

1 IN THE COURT OF COMMON PLEAS OF ADAMS COUNTY, PENNSYLVANIA

2 Administrative Order

3 Number 2 of 2016

4 In Re: Intermediate Punishment Program

5 **ORDER OF COURT**

6 AND NOW, this 29th day of January, 2016, in order to continue to provide for an Intermediate
7 Punishment Program (“the Program”) in Adams County, it is HEREBY ORDERED that the Program
8 shall be administered as described in the program description, attached hereto as Exhibit 1, effective
9 January 1, 2015.

10 BY THE COURT,

11
12 MICHAEL A. GEORGE

13 President Judge

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15 df

16 Board of Judges

17 Court Administrator

18 District Attorney

19 Victim/Witness Coordinator

20 Public Defender

21 Department of Probation Services

22 Warden, Adams County Adult Correctional Complex

23 Adams County Bar Association

24 Law Library

25

COPY

Exhibit 1

Adams County Intermediate Punishment Plan (Effective January 1, 2015)

On December 19, 1990, the Legislature enacted the County Intermediate Punishment Act (P.L. 799, No. 193) (61 P.S. §§ 1101-1114). Intermediate punishment is defined as “a punishment option that falls within a range bounded by traditional probation and incarceration”. Eligible offender is defined by the County Intermediate Punishment Act as “a person convicted of an offense who would otherwise be sentenced to a county correctional facility, who does not demonstrate a present or past pattern of violent behavior who would otherwise be sentenced to partial confinement pursuant to 42 Pa.C.S. § 9724 (relating to partial confinement) or total confinement pursuant to 42 Pa. C.S. § 9725 (relating to total confinement)”. The term does not include an offender convicted of murder, voluntary manslaughter, rape, statutory rape, aggravated assault, robbery, burglary of the first degree, (as provided in 18 PaC.S. § 3502 [relating to burglary]), involuntary deviate sexual intercourse, arson, extortion accompanied by threats of violence, assault by prisoner, assault by life prisoner, kidnapping, aggravated indecent assault, escape or drug trafficking, (as provided in 18 PaC.S. § 6314 [relating to sentencing and penalties for trafficking drugs to minors] or 18 PaC.S. § 7508 [relating to drug trafficking sentencing and penalties]). Related legislation, Act 1990-201, amended Title 42, the Judicial Code, to provide judges with the authority to sentence defendants to intermediate punishment programs provided that county establish an intermediate punishment program which was approved by the Pennsylvania Commission on Crime and Delinquency.

Purpose

To establish policy and procedure governing the administration of Adams County’s Intermediate Punishment Program, Community Service and Fines/Restitution Program.

The Program consists of:

- | | |
|--------------------|---|
| Restrictive Period | - Work Release in Community Re-entry Center |
| | - House Arrest w/Electronic Monitoring |
| Restorative Period | - Community Supervision |

To establish a process that provides the courts with innovative sentencing alternatives that may permit a better balance between the dual needs of community safety and the welfare of the offender.

Applicability

To the Adams County Court of Common Pleas, Adams County’s Prison Board, all probation staff and all adult offenders under the jurisdiction of the department within levels 3 & 4 of the Pennsylvania Sentencing Guidelines or as Ordered by the Court.

Definitions

As utilized in this document, the following definitions shall apply:

- 1. Collateral Contact:** Communication with another person having regular contact with the offender, such as family members, law enforcement or treatment personnel. This also will include phone contacts with the offender.

2. **Home:** The actual living area of the temporary or permanent residence of an offender, which will only include “inside the confines” of the established home or apartment.
3. **House Arrest /Electronic Monitoring:** A restrictive portion of Intermediate Punishment sentence in which the offender is required to wear or carry an electronic device which transmits the offender’s location to a receiver maintained by criminal justice personnel or designee.
4. **Community Supervision:** A restorative portion of Intermediate Punishment sentence with supervision while living within the community - can include court ordered conditions; work or vocational training, community service, drug/alcohol treatment, etc. The number of contacts per month will be set in direct correlation with the type of risk the offender presents during an assessment.
5. **Intermediate Punishment Plan:** A document, which describes a proposed intermediate punishment program.
6. **Intermediate Punishment Programs:** A punishment option that is considered on a continuum to fall between traditional probation and traditional incarceration.
7. **Work Release/ Community Re-entry:** Court ordered placement in work release at the Community Re-entry Center; for a specified restrictive period under the supervision of a restrictive probation officer; includes eligibility for work release and treatment programs.
8. **Community Services:** unpaid work performed for non-profit, charitable organizations and victims of crime which provides services to meet human needs.
9. **Intermediate Punishment Board:** A collective body of county officials that is responsible for the oversight of the Adams County Intermediate Punishment Plan and programs.

Policy Statement

The Adams County Department of Probation Services and the Adams County Court of Common Pleas recognize that innovative sentencing or alternatives to incarceration for medium to low risk, non-violent offenders are essential as a legitimate sentencing option available to the court. Offenders who do not demonstrate present or past patterns of violent behavior and would normally be sentenced to total confinement can be diverted by the imposition of an intermediate punishment sentence. This approach will permit offenders to remain in the community and provide support for themselves and their families. Restrictions that are placed on the offender provide a balance between punishment and rehabilitation without compromising the safety of the community.

Intermediate Punishment Board

In accordance with 42 PaC.S.A. § 9802, The Criminal Justice Advisory Board shall oversee the functions of the County’s Intermediate Punishment Board. The County Intermediate Punishment Board consists of the District Attorney, Public Defender, Prison Board Judge, Department of Probation Services Executive Director, and chaired by the Administrative Judge of the Department of Probation Services. The board will

periodically meet at the chairperson's request and shall periodically assess available county-wide services and future needs: shall work with the county Department of Probation Services in the development of the County Intermediate Punishment Plan; and monitor its effectiveness and identify needed modifications. The Department of Probation Services Executive Director shall be designated as the county government official with the overall responsibility for supervision of fiscal affairs of the intermediate punishment program and the reports relative to the program.

Goals and Objectives

The Adams County's Intermediate Punishment Programs are consistent with the Intermediate Punishment Programs established by the Pennsylvania Commission on Crime and Delinquency adopted September 27, 1991, which is as follows:

1. To protect society and promote efficiency and economy in the delivery of corrections services.
2. To promote accountability of offenders to the community.
3. To fill gaps in local correctional systems and address local needs through expansion of punishment and services available to the court.
4. To provide opportunities for offenders who demonstrate special needs to receive services which enhance their ability to become contributing members of the community. The use of existing community agencies and organizations are an essential part of the plan.
5. To divert low risk, non-violent offenders from exposure to incarceration, when possible, and to provide a degree of punishment that is less severe than incarceration, yet more punitive than existing probation.
6. To provide counseling, treatment and education opportunities for targeted offenders.

Intermediate Punishment Program Guidelines

The Pennsylvania Commission on Crime and Delinquency has adopted the following minimum guidelines. These guidelines shall be incorporated into the Adams County's Intermediate Punishment Programs as follows:

Work Release at Community Re-entry Center: The Adams County Intermediate Punishment Board will approve and implement policies and procedures for the Work Release Program (See Pa. Code § 451.124). This program shall include the following elements:

- a. Specific criteria for eligibility for participation in work release.
- b. A drug testing capability for offenders.
- c. A mandated number of visits to or contacts with the work place by Restrictive Probation Officer.
- d. Procedures for notifying employers of their responsibilities to their employed offenders.
- e. Procedures for notifying employers of the status of their employed offender.
- f. The length of offenders' participation in the Work Release/Re-entry.

- g. The mechanics of accounting for and auditing of offender earnings.
- h. A monitoring component to ensure offenders' compliance with the conditions of the Work Release/Re-entry.
- i. Procedure for responding to major and minor violations of the Work Release/Re-entry conditions.

Residential Inpatient Drug and Alcohol: The Adams County Intermediate Punishment Board will approve and document that the services are provided by a licensee of the Department of Health, Office of Drug and Alcohol Programs (ODAP) for residential inpatient drug and alcohol treatment.(See Pa. Code § 451.124). These programs shall include the following elements:

- a. A drug testing capability
- b. Established services based on an assessment of the offenders' needs and available community resources.
- c. Established aftercare and follow-up services involving sustained and frequent interaction with recovering individuals who have progressed from the intensive or primary phase of treatment.
- d. Efforts to recruit screen and select service providers
- e. Guidelines to monitor the purchase of services for offenders
- f. A monitoring component to ensure the offenders' compliance with the conditions of the Residential Inpatient Drug and Alcohol Program.
- g. Policy and procedure for responding to major or minor violations of Residential Inpatient Drug and Alcohol program conditions.

House Arrest/ Electronic Monitoring : The Adams County Intermediate Punishment Board will approve and implement policies and procedures for the House Arrest (See Pa. Code § 451.117) and Electronic Monitoring(See Pa. Code § 451.114). This portion of the Intermediate Punishment program shall include the following elements:

- a. A drug testing capability for offenders.
- b. The timely detection of violations.
- c. The maintenance of a 24 hour-per-day response to detect violations.
- d. A monitoring component to ensure offenders' compliance with the conditions of Restrictive portion of Intermediate Punishment as House Arrest/ Electronic Monitoring.
- e. Procedure for responding to major and minor violations of the House Arrest/ Electronic Monitoring conditions.
- f. Offenders must be employed or actively seeking employment or enrolled in educational program/vocational training or participating in community/public service, unless the offender is physically or mentally incapable of performing the same, and have a fixed residence.
- g. A monitoring component which defines the frequency of face-to-face and collateral contacts to ensure offenders' compliance with the conditions of the House Arrest/ Electronic Monitoring.
- h. Limitation of the caseloads of probation officers supervising Intermediate Punishment offenders during the restrictive period.

- i. Procedure for responding to major and minor violations of the House Arrest/ Electronic Monitoring conditions.

Community Service: The Adams County Intermediate Punishment Board will approve and implement policies and procedures for the Community Service portion of Intermediate Punishment (See Pa. Code § 451.112). This shall include the following elements:

- a. Equitable and consistent assignment of community service hours within a standard range.
- b. Procedures for the documented onsite supervision of each offender performing community/public service.
- c. The establishment of an annual system to collect individual offender and aggregate data on community/public service ordered and performed.
- d. The anticipated length of offenders' participation in Community Service.
- e. A monitoring component to ensure offenders' compliance with the conditions of Community Service.
- f. Procedure for responding to major and minor violations of Community Service conditions.

Drug Testing: The Adams County Intermediate Punishment Board will approve and implement policies and procedures for the Drug Testing portion of Intermediate Punishment (See Pa. Code § 451.113) The Drug Testing policies and procedures shall include the following elements:

- a. The purposes of testing, that is, whether it is for rehabilitative or treatment purposes, for the protection of the community, for the use of the Court in sentencing or for the compilation of statistics.
- b. The manner of offender selection, that is, whether Court-ordered, randomly selected or applicable to eligible offenders.
- c. The frequency of testing.
- d. The chain-of-custody procedures.
- e. Confirmation procedures for positive drug tests through the use of a more sensitive procedure than used in initial screening and the rationale for use of the particular method selected.
- f. A description of drug testing methodologies.
- g. A policy regarding reporting and use of testing results.
- h. A confidentiality policy.
- i. Evaluation procedures.

Individualized Services Plan: The Adams County Intermediate Punishment Board shall approve and implement written policies and procedures for the Individualized Services Plan (See Pa. Code § 451.118). The board shall document, when appropriate, that the services provided are in compliance with applicable State and local laws and regulations.

The Individualized Services Plan policies and procedures shall include the following elements:

- a. A drug testing capability for offenders.
- b. Licensure by the Department of Health's Office of Drug and Alcohol Programs, when applicable.
- c. Establishment of services based upon offenders' needs and available community resources.
- d. Guidelines to monitor the purchase of offender services.
- e. A monitoring component to ensure offenders' compliance with the conditions of the Individualized Services Plan.
- f. Policy and procedure for responding to major and minor violations of Intermediate Punishment conditions.

**Adams County Intermediate Punishment Program
(Effective January 1, 2015)**

The Adams County Department of Probation Services provides an Intermediate Punishment Program which may serve as an alternative to incarceration or traditional probation/parole sentencing for non-violent offenders who have received a drug and alcohol assessment and meet all other eligibility criteria for Intermediate Punishment sentence (as attached.)

Intermediate punishment is a range of sentencing options, for the court, that provides various levels of supervision crafted independently for each offender. Restrictive and Restorative sanctions are also applied by the court based on the needs of the offender. They are intended to fill the gap between incarceration and traditional probation. Providing the services that meet the needs of the offender are designed to enhance their ability to become contributing members of the community. Listed are examples of the services provided as part of the Adams County Intermediate Punishment Program.

Work Release
House Arrest w/Electronic Monitoring
Residential Inpatient Treatment
Alcohol Monitoring
Drug Screening
Community Service
Alcohol Safe Driving School
Drug and Alcohol Outpatient Treatment
CRN (Court Reporting Network) Evaluations

Restrictive portion

The offender is placed on a required Restrictive term of the overall sentence to be served in partial confinement/ work release, house arrest electronic monitoring, or residential inpatient drug and alcohol treatment.

The Adams County Department of Probation Services offers the Community Re-entry Program and a specialized House Arrest w/Electronic Monitoring program. Both programs restrict the participant's activity similar to confinement while providing opportunities through employment, treatment and rehabilitative programs. CIP participants are housed in the Community Re-entry Center for a period as specified by the court. House Arrest imposes restriction in the offender's home as opposed to work release at the Community Re-entry Facility.

The restrictive phase programs are operated by the Adams County Department of Probation Services. The Probation Office will make the determination whether or not participants have satisfactorily completed each portion and approve transition to the Restorative portion of the imposed sentence.

All offenders are supervised manually and/or electronically which provides surveillance of the offender's location and restriction of activities.

While participating in the Community Re-entry Program participants are in the custody of the correctional facility. They are provided with opportunities for employment, community service, treatment and behavioral programming through case management and Individualized Service Planning by a Restrictive Probation Officer. Participants are screened with urinalysis testing and external/internal program participation verification weekly. It is expected that when participants complete two-thirds of the Restrictive period ordered by the court, they have been productive and

achieving conditions set forth by Intermediate Punishment Sentencing or Individualized Case Planning and they have an acceptable home plan that is appropriate for supervision success they would then be approved to transition to the House Arrest/ Electronic Monitoring Program.

The House Arrest/ Electronic Monitoring Program utilizes equipment worn by the participant that provides consistent monitoring of the offender. The offender is permitted to leave the confines of his/her home as scheduled and approved by a Restrictive Probation Officer for purposes of employment, community service, treatment and/or behavioral programming, medical and/or healthcare needs . Recommended contacts of offenders are four (4) direct and eight (8) collateral per month. It is recommended that one random drug test be administered on a weekly basis.

Currently, the Department of Probation Services utilizes a BI Sobrieter which monitors the breath/alcohol content that may appear in the offenders system. This is used for offenders with prior and/or current alcohol related arrests or violations in conjunction with confinement/residential monitor.

Intermediate Punishment participants may be referred into a Residential Inpatient drug and alcohol treatment program that is approved by the Adams County Intermediate Punishment Board and licensee of the Department of Health , Office of Drug and Alcohol Programs (ODAP) for residential inpatient drug and alcohol treatment for a portion of the court directed restrictive period of the Intermediate Punishment sentence.

Restorative portion

Adams County will utilize Individualized Case planning, program success during restriction, and risk/needs assessments to determine the level of supervision at which an offender should be supervised upon transition to the Restorative portion of the imposed sentence.

The Restorative terms of community supervision levels range from at least two (2) face-to-face contacts and one (1) collateral contact per month to an administrative report status. The supervision level will initially be set following the results of a Risk/Needs Assessment and the participants conduct and achievement in the Restrictive Portion of the sentence. This level can be reduced or enhanced by the assigned probation officer with Director approval. The number of random drug tests that will be administered will also depend upon the level of supervision and the participants conduct and achievement.

Levels of Supervision:

1. **INTENSIVE:** A minimum of two (2) face to face and one collateral contact per month. No less that one (1) face to face contact per month must occur in the field. At least two (2) random drug tests must be administered every month.
2. **REGULAR:** A minimum of one face to face contact and one collateral contact every month. No less that one (1) face to face contact per 60 days must occur in the field. At least one (1) random drug test must be administered month.
3. **REDUCED:** A minimum of one face to face contact and one collateral contact every 60 days. No less that one (1) face to face contact every 120 days must occur in the field. At least one (1) random drug test must be administered every 60 days.

4. **ADMINISTRATIVE:** Shall consist of all offenders not required to report to the Adams County Department of Probation Services.

	RESTRICTIVE PHASES	
PROGRAM:	COMMUNITY RE-ENTRY PROGRAM/ WORK RELEASE	HOUSE ARREST/ ELECTRONIC MONITORING
Offender Contacts	4 direct contacts per mo. in community and/or office/ collaterals as needed	4 direct contacts per mo. in community and/or office/ 6 collaterals per mo.
Employer Contacts	Following verification initial w/in 10 days of placement- 1 per month afterward	1 per month if no change/ re-verify if changed
Drug Testing	1 random test every two (2) weeks	1 random test every two (2) weeks
Electronic Monitoring	N/A	Electronic Monitoring- Radio Frequency or GPS
Sobrieter	N/A	Residential Alcohol breathalyzer/ Soberlink (mobile) for 2 nd or subsequent DUI offenders or those identified by evaluation as alcohol dependant
Curfew	non-work hours	non-work hours
Travel Restriction	Travel permitted as approved for work, treatment, visitation, education, medical or as deemed necessary to aid in successful reintegration to the community	Travel permitted as approved for work, treatment, visitation, education, medical or as deemed necessary to aid in successful reintegration to the community
Community Service	As ordered by the court	As ordered by the court
Treatment	Scheduled and monitored in conjunction w/ Individualized Service/Case Plan	Scheduled and monitored in conjunction w/ Individualized Service/Case Plan
Fines/Costs/Restitution	Deduction from wages if employed or as assessed by Administrative Order	Payment plan set by Clerk of Court
Electronic Mon/Fee	N/A	\$10.00 per day
Supervision Fee	\$40.00 per month	\$40.00 per month
OTHER CONDITIONS:		

** If 30 days restrictive or less – employer verification and contacts can be satisfied by phone

** Employer contacts and defendant contacts can be dual in nature – occurring in one stop

** Partial Confinement cases that are not participating in work release/re-entry are expected to have 1 direct contact per month and monitoring of internal jail programming as collateral

IPP Eligibility Criteria

Per Title 42 Chapters 97 & 98

Defendant **cannot have** current or previous convictions for (Title 42 Pa. C.S.A. §9721)

18 Pa.C.S. § 2502 (murder)	18 Pa.C.S. § 3301 (arson)
18 Pa.C.S. § 2503 (voluntary manslaughter)	18 Pa.C.S. § 3502 (burglary, when graded as F1)
18 Pa.C.S. § 2702 (aggravated assault)	18 Pa.C.S. § 3701 (robbery)
18 Pa.C.S. § 2703 (assault by prisoner)	18 Pa.C.S. § 3923 (theft by extortion)
18 Pa.C.S. § 2704 (assault by life prisoner)	18 Pa.C.S. § 4302(a) (incest)
18 Pa.C.S. § 2901(a) (kidnapping)	18 Pa.C.S. § 5121 (escape)
18 Pa.C.S. § 3122.1(a)(1) (statutory sexual assault)	

- A person who has been convicted or adjudicated delinquent of a crime requiring registration under 42 Pa.C.S. chapter 97, subchapter H (relating to registration of sexual offenders) is ineligible for a county intermediate punishment sentence.
- if convicted of DUI or DUS/ DUI related/ defendant must undergo **drug and alcohol evaluation prior to sentencing**; if determined through evaluation to be in need of drug and alcohol treatment the imposed IP sentence must include participation in directed treatment *and* house arrest/ electronic monitoring; partial confinement; or residential treatment program or rehabilitative center; or halfway program (satisfying mandatory sentencing requirements of 75 Pa. C.S. §3815)
- Defendant does not demonstrate a present or past propensity for violent behavior (Title 42 Pa. C.S.A. §9721)
- Defendant would otherwise be sentenced to period incarceration (Title 42 Pa. C.S.A. §9721)

Per PA Sentencing Commission

- The DA may advise the court that the Commonwealth has elected to waive the eligibility requirements **if the** victim has been given notice of the DA's intent to waive eligibility and an opportunity to be heard on the issue. The court, after considering victim input, may refuse to accept the DA's waiver of the eligibility requirements.
- Defendant of **Level 3 or 4** must have drug and alcohol assessment **prior to sentencing** and if assessed dependant IP sentence must include level of care consistent with as prescribed in assessment

Per DPS/ Courts

- If maximum allowable sentence is greater than 6 months the defendant will undergo a LSCMI **pre-sentence** assessment to determine risk/ needs for application of appropriate conditions within sentence

Adams County Intermediate Punishment Program Parameters

Who qualifies for Adams County IPP ?

Anyone who:

- would otherwise be sentenced to a period of incarceration
- Does not have present or past violent behavior (ineligible offense as defined under Title 42 Pa. C.S.A. §9721)
- Has not been convicted of a crime requiring sex offender registration (under the provisions of Title 42 Pa. C.S. Chapter 97, subchapter H)
- Meets all statutory eligibility requirements
- Has completed required drug and alcohol evaluation
- Has completed required LSCMI pre-sentence assessment (only if maximum is greater than 6 mos.)

What does the Adams County IP Program consist of?

It is comprised of:

- Restrictive and Restorative periods (not Phases) and unless a mandatory minimum requirement is equal to the maximum allowable sentence – then it may be solely restrictive
- Restrictive periods that can be made up of the following forms of restrictive custody or any combination thereof (not to exceed 18 months);
 - Re-entry
 - Electronic Monitoring/ House Arrest
 - Inpatient Treatment facility (as defined within IP statute- must be residential and provide licensed treatment within)
- Required fees for EM/HA of \$15.00 hook-up; \$10.00 daily w/ Alcohol Monitoring Devices additional
- Previous jail credit days that will only be applied to restrictive portion of sentence.
- (At the discretion of the court) a Restrictive period that will be divided 2/3 Re-entry 1/3 EM/HA with minimum of no less than 20 days Re-entry / 10 days EM/HA – (unless waived by the court.)
- A Pre-Commitment packet and process that **must** be completed to participate in work release and be housed at the Re-entry Facility

IPP Eligibility Criteria

Per Title 42 Chapters 97 & 98

Defendant **cannot have** current or previous convictions for (Title 42 Pa. C.S.A. §9721)

18 Pa.C.S. § 2502 (murder)	18 Pa.C.S. § 3301 (arson)
18 Pa.C.S. § 2503 (voluntary manslaughter)	18 Pa.C.S. § 3502 (burglary, when graded as F1)
18 Pa.C.S. § 2702 (aggravated assault)	18 Pa.C.S. § 3701 (robbery)
18 Pa.C.S. § 2703 (assault by prisoner)	18 Pa.C.S. § 3923 (theft by extortion)
18 Pa.C.S. § 2704 (assault by life prisoner)	18 Pa.C.S. § 4302(a) (incest)
18 Pa.C.S. § 2901(a) (kidnapping)	18 Pa.C.S. § 5121 (escape)
18 Pa.C.S. § 3122.1(a)(1) (statutory sexual assault)	

- A person who has been convicted or adjudicated delinquent of a crime requiring registration under 42 Pa.C.S. chapter 97, subchapter H (relating to registration of sexual offenders) is ineligible for a county intermediate punishment sentence.
- if convicted of DUI or DUS/ DUI related/ defendant must undergo **drug and alcohol evaluation prior to sentencing**; if determined through evaluation to be in need of drug and alcohol treatment the imposed IP sentence must include participation in directed treatment **and** house arrest/ electronic monitoring; partial confinement; or residential treatment program or rehabilitative center; or halfway program (satisfying mandatory sentencing requirements of 75 Pa. C.S. §3815)
- Defendant does not demonstrate a present or past propensity for violent behavior (Title 42 Pa. C.S.A. §9721)
- Defendant would otherwise be sentenced to period incarceration (Title 42 Pa. C.S.A. §9721) (Level 2, 3 or 4 of PA Sentencing guidelines)

Per PA Sentencing Commission

- The DA may advise the court that the Commonwealth has elected to waive the eligibility requirements **if the** victim has been given notice of the DA's intent to waive eligibility and an opportunity to be heard on the issue. The court, after considering victim input, may refuse to accept the DA's waiver of the eligibility requirements.
- Defendant of **Level 3 or 4** must have drug and alcohol assessment **prior to sentencing** and if assessed defendant IP sentence must include level of care consistent with as prescribed in assessment

Per DPS/ Courts

- If maximum allowable sentence is greater than 6 months the defendant will undergo a LSCMI **pre-sentence** assessment to determine risk/ needs for application of appropriate conditions within sentence

When you enter a plea to Intermediate Punishment :

1. You will be provided a DPS Offender Intake Packet (OIP) and instructed to report to DPS/ 3rd floor
2. You will then be provided with an Intake appt. for LSCMI assessment and D&A evaluation appointment (with contracted in-house provider.)
3. You will report to Probation Services for your Intake appt. as scheduled and the following things will occur:
 - a. LSCMI assessment completed
 - b. Finger-printed (if not previously accomplished via MDJ/ arresting agency)
 - c. Pre-sentence investigation completed if ordered/ requested
 - d. Verified credit calculation
4. You will report to Probation Services window for your Drug and Alcohol evaluation appt. as scheduled and:
 - a. And you will participate in the drug and alcohol evaluation,
 - b. The licensed evaluator will provide a recommendation to Probation Services (who will provide copy to all court parties,) and
 - c. A Level of Care will be recommended integrated into your IPP sentence and become part of your Individualized Service Plan for supervision.
5. A Court Assessments Summary will prepared and distributed to the court related parties by Probation Services approximately 1 week prior to scheduled sentencing.