor is participating in the program. Behaviors that do not match with the mission, vision, goals, and values of the Veterans Treatment Court will be considered unacceptable and are prohibited during court proceedings and mentoring sessions. Any unacceptable behavior, as determined by the Veteran mentor coordinator, the Judge, or the court coordinator, will result in a warning and/or disciplinary action including suspension or termination from the program.

Receipt of Policy and Procedure Manual

Veteran Defendant _____

Date _____

I acknowledge the receipt of the 2nd Judicial District of WI Veterans Treatment Court Policy and Procedure Book during my clinical assessment. The expectations of the program were reviewed with me by the clinical assessor and I was given an opportunity to ask any questions that I may have. I understand the following: I am expected to abstain from use of all drug and alcohol use for the duration of the program; I will have court appearances every week and as I progress the time between court appearance will lengthen; I am required to comply with treatment recommendation and keep all appointments; I am required to keep weekly office visits with probation; I expect random drug and alcohol testings-2-3 times a week on average; and 2-3 weekly self-help groups are required.

I have also been informed of the program weapon restriction that will remain in effect for the duration of my participation in the program.

I understand that if I violate the rules of program, I may receive a sanction and/or be terminated from the program.

Signature _____

Date _____

VTC Assessor _____