



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 and compliance is reported back to the 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 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 and performs special projects at designated sites. The Work Crew's focus is on providing level of service 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, Day Reporting, or State Probation alternative 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 4:30 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 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. Work sites are required to enter into a Memorandum of Understanding with the Department. Program staff visit work sites to ensure that they meet statutory requirements as a nonprofit organization or government agency and that they adhere to contractual agreements.
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 supervises over 2,062 clients per year.

IX. Fees

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

Clients are assessed a one-time \$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 determine 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 4:30 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 Healthcare, 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 services 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, 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 and sentenced misdemeanor offenders. 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 individual's level of risk to re-offend. The tool is also used to develop individualized case plans for reducing the participant's risk and to determine the level of contacts with program participants.

I. Population Served

The Day Reporting Program supervises pretrial release defendants, individuals sentenced to County (misdemeanor) probation, and individuals on County probation with a violation pending. 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 event. Persons should reside in Alachua County.

III. Services Provided

Services are designed to deal with the complex problems common to this target population. The services include substance abuse treatment, anger management, batterer's intervention, 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

Healthcare, mental health, vocational evaluation, education, intensive outpatient treatment, partial hospitalization and 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, and Plea 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, 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

Program case capacity is 75 participants according to caseload recommendations of the American Probation and Parole Association.

VI. Vacancies

No waitlist exists to enter the program; however, a 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. 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 to 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 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 60 participants as recommended by American Probation and Parole Association guidelines.

V. Vacancies

No waitlist exists to enter the program; however, a waiting list for residential programs is common.

VI. Fees

There are no fees for participants in Mental Health Court.

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. 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; at-risk clients receive a higher level of supervision.

VETERANS TREATMENT COURT

Veterans Treatment Court is a voluntary treatment–based diversion and post-plea 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 subject to Court approval. 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. Upon successful completion of all program requirements and obligations, the State Attorney will dismiss the veteran's charges or the Court will impose sentencing according to the successful outcome conditions of the post-plea agreement.

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

The established capacity for Veterans Treatment Court is 60 participants according to American Probation and Parole Association recommendations.

V. Vacancy

No waitlist exists to enter the program; however, a waiting list for residential programs is common.

VI. Fees

There are no fees for participants in Veterans Treatment Court.

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. 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; at-risk clients receive a higher level of supervision.

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".

The Court Services lab serves as a useful tool for the Court in the supervision of Pretrial, Probation and Work Release programs, if the respective program 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 long-term residential treatment center for men and women. Participants must have a substance use disorder in order to be admitted. The majority of participants also have a mental health diagnosis which is treated during the course of their treatment. Participants typically stay in the program between 6 to 12 months depending on individual clinical need. The program is partially funded through State and Federal grants managed by Lutheran Services. Due to this, participants are not limited to Alachua County Residents. Metamorphosis is licensed by the Department of Children and Families (DCF).

I. Population Served

Adults (18+) with a chronic substance use disorder and who meet criteria based on the American Society of Addiction Medicine (ASAM). Participants are referred through a variety of sources, including: State and County Probation, Treatment Courts, First Appearance, Department Of Children and Families, Partnership for Strong Families, detox facilities, and various treatment centers or community agencies.

II. Eligibility

All potential clients must be assessed and approved prior to admission by a clinical staff member. They must be self-motivated for treatment and have no history of sex offenses, significant violent crimes, or a pattern of violent charges.

III. Services Provided

Metamorphosis offers individual, group, and family counseling in a structured therapeutic setting. The program is structured around the concept of a therapeutic community. Participants at the facility cook, clean, participate in yard work, provide program accountability, and rotate through leadership positions. The treatment approach uses evidence based models including, Cognitive Behavioral Therapy, Rational Emotive Behavior Therapy, and Motivational Interviewing. Therapists all have a Master's Degree in a clinical field and there is a minimum of two licensed clinical staff at the facility. Many participants have mental health and trauma related issues that are addressed through therapy, and treatment plans are developed based on individual needs.

The program is divided into phases that allow the participants to progress over their course of treatment and slowly transition back into the community. After approximately 4 to 5 months, participants are required to obtain employment while living at the facility or residing in transitional housing, and still addressing their treatment objectives. They actively work towards remaining drug-free and becoming productive members of society. They are required to maintain a savings account and a percentage of their income goes towards the Alachua County General Fund. They also begin to participate in support groups and build

a healthy social network. The goal is to set the participants up to graduate and return to a safe environment with the best chance of long-term success.

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 participant. Some participants are required by the Courts or referral source to attend aftercare services. If participants are struggling, intensive aftercare services can be set up. Once a person graduates from residential treatment, aftercare services can be utilized for an unlimited time.

IV. Program Admission

All potential participants must be screened and approved by meeting the program criteria. Treatment is individually based, therefore persons are not to be sentenced by the Court directly to Metamorphosis, nor sentenced for a specific length of time. Assessments are done on a walk-in basis on Wednesdays from 9:00 am – 11:00 am. Assessments can be done at the Alachua County Jail, if a referral is made by an attorney, Probation Officer, or other legal sources. If admission criteria are met, clients may be admitted to the program as a condition of Probation, supervised by Pretrial Release, Released on Recognizance (ROR), or as a volunteer without any legal involvement. If a participant qualifies for treatment, they must be ready to accept the bed space on short notice. Medications are not provided at the facility, and if needed, must be set up prior to admission.

V. Capacity

Metamorphosis has 21 residential beds and up to 7 transitional housing beds for both men and women. Aftercare capacity is unlimited.

VI. Vacancies

There is typically 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 participants in the program.

VII. Graduation and Discharge Information

Participants are successfully graduated when they complete all phases of residential treatment. Participants can be unsuccessfully discharged for repeatedly violating program rules or for violating certain cardinal rules (such as drugs on the property, violence, threats, or criminal activity). The facility is not locked down, and clients may be discharged if they leave the premises without permission.

VIII. Other Relevant Information

No nicotine products are permitted on the premises. Participants are not allowed to smoke while in treatment and are randomly tested for nicotine. Patches may be used upon entrance into the program.

IX. Fees

Clients pay a percentage of their net income during the employment phase of the program. They may live in transitional housing for an extended period of time pending on availability, and continue to pay fees during that time. The program receives funding that is managed by Lutheran Services and provided by the State and 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 the 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 may be 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 completes the validated Florida Statewide Pretrial Release Assessment tool on every newly arrested defendant. 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

decisions 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 services 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. Defendants are enrolled in an automated telephone Court notification system.
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. Defendants are enrolled in an automated telephone Court notification system.

4. **Electronic Monitoring (EM) / Global Positioning Satellite (GPS) and Thermal Alcohol Detection (TAD)** - Defendants are supervised under the most intensive supervision of Pretrial Release. This program is also used for sentenced misdemeanor offenders determined by the Court to need this highest level of community supervision. The program requires the defendant to be screened for acceptance into the program. Participants 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 participant is at or away from his/her residence. GPS monitors a participant's whereabouts in real time. TAD is an alcohol monitoring system that alerts the Officer whenever the individual has consumed alcohol. The participant is allowed to maintain employment and attend any necessary treatment/self improvement activities ordered by the Court or approved by the Electronic Monitoring Officer. Participants 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

Individuals can be admitted to the program at First Appearance or any subsequent Court Hearings or judicial action. All participants 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 – 300 defendants
- B. Electronic Monitoring/GPS - 60 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 non-compliant 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 Abuse Treatment

The Balance 360 Treatment Component is an evidence-based, cognitive behavioral, 28-day program based on a curriculum developed by the Hazelden Foundation. The program is licensed by the Department of Children and Family Services (DCF) as an outpatient treatment facility and is audited annually for regulatory compliance and quality. The substance abuse treatment content consists of 12 core lessons in a multi-media, process group format. The content addresses key lifestyle, relationship, and emotional issues known to be worsened by substance abuse. Each client has a biopsychosocial assessment done and participates in development of an individualized treatment plan. This course of treatment provides the client with the skills needed to identify triggers leading to their abuse of drugs and alcohol. Each participant creates a relapse prevention plan specific to their needs. Individual treatment sessions are provided as needed to address crises or questions, and problems the client considers too sensitive to discuss in the group format.

D. Anger and Conflict Management

Every person admitted into the Work Release program completes a four-session, cognitive behavioral course of treatment addressing anger and conflict management. The content is delivered in a process group, multi-media format with a special focus on effective communication as a way of managing and resolving conflicts. Participants are taught to identify aggressive and passive-aggressive maladaptive communication patterns, and are educated how to communicate more effectively in a constructive and assertive manner. Role-play techniques are used in addition to didactic instruction.

E. Individual Crisis Treatment Sessions

Over the course of their stay at Work Release, residents may encounter a variety of problems requiring crisis intervention. Crises such as a death in the family, a relationship break-up, an illness or serious injury of a family member, or a serious problem in the life of a resident's minor child, may cause emotional upset experienced as especially severe because the resident is incarcerated with restrictions on their ability to make contact with family members. In addition to psychological support, the Clinical Supervisor may grant special requests to attend a funeral or to provide support for minors (such as attending a child's medical appointment or parent-teacher conference). Special requests are carefully reviewed to ensure the resident does not violate program rules. Strict monitoring of resident movements within the community is a prerequisite to approval of any special request.

F. Re-Entry Case Management Programming

Each Work Release resident must complete a course of cognitive-behavioral workbook exercises developed by the Hazelden Foundation entitled: "Release and Reintegration". This content guides the resident in the development of a plan for life after release from the Work Release program. The exercises are completed in a group format and are guided by instruction from their assigned Correctional Counselor. The group discussion provides a helpful context for the sharing of ideas about the topics covered, which include: housing, support groups, budgeting, employment, and remaining sober.

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.

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