



# DEPARTMENT OF COURT SERVICES

## GUIDE TO PROGRAM SERVICES

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## **Court Services Mission**

To reduce the need for incarceration by rendering timely and accurate information to the Court while providing a continuum of cost-effective, community-based supervision and therapeutic services to the citizens of Alachua County with emphasis on accountability and preserving public safety.

## **Court Services Vision**

Our services will be professional, compassionate, and consistently available to the community.

Dignity and fairness will serve as our guiding principles.

We will have a seamless continuum of treatment and social services readily available and tailored to the needs of the individual client.

No one will be incarcerated who can be effectively managed in the community.

## **Court Services Values**

We believe in:

- I. The right of all persons to be treated with dignity and fairness.
- II. The ability of people to grow and our responsibility to provide opportunities for change.
- III. Dedication to continual improvement.
- IV. Professional conduct that reflects the highest standards of accountability, honesty and ethics.
- V. A commitment to protecting the public and assisting in the fair administration of justice.
- VI. Promoting mutual trust, respect and empowerment.
- VII. Creating a positive environment for staff and clients.
- VIII. Teamwork being essential to success.
- IX. The value of open and honest communication.
- X. The value of building community partnerships.

## **COMMUNITY SERVICE**

The Community Service Program was designated to recruit and coordinate governmental and non-profit agencies as work sites so that individuals can complete community service hours as ordered by the Court. These hours are ordered as a condition of county or state probation; as conditions of deferred prosecution agreements with the State Attorney's Office, by the City Attorney as a condition of compliance with municipal ordinance violations or in lieu of costs for civil traffic citations. Staff monitor the completion of hours/days worked. Compliance is reported back to appropriate entity. Staff query individuals completing community service work hours to determine their skill level, location and criminal history.

The Community Service program directly supervises Level 1 probationers. Misdemeanor and traffic cases are sentenced to this level of supervision when they need to comply with conditions ordered by the Court. This program provides community supervision to individuals placed on traffic and misdemeanor probation by monitoring payments of court costs, completion of community service hours, any other special conditions and collecting payments for cost of supervision.

Community Service Work Crew provides a sentencing option for the Court in lieu of weekend and short term jail sentences. Judges sentence offenders to a specified number of days on the Work Crew which is supervised by community service staff or by staff at the work site. The Work Crew operates seven days a week to perform special projects at designated sites. The Work Crew's focus is on providing level of service improvements and assistance for potential staffing reductions to BOCC Departments in addition to non-profit/governmental entities.

### **I. Population Served**

Community Service clients are referred from a variety of sources. The Courts may sentence offenders to State or Level 1 or Level 2 County Probation and order community service work as a condition of the sentence. The State Attorney or City Attorney may enter into a Deferred Prosecution agreement, which requires an offender or municipal ordinance violator to perform community service hours. Clients may be required to complete community service hours as a condition of compliance probation or in lieu of fines, court costs, or cost of supervision for criminal offenses or civil traffic cases. Clients are assessed a \$10.00 service fee for each community service program orientation.

### **II. Eligibility**

Any adult offender sentenced by the Court to complete community service work, conditions associated with Level 1 compliance probation or any individual required to do community service work pursuant to a deferred prosecution agreement or civil citation is eligible.

Juveniles who are sentenced on criminal traffic or truancy charges are also eligible.

Persons with Drug Court and Day Reporting sanctions, waiver of cost of supervision or fines, specific violations of probation and direct sentenced clients are assigned to the Community Service Program's Work Crew.

### III. Services Provided

#### A. Intake

Intake is between 8:30 a.m. and 5:00 p.m., Monday through Friday. When the client reports in, he/she is required to provide documentation showing the case number and hours assigned, such as a copy of the court order or deferred prosecution agreement. Intake staff obtain general information and provide the client with a date and time to report for orientation. Orientation sessions are Tuesdays at 12:00 p.m. and 4:00 p.m. and Thursdays at 12:00 p.m. At orientation, the client is instructed on program rules and regulations and is assigned to a work site. The client chooses a work site and is instructed to return when he/she has completed the assigned hours.

#### B. While Under Supervision

1. The client is assigned to a specific agency where agency staff supervise the client's work. Community Service staff are available Monday through Sunday to respond to any concerns from the work site or client. Community Service staff visit work site agencies regularly to identify any problems with clients and to monitor client compliance.
2. Once clients have completed their work hours, staff verify the hours and inform the Court or referring agency of the client's compliance.
3. The Work Crew Field Compliance Specialist transports and monitors clients at the work site. The Work Crew operates seven days a week. The Work Crew completes special projects in the community, working with organizations such as The Neighborhood House, Alachua Conservation Trust and Alachua County Environmental Protection.
4. Community Service staff attend traffic and misdemeanor arraignments and non-jury trials.
5. Community Service staff provide referrals for special needs clients.
6. Program staff screen work sites to ensure that they meet statutory requirements as a nonprofit organization or government agency. Work sites are required to enter into a Memorandum of Understanding with the Department to ensure compliance with program rules/court standards and decrease liability.
7. Community Service staff complete Violation of Probation (VOP) reports, modifications court orders, termination of supervision memorandums, etc. on Level 1 compliance probation cases.

IV. Admission to the Program

Offenders enter the program when they are sentenced by the Court, referred by State Probation or when they enter into a deferred prosecution agreement. The Judgment and Sentence, Deferred Prosecution Agreement or State Probation referral form should indicate the number of work hours required and the time allotted to complete the hours. Civil Traffic offenders who wish to perform Community Service hours in lieu of a fine must apply to the Court for authorization.

V. Capacity

There is no cap on Community Service cases at this time.

VI. Vacancies

Always

VII. Termination Information

Supervision is discontinued when the client completes the assigned conditions and/or work hours, pays court costs or the charges are disposed of by the Court. Non-compliant cases are referred to the appropriate agency.

VIII. Other Relevant Information

The Community Service program averages over 2050 new intakes per year.

IX. Fees

Clients are assessed a \$10.00 fee for each Orientation.

Clients are assessed a \$40.00 Cost of Supervision fee for Level 1 Supervision

## **COUNTY PROBATION**

Individuals are sentenced to probation by a County Court Judge for criminal traffic or misdemeanor crimes. The probationers are assigned an officer to monitor the conditions established by the Court for the period of time designated. The maximum sentence is one year.

There are standard conditions of probation that all probationers must comply with such as reporting monthly to their Officer, maintaining employment, incurring no new law violations, etc. There are special conditions of supervision which may include: attending counseling; completing community service work; paying court assessed fines, court costs, and cost of supervision; curfew, paying restitution and completing DUI school. Probation officers are required to visit probationers at their homes and on their jobs when needed. Officers supervising domestic violence cases apply a more intensive level of supervision with these cases to address victim concerns and safety. Officers supervising domestic violence cases conduct the Ontario Domestic Abuse Risk Assessment Tool (ODARA) to determine the risk to re-offend. The program also uses the Ohio Risk Assessment System (ORAS) to assess individuals at various decision points throughout the criminal justice system and determines an offender's level of risk to re-offend. Both tools are used to develop individualized case plans for reducing offender risk.

### **I. Population Served**

Adults sentenced by the Court for misdemeanor, criminal traffic, or municipal ordinance violations are eligible. The program also supervises probationers who are sentenced in other counties and transferred to Alachua County for supervision.

### **II. Eligibility**

All County Court assigned cases are eligible.

### **III. Services Provided**

#### **A. Intake and Orientation**

Intake is between 8:30 a.m. and 5:00 p.m., Monday through Friday. The probationer reports to the office with an Order of Judgment and Sentence and is seen by Intake staff. Intake staff obtain general information and provide the probationer with a date and time to report for orientation. Orientation sessions are scheduled with the probationer's officer. At orientation, the probationer is instructed on conditions of supervision, referred to treatment services, selects a community service work site and establishes a plan for payment of fees.

## B. While Under Supervision

1. Office Visits: Probationers are required to report to the office minimally each month to submit a monthly report of activities and review their conditions of probation.
2. Home visits: The frequency of home visits is based upon the probationer's compliance with the conditions of supervision and problems demonstrated during the month.
3. Referrals: Officers refer probationers to substance abuse and mental health treatment programs. The program currently utilizes Meridian Behavioral Health Services, the V.A. Hospital, the Crisis Center, private practitioners and certified Batterer's Intervention Providers. Each officer monitors treatment and reports compliance to the Court. Probationers are also referred to GED programming and North Central Florida Safety Council for DUI offenders. Various social service agencies are contacted to assist with financial and family related issues.
4. Out of State Transfers: Probationers requesting to move out of state must speak with their assigned probation officer to obtain permission. Probationers who request to have supervision transferred out of state are subject to Interstate Compact guidelines. These guidelines may not always allow transfers to occur.

## IV. Admission to the Program

Probationers sentenced on misdemeanor cases in County Court within the State of Florida should be instructed to report to the Probation office within 72 hours. Out of State residents sentenced on misdemeanor cases in County Court must abide by the Interstate Compact rules.

## V. Capacity

Domestic Violence – Caseload of approximately 75 per Court Officer;  
Traffic and other Misdemeanor Cases – Caseload of approximately 125 per Probation Officer

## VI. Vacancies

Domestic Violence – always, as ordered by the Court  
Regular Probation – always, as ordered by the Court

## VII. Termination Information

Probation is terminated upon completion of the court ordered sentence. Violation reports are submitted when a probationer is alleged to have committed a new offense or fails to abide by conditions of the court order. The violation can result in a sentence to the county jail, termination of supervision or reinstatement to a continuing period of supervision, which may include electronic monitoring, or a



direct sentence to the Work Crew or Day Reporting for more intensive supervision. Additionally, a probationer can be sentenced on a State or Federal case resulting in a period of incarceration, which can terminate the County Court case.

#### VIII. Fees

Monthly cost of supervision is \$50.00 paid at Court Services. Probationers who are unable to pay the cost of supervision may ask their Probation Officer to request approval from the Court for a modification of probation to complete community service work hours in lieu of the cost of supervision and for some court assessments.

Probationers who are required to complete community service work are assessed a \$10.00 fee for each Community Service orientation.

## **DAY REPORTING**

The Day Reporting Program is an innovative community program that provides an intensive form of release for pretrial defendants. Behavior modification is sought through intense supervision and delivery of services to participants.

Supervision activities are designed to address public safety concerns and provide structure for participants' activities. They include preparing a weekly agenda of activities, frequent contact with the program and urinalysis testing.

The program uses the Ohio Risk Assessment System (ORAS) to assess individuals at various decision points throughout the criminal justice system and determines an offender's level of risk to re-offend. The tool is also used to develop individualized case plans for reducing offender risk and to determine the level of contacts with program participants.

### **I. Population Served**

The Day Reporting Program supervises pretrial release defendants as well as those sentenced to county probation and those on County violation of probation status. The target population includes those with the following charges: pretrial felony offenses, pretrial or sentenced habitual misdemeanor and traffic, domestic violence, substance abuse related, and DUIs. The program welcomes a broad range of participants and uses creative case planning to craft individual supervision plans for each participant to meet their needs and assist them in fulfilling court requirements. Participants should have a high need for the intensive supervision and/or services of the program, have transportation and the ability to participate in program activities.

### **II. Eligibility**

All candidates are screened for program eligibility by the Centralized Screening Team (CST). Only county court cases may be sentenced to probation to be served in the Day Reporting Program. Pretrial defendants may be accepted from any criminal court. Persons should reside in Alachua County.

### **III. Services Provided**

Services are designed to deal with the complex problems common to offenders. The services include substance abuse treatment, anger management, batterer's intervention, educational assistance and employment assistance. Some services are delivered on-site and others are provided by community agencies. Supervision activities include daily accountability checks and urinalysis testing.

#### IV. Admission to the Program

Court orders should state “abide by all program rules, conditions and treatment recommendations deemed necessary by the Day Reporting Program”.

#### V. Capacity

The Day Reporting program has a capacity for 60 offenders.

#### VI. Vacancies

The program typically has limited space available.

#### VII. Termination Information

Supervision is terminated upon completion of the court process for pretrial defendants and completion of the court sentence for probationers. Violation reports are submitted to the Court when the participant has new charges or fails to abide by the conditions of the Court and/or the Day Reporting Program rules. The violation may result in jail time, termination of supervision or reinstatement to a continuing period of supervision.

#### VIII. Fees

There is a \$20.00 weekly program fee for all participants which can be converted to community service hours for persons who cannot afford the fee. Probationers may also incur restitution, court costs and fines. Participants are assessed additional fees for batterer's intervention program intake.

## DRUG COURT

Drug Court offers two options for individuals diagnosed with substance use disorders who have felony criminal charges in Alachua County. Both the pretrial diversion option and the post-plea option offer intensive supervision, case management and treatment to offenders eligible and willing to enter into treatment to overcome criminogenic risk factors. The program lasts a minimum of twelve (12) months and requires a firm commitment on the part of participants.

Evidence demonstrates Drug Courts are one of the most effective tools available to the criminal justice system in addressing recidivism with drug offenders.

### I. Population Served

Any adult offender with a substance use disorder charged with a third degree felony who is amenable to drug treatment and does not have a violent criminal history.

### II. Eligibility

The Office of the State Attorney must approve any individual interested in participating in the pretrial diversion option. Successful completion of the diversion option will result in the State's dismissal of the felony charges filed against the individual.

The post-plea option is available to individuals who do not qualify to have their charges dismissed because of prior felony convictions. Post-plea participants must enter a plea with the Court including Drug Court participation as a condition of the plea. The defendant must be screened and accepted by the program before entering the plea. The defendant, the State, defense counsel and the Court must all agree to the terms of the plea agreement prior to admission to Drug Court. Upon completion of the program the case will be closed; according to the terms of the plea.

### III. Services Provided

#### A. Direct Services

Intake, psychosocial assessment, treatment planning, group and individual counseling, urine drug testing, judicial monitoring and case management planning.

#### B. Service Referrals

Health care, mental health, vocational evaluation, education (GED and college), intensive outpatient treatment, residential treatment, job training, and employment referral.

#### IV. Admission to the Program

- A. A Judge may refer defendants for screening at First Appearance, Bond Reduction Hearings, Plea Hearings and Violation of Probation (VOP) hearings. The program also receives referrals from the State Attorney and from defense attorneys as well as self- referrals.
- B. All participants are screened for criminal history, drug use, prior treatment, community affiliation, psychological appropriateness and commitment to their recovery.
- C. Pretrial defendants participate in the program for a minimum of four (4) weeks and, if approved by the State, receive a deferred prosecution agreement from the Office of the State Attorney.
- D. Clients may also be in the program as a condition of Bond, which may include residential treatment.

#### V. Capacity

One hundred five (105) participants that are either pretrial or post plea.

#### VI. Vacancies

Waiting list for residential programs is common.

#### VII. Termination Information

Participants may be terminated from the program for chronic noncompliance including failure to appear for status hearing, treatment and/or urine tests. Any threat or act of violence will result in immediate termination and possibly new criminal charges. Cheating on or tampering with a urine sample will also result in termination. New law violations may result in termination.

#### VIII. Other Relevant Information

Graduated sanctions are available and used by the Court for incidents of noncompliance. Sanctions include additional activities and reporting, community service or work crews and short term incarceration (typically 24 or 48 hours). Clients who relapse receive more intensive treatment plans; higher risk clients receive a higher level of supervision.

#### IX. Fees

Program fees are \$20.00 per week, established by the Board of County Commissioners. It is the client's responsibility to pay fees while participating in the Drug Court Program. Indigent clients may perform community service or work crews in lieu of payment.

## **MENTAL HEALTH COURT**

Mental Health Court is a voluntary treatment based diversionary court that serves defendants with mental illness or those who are developmentally disabled. This population is the most expensive house in the jail due to costs of psychotropic medications. The primary goal of Mental Health Court is to provide defendants with the least restrictive treatment, training and support services necessary to reduce recidivism and ensure public safety.

### **I. Population Served**

Defendants arrested for a qualifying third degree felony and/or non-violent misdemeanor or criminal traffic offenses, with the exception of those charged with domestic violence, driving under the influence and sexual charges.

### **II. Eligibility**

This pretrial diversion option requires approval by the Office of the State Attorney prior to program participation. The prospective participant must have an Axis 1 mental health diagnosis or a developmental disability. Successful completion of the diversion option will result in the State's dismissal of the charges filed against the individual.

### **III. Services Provided**

Case Management, Mental Health Treatment, Psychiatric Services, Substance Abuse Treatment, Random Drug Testing and ongoing Judicial Review.

### **IV. Capacity**

The capacity for the program is 35 participants. Mental Health Court may have a wait list due to capacity limitations. Defendants can be placed on supervised release with conditions of mental health treatment pending acceptance into Mental Health Court in lieu of remaining in custody.

### **V. Fees**

There are no fees for participants in Mental Health Court.

### **VI. Termination Information**

Failure to comply with treatment conditions results in removal from the program and criminal prosecution will be reinstated. Successful completion of the program will result in the State's dismissal of the charges filed against the individual.

## **VETERANS TREATMENT COURT**

Veterans Treatment Court is a voluntary treatment–based diversion court program serving military veterans with mental health or substance use disorder diagnoses charged with certain misdemeanor and felony crimes. The Veterans Treatment Court program is modeled on the fundamental key components nationally recognized for Drug Courts. It integrates court and community supervision with focused medical, substance abuse and mental health service programs provided through the Veterans Administration.

### **I. Population Served**

Military veterans with mental health or substance use disorder diagnoses charged with certain misdemeanor and felony crimes.

### **II. Eligibility**

Eligibility requires service in the United States Armed Forces with an Honorable or General (under Honorable Conditions) discharge. The Veterans Justice Outreach Coordinator will determine veteran eligibility. The State Attorney's office will review the veteran's charges and agree to the veteran's participation. Some charges are not eligible for Veterans Treatment Court participation. Participation in the Veterans Treatment Court is voluntary. If eligible and referred, the veteran will have the opportunity to accept or decline participation.

### **III. Services Provided**

Participants access identified treatment, counseling, supportive housing and other services. The services are contingent upon the veteran's specific needs and treatment recommendations. Services are provided by the Department of Veterans Affairs (VA) at their facilities.

### **IV. Capacity**

This court began in October of 2013 and has not established a maximum capacity.

### **V. Fees**

There are no fees for participants in Veterans Treatment Court.

### **VI. Termination Information**

Participants will be terminated from the program for the following:

- A. Threats of physical violence or any act of physical violence, directed towards any other participant or any staff member.
- B. Tampering with, adulterating or cheating on a urine sample (UA).
- C. Continued failure to comply with program requirements or rules.

- D. Continued failure to participate in program activities as directed by staff or the Court.
- E. Bonding out of jail on any sanction.

Upon successful completion of all program requirements and obligations, the State Attorney will dismiss the veteran's charges or the Veterans Treatment Court Judge will successfully terminate the case according to any agreement between the veteran, the Court, and the State Attorney.



## **DRUG TESTING LAB**

### **I. Population Served**

The Court Services drug testing lab is a full-service immunoassay testing facility and provides services to all Court Services supervision Programs (Drug Court, Mental Health Court, Veterans Treatment Court, Day Reporting, Work Release, County Probation, Pretrial Supervision and Metamorphosis).

### **II. Eligibility**

Any client under the supervision of any of the Court Services programs listed above is eligible for services.

### **III. Services Provided**

The Court Services lab can perform urinalysis tests for criminal justice clients in Alachua County. These tests can serve as a useful therapeutic tool for the Court in dealing with individuals identified as having problems with alcohol and other drugs.

Standard testing detects the presence of alcohol, marijuana, cocaine, opiates, amphetamines/methamphetamines and benzodiazepines in human urine. Additional drug testing is available for forensic (treatment) use. Test results are typically available to the Court within 48 hours.

### **IV. Program Admission**

The lab can serve any Court Services client who requires a drug test.

### **V. Capacity**

The lab can run approximately 200 to 300 tests per day.

### **VI. Other Relevant Information**

The lab operates a Beckman-Coulter AU-480 Immunoassay Analyzer. The lab test validity is highly reliable and meets the standard of "clear and convincing evidence." If necessary, further confirmation is available at the client's request (and payment) or by court order.

The Court Services lab serves as a useful tool for the Court in the supervision of pretrial, probation and Work Release programs. That is, if the Court uses the results as a therapeutic, rather than punitive tool. The results of the drug screens could be used to mandate substance use evaluations and determine the use patterns of those supervised.

## VII. Fees

Pursuant to the Board of County Commissioner Fee Schedule, drug testing is included in the program fees. If a client contests the lab results, a \$100.00 Confirmation Reimbursement fee (payable by Money Order) is necessary.

## **METAMORPHOSIS**

Metamorphosis is a voluntary, long-term residential treatment program for men and women who are alcohol and drug dependent, or those who have co-occurring disorders. Clients typically stay in the program between 6 to 12 months, depending on clinical need. The program is partially funded through a Department of Children and Families (DCF) Grant which supports other surrounding counties to be included in the coverage area.

### **I. Population Served**

Adult (18+) chronic substance dependent clients who reside in the following counties: Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Suwannee and Union.

### **II. Eligibility**

All potential clients must be screened and approved prior to admission. They must be self-motivated for treatment and have no history of sex offenses and/or any significant history of violent crimes. People who are dually diagnosed with a mental health disorder and an addiction will be considered, but will be carefully evaluated for compatibility with the structure of the program.

### **III. Services Provided**

The program offers individual, group and family counseling in a structured therapeutic setting. The treatment model is evidence based, including cognitive behavioral therapy. The program is divided into phases, which progress gradually toward re-entering the community. After approximately three to five months, the client is required to obtain employment while living at the facility or residing in transitional housing and continuing with treatment. Participants actively work to become productive, drug free members of society by obtaining and maintaining employment, participating in self-help support groups and acquiring safe and affordable housing.

Research has demonstrated that ongoing aftercare is the key to successful recovery following treatment. After completing the program, all graduates of Metamorphosis are encouraged to participate in ongoing aftercare. This component can be tailored to meet the specific needs of the client. At a minimum, clients are required to attend one aftercare group weekly, make phone contact with staff at least once weekly, and attend self-help support groups. When appropriate, additional program participation for up to 13 hours per day, seven days per week, is available for clients who need intensive aftercare treatment. All aftercare services are free of charge for Metamorphosis graduates and can be utilized for an unlimited time.

#### IV. Program Admission

All potential clients must be screened and approved by meeting the program criteria. Therefore, persons are not to be sentenced directly to Metamorphosis, nor sentenced for a specific length of treatment. The screening appointment may be made directly by the applicant or through the applicant's attorney, probation officer or other referral source. If admission criteria are met, clients may be admitted to the program as a condition of probation, Supervised Pretrial Release, Release on Recognizance (ROR) or simply as a volunteer without any legal involvement. Once an applicant is accepted into the program and offered a bed, they must enter the program within 48 hours.

#### V. Capacity

Metamorphosis has 21 residential beds with up to eight (8) transitional housing beds available for both men and women.

#### VI. Vacancies

There typically is a waiting list for admission to the program. The length of wait may be several months depending on the number of people on the list and the progress of existing clients through the program.

#### VII. Graduation and Discharge Information

Clients are successfully discharged when they complete an initial Intervention phase and four levels of Residential Treatment. Clients can be unsuccessfully discharged for repeatedly violating program rules or for violating certain cardinal rules (such as repeated drug/alcohol use, sex, violence and/or criminal activity). The facility is not locked and clients are considered discharged when they leave the premises without permission.

#### VIII. Other Relevant Information

No tobacco products are permitted on the premises. Clients may use nicotine patches as needed.

#### IX. Fees

Clients are charged a percentage of their net income upon entering the employment phase of the Program. The assessment will continue until the client secures living arrangements in the community and graduates. There is no charge for the Aftercare Treatment component in order to encourage active participation. The program receives funding from Alachua County Government as well as the Florida Department of Children and Families and the Federal Substance Abuse Prevention and Treatment Block Grant.

## **OPUS**

Opus is an outpatient behavioral health treatment program offering treatment services to adult men and women with substance abuse problems and co-occurring mental health disorders. Clients admitted to the program complete between 3 to 12 months of treatment, depending on program placement and clinical progress.

### **I. Population Served**

The program serves adults with substance abuse issues and co-occurring mental health disorders under supervision of Alachua County Drug Court and Day Reporting programs.

### **II. Eligibility**

All potential clients are screened and approved prior to admission. Clients must be referred through Alachua County's Drug Court or Day Reporting Programs and must be eligible for outpatient services. The criteria for acceptance into outpatient services are based on the American Society of Addiction Medicine's standards.

### **III. Services Provided**

The program offers group and individual counseling as needed using evidence based practices. Family counseling may also be offered. Advancement through the program is based on individual therapeutic progress, participation and time in the program. Clients attend both therapeutic and psycho-educational groups and are taught cognitive-behavioral techniques, relapse prevention skills and pro-social behaviors to improve overall coping and functioning. Clients are assigned to a primary counselor and are assisted in developing an individualized treatment plan focusing on recovery goals such as developing support networks, obtaining employment, and working towards residential and financial stability.

Upon successful completion of outpatient treatment, clients are encouraged to enroll in aftercare. This component can be tailored to meet the specific needs of the client. All aftercare services are free of charge and can be utilized or reinitiated for an unlimited time following outpatient completion.

### **IV. Program Admission**

All potential clients must be screened, evaluated and consent to treatment before beginning the program. The screening appointment may be made directly by the applicant or through the referral source.

V. Capacity and Access to Services

The program's capacity varies according to the intensity of client care needs. Evening and morning groups are usually offered in order to accommodate client scheduling needs. Program services can usually be initiated fairly quickly.

VI. Vacancies

Opus does not usually carry a waiting list.

VII. Completion and Discharge Information

Clients who successfully complete Opus are given a completion certificate. Clients who do not successfully complete treatment may be provided with documentation of provided services if requested and agreed. Clients who successfully complete a portion of treatment are encouraged to fully complete treatment to achieve completion status and become eligible for aftercare services. Clients can also be unsuccessfully discharged for repeatedly violating program rules, frequent absences, lack of progress in treatment, and/or for being referred to a more intensive level of care.

VIII. Other Relevant Information

Opus works closely with client referral sources in developing individualized approaches to treatment and appropriate sanctions for all clients to increase success rates and reduce recidivism.

IX. Fees

Opus does not charge any fees for services.

## **PRETRIAL SERVICES**

Under the guidelines of Florida Statutes, the Pretrial Services program utilizes evidence based practices in support of pretrial justice by utilizing effective investigative techniques and supervision practices. Pretrial defendants are managed in the community until case disposition saving costly jail beds for higher risk offenders. The program is responsible for providing pretrial release investigations to the Court so Judges can make informed release or detention decisions. These investigations include identifying risk factors that may impact public safety. The Pretrial Services program provides customized levels of supervision for defendants released by the Court as an alternative to incarceration at the county jail.

### **I. Population Served**

Staff interview and verify information obtained from defendants at the Alachua County Jail prior to their First Appearance Hearing. Staff do not interview defendants who are Department of Corrections prisoners, federal in-transits, here only on out-of-county or out-of-state charges and/or those juveniles who are not being held over as adults. An assessment is conducted on those detainees who are hospitalized, in-house inmates (in custody on other charges), those too intoxicated/violent to interview or with presenting mental health problems.

### **II. Eligibility**

- A. Defendants with pending adult criminal charges.
- B. Defendants who can be effectively managed in the community depending on risk and need assessments.
- C. Defendants who have violated prior pretrial release supervision are reviewed and may be appropriate for a higher level of supervision.

### **III. Services Provided**

#### **A. Pretrial Investigations**

Pretrial Investigations are completed for First Appearance Hearings, 365 days a year. Staff interview defendants and attempt to verify information via phone contact with relatives, friends, employers, etc. Staff review local and National/State (NCIC/FCIC) criminal histories as well as complete and review a pretrial risk and needs assessment. The Pretrial Investigative Summary is communicated to the Court and includes criminal history review, preliminary risk / needs assessments and identifies high risk domestic violence, sexual and violent offenders. Pretrial Services Court Officers also attempt to contact victims of domestic violence during the investigation process to ascertain whether there are safety and/or security concerns that need to be reported to the Judge during First Appearance. The Judiciary uses the investigation to make informed release or detention decision as well as order treatment and/or any special conditions of release based on Florida Statutes which address public safety.

B. Jail Population Review

The Centralized Screening Team (CST) screens eligible detainees who remain in custody 96 hours after their First Appearance Hearing. In collaboration with the Department of the Jail, the judiciary and treatment partners, the Pretrial Release Assessment Specialists develop and propose release plans to manage low risk offenders on lower cost community based supervision. Referrals for program screenings are made by defense attorneys and community partners for defendants in a pretrial status who remain in custody and are appropriate for Court Services programs or expedited sentencing at bond reduction hearings.

Managing appropriate defendants in the community saves costly jail beds for more high risk offenders. Each Pretrial Release Assessment Specialist has a specific judicial division and works closely with the Alachua County Department of Jail (DOJ) staff, the Public Defender's Office and the judiciary to address the risk and needs of the eligible defendants who remain in custody 96 hours after First Appearance or those with costly medical or mental health problems. The CST makes additional collateral contacts and utilizes risk and needs assessment tools to further assess mental health and/or substance abuse needs, community ties/stability and release options to develop suitable release plans. The CST also screens individuals for placement in Work Release and various Court Services programs.

C. Pretrial Release Supervision

1. Defendants released for Pretrial Supervision attend an initial intake meeting with their supervising officer to review their conditions of release. Defendants are assigned to the least restrictive level of supervision required by their conditions of release. Defendants receive referral(s) to appropriate treatment or social service agencies as needed.
2. **Minimum supervision** - Defendants maintain at a minimum, weekly telephone contact with their Pretrial Release Officer. Non-compliant defendants may receive notification via mail, contacts at home, employment or through their attorney.
3. **Medium supervision** - Defendants maintain at a minimum, weekly contact with their Pretrial Release Officer and participate in substance abuse treatment, mental health treatment or any combination of treatment conditions ordered by the Court. Defendants in treatment receive bi-weekly treatment checks. Non-compliant defendants may receive a notification via mail, contacts at home, employment or through their attorney.
4. **Electronic Monitoring (EM) / Global Positioning Satellite (GPS) and Thermal Alcohol Detection (TAD)** - Defendants are supervised under the most intensive supervision of Pretrial Release. The program requires the defendant to be screened for



acceptance into the program in order to meet program criteria. Defendant must wear a device that monitors their activities while under house arrest. Electronic Monitoring is a passive reporting system that alerts the Officer as to whether or not the defendant is at or away from his/her residence. GPS monitors a defendant's whereabouts in real time. TAD is an alcohol monitoring system that alerts the Officer whenever the defendant has consumed alcohol. The defendant is allowed to maintain employment and attend any necessary treatment/self improvement activities ordered by the Court or approved by the Electronic Monitoring Officer. Defendants are required to pay nominal fees per the established fee schedule. EM/GPS and TAD may also be used as an alternative to incarceration for sentenced misdemeanor offenders and high risk cases with mitigating special needs.

#### IV. Admission to the Program

Defendants can be admitted to the program at First Appearance or any subsequent court Hearings or judicial action. All released defendants are court ordered for supervision. Judges may order a screening for Electronic Monitoring (EM) or Global Positioning Satellite (GPS) and TAD supervision at any time. Attorneys may also request a screening for any level of pretrial supervision by contacting Pretrial Services or the Centralized Screening Team. Additionally, the attorney may make a request for a screening at any Court event.

#### V. Capacity

- A. Contact and treatment – 225 defendants
- B. Electronic Monitoring/GPS - 30 defendants

#### VI. Vacancies

Space is consistently available for pretrial defendants needing to be placed on supervised release.

EM, GPS and TAD are limited by the number of units on hand. However, space availability changes frequently and is commonly available.

#### VII. Termination Information

Compliance reports are submitted to the Court prior to any Court event where the defendant's case may be disposed. The compliance report advises the Court of the defendant's adherence to release conditions while on Pretrial supervision and includes a recommendation. Violation reports are submitted to the Court when defendants are noncompliant with conditions of their release. Violation reports are also submitted to the Court if the defendant is charged with a new criminal offense. Defendants remain under Pretrial supervision until case disposition or upon judicial action.

## VIII. Fees

Pretrial defendants are not charged cost of supervision fees for participation in the program. However, it is the responsibility of the Pretrial defendant to pay all fees associated with their Court ordered release conditions including but not limited to urinalysis testing, breathalyzer testing and Electronic Monitoring/GPS/TAD monitoring, per the approved fee schedule.

## **WORK RELEASE**

The Alachua County Work Release Program is a minimum-security detention facility that allows sentenced adult offenders to work in the community, contribute to the cost of their incarceration and pay financial obligations to the Court.

### **I. Population Served**

Work Release participants are sentenced adult offenders who, in lieu of incarceration at the Alachua County Sheriff's Office Department of the Jail, are granted extended limits of confinement.

### **II. Eligibility**

All applicants are screened for admission and must receive judicial approval to enter the program. Offenders who have a history of escape, sex offenses, excessive violence, arson or unresolved mental health problems are not appropriate for Work Release. Applicants must volunteer and desire to participate in the Work Release Program. They must have a state of Florida ID or driver's license, social security card and be physically able to maintain employment. They must be sentenced, but may be employed or unemployed. Unemployed applicants must enter the program with a minimum of 60 days remaining on their sentence after credit for time served and earned gain time. Applicants can be pre-screened by a Court Services CST staff member to determine eligibility prior to sentencing. Applicants with verified full time employment will be considered if they have a minimum of 30 days remaining on their sentence.

### **III. Services Provided**

#### **A. Resident Supervision**

Residents remain at the Work Release Facility unless they are at an approved job site, seeking employment, attending treatment or participating in another staff approved activity. When residents leave the facility, they are allowed a specific time schedule for each activity and are required to keep staff informed of their destination, activities and whereabouts. Program staff members conduct periodic and random checks by phone and/or visits to the residents' job sites. This ensures that residents are where they are supposed to be and monitors job performance. Residents are subject to random urine testing and breathalyzer tests upon entry into the program.

#### **B. Behavior-Based Therapeutics**

The program uses a behavior-based privilege system that encourages self-responsibility and accountability. Minor infractions of the rules result in sanctions and restrictions; conversely, responsible behavior can earn

extra privileges. Residents are required to participate in cognitive behavioral based group sessions and substance abuse treatment, when screening identifies a need. They may also attend Alcoholics Anonymous meetings on a voluntary basis at the Work Release Facility.

C. Substance Dependency Treatment

The Balance 360 Treatment Component is a 28-day program consisting of psycho-educational activities and therapy designed to help clients address lifestyle issues that have been neglected during addiction. The substance abuse curriculum, which focuses on Relapse Prevention, consists of 12 core lessons that address key lifestyle, relationship and emotional issues. These lessons are delivered in a process group format. The curriculum design focuses on assisting clients with addressing their specific problems and goals through the development and implementation of an individual treatment plan. This design also provides the client with the knowledge to identify the triggers that lead to their substance abuse, create a relapse prevention plan for sobriety and address the criminal and addictive thinking that exists as a roadblock to a life of sobriety. The Department of Children and Families has licensed this treatment program. The program's capacity will serve a maximum of 15 residents per 28-day cycle.

IV. Admission to the Program

Participation at Work Release is voluntary; therefore, persons are not sentenced directly to the Program. The screening team staff identify all potential participants by appointments made directly by the applicant or through the applicant's attorney. Applicants incarcerated in the Alachua County jail can contact the program by filling out a "Work Release Application Form" at the jail. If an applicant meets admission criteria, the screening team staff generate an Extended Limits of Confinement (ELOC) order for the approval of the case Judge.

V. Capacity

The Work Release Facility is capable of housing fifty-four (54) males and eleven (11) females. The Program has staff to accommodate sixty-five (65) residents.

VI. Vacancies

Usually available – Transfers to the program occur ASAP.

VII. Termination Information

Residents of the Work Release Program are returned to the jail for the following reasons: continued pattern of violating Work Release rules, escape, substance use, theft, being in an unauthorized area, violence or threat of violence, or any other significant infraction.

## VIII. Other Relevant Information

The Work Release Program is an alternative to more restrictive and more costly confinement. Participants contribute to the cost of their incarceration, pay restitution, child support, fines and other court ordered obligations. Victims benefit when restitution is paid. Taxpayers benefit because it is less expensive than housing inmates at the jail. Program participants benefit because the program promotes responsible behavior, development of a work ethic and maintenance of community ties, as well as access to individual, group and substance abuse treatment. Participants also benefit by having an opportunity to save money towards items needed as they make the transition back into the community.

## IX. Fees

Work Release participants pay 50% of their gross income (minus taxes) for room and board.

**ALACHUA COUNTY**  
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