

Application for the CY 2009 DWI Court Training Initiative

Overview

The National Highway Traffic Safety Administration (NHTSA), Office of Safety Programs, Enforcement and Justice Services Division is now accepting applications for the *Calendar Year (CY) 2009* DWI (Driving While Impaired) Court Training. This is a national training initiative designed to assist communities develop DWI Court programs and is conducted in cooperation with the National Center for DWI Courts (NCDC) a division of the National Association of Drug Court Professionals. Under this initiative, communities will be selected to participate in a facilitated planning process that will begin in March 2009 and conclude in October 2009. Participating communities must identify a team of professionals who will participate in the regionalized training. The type of training will depend on the current status of the team.

Cost to Participate

A training team should consist of eight to ten (8-10) people representing various professions, discussed later in this document. NHTSA will not pay for the participant's costs of travel, lodging and subsistence. The training teams will be requested to work through their State Highway Safety Office (SHSO) for potential funding to cover travel costs associated with required team members' participation in this effort. However, this does not preclude teams from seeking local or other funding. This should be noted on the application. Travel costs include airfare, lodging, meals, and ground transportation. Payment will occur through a reimbursement process as defined by the funder. Communities also may send up to two additional team members beyond those eight who are required to attend; however, these costs will be at the community's or funder's expense. Prior permission to attend is required. NHTSA will pay for the training room costs and AV costs, along with faculty and training material costs.

NOTE: The SHSO should be aware that the training will usually take place out of the team's home state. Training programs will be held regionally around the country with every effort made to keep each of the teams in or near their region. For the 3 ½ day training programs, it is expected that they will be held at the four Academy Court (Model DWI Courts) locations: Athens, Georgia; Springfield, Missouri, Traverse City, Michigan, and Newport Beach, California.

Types of Training

3½ Day Planning Training:

This training is designed for teams that are **not** currently operating a drug or DWI court. Please see the next page for more detail.

1 Day Enhancement Training:

This training is designed for **operational** drug court teams that would like to expand their target population to include impaired drivers. Please see the next page for more detail.

PLANNING TRAINING (3½ DAYS)

This training is designed for teams that are *not* currently operating a drug or DWI court. Team oriented, comprehensive training is key to the planning and development of a DWI court.

These key issues addressed in the training include the development of:

- Mission statement, goals and objectives
- Target population, eligibility criteria and disqualification criteria
- Court model
- Identification, referral, screening, assessment and admission process
- Phases, phase duration and phase transition criteria
- Treatment, supervision and drug testing protocols for each phase
- Formation of graduation and termination criteria
- Court responses to client behavior through development of incentives and sanctions
- Long-term sustainability plan that includes traditional and nontraditional funding, community mapping, resource development, evaluation and monitoring.

Although designed for new teams, this training may be open to teams that have an operational drug court but have not received official (BJA/DCPI) training OR operational drug court teams that have had significant staff turnover. However please note this is a planning training for a DWI court and may not benefit all operational drug courts.

ENHANCEMENT TRAINING (1 DAY)

This training is designed for *operational* drug courts that want to expand their target population to include impaired drivers. Topics addressed at the enhancement training include: Targeting the Problem; the Guiding Principles of DWI courts; Developing the DWI Court Treatment Continuum; Community Supervision Protocols; and Sustainability of the DWI Court Program.

Jurisdictions unfamiliar to the drug court concept should not select this training.

Required Commitment and Participation

In offering training and technical assistance through NCDL, NHTSA and the SHSO's are demonstrating a commitment to working with local communities to prevent and control impaired driving, substance abuse and crime. NHTSA's investment in this training initiative must be met by active participation of all approved team members.

Application Process

To participate in DWI Court training, each interested jurisdiction must complete the application by **July 11, 2008** and submit it to their State Highway Safety Office. A list of the State Highway Safety Offices is attached to this solicitation. Each community must also submit a letter of commitment from the presiding judge.

Team Composition

To participate in the DWI Court Training each community **must** identify a DWI court planning team to include the following:

- Judge
- Prosecutor
- Defense Counsel
- Treatment representative
- DWI/drug court coordinator/ Planning coordinator
- Expert in research or evaluation
- Probation/Supervision
- Law Enforcement

In CY 2009, NHTSA and NCDC will serve up to 50 communities/jurisdictions through this training process. This will be allocated to five **1 Day Enhancement Trainings** and five **3 ½ Day Planning Trainings**. Five teams will be accommodated at each training. Once the capacity of 50 teams has been met, a waitlist will be initiated. Waitlisted teams will be accepted into training if space becomes available. In CY 2009, funding for DWI Court training is contingent on the availability and amount of CY 2009 funding for the DWI Court Training Program.

Review and Selection Process

Applications will be reviewed by a panel comprised of NHTSA and NCDC and selected specialists, including trainers and technical assistance experts. This panel will review the application materials and determine whether a community's needs can be met through participation in DWI Court training. Final selections will be based on the following:

- Extent of identified need.
- Past training experience.
- Geographic diversity.
- Status of existing community planning efforts.
- Availability of alternative training and technical assistance resources to meet training needs.
- Completeness of application (i.e., whether required disciplines are identified).

All decisions regarding a community's acceptance into DWI Court training will be final and will be at the sole discretion of NHTSA and NCDC. If a community is not selected to participate in this training, a referral to other sponsored training and technical assistance resources may be provided. NHTSA and NCDC will assign accepted communities to training on a regional basis. Communities will be notified of their acceptance or denial into DWI Court training in October 2008. While the first DWI Court trainings will not begin until March 2009, communities can expect to begin the initial groundwork in the months leading up to the first training program. Communities that are unable or unwilling to participate in their assigned training track will forfeit their participation, and the vacant slot will be offered to the first community on the waitlist.

Additional Team Members

Communities may send up to ten team members to the training, (depending on the training space) the two additional people at the community's expense. These additional representatives may include such disciplines as court administration, case management, mental health, community- and faith-based organizations, prevention, and labor/job-training.

Team Member Roles and Responsibilities

Each participating team member must:

- Attend all training sessions.
- Actively participate in all discussions and training breakouts.
- Abide by funder travel policies.
- Identify an appropriate substitute if the need arises.
- Complete all homework assignments and respond to all requests for information from NCDC staff and/or representatives.

In addition, the person representing the DWI Court coordinator on each team must serve as the point of contact for all DWI Court activities. This duty will include ensuring all relevant information is disseminated to team members in a timely fashion, responding to requests for information from NHTSA/NCDC and coordinating with all SHSO's.

FOR STATE HIGHWAY SAFETY OFFICES ONLY

The State Highway Safety Offices will review the applications, noting which teams will receive funding from the State Highway Safety Office and fax or e-mail the applications by **August 1, 2008** to:

Brian Chodrow
National Highway Traffic Safety Administration
Enforcement and Justice Services Division
Fax: 202-366-7721
Brian.Chodrow@dot.gov

National Highway Traffic Safety Administration DWI Court Training 2009 Application

Jurisdiction Name and State: _____

Training Program Applying for (Select one):

Planning {3.5 DAYS} or Enhancement {1 DAY}

I. Statement of Intent

All interested communities must provide responses to the following questions. Please attach your narrative response. The review panel will assess the responses to each question and determine the ability of NHTSA and NCDC to meet your community's needs.

1) Describe your target population and describe the nature and scope of the alcohol/drug abuse problem within that population. *Narrative response required – attach as separate document. Be sure to include jurisdiction/state on narrative.*

2) Describe the challenges your current court/case processing system faces and how a DWI court can help resolve these issues. *Narrative response required – attach as separate document. Be sure to include jurisdiction/state on narrative.*

3) Has your community previously participated in NHTSA training, the Bureau of Justice Assistance (BJA) Drug Court Planning Initiative (DCPI), or similar training?

Yes. If yes, please list relevant training(s). _____

No

4) Indicate your team's experience in drug or DWI court planning and exposure to the drug or DWI court concept.

No experience or exposure.

Limited experience and exposure (e.g. attended annual drug court conferences or read articles).

Moderate experience and exposure (e.g. visited an operational drug or DWI court).

Extensive experience and exposure (e.g. visited an operational drug or DWI court, researched the topic extensively, and are ready to implement a pilot program).

Have completed planning and have implemented a pilot program or full docket.

Jurisdiction Name and State: _____

4a) If you indicated having any experience with the drug or DWI court concept, briefly describe the extent of this exposure. For example, have you identified a steering committee and/or team, held weekly or monthly meetings, started taking in DWI offenders? *Narrative response required – attach as separate document. Be sure to include jurisdiction/state on narrative.*

5) Which best describes your jurisdiction?

- Rural (less than 50,000 people)
- Urban
- Suburban
- Mixed. Please specify: _____

II. Letter of Commitment

Each participating judge must write and submit a letter of commitment that includes the information listed below. This letter should be included with the application or faxed to your State highway safety office.

- An expression of the community's commitment to the development and implementation of your DWI court.
- An expression that the community will seek resources necessary to sustain an operational DWI court that may result from the community's planning efforts.
- The agencies participating in the planning process.
- The expected responsibilities and resources the participating team member agencies will dedicate once the DWI court is operational.
- A clearly stated commitment that approved team members will attend all required trainings in their entirety.
- Indication that the team has read and will abide by the Federal and/or State Travel Regulations.

III. Team Roster

Jurisdiction Name and State: _____

Team Point of Contact: (first)_____ (last)_____

Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

Enter contact information for each agency participating on your team:

Judge

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Prosecutor

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Defense Counsel

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Treatment

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Jurisdictional Name and State: _____

Expert in Research or Evaluation

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

DWI/Drug Court Coordinator

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Law Enforcement

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Probation/Supervision

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

**Additional Team Member
to be paid for by the Jurisdiction**

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

**Additional Team Member
to be paid for by the Jurisdiction**

Name: _____
Title: _____
Organization: _____
Address: _____
City/State/Zip _____
Phone _____
Fax _____
Email _____

Mail/Fax Applications to:

Your respective **State Highway Safety Office/Governors' Highway Safety Coordinator**

This information can be obtained from the attached GR-Coordinator document. Submit applications to the contact listed in the right column.

**Deadline for Application Submission is
July 11, 2008**