
ADULT FELONY DRUG INTERVENTION COURT CERTIFICATION COMPLIANCE CRITERIA

This document summarizes the criteria to be used by the AOC to certify and recertify adult felony drug intervention courts. It includes requirements from the Mississippi Code (Rev. 2019), the Mississippi Adult Drug Intervention Court Rules (Promulgated January 29, 2021), and the 10 Key Components of Drug Courts. Unless otherwise noted, a citation refers to the Adult Drug Intervention Court Rules. This criteria also includes the Adult Drug Court Best Practice Standards, which courts must strive to uphold “to the best of their abilities and access to resources allow.” Rule Section 6(a).

Please review this compliance criteria to ensure that your court’s policies and procedures, documents, forms, etc. are in compliance before submitting your court’s application for certification/recertification and supporting documentation. All sample forms referenced in this document are available to download from <https://courts.ms.gov/trialcourts/interventioncourts/interventioncourt.php>. If the AOC determines that your court is not in compliance with any of the following, with the exception of the Adult Drug Court Best Practice Standards, your court will receive a list of findings from the AOC, which must be corrected for your court to retain its Certificate of Approval.

This document is for your reference only and does not have to be returned to the AOC.

SECTION I.

THE 10 KEY COMPONENTS OF DRUG COURTS

(See Rule Section 5(b), “In order for a certified adult intervention court to secure and retain a certificate of approval, it must demonstrate compliance with the *key components*”)

1. Component 1 – Drug courts integrate alcohol and other drug treatment services with justice system case processing.
2. Component 2 – Using a nonadversarial approach, prosecution and defense counsel promote public safety while protecting participants’ due process rights.
3. Component 3 – Eligible participants are identified early and promptly placed in the drug court program.
4. Component 4 – Drug courts provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services.
5. Component 5 – Abstinence is monitored by frequent alcohol and other drug testing.
6. Component 6 – A coordinated strategy governs drug court responses to participants’ compliance.
7. Component 7 – Ongoing judicial interaction with each drug court participant is essential.
8. Component 8 – Monitoring and evaluation measure the achievement of program goals and gauge effectiveness.
9. Component 9 – Continuing interdisciplinary education promotes effective drug court planning, implementation, and operations.
10. Component 10 – Forging partnerships among drug courts, public agencies, and community-based organizations generates local support and enhances drug court program effectiveness.

SECTION II.

THE ADULT DRUG COURT BEST PRACTICE STANDARDS

(See Rule Section 6(a) “All intervention courts will strive, to the best of their abilities and access to resources allow, to uphold the Adult Drug Court Best Practice Standards . . .”)

Standard I – Target Population

11. Eligibility and exclusion criteria for the Drug Court are predicated on empirical evidence indicating which types of offenders can be treated safely and effectively in Drug Courts.
12. Candidates are evaluated for admission to the Drug Court using evidence-based assessment tools and procedures.

Standard II – Equity and Inclusion

13. Individuals who have historically experienced sustained discrimination or reduced social opportunities because of their race, ethnicity, gender, sexual orientation, sexual identity, physical or mental disability, religion, or socioeconomic status receive the same opportunities as other individuals to participate and succeed in the Drug Court.

Standard III – Roles and Responsibilities of the Judge

14. The Drug Court judge stays abreast of current law and research on best practices in Drug Courts, participates regularly in team meetings, interacts frequently and respectfully with participants, and gives due consideration to the input of other team members.

Standard IV – Incentives, Sanctions, and Therapeutic Adjustments

15. Consequences for participants’ behavior are predictable, fair, consistent, and administered in accordance with evidence-based principles of effective behavior modification.

Standard V – Substance Use Disorder Treatment

16. Participants receive substance use disorder treatment based on a standardized assessment of their treatment needs. Substance use disorder treatment is not provided to reward desired behaviors, punish infractions, or serve other nonclinically indicated goals.
17. Treatment providers are trained and supervised to deliver a continuum of evidence-based interventions that are documented in treatment manuals.

Standard VI – Complementary Treatment and Social Services

18. Participants receive complementary treatment and social services for conditions that co-occur with substance use disorder and are likely to interfere with their compliance in Drug Court, increase criminal recidivism, or diminish treatment gains.

Standard VII – Drug and Alcohol Testing

19. Drug and alcohol testing provides an accurate, timely, and comprehensive assessment of unauthorized substance use throughout participants’ enrollment in the Drug Court.

Standard VIII – Multidisciplinary Team

20. A dedicated multidisciplinary team of professionals manages the day-to-day operations of the Drug Court, including reviewing participant progress during pre-court staff meetings and status hearings, contributing observations and recommendations within team members’ respective areas of expertise, and delivering or overseeing the delivery of legal, treatment and supervision services.

Standard IX – Census and Caseloads

21. The Drug Court serves as many eligible individuals as practicable while maintaining continuous fidelity to best practice standards.

Standard X – Monitoring and Evaluation

22. The Drug Court routinely monitors its adherence to best practice standards and employs scientifically valid and reliable procedures to evaluate its effectiveness.

SECTION III.

RULES AND STATUTORY REQUIREMENTS

POLICY AND PROCEDURE MANUAL

23. An intervention court must have a policy and procedure manual that reflects the philosophy of, and guides the operation of, the intervention court and the delivery of services. Section 20(a).
24. An intervention court's policy and procedure manual must:
- (a) incorporate the 10 Key Components of Drug Courts into its policies, procedures, and practices. Section 20(a)(1)(A).
 - (b) incorporate evidence-based best practices into its policies and practices. Section 20(a)(1)(B).
25. An intervention court must do the following in regards to its manual:
- (a) Update its policy and procedure manual as needed and provide written updates to the AOC for review. Section 20(a)(1)(C).
 - (b) Make its policy and procedure manual available to the court team and staff. Section 20(a)(1)(D).
 - (c) Operate consistently with the policies and procedures contained in the manual. Section 20(a)(1)(E).
26. An intervention court's policy and procedure manual must contain:
- (a) A "Goals and Objectives" section. Section 20(a)(2)(A).
 - (b) A "Team Member Roles" section that identifies your court's lines of authority, identifies all staff positions, accurately reflects current intervention court practices, and accurately describes all staff functions. Section 20(a)(2)(B).
 - (c) A "Disparate Impact Statement" section that addresses the court's policy and practice of nondiscrimination in providing intervention court services, which must address nondiscrimination on the basis of race, gender, sexual orientation, age, religion, ethnicity, disabilities, and the ability to pay. Section 20(a)(2)(C).
 - (d) A description of the criteria for the acceptance of substance use-involved offenders as participants who are eligible to receive one (1) or more services provided by the intervention court. Section 20(a)(2)(D).
 - (e) A written policy and procedure for conducting an orientation for each participant, and when appropriate, the participant's family. Section 20(a)(2)(E); *see also* Section 20(c).
 - (f) The risk and needs assessment and clinical assessment tool used to identify the court's target population. Section 20(a)(2)(D); *see also* Miss. Code Ann. § 9-23-11(2)(a)(i). **Adult Felony Drug Intervention courts should, at a minimum, use the MDOC risk and needs assessment and the SASSI clinical assessment.**
 - (g) A written policy and procedure, conforming to applicable state and federal laws, that ensures the confidentiality and security of participant records. Section 20(a)(2)(F); *see also* Section 20(d)(1).
 - (h) A written policy and procedure in place for recording participant progress in CaseWorx. Section 20(a)(2)(G); *see also* Section 20(f). **If your court's Policy and Procedure Manual or any other court documentation references DCCM, please update.**

- (i) A “Successful Completion and Termination Procedure” section. Section 20(a)(2)(H).

This section must have a written policy and procedure for the following.

- (1) Termination of a participant’s court imposed obligation to participate in the intervention court. Section 20(a)(2)(H)(1).
 - (2) Providing written notice to the court after the participant has successfully complied with the treatment plan and the participation agreement. Section 20(a)(2)(H)(2)(a).
 - (3) Providing written notice to the court after the participant has violated any requirement of the treatment plan or the participation agreement. Section 20(a)(2)(H)(2)(b)).
- (j) A written policy and procedure for scheduling and conducting chemical tests. Section 20(a)(2)(I); see also Section 20(g).
- (k) A written policy and procedure regarding regular staffings. Section 20(a)(2)(J); see also Section 20(h).
- (l) A documented participant fee schedule and a documented revenue schedule. Section 20(a)(2)(L).
- (m) A copy of all forms used by the intervention court. Section 20(a)(2)(M).

TREATMENT/INTERVENTION SERVICES

27. The intervention court must offer the following intervention services as required by Miss. Code Ann. § 9-23-13(1).
- (a) Screening using a valid and reliable assessment tool effective for identifying alcohol and intervention dependent persons for eligibility and appropriate services.
 - (b) Clinical assessment
 - (c) Education
 - (d) Referral
 - (e) Service coordination and case management
 - (f) Counseling and rehabilitative care
28. For a DUI offense, if the potential participant has two or more DUI convictions, the intervention court must order the participant to undergo an assessment using a standardized evidence-based instrument administered by a physician to determine whether the potential participant has a diagnosis for alcohol and/or intervention dependence and would likely benefit from medication-assisted treatment (MAT). Miss. Code Ann. §9-23-13(1)(b).
- (a) This assessment must be performed either by a physician or nurse practitioner.
 - (b) Based on the results of the assessment, the intervention court must refer the participant to rehabilitative programs that offer MAT.
29. All inpatient treatment or inpatient detoxification programs ordered by the intervention court shall be certified by DMH, another appropriate state agency, or the equivalent agency of another state. MS Code Ann. § 9-23-13(2).
30. All addiction treatment or mental health providers, to which participants are referred, must be certified by DMH, another appropriate state agency, or the equivalent agency of another state. Written confirmation of each provider’s license or certification must be on file with the intervention court and the AOC. Section 20(i)(1).
31. Intervention courts must make available the option for participants to use court-approved medication-assisted treatment (MAT) in accordance with the recommendations of NDCI. Miss. Code Ann. § 9-23-13(3).

PARTICIPATION AGREEMENT

32. Intervention courts must have a written participation agreement contained in the intervention court's policy and procedure manual. Section 20(e). **A sample Participation Agreement is available from the AOC Intervention Court Website.**
33. The participation agreement must contain the following: Section 20(e)(1).
- (a) jurisdiction of intervention court (county and circuit).
 - (b) all parties to the participation agreement.
 - (c) terms under which the participant enters the program, whether as a result of a guilty plea, a condition of probation, or the result of a violation of probation.
 - (d) case number or cause number.
 - (e) length of intervention court program.
 - (f) list of requirements and participant responsibilities.
 - (g) effect of successful completion of intervention court on the participant's case.
 - (h) consequences to the participant of unsuccessful completion or termination in the intervention court.
 - (i) full disclosure of any and all financial obligations that may be imposed on an intervention court participant. These financial obligations shall not conflict with the sentencing order.
 - (j) a statement, if applicable, indicating that participation is contingent upon the participant's consent to the discussion in open court of information that would otherwise be confidential, relating to the participant's case and compliance.
34. Participants must have the opportunity to review the participant agreement with the advice of counsel. Section 20(e)(2).
35. The participation agreement must be signed by the following parties: Section 20(e)(3).
- (a) Intervention Court Coordinator
 - (b) Participant
 - (c) Defense Counsel
36. Intervention courts must keep a copy of the signed and dated participation agreement in the participant's record. Section 20(e)(3).
37. Intervention courts must provide a copy of the signed and dated participation agreement to the participant. Section 20(e)(3).
38. Participants must complete a participation agreement prior to being sentenced to the intervention court. Section 20(e)(3).
39. ***NEW*** Courts that refer participants to a treatment provider or a support group (AA/NA, 12-step, etc.) that has a religious component are encouraged to ask participants to complete a faith-based waiver form. *See, e.g. In re Garcia*, 24 P.3d 1091, 1093 (Wash. Ct. App. 2001). **A sample Faith-Based Waiver form is available from the AOC Intervention Court Website.**
40. ***NEW*** Intervention courts must ensure that participants do not participate in intervention court longer than the statutory limit of five (5) years. Miss. Code Ann. §§ 47-7-37, 99-15-26(2)(a). *See also Miss. Comm'n on Jud. Performance v. Thompson*, 169 So. 3d 857, 864-66 (Miss. 2015).
41. Intervention courts must have a procedure in place to grant the expungement of the participant's criminal record after the participant has completed all requirements imposed upon the participant by the intervention court. Miss. Code Ann. § 9-23-23.

ORIENTATION

42. An intervention court's policy and procedure for conducting an orientation must address the following items. Section 20(c)(1)(A-G).
- (a) specific eligibility requirements for intervention court participation
 - (b) services offered by the certified intervention court either directly or through referral

- (c) requirements for successful completion of certified intervention court, including a description of the scheduling and attendance requirements for court dates, chemical testing, day reporting, appointments with case managers or treatment providers, self-help and other group meetings, and other regularly scheduled requirements
 - (d) conduct and behavior that could result in sanctions or termination from intervention court
 - (e) possible sanctions for non-compliance with intervention court requirements
 - (f) information about the treatment providers used by the intervention court
 - (g) information about the cost to participants for any monthly fee, chemical testing, and treatment expenses, and the procedure and schedule for paying those costs (if applicable).
43. Intervention courts must implement an Orientation Acknowledgment Form to advise each participant in writing of the information required to be addressed in orientation. This form must contain a signature and date line for (1) the participant and (2) an intervention court staff member and (3) must be fully executed and stored in the participant's file. Section 20(c)(2). **A sample Orientation Acknowledgment form is available from the AOC Intervention Court Website.**
44. Intervention courts must have written referral agreements or contracts with their treatment services providers that, at a minimum, include procedures for the following. Section 20(i)(2).
- (a) initiation and acceptance of referrals
 - (b) exchange of participant-related information
 - (c) post-referral reporting by the treatment provider that enables the intervention court to perform its participant-monitoring responsibilities

DRUG AND ALCOHOL TESTING

45. Intervention courts must have written policies and procedures in place for the (1) training of specimen collection staff and (2) chemical testing procedures. Section 19; *see also* Section 20(a)(2)(I), Section 20(g).

(A) Specimen Collection Staff Training

46. All employees, contractors, or volunteers performing specimen collection have training and experience in each of the following. Section 19(a)(1)-(4).
- (a) the administration of chemical tests;
 - (b) specimen collection;
 - (c) chain-of-custody and documentation procedures; and
 - (d) confidentiality of specimen collection and chemical test results.
47. Documentation must be maintained in each personnel file substantiating the required training, and this documentation must be provided to the AOC. Section 19(c).

(B) Chemical Testing Procedures

48. An intervention court's policy and procedure must address each of the following items: Section 20(g)(2)(A)-(I).
- (a) specific method or methods of chemical testing used by the intervention court
 - (b) samples the intervention court collects and tests, such as urine, blood, breath, sweat, saliva, and hair
 - (c) substances identified by tests
 - (d) frequency and randomization of intervention testing schedules
 - (e) circumstances requiring a confirmation test, if any.
 - (f) intervention court procedures for confirmation including the type of confirmation test used
 - (g) party responsible for paying the cost of a confirmation test
 - (h) collection procedures including chain-of-custody
 - (i) procedures in place to ensure samples, reagents, and testing equipment are in a secure environment

STAFFINGS

49. An intervention court's policy and procedure must address the discussion at staffings of: Section 20(h).
- (a) compliance/non-compliance/progress of the participant.
 - (b) imposition of sanctions/incentives.
 - (c) termination of participants prior to scheduled court appearances.
50. The following members of the intervention court team must attend and participate in staffings. Section 20(h), *see also* Section 12(a).
- (a) Intervention Court Judge
 - (b) Prosecutor
 - (c) Intervention Court Coordinator
 - (d) Criminal Defense Attorney
 - (e) Treatment Provider
 - (f) Community Supervision Officer
 - (g) Law Enforcement Officer
51. Staffings must occur at the same frequency of court status hearings (every two weeks). Section 20(h).
52. If possible, staffings should be conducted face to face. Section 20(h).
53. Staffings must be closed to the public. Section 20(h).

STATUS HEARINGS/COURT HEARINGS

54. Status or court hearings must occur at the same frequency of the intervention court staffings (every two weeks). Section 20(h), (j).
55. Only needed members of the intervention court team should participate in these hearings. Section 20(j).

PARTICIPANT ELIGIBILITY

56. Intervention courts must exclude potential participants, whose pending crimes or convictions render them ineligible for intervention court, based on the following criteria: Miss. Code Ann. § 9-23-15.
- (a) No felony convictions for crimes of violence as defined in Miss. Code Ann. § 97-3-2 within the previous ten (10) years
 - (b) The crime before the court cannot be a crime of violence as defined in Miss. Code Ann. § 97-3-2.
 - (c) Other criminal proceedings alleging commission of a crime of violence cannot be pending against the participant.
 - (d) The participant cannot currently be charged with burglary of a dwelling under Miss. Code Ann. § 97-17-23(2) or § 97-17-37.
 - (e) The crime before the court cannot be a charge of driving under the influence of alcohol or any other drug or drugs that resulted in the death of a person.
 - (f) The crime charged cannot be one of trafficking in controlled substances under Miss. Code Ann. § 41-29-139(f), nor can the participant have a prior conviction for same.
57. Upon request by a legally eligible defendant, an intervention court must screen the defendant for admission. Miss. Code Ann. § 9-23-15(4).

58. Intervention courts must designate team member(s) who are tasked with: Section 20(b)(1-3).
- (a) determining a participant's legal eligibility for intervention court under Miss. Code Ann. § 9-23-15,
 - (b) determining eligibility for intervention court by providing for a clinical assessment of treatment needs, and
 - (c) recommending the offender to the intervention court team as a potential participant.
- Preferably, this list of team members should be included in the intervention court's policy and procedure manual.**

CONFIDENTIALITY PROTOCOL

59. Intervention courts must have written policies and procedures, conforming to applicable state and federal laws, ensuring the confidentiality and security of participant records. Section 20(d)(1).
60. If a guest is allowed to attend a closed staffing for research or training purposes, the intervention court should require the guest complete a Guest Confidentiality Statement Form. Section 20(d)(1). **A sample Guest Confidentiality Statement is available from the AOC Intervention Court Website.**
61. Participant files must be stored in a secure location, only accessible by appropriate intervention court staff. Section 20(d)(1).
62. Intervention courts must implement a Notice of Rights of Confidentiality Form to inform a participant of his or her privacy rights. Section 20(d)(2).
63. Intervention courts must implement a Consent for Disclosure Form to obtain the necessary consent for the release of confidential information. Section 20(d)(2).
64. Notice of Rights of Confidentiality Forms and Consent for Disclosure Forms must follow the forms provided by AOC. Section 20(d)(2). **These forms are available from the AOC Intervention Court Website.**
65. Intervention courts must require each participant to sign a Consent for Disclosure Form to inform the participant in writing of your court's privacy policies and procedures and to obtain the consent for the release of confidential information to specified individuals for certain purposes. Section 20(d)(2).
- (a) The Consent for Disclosure Form must contain a statement indicating that the participant understands that matters relating to the participant's case and compliance will be discussed in open court. Section 20(d)(2)(A).
 - (b) The Consent for Disclosure Form must contain a signature line for the participant to indicate that the participant understands the rights described in the form. Section 20(d)(2)(B).
 - (c) The Consent for Disclosure Form must contain a signature and date line for a witness. Section 20(d)(2)(C).
 - (d) The intervention court must keep the Consent for Disclosure Form with the participant's original signature in the participant's record. Section 20(d)(2).

DATA MANAGEMENT AND DOCUMENTATION

66. On the first day of employment for a new employee and prior to accessing CaseWorx, the intervention court must require the employee sign a CaseWorx Confidentiality Agreement. Section 20(f)(4)(B). **The CaseWorx Confidentiality Agreement is available from the AOC Intervention Court Website.**
67. The intervention court coordinator must:
- (a) maintain an accurate and current list of all persons in his or her court with access to CaseWorx. Section 20(f)(4).
 - (b) block access to CaseWorx for any person/user who no longer works in the intervention court. Section 20(f)(4).
 - (c) assign users their appropriate level of CaseWorx access. Section 20(f)(4)(A).
68. Intervention courts must use CaseWorx to track client progress, including both financial and programmatic progress, from initial screening and throughout the program until release from intervention court supervision. Section 20(f)(1).
69. Intervention courts must record the following specific information, at a minimum, in CaseWorx. Section 20(f)(1)-(3).
- (a) all participant screens, regardless of acceptance or rejection
 - (b) criminal charges for all applicants

- (c) reason for rejection of applicants
- (d) whether participant enters on pre- or post-adjudication
- (e) program admission, phase movement, and program completion/discharge
- (f) violations committed
- (g) new arrest, charges and convictions
- (h) veteran status
- (i) veterans receiving treatment from the VA
- (j) community service hours
- (k) days served in jail by sanctioned participants
- (l) days of electronic monitoring
- (m) all samples collected and tested for substances during the month
- (n) positive test results
- (o) all confirmation tests
- (p) inpatient treatment program entry and completion
- (q) intensive outpatient treatment program entry and completion
- (r) group and/or individual counseling
- (s) contact hours with A&D counselors
- (t) birth of drug free babies
- (u) a participant regaining child custody or visitation rights
- (v) receipt of GED
- (w) vocational training
- (x) post-secondary education
- (y) reinstatement of driver's license
- (z) incentives given
- (aa) sanctions imposed
- (bb) employment history
- (cc) participant intervention court fees
- (dd) participant court fines
- (ee) participant restitution
- (ff) participant race and gender
- (gg) participant indigence at time of screening
- (hh) date expungement granted

70. Intervention courts must record all participant progress in CaseWorx, both financial and programmatic, no later than seven (7) days from the end of the calendar month in which the progress occurred. Section 20(f)(2).
71. An intervention court's supervision or monitoring procedure must be capable of, at a minimum, determining participants who have: Section 20(f)(3).
- (a) failed, as scheduled or required, to comply with the treatment plan.
 - (b) failed to comply with the participation agreement or with the rules of conduct of a service provider to which the participant was referred.
 - (c) been successfully or unsuccessfully discharged or terminated by a service provider to which the participant was referred.

PROGRAMMATIC DATA REPORTING

NEW The process for collecting data and submitting programmatic reports to the AOC is being revised. The AOC will issue new instructions to courts on how to collect and submit these reports.

PERSONNEL MANAGEMENT

72. Intervention courts must adhere to their lead county's written personnel policy and procedure manual. Section 13(a).
- (a) A copy of this personnel manual must be provided to the AOC. Section 13(b).

- (b) A copy of this personnel manual must be maintained at the intervention court. Section 13(b).
73. The county personnel manual should include the following information. Section 13(a)(1)-(5).
- (a) employment procedures
 - (b) rules for professional conduct
 - (c) wages and benefits
 - (d) vehicle and cell phone usage procedures
 - (e) job descriptions for all personnel and volunteers
74. The county personnel manual should include intervention court job descriptions that accurately reflect actual job situations and describe the following for each position. Section 13(a)(5)(A)-(E). **If your lead county's written personnel manual does not contain this information, you may (1) issue an order for the county to add this information or (2) add this information to your court's policy and procedure manual to comply with this rule.**
- (a) job title
 - (b) qualifications
 - (c) credentials
 - (d) duties and responsibilities
 - (e) reporting and supervisory responsibilities
75. Intervention courts must maintain individual personnel files. Section 13(c).
76. Each personnel file must contain the following required documentation: Section 13(c)(1)-(8).
- (a) application or resume
 - (b) credentials
 - (c) verification
 - (d) licensure (when applicable)
 - (e) performance evaluations
 - (f) salary and position changes
 - (g) documentation of staff development activities and continuing education activities
 - (h) copies of all bonds (when applicable)
77. The following personnel documentation must kept on file and up to date in the intervention court and provided to the AOC. Section 13(d)(1)-(5).
- (a) hire orders or letters
 - (b) termination orders or letters
 - (c) resumes including qualifications
 - (d) copies of all licensing certifications
 - (e) documentation of staff development and continuing education activities
78. Upon hiring an individual for employment, intervention courts must provide the employee's resume and licensing certificates to the Director of Intervention Courts. Section 13(e).
79. Upon increasing an employee's salary, intervention courts must notify the Director of Intervention Courts. Section 13(f).

INTERVENTION COURT COORDINATOR

80. Intervention court coordinators must achieve professional status as defined in Section 14(a) and Section 17 of the adult drug intervention court rules.
- To achieve professional status, an intervention court coordinator must have either:
- (1) a baccalaureate degree from an accredited four-year college or university; or
 - (2) a high school diploma or equivalent and four (4) years of relevant experience.
81. If an individual has not achieved professional status, a written waiver must be issued by the AOC before the individual is hired as the intervention court coordinator. Section 14(c).

82. If a waiver was issued by the AOC, the intervention court coordinator must gain professional status within one (1) year of hiring. Section 17(b).
83. Intervention court coordinators must retain professional status by documenting twelve (12) hours annually, every July 1 to June 30, of continuing education or training related to substance use disorder and/or criminal justice issues. Section 17(c).
84. Intervention court coordinators' personnel files must contain written confirmation of said training. Section 14(a).

CASE MANAGER

85. Intervention court case managers must achieve professional status as defined in Section 14(b) and Section 17 of the adult drug intervention court rules.
To achieve professional status, a case manager must have either:
 - (1) a baccalaureate degree from an accredited four-year college or university; or
 - (2) high school diploma or equivalent and four (4) years of relevant experience.
86. If an individual has not achieved professional status, a written waiver must be issued by the AOC before the individual is hired as a case manager. Section 14(c).
87. If a waiver was issued by the AOC, the case manager must have gained professional status within the one year of hiring. Section 17(b).
88. Case managers must retain professional status by documenting twelve (12) hours annually of continuing education or training related to substance use disorder and/or criminal justice issues. Section 17(c).
89. Case Managers' personnel file(s) must contain written confirmation of said training. Section 14(b).

INTERVENTION COURT FIELD OFFICER

90. Intervention court field officers must meet the minimum experience and educational requirements as defined in Section 14(d) of the adult drug intervention court rules.
To meet the minimum requirements, an intervention court field officer must have either:
 - (1) a baccalaureate degree from an accredited four-year college or university in criminal justice, sociology, social work, psychology or a related field *and* one (1) year of experience in related work; or
 - (2) a high school diploma or equivalent *and* five (5) years of relevant experience *and* successful completion of the Mississippi Law Enforcement Officers Training Program.
91. An intervention court must provide written documentation to the AOC that the intervention court field officer is in compliance with all experience and educational requirements. Section 14(f).

INTERVENTION COURT TREATMENT COUNSELOR

92. Intervention court treatment counselors must meet the minimum experience and educational requirements as defined in Section 14(e) of the adult drug intervention court rules.
To meet the minimum requirements, an intervention court treatment counselor must have a master's degree from an accredited four-year college or university in social work, counseling, or one of the behavioral sciences.
93. An intervention court must provide written documentation to the AOC that the intervention court treatment counselor is in compliance with all experience and educational requirements. Section 14(f).

INTERVENTION COURT TEAM

94. Intervention court teams must consist of, at a minimum, the following: Section 12(a).
- (a) Intervention court judge
 - (b) Local prosecuting attorney or a representative from that office
 - (c) Local criminal defense attorney
 - (d) One or more local treatment providers
 - (e) Intervention court coordinator
 - (f) Community supervision officer
 - (g) Law enforcement officer
95. An intervention court must keep on file a list of the intervention court team members along with a description of each member's role and responsibilities. Section 12(b). **Preferably, this list of team members should be included in the intervention court's policy and procedure manual.**

FISCAL REQUIREMENTS**(A) FISCAL MONTHLY REPORTING**

96. Intervention courts must timely submit (by the 20th of the month) to the AOC an accurate Monthly Intervention Court Fiscal Reporting Form, signed and dated by the intervention court judge and the preparer of the report, which details expenses incurred by the court during the previous month. Fiscal Section 6(a). **Each court's Fiscal Reporting Form is available from the AOC Intervention Court Website.**
97. Intervention courts must provide and maintain the reimbursement documentation requirements listed in Section 6(d) of the Fiscal Management portion of the intervention court rules. Fiscal Section 2(d).

(B) FEES AND FISCAL MANAGEMENT

98. Monies received from any source by intervention courts must be accumulated in a local intervention court fund, under the authority of the county's fiscal officer, to be used only for intervention court purposes. Miss. Code Ann. § 9-23-19(1); *see also* Operations Rule Section 7(f)(3)-(4).
99. All funds collected by an intervention court must be deposited in the court's local fund on the day when collected or on the next business day thereafter. Miss. Code Ann. § 25-1-72.
100. An intervention court must have a documented participant fee schedule in its policy and procedure manual. Operations Section 20(a)(2)(L); *see also* Operations Section 2. **A sample Documented Participant Fee Schedule is available from the AOC Intervention Court Website.**
101. An intervention court must have a documented revenue schedule in its policy and procedure manual. Operations Section 20(a)(2)(L); *see also* Operations Section 2. **A sample Documented Revenue Schedule is available from the AOC Intervention Court Website.**
102. Intervention courts must establish written procedures concerning the receipt of, and accountability of, fees or fines collected and other revenue or monies received. Operations Section 7(f)(2).
103. All monies derived from intervention court operation must be deposited into the local intervention court fund. Operations Section 7(f)(4).
104. All monies collected must be used exclusively for intervention court-related expenses. Operations Section 7(f)(4).
105. Intervention courts must implement an accounting system with the capability to ensure financial transactions are thoroughly documented and handled in a uniform and consistent manner. Fiscal Section 2(a).

106. Courts that distribute gift cards must have an incentive policy that includes procedures for tracking the purchase, storage, and distribution of gift cards and other incentives with monetary value. Fiscal Section 2(a). **A sample Incentive Policy is available from the AOC Intervention Court Website.**
107. Intervention courts must maintain a monthly file of all documentation that ties expenditures to the monthly fiscal report. Fiscal Section 2(d).
108. Intervention courts must maintain records to support expenditures for a period of three (3) state fiscal years in addition to the state fiscal year in progress. Fiscal Section 2(d).
109. Intervention courts must submit (no later than sixty (60) days before the beginning of each program year) an annual request for program funding with accompanying budget detail to the AOC (on AOC forms). Fiscal Section 3(a).
110. Intervention Courts must operate within their approved annual budgets. Fiscal Section 3(c).
111. Intervention Courts are prohibited from maintaining independent bank accounts and petty cash funds. Operations Section 7(f)(3).
112. Intervention courts that collect monies must identify a primary and secondary intervention court staff member assigned the responsibility of collections of monies. Operations Section 7(f)(5)(A).
113. The primary and secondary staff members assigned the responsibility of collection of monies must be appropriately bonded. Operations Section 7(f)(5)(B-C). **If applicable, please provide copies of both bonds to the AOC.**
114. An intervention court's contracts for contractual services must be approved by the local county's board of supervisors. Fiscal Section 4(f)(2).
115. An intervention court's contracts for contractual services must be signed by all parties in the appropriate section. Fiscal Section 4(f)(2).
116. An intervention court's contracts for contractual services must be provided to the AOC. Fiscal Section 4(f)(3).
117. Intervention courts must provide a copy of the yearly audited intervention court inventory report to the AOC. Fiscal Section 4(g)(5).