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**Application**  
**for**  
**Initial Certification**  
**as a**  
**DRUG COURT**

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Signature of Coordinator

of

\_\_\_\_\_  
Name of Court

\_\_\_\_\_  
Date





## **Attachment A      Drug Court Goals and Objectives**

This attachment should include a description of the drug court goals and objectives.

*Reference:      Section 15      Drug Court Management*

*(e) The certified drug court must have a written statement of goals and objectives in its policy and procedure manual that clearly reflects the certified drug court's philosophy and guides the operation of the certified drug court and the delivery of services. The drug court coordinator must review the statement annually and revise it as necessary.*

## **Attachment B      Organizational Plan**

The organizational plan should consist of an organizational chart and a description of the court's operational and administrative structure to include:

**Advisory body members**, if an advisory body has been appointed (name, agency address, telephone and fax numbers, e-mail address)

**Drug Court staff and team members** (name, agency, address, telephone and fax numbers, e-mail address)

**Treatment provider information** (name, agency, address, telephone and fax numbers, and e-mail address for each treatment agency providing services to drug court participants)

**Referring courts** (names of other courts referring or transferring cases to the drug court)

*Reference:      Section 15      Drug Court Management*

*(g)(1) The written policies and procedures of a certified drug court must include each of the following:*

*(1) Full documentation of the certified drug court's operational and administrative structure including one (1) or more organizational charts that:*

- (A)      Depict certified drug court lines of authority*
- (B)      Identify all staff positions*
- (C)      Accurately reflect current certified drug court practice*



## **Attachment C      Implementation Plan**

1. This attachment should include the detailed plan to implement the program. Items should include, but are not limited to, the following:

- (a) History and forecast of the number of substance use involved offenders subject to the jurisdiction of the court.
- (b) Forecast the number of offenders to be served by the drug court according to the drug court eligibility criteria.
- (c) Description of the services to be provided by the drug court.
- (d) Description of how the court has incorporated The Ten Key Components or Sixteen Strategies of Drug Courts into the its policies, procedures and practices.
- (e) Details on implementation of the drug court to include a timeline for major drug court activities, i.e. hiring of drug court coordinator, significant staff training, projected start date, etc.
- (f) Describe how the court has considered how to best use the services that could be provided by any existing court alcohol and drug program and the role it will play in the development and implementation of the drug court. [IC 12-23-14.5-7]

2. This attachment should include a Policy and Procedures Manual and any drug court forms, including a participation agreement, orientation forms, consent forms, clients rights forms, and referral agreements.

*Reference      IC 12-23-14.5-7      Petition for approval*

*Sec. 7. In addition to satisfying the requirements of section 6 of this chapter, a court seeking to establish a drug court must submit a petition for approval of the drug court. The petition must contain the following:*

- (1) A full description of a proposed drug court.*
- (2) Evidence that the court has considered:*
  - (A) how to best use services that could be provided by any existing court alcohol and drug services program; and*
  - (B) the role that an existing alcohol and drug services program will play in the development and implementation of the drug court.*
- (3) A proposed budget for the drug court.*
- (4) Details on the implementation of the drug court*



*Reference Section 15 Drug Court Management*

*(f) A certified drug court must have a policy and procedure manual that contains written policies and procedures for conducting day-to-day drug court activities. A certified drug court must do each of the following:*

- (1) Incorporate each of the ten (10) key components into its policies, procedures and practices.*
- (2) Update the manual as needed, but at least annually.*
- (3) Make the manual available to the drug court team and staff.*
- (4) Verify that all practices are in keeping with the policies and procedures contained in the manual.*

**D. Estimated Budget**

This section should include the estimated drug court budget including all projected income and expenses. Plan for complying with IC 12-23-14.5 and Section 27 of the drug court rules.

*Reference Section 27 Fiscal Management*

- (a) The certified drug court must have developed and implemented an accounting system with the capability to ensure financial transactions are thoroughly documented and handled in a uniform and consistent manner.*
- (b) The certified drug court must have a current budget*
- (c) The certified drug court must have a documented schedule of fees for each certified service and procedures to ensure payments for services.*
- (d) The cost of all certified services combined that are provided to an individual under any one (1) cause number may not exceed the amount permitted under IC 12-23-14.5.12.*
- (e) The certified drug court must have effective cash handling controls and procedures, which prevent theft of funds.*
- (f) Money a certified drug court receives from a city or town user fee must be used to fund drug court services in compliance with IC 33-37-8-3. Money a certified drug court receives from a county user fee must used to fund drug court services in compliance with IC 33-37-8-5.*
- (g) The certified drug court must have a written policy and procedure that addresses this section.*



## **E. Treatment Provider Information**

This attachment should contain information on each treatment provider that will provide substance abuse treatment services to drug court participants. Appropriate information includes marketing and advertising materials, program accreditation, documents, credentials of individual counselors providing substance abuse treatment services and a copy of the referral agreement for each provider.

*Reference Section 15 Drug Court Management*

*(h) Any time a certified drug court refers a participant to a provider for addiction treatment services not provided by the certified drug court, the certified drug court must do the following:*

- (1) Determine annually that the addiction treatment services provider is certified by the division of mental health and addiction, or an equivalent certifying agency if the addiction treatment services provider is located out of state, and obtain a copy of:
  - (A) The provider's accreditation if the provider is an agency; and*
  - (B) The credentials of all individual treatment providers**
- (2) Have a written referral agreement with the addiction treatment services provider that at a minimum includes procedures for the following:
  - (A) Initiation and acceptance of referrals*
  - (B) Exchange of participant-related information*
  - (C) Post-referral reporting by the addiction treatment services provider that enables the drug court to perform its participant-monitoring responsibilities.**

## **Attachment F Contractors**

This attachment should contain information on each contractor and a copy of their contract with the court. If the drug court is not using contractors this attachment does not apply.

*Reference Section 15 Drug Court Management*

*(i) A certified drug court may contract with a person firm, corporation, association, or governmental entity to provide one (1) or more services for the drug court except legal eligibility determination and case termination. A contractor must possess and demonstrate the ability to provide contractual services for the drug court in the manner intended and meet all the requirements contained in IC 12-23-14.5 and these that apply to the services the contractor will provide.*