

**SUPREME COURT OF MISSISSIPPI**  
 ADMINISTRATIVE OFFICE OF COURTS

Intervention Court: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

**MISDEMEANOR INTERVENTION COURT  
 CERTIFICATION COMPLIANCE CRITERIA**

This document illustrates the criteria to be used by the AOC in regards to recertification of misdemeanor intervention courts and will serve as a benchmark for future re-certifications. It includes requirements from the Mississippi Code (Rev. 2020), the Mississippi State Intervention Court Rules (Revised May 15, 2020), and the 10 Key Components of Drug Courts. Unless otherwise noted, a citation refers to the Intervention Court Operational Management section of the Rules.

Please answer all questions as accurately as possible. Most questions require simple “yes” or “no” answers. If a question asks about providing documentation or forms to the AOC and you have not done so, you may attach the documentation to this compliance criteria and write “attached” in the blank. If you have any questions, please contact Jim Burris at (601) 576-4647 or jburris@courts.ms.gov.

**SECTION I.**

**RULE AND STATUTORY REQUIREMENTS**

**POLICY AND PROCEDURE MANUAL**

1. \_\_\_\_\_ Does your court have a policy and procedure manual that reflects the philosophy of, and guides operation of, the intervention court and the delivery of services? Section 20(a).
  
2. Does your court’s policy and procedure manual:
  - (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).
  
3. Does your court 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).
  
4. Does your intervention court policy and procedure manual 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 your 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 your 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 your court’s target population? Section 20(a)(2)(D); *see also* Miss. Code Ann. § 9-23-11(2)(a)(i).

Please provide the primary assessments that your court uses:

Risk and Needs Assessment: \_\_\_\_\_

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 the Drug Court Case Management system (DCCM)? Section 20(a)(2)(G); *see also* Section 20(f).
- (i) \_\_\_\_\_ A “Successful Completion and Termination Procedure” section? Section 20(a)(2)(H).

Does this section 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 (if applicable) and a documented revenue schedule. Section 20(a)(2)(L).
- (m) \_\_\_\_\_ A copy of each form used by the intervention court. Section 20(a)(2)(M).

**TREATMENT/INTERVENTION SERVICES**

- 5. Does your court 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 – List the kinds offered.

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6. \_\_\_\_\_ For a DUI offense, if the potential participant has two or more DUI convictions, does your court 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? Miss. Code Ann. §9-23-13(1)(b)
  - (a) \_\_\_\_\_ Is this assessment performed by a physician or nurse practitioner as required?
  - (b) \_\_\_\_\_ Based on the results of the assessment, does the certified intervention court refer the participant to rehabilitative programs that offer MAT?
  
7. \_\_\_\_\_ Are all inpatient treatment or inpatient detoxification programs ordered by your court certified by DMH, another appropriate state agency, or the equivalent agency of another state? MS Code Ann. § 9-23-13(2)
  
8. \_\_\_\_\_ Are all addiction treatment or mental health providers, to which participants are referred, certified by DMH, another appropriate state agency, or the equivalent agency of another state? Section 20(i)(1)
  - (a) \_\_\_\_\_ Is written confirmation of license/certification on file with your court? Section 20(i)(1)
  - (b) \_\_\_\_\_ Is written confirmation of license/certification on file with the AOC? Section 20(i)(1)
  
9. \_\_\_\_\_ Does your court make available the option for participants to use court-approved medication-assisted treatment in according with the recommendations of NDCI? Miss. Code Ann. § 9-23-13(3).

**PARTICIPATION AGREEMENT**

10. \_\_\_\_\_ Does your intervention court have a written participation agreement contained in the intervention court’s policy and procedure manual? Section 20(e).
  
11. Does the participation agreement contain the following? Section 20(e)(1).
  - (a) \_\_\_\_\_ jurisdiction of intervention court (county or municipality)
  - (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 a 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
  
12. \_\_\_\_\_ Does the participant have the opportunity to review the participant agreement with the advice of counsel? Section 20(e)(2).
  
13. Does your court require the participation agreement be signed by the following parties to the agreement? Section 20(e)(3).
  - (a) \_\_\_\_\_ Intervention Court Coordinator
  - (b) \_\_\_\_\_ Participant
  - (c) \_\_\_\_\_ Defense Counsel
  
14. \_\_\_\_\_ Does your court keep a copy of the signed and dated participation agreement in the participant’s record? Section 20(e)(3).
  
15. \_\_\_\_\_ Does your court provide a copy of the signed and dated participation agreement to the participant? Section 20(e)(3).

- 16. \_\_\_\_\_ Does your court ensure that a participant completes a participant agreement prior to being sentenced to the intervention court? Section 20(e)(3).
- 17. \_\_\_\_\_ Does the certified intervention court 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**

- 18. Does your court policy and procedure for conducting an orientation 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).
- 19. \_\_\_\_\_ Does your court have an Orientation Acknowledgment Form to advise each participant in writing of the information required to be addressed in orientation? Section 20(c)(2).
  - (a) \_\_\_\_\_ Does the form contain a signature and date line for participant?
  - (b) \_\_\_\_\_ Does the form contain a signature and date line for an intervention court staff member?
  - (c) \_\_\_\_\_ Is the fully executed form stored in the participant’s file?
- 20. Does your court have written referral agreements or contracts with its treatment services provider 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**

- 21. \_\_\_\_\_ Does your court have written policies and procedures in place for the (1) training of its specimen collection staff and (2) its chemical testing procedures? Section 19; *see also* Section 20(a)(2)(l), Section 20(g).

**(A) Specimen Collection Staff Training**

List all employees, contractors, or volunteers performing specimen collection. If applicable, note the individual’s job title. If the individual is not an employee, note whether the individual is a contractor or volunteer.

Name	Job Title


22. \_\_\_\_\_ Have all of the individuals listed in part (A) received proper training within ninety (90) days of hire?

23. To be properly trained each individual must 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.

24. \_\_\_\_\_ Is there documentation in each personnel file substantiating the required training? Section 19(c).

**(B) Chemical Testing Procedures**

25. Does your court’s policy and procedure 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) \_\_\_\_\_ what 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**

26. Does your court’s policy and procedure the policy 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?

27. Do all of the following members of your intervention court team 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

28. \_\_\_\_\_ Do staffings occur at the same frequency of your court status hearings (every two weeks)? Section 20(h).

29. \_\_\_\_\_ Are the staffings face to face meetings (preferred)? Section 20(h).

30. \_\_\_\_\_ Are staffings closed to the public? Section 20(h).

**STATUS HEARINGS/COURT HEARINGS**

31. \_\_\_\_\_ Do status or court hearings occur at the same frequency of the intervention court staffings? Section 20(j).

32. \_\_\_\_\_ Do these hearings occur no less than every two weeks? Section 20(h), (j).

33. \_\_\_\_\_ Are the needed members of your intervention court team participating in these hearings? Section 20(j).

**PARTICIPANT ELIGIBILITY**

34. Does your court 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.

35. \_\_\_\_\_ Upon request by a legally eligible defendant, does your court screen the defendant for admission? Miss. Code Ann. § 9-23-15(4).

36. List each team member, as well as job title, who is tasked with determining a participant’s legal eligibility for intervention court under Miss. Code Ann. § 9-23-15, eligibility for intervention court by providing for a clinical assessment of treatment needs, and recommending the offender to the intervention court team as a potential participant. Section 20(b)(1-3).

<u>Team Member</u>	<u>Title</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**CONFIDENTIALITY PROTOCOL**

- 37. \_\_\_\_\_ Does your court have written policies and procedures, conforming to applicable state and federal laws, ensuring the confidentiality and security of participant records? Section 20(d)(1).
- 38. \_\_\_\_\_ If a guest is allowed to attend a closed staffing for research or training purposes, does your court require the guest complete a Confidentiality Statement Form? Section 20(d)(1).
- 39. \_\_\_\_\_ Are participant files stored in a secure location, only accessible by appropriate intervention court staff? Section 20(d)(1).
- 40. \_\_\_\_\_ Does your court use a Notice of Rights of Confidentiality Form to inform a participant of his or her privacy rights? Section 20(d)(2).
- 41. \_\_\_\_\_ Does your court use a Consent for Disclosure Form to obtain the necessary consent for the release of confidential information? Section 20(d)(2).
- 42. \_\_\_\_\_ Do your court’s Notice of Rights of Confidentiality Form and Consent for Disclosure Form follow the forms provided by AOC? Section 20(d)(2).
- 43. Does your court require each participant to sign a Consent for Disclosure Form to inform each 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) \_\_\_\_\_ Does the Consent for Disclosure Form 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) \_\_\_\_\_ Does the Consent for Disclosure Form 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) \_\_\_\_\_ Does the Consent for Disclosure Form contain a signature and date line for a witness? Section 20(d)(2)(C).
  - (d) \_\_\_\_\_ Does your court cross out or mark blank lines with “N/A” after the Consent for Disclosure Form has been completed and processed to ensure the forms cannot be altered after being signed by the participant? Section 20(d)(2)(D).
  - (e) \_\_\_\_\_ Does your court 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**

- 44. \_\_\_\_\_ On the first day of employment for a new employee and prior to accessing DCCM, does your intervention court require the employee sign an Employee Intervention Court Confidentiality Agreement? (This is the expanded DCCM confidentiality form provided by AOC.) Section 20(f)(4)(B).
- 45. Does your intervention court coordinator:
  - (a) \_\_\_\_\_ maintain an accurate and current list of all persons in his or her court with access to DCCM? Section 20(f)(4).
  - (b) \_\_\_\_\_ block access to DCCM for any person/user who no longer works in the intervention court? Section 20(f)(4).
  - (c) \_\_\_\_\_ assign users their appropriate level of DCCM access? Section 20(f)(4)(A).
- 46. \_\_\_\_\_ Does your intervention court use DCCM to track client progress, including both financial and programmatic progress, from initial screening and throughout the program until release from the intervention court’s supervision? Section 20(f)(1).
- 47. Does your court record the following specific information, at a minimum, in DCCM? Section 20(f)(1)-(3).
  - (a) \_\_\_\_\_ all participant screens, regardless of acceptance or rejection
  - (b) \_\_\_\_\_ program admission, phase progression, and program completion/discharge
  - (c) \_\_\_\_\_ new arrest, charges and convictions
  - (d) \_\_\_\_\_ veteran status

- (e) \_\_\_\_\_ veterans receiving treatment from the VA
- (f) \_\_\_\_\_ community service hours
- (g) \_\_\_\_\_ days served in jail
- (h) \_\_\_\_\_ days of electronic monitoring
- (i) \_\_\_\_\_ urine, hair, or saliva samples collected and tested during the month
- (j) \_\_\_\_\_ positive test results
- (k) \_\_\_\_\_ inpatient treatment program entry and completion
- (l) \_\_\_\_\_ group counseling
- (m) \_\_\_\_\_ contact hours with A&D counselors
- (n) \_\_\_\_\_ birth of drug free babies
- (o) \_\_\_\_\_ a participant regaining child custody or visitation rights
- (p) \_\_\_\_\_ receipt of GED
- (q) \_\_\_\_\_ vocational training
- (r) \_\_\_\_\_ post-secondary education
- (s) \_\_\_\_\_ reinstatement of driver’s license
- (t) \_\_\_\_\_ incentives/sanctions imposed
- (u) \_\_\_\_\_ employment history
- (v) \_\_\_\_\_ participant intervention court fees
- (w) \_\_\_\_\_ participant court fines
- (x) \_\_\_\_\_ participant restitution
- (y) \_\_\_\_\_ participant indigency determination at time of screening (if DCCM feature available at time of submission)
- (z) \_\_\_\_\_ date expungement granted (if DCCM feature available at time of submission)

48. \_\_\_\_\_ Does your court record all participant progress, both financial and programmatic, no later than seven days from the end of the calendar month in which the progress occurred? Section 20(f)(2).
49. Is your court’s supervision or monitoring procedure 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**

50. \_\_\_\_\_ Each month, does your court collect and submit to the Administrative Office of Courts data specified in Miss. Code Ann. § 9-23-11(4)(a)?
51. \_\_\_\_\_ Does your court timely submit (by the 20th of the month) to the AOC the completed monthly programmatic report, signed and dated by both the intervention court judge and the intervention court coordinator? Section 21(a).
52. \_\_\_\_\_ Do your court’s programmatic report responses comply with the programmatic report definitions provided by AOC? Section 21(a).
53. \_\_\_\_\_ With your submission of your court’s programmatic report, does your court include supporting documentation to match the programmatic report? This supporting documentation should match DCCM data or provide an explanation as to why it differs. Section 21(a).
54. \_\_\_\_\_ Does your court maintain a file of all documentation that ties monthly participant progress to the monthly programmatic report? (Since DCCM is not a static database, preserve documentation from DCCM that matches the programmatic report on reporting date.) Section 21(e).

55. \_\_\_\_\_ Does your court permanently retain all programmatic data and supporting documentation (You may preserve this documentation, along with participant files, physically and/or electronically)? Section 21(e).

**PERSONNEL MANAGEMENT**

56. \_\_\_\_\_ Does your intervention court adhere to its county or municipality’s written personnel policy and procedure manual? Section 13(a).

(a) \_\_\_\_\_ Have you provided a copy of this personnel manual to the AOC? Section 13(b).

(b) \_\_\_\_\_ Do you maintain a copy of this personnel manual at your intervention court? Section 13(b).

57. Does this manual 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

58. Does this manual include intervention court job descriptions that accurately reflect actual job situations and describe the following for each position? Section 13(a)(5)(A)-(E).

(a) \_\_\_\_\_ job title

(b) \_\_\_\_\_ qualifications

(c) \_\_\_\_\_ credentials

(d) \_\_\_\_\_ duties and responsibilities

(e) \_\_\_\_\_ reporting and supervisory responsibilities

59. \_\_\_\_\_ Has your intervention court judge(s) issued any judicial orders modifying your local county or municipality’s personnel policy for intervention court employees or staff? (If so, please provide these orders to the AOC.) Section 13(a).

60. \_\_\_\_\_ Does your court maintain individual personnel files? Section 13(c).

61. Does each personnel record contain the following required information? 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)

62. Is the following personnel documentation kept on file and up to date in the intervention court? 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

63. \_\_\_\_\_ Have you provided this personnel documentation to the AOC? Section 13(d).

64. \_\_\_\_\_ Upon hiring an individual for employment, does your court provide the employee’s resume and licensing certificates to the Director of Intervention Courts? Section 13(e).

65. \_\_\_\_\_ Upon increasing an employee’s salary, does your court notify the Director of Problem-Solving Courts? Section 13(f).

**INTERVENTION COURT COORDINATOR**

66. \_\_\_\_\_ Has your intervention court coordinator achieved professional status as defined in Section 14(a) and Section 17 of the 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.
67. \_\_\_\_\_ If not, was a written waiver issued by the AOC before the hiring of the intervention court coordinator? Section 14(c).
68. \_\_\_\_\_ If a waiver was issued by the AOC, has your intervention court coordinator gained professional status within the one year of hiring as required by Section 17(b) of the intervention court rules?
69. \_\_\_\_\_ Has your intervention court coordinator retained professional status by documenting twelve (12) hours annually, every July 1 to July 1, of continuing education or training related to substance abuse and criminal justice issues? Section 17(c).
70. \_\_\_\_\_ If so, does your intervention court coordinator’s personnel file contain written confirmation of said training? Section 14(a).

**CASE MANAGER**

71. \_\_\_\_\_ Has your case manager(s) achieved professional status as defined in Section 14(b) and Section 17 of the 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.
72. \_\_\_\_\_ If your case manager(s) has not achieved professional status, was a written waiver issued by the AOC before the hiring of your case manager(s)? Section 14(c).
73. \_\_\_\_\_ If a waiver was issued by the AOC, has your case manager(s) gained professional status within the one year of hiring? Section 17(b).
74. \_\_\_\_\_ Has your case manager(s) retained professional status by documenting twelve (12) hours annually of continuing education or training related to substance abuse and criminal justice issues? Section 17(c).
75. \_\_\_\_\_ If your case manager(s) has retained professional status, does your case manager’s personnel file(s) contain written confirmation of said training? Section 14(b).

**INTERVENTION COURT FIELD OFFICER**

76. \_\_\_\_\_ Does your intervention court field officer meet the minimum experience and educational requirements as defined in Section 14(d) of the 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.
77. \_\_\_\_\_ Has your court provided written documentation to the AOC that your intervention court field officer is in compliance with all experience and educational requirements? Section 14(f).

**INTERVENTION COURT TREATMENT COUNSELOR**

78. \_\_\_\_\_ Does your intervention court treatment counselor meet the minimum experience and educational requirements as defined in Section 14(e) of the 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.
79. \_\_\_\_\_ Has your court provided written documentation to the AOC that your intervention court treatment counselor is in compliance with all experience and educational requirements? Section 14(f).

**INTERVENTION COURT TEAM**

80. Does your intervention court team consist of (at a minimum)? 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
81. \_\_\_\_\_ Does your court 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).

**FISCAL REQUIREMENTS**

**(A) FISCAL MONTHLY REPORTING**

82. \_\_\_\_\_ Does your court 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 preparer of the report, that details expenses incurred by the court during the previous month? Fiscal Section 6(a).
83. \_\_\_\_\_ Does your court 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**

84. \_\_\_\_\_ Are all monies received from any source by your court accumulated in a fund to be used only for intervention court purposes? Miss. Code Ann. § 9-23-19(1); *see also* Operations Rule Section 7(f)(3)-(4).
85. \_\_\_\_\_ Are all funds collected by your court deposited in your court’s local fund on the day when collected or on the next business day thereafter? Miss. Code Ann. § 25-1-72.
86. \_\_\_\_\_ Does your court have a “documented participant fee schedule”? Operations Section 20(a)(2)(L); *see also* Operations Section 2.
87. \_\_\_\_\_ Does your court have a “documented revenue schedule”? Operations Section 20(a)(2)(L); *see also* Operations Section 2.
88. \_\_\_\_\_ Has your court established written procedures concerning the receipt of, and accountability of, fees or fines collected and other revenue or monies received? Operations Section 7(f)(2).

89. \_\_\_\_\_ Has your court established a local intervention court fund under the authority of the county or municipality’s fiscal officer? Operations Section 7(f)(3). If so, provide the following contact information for the fiscal officer:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

90. \_\_\_\_\_ Are all monies derived from intervention court operation deposited into the local intervention court fund? Operations Section 7(f)(4).

91. \_\_\_\_\_ Are all monies collected used exclusively for intervention court related expenses? Operations Section 7(f)(4).

92. \_\_\_\_\_ Has your court implemented 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).

93. \_\_\_\_\_ If your court distributes gift cards, does your court have an accounting system to track the purchase, storage, and distribution of gift cards? Fiscal Section 2(a).

94. \_\_\_\_\_ Does your court maintain a monthly file of all documentation that ties expenditures to your monthly fiscal report? Fiscal Section 2(d).

95. \_\_\_\_\_ Does your court 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).

96. \_\_\_\_\_ Has your court timely submitted (no later than sixty (60) days before the beginning of each program year) its annual request for program funding with accompanying budget detail to the AOC (on AOC forms)? Fiscal Section 3(a).

97. \_\_\_\_\_ Is your court operating within its approved annual budget? Fiscal Section 3(c).

98. \_\_\_\_\_ Are you aware that your court is prohibited from maintaining an independent bank account or petty cash fund? Operations Section 7(f)(3).

99. \_\_\_\_\_ If your court collects monies, has the intervention court identified a primary and secondary intervention court staff member assigned the responsibility of collections of monies? Operations Section 7(f)(5)(A).

100. List the intervention court staff members assigned the responsibility of collection of monies:

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

101. \_\_\_\_\_ Are the primary and secondary staff members assigned the responsibility of collection of monies appropriately bonded? Please attach copies of both bonds. Operations Section 7(f)(5)(B-C).

102. \_\_\_\_\_ Have your intervention court’s contracts for contractual services been approved by the local county or municipality? Fiscal Section 4(f)(2).

103. \_\_\_\_\_ Have your intervention court’s contracts for contractual services been signed by all parties in the appropriate section? Fiscal Section 4(f)(2).

104. \_\_\_\_\_ Have copies of these fully-executed contract been provided to the AOC? Fiscal Section 4(f)(3).

- 105. \_\_\_\_\_ Has your intervention court provided to the AOC a copy of the yearly audited intervention court inventory report? Fiscal Section 4(g)(5).

**SECTION II.**

**REQUIREMENTS FROM THE 10 KEY COMPONENTS**

- 106. \_\_\_\_\_ Component 1 – Does your court integrate alcohol and other drug treatment services with justice system case processing?
- 107. \_\_\_\_\_ Component 2 – Using a non-adversarial approach, do your court’s prosecution and defense counsel promote public safety while protecting participants’ due process rights?
- 108. \_\_\_\_\_ Component 3 – Does your court identify eligible participants early and promptly place them in your intervention court program?
- 109. \_\_\_\_\_ Component 4 – Does your court provide access to a continuum of alcohol, drug, and other related treatment and rehabilitation services?
- 110. \_\_\_\_\_ Component 5 – Does your court monitor abstinence by frequently testing for alcohol and other drugs?
- 111. \_\_\_\_\_ Component 6 – Does your court have a coordinated strategy that governs responses to participant compliance?
- 112. \_\_\_\_\_ Component 7 – Does your court prioritize ongoing judicial interaction with each participant?
- 113. \_\_\_\_\_ Component 8 – Does your court measure the achievement of program goals and gauge effectiveness through monitoring and evaluation of the intervention court program?
- 114. \_\_\_\_\_ Component 9 – Does your court seek continuing interdisciplinary education to promote effective intervention court planning, implementation, and operations?
- 115. \_\_\_\_\_ Component 10 – Has your court forged partnerships with public agencies and community-based organizations to generate local support and enhance intervention court effectiveness?

SECTION III.

SIGNATURES

I attest that all information reported in this Compliance Criteria and any documentation attached thereto is accurate and true to the best of my knowledge.

\_\_\_\_\_  
Coordinator Signature                      Printed Name                      Date

\_\_\_\_\_  
Judge's Signature                      Printed Name                      Date

Please email compliance criteria and any attached documentation in PDF format to:  
  
**Jim Burris**  
**Intervention Courts Operations Analyst**  
**[jburris@courts.ms.gov](mailto:jburris@courts.ms.gov)**