

**IN THE DISTRICT COURT OF JEFFERSON COUNTY, ARKANSAS
PINE BLUFF DEPARTMENT**

Pursuant to the Supreme Court's Administrative Order No. 18

DISTRICT COURT ADMINISTRATIVE PLAN

Jefferson County District Court, Jefferson County, Arkansas

1. **JUDGE:** The Jefferson County District Court is served by one state District Judge. The Judge serves in the designated departments of the Court as follows:

Kimberly C. Bridgforth	Pine Bluff Department	Pine Bluff, Arkansas
Kimberly C. Bridgforth	Altheimer Department	Altheimer, Arkansas
Kimberly C. Bridgforth	Humphrey Department	Humphrey, Arkansas
Kimberly C. Bridgforth	Redfield Department	Redfield, Arkansas
Kimberly C. Bridgforth	Wabbaseka Department	Wabbaseka, Arkansas
Kimberly C. Bridgforth	White Hall Department	White Hall, Arkansas

2. **COURT:** Sessions of Court are generally scheduled on:

Pine Bluff Department	Monday, Tuesday, Wednesday, Thursday, and Friday
Altheimer Department	Fourth Wednesday each month
Humphrey Department	Second Tuesday every other month
Redfield Department	Second Wednesday each month
Wabbaseka	Second Tuesday each month
White Hall	First and Third Wednesday each month

3. TYPES OF CASES: The following cases are heard at these locations:

Pine Bluff Department	Traffic Offenses, Criminal Offenses, Civil and Small Claims Cases, and Felony First Appearances
Altheimer Department	Traffic and Criminal Cases that occur within Altheimer, Arkansas
Humphrey Department	Traffic and Criminal Cases that occur within Humphrey, Arkansas
Redfield Department	Traffic and Criminal Cases that occur within Redfield, Arkansas
Wabbaseka Department	Traffic and Criminal Cases that occur within Wabbaseka, Arkansas
White Hall Department	Traffic and Criminal Cases that occur within White Hall, Arkansas

4. SPECIALTY PROGRAMS: The following specialty programs are provided:

DWI Court, at Jefferson County District Court, Pine Bluff Department

DWI Court meets with multiple DWI Offenders on a weekly basis. They are tested, personal issues are addressed along with compliance issues.

DWI Team Members consist of the Judge and Court Personnel, Prosecuting Attorney, Public Defender, Treatment Professionals, and Law Enforcement. Defendants are seen by the Court each Tuesday.

The DWI Court is funded by court budget, personal donations, and the Court administration of Justice fund.

Date: _____

10/1/13

Kimberly C. Bridgforth
Jefferson County District Judge

INTRODUCTION

Welcome to the Jefferson County District Court-D.W.I. Court. The Jefferson County District Court-D.W.I. Court is a 12-month post adjudication program designed primarily for people who have incurred multiple drunk driving offenses. You enter the program by pleading guilty and being sentenced to D.W.I. Court. You will receive little or no jail time then, but the maximum jail time may be imposed if you fail in the program and you can be billed for the cost of your incarceration in addition to the fine, costs, restitution, cost of counseling/treatment and probation monitoring. Arkansas Driver Control imposes drivers' license sanctions.

For a person to be eligible, they cannot have a history of violent crimes or sexual offenses, they must reside within Jefferson County, they cannot have any other pending charges and the Prosecuting Attorney must have no objections to their candidacy.

This handbook is provided to help you understand the services the Program provides, the Program's rules, expectations of behavior and your rights as a recipient of substance abuse services. If you have any questions concerning the Program, or need clarification on any of the items found in this handbook, please feel free to contact your assigned counselor, probation officer or Court staff.

During your participation in this program, you are expected to:

REFRAIN FROM ALL USE OF ALCOHOL AND/OR DRUGS.

BE HONEST. We can work through almost any problem together if you are completely truthful with us.

NOT COMPLAIN. This program is about accountability and personal responsibility. Sobriety does not come easy for anyone. Anything in life worth having requires some sacrifice.

SHOW UP ON TIME FOR APPOINTMENTS, HEARINGS AND TESTING. Ultimately, this program is about self-respect and respect for others. Show respect for the time of others by appearing on time.

COST OF THE PROGRAM

A payment plan can be established with the Court until all fines, costs and restitution are paid in full, if applicable. However, you will be expected to pay for breath tests and drug tests/urine screens at the time of testing. Treatment cost will vary depending on your income and the agency providing your treatment. There are also costs associated for probation monitoring that will vary depending on what *Phase* you are in within the program. You will be expected to pay all fees as you progress from one phase to the next.



TREATMENT

D.W.I. Court participants must undergo a substance abuse assessment before entering the program. The assessment determines the proper level of treatment. There is very little tolerance for missed counseling appointments. If you do not believe you need treatment, you do not belong in D.W.I. Court. The Court will be communicating on a regular basis with your counselor to discuss progress and attendance. The D.W.I. Court reserves the right to modify your treatment to better suit your needs as may be necessary.

THE D.W.I. COURT TEAM

The key to your success is the TEAM approach. The D.W.I. Court Team consists of the Judge, Prosecutor, Defense Attorney, Probation Officer(s), Law Enforcement, Treatment Providers, D.W.I. Court Graduates, Drug Testing Facilitators, and YOU. You are the main player. The rest of us are here to support you. Each case is reviewed on a regular basis by the team members prior to review hearings.

REVIEW HEARINGS

Participants in D.W.I. Court are required to attend Review Hearings every one to four weeks. The Judge, Prosecutor, Defense Attorney, Law Enforcement, Probation Officers, Treatment Providers, other D.W.I. Court participants, family members and friends are invited to attend these hour-long hearings. The Judge will review your progress with your treatment providers and your probation officer, and determine what rewards, sanctions or adjustments may be appropriate for you.

You are encouraged to ask questions and voice any concerns you may have about your treatment program. You will be given notice of your next report day and the next review hearing. It is your responsibility to keep track of your court dates and testing schedule, as you will have many appointments and meetings to attend, particularly in the early phases.

REPORT DAYS

D.W.I. Court participants are expected to report to their Probation Officer on their assigned report day and on time. You should come prepared with proof of 12-step meeting attendance and any other verification that is requested. If you have changes in your life such as address, phone number, roommates, employment, etc. you need to inform your Probation Officer of those changes on report day.

EMPLOYMENT AND/OR SCHOOL

The Judge may require you to obtain/maintain employment or enroll in a vocational/educational program. D.W.I. Court requires that participants without a high school diploma pursue a General Equivalency Diploma (G.E.D.) or complete high school. If you are enrolled in a vocational/educational program, you will be required to attend classes and present documentation of course and/or program completion. Your employment and/or enrollment in an educational program may be verified by the Probation Officer appearing at your place of employment or the educational institution.

If you lose your job while in the program, you will be given a time frame in which to secure other employment. While searching for employment, you may be required to participate in job training or community service.

D.W.I. Court staff will routinely verify your employment and/or educational program through phone contact with the employer or educational institution, through copies of paycheck stubs, grade reports, class attendance records, etc. We strongly encourage you to notify your employer of your participation in the D.W.I. Court Program including required court appearances and treatment sessions.

PBTs AND URINE SCREENS

D.W.I. Court participants are expected to undergo frequent PBTs, possibly daily, and random urine screens for the first 120 days of the program. Thereafter, testing may decrease depending on your success in the program.

If you miss a PBT or urine screen, it is mandatory that you call your Probation Officer. Missed PBTs or urine screens are considered a positive result and subject to immediate sanction(s), and will be dealt with further at the next Review Hearing.

If you attempt to tamper with a test sample, or engage in any type of falsification of a submitted sample, or seek to have another do so, you will be subject to sanction(s) and/or termination from the program.

NOTE: If you believe you may test positive, you should notify your Probation Officer **before** you test.

NOTE: At any time during the program, you may be tested for drugs and/or alcohol at any time by the Probation Officer, Law Enforcement, or a drug testing facility. Testing may include a drug test, breathalyzer, or any other form of testing deemed appropriate.

REWARDS & SANCTIONS

In order to help encourage positive change, the program will utilize rewards and sanctions. This may include time spent in phases, increased or decreased appearances in court, and the imposition or suspension of community service, Electronic home detention and jail time.

TERMINATION

You may be terminated from the program for a variety of reasons including:

- You petition the Court for voluntary termination;
- You exhibit violent behavior or threats of violent behavior toward yourself or others;
- You display inappropriate, disruptive or non-compliant behavior;
- You refuse to satisfactorily participate in program requirements;
- You are charged with another criminal offense;
- You fail to appear for review hearings or report days;
- Repeated violation of program rules;
- Repeated dilute, missed or positive drug screens/PBT's.

RESIDENCE

In order to participate in D.W.I. Court, you must be a resident of Jefferson County. Your place of residence must be verified. If you attempt to falsify your place of residence, you may be subject to sanction(s) and/or termination from the program. You may not leave the area without obtaining permission from the D.W.I. Court Team or your Probation Officer.

Your Probation Officer may appear at your place of residence at any time of the day or night to conduct a drug and/or alcohol test on you. As part of your participation in D.W.I. Court, you agree to allow the officer to conduct the test. If you are not present at your residence, and you are not working or at school, or do not otherwise have a legitimate, verifiable reason for not being home, you may be subject to sanction(s) and/or termination from the program.

D.W.I. COURT PROGRAM DESCRIPTION

Listed below are the general requirements for each phase. Please keep in mind that each participant in the D.W.I. Court program has different needs: You may be required to participate in one or more activities that are not on this list. Ultimately the D.W.I. Team will determine what program best fits your individual needs.

PHASE I

- Frequent, possibly daily, PBTs for a least 90 days.
- Weekly random urine drug/alcohol screens (1 to 3 times per week).
- Contact with Probation Officer a minimum of twice per week.
- Maintain a personal log/diary daily.
- Review Hearing attendance at least once per week.
- 90 A.A./N.A. meetings within 90 days (one per day) followed by a minimum of 3 per week, with verification.
- Obtain A.A./N.A. sponsor with verification and actively work a 12-step program.
- Meet with Treatment Provider, enroll in counseling as recommended by substance abuse assessment, with verification, no unexcused absences.
- Random home/employer visits by Probation/Law Enforcement.
- Regular payments toward fines/costs
- Minimum of 90 days sobriety to move to *Phase II*.

PHASE II

- Random PBTs
- Random urine drug/alcohol screens (minimum once per week).
- Contact with probation officer minimum of once per week.
- Review Hearing attendance at least once every two weeks.
- Attendance at a minimum of (3) three 12-Step meetings per week with verification.
- Random home visits by Probation/Law Enforcement.
- Continued recommended treatment sessions with treatment provider.
- Continued compliance with payment schedule. A minimum of half fines and costs must be paid prior to moving into *Phase III*.

PHASE III

- Random PBTs.
- Random urine screens (minimum 2 times per month).
- Contact with Probation Officer minimum once every 2 weeks.
- Review Hearings attendance every 2 weeks.
- Continued participation at 12-Step meetings with verification (minimum of two (2) per week).
- Random home visits by Probation/Law Enforcement.
- Fines and costs paid in full.
- Written narrative describing lifestyle changes.
- Continued recommended treatment sessions with treatment provider.
- Complete Community Service before moving to *Phase IV*.

PHASE IV

- Random PBTs.
- Random urine screens (minimum once per month).
- Contact with Probation Officer minimum once per month.
- Review Hearing attendance at least once per month.
- Continued treatment/counseling & 12 step meeting medal/plaque.

GRADUATION

You will be eligible for graduation from the program when each of the following conditions have been met:

- You successfully complete each phase of the program (minimum 12 months);
- You have demonstrated sobriety for at least 120 consecutive days;
&
- The D.W.I. Court Team determines you are suitable for graduation.

CONFIDENTIALITY

Federal law requires that drug court participants' identities and privacy be protected. In response to these regulations, the D.W.I. Court has developed policies and procedures that guard your privacy. Upon entry into D.W.I. Court, you will be asked to sign a *Consent for Disclosure and Exchange of Confidential Substance Abuse and Mental Health Information*. This disclosure of information gives the D.W.I. Court permission to obtain prior and current substance abuse treatment information and allows the D.W.I. Court teams to discuss your progress. You will be expected to allow the Teams' access to medical and other records of care and services (as necessary, and with your full knowledge) that may impact your participation in the program.

D.W.I. COURT RULES OF ETIQUETTE

Here is a listing of rules regarding conduct from each participant for when appearing before the D.W.I. Court Team:

- Be quiet in Court and when it is your turn to talk to the Judge, call her "Judge" or "Your Honor".
- Turn off your cell phone.
- No chewing gum.
- Dress appropriately for court: a shirt or blouse, pants, dress or skirt of reasonable length; shoes must be worn at all times; clothing bearing violent, racist, sexist, drug or alcohol-related themes or promoting or advertising alcohol or drug use is considered inappropriate. No shorts, no gang attire, no tank tops or halter tops.
- No hats.
- Be prepared! Have any reports regarding A.A./N.A. meetings, diary, proof of employment, etc... with you.
- Most importantly, be on time! A pattern of late arrivals may result in a sanction.

Important telephone numbers:

Jefferson County District Court.....(870) 541-4646
Protract Development (probation supervision).....(870) 850-6843
Alcoholics Anonymous (Grace Episcopal Church).....(870) 535-3852
Family Service Agency..... (501) 372.4242

If you have any questions or concerns at any time, call one of the numbers above. You have many people supporting your efforts to succeed in this program. Your success is our success!