

## MONITORING AND REPORTING PROCEDURES FOR JOHNSON COUNTY DUI PROBATION

- Defendants placed on probation for DU I will be monitored by a Court Certified ADSAP provider. The ADSAP provider that provided the pre-sentence evaluation for the defendant will be the provider assigned to supervise the probation unless there is a reason to assign another provider to supervise.
- The defendant will be ordered by the Court to report to the supervising ADSAP agency within 48 hours of being placed on probation. The ADSAP agency will email verification of this contact within seven (7) days of said contact to Court Services at [DUIMonitor@jocogov.org](mailto:DUIMonitor@jocogov.org). Court Services will enter this information into the computer. (**Verification shall include the fact that the defendant made contact and the date of the first appointment with the monitor. Failure of the defendant to attend the first appointment should result in a non-compliance report being faxed to the court services office at 913-715-3343**). A copy of the ORDER OF PROBATION will be sent to the provider assigned by the Clerk of the District Court.
- The ADSAP agency will FAX quarterly (one report per probationer once each ninety (90) days) reports on the progress of the defendant using the forms provided by the Court to the Court Services office in the Courthouse at # **913-715-3343**. The provider will mark boxes that show whether the defendant is compliant or non-compliant. Also, providers should indicate on each report any **change of address** for the defendant.
- Non-compliant reports will be forwarded to the District Attorney's Office. If a defendant becomes non-compliant, the information will be faxed **immediately** and the *Provider* will not wait for the quarterly report date. The *Court* will notify the District Attorney's Office if the defendant is in violation of his or her payment of costs and fees order. The *Court* will notify the District Attorney's Office if the defendant is in violation of his or her custody order. The *Court Services Office* will notify the District Attorney's Office if the defendant has had contact with Law Enforcement and will copy the D.A.'s Office with any police reports it receives.
- The District Attorney's office will determine whether or not to file a motion to revoke probation and will notify the ADSAP provider who is supervising the defendant's probation by e-mail. If the DA decides to file a motion to revoke, it will not be necessary for the provider to send additional noncompliance reports unless there is additional information to report. If the DA decides not to file motion to revoke the provider may assume that the defendant is in compliance and will resume the 90-day reporting cycle.
- The Court will issue a summons or a warrant for the appearance of the defendant and at that first appearance the matter will be scheduled for a go probation hearing. **The District Attorney will notify the ADSAP provider who is supervising the defendant's probation to attend this second hearing** to give information to the Court, regardless of the grounds for revocation. (THE PROVIDER SO NOTIFIED SHALL ATTEND THE HEARING.)
- The Clerk of the District Court will mail or fax a copy of the Journal Entry of the Motion to Revoke Probation Hearing and any Journal Entry of Court Review Hearing to the provider supervising the defendant's probation as soon as practical following said hearing.
- At time of the final ADSAP report, the provider will mark "Final Report" and indicate successful completion and complete the Certification section at the bottom of the DUI Probation Compliance form.
- The ADSAP provider shall require a minimum of **one (1) random UA per month** for the first six (6) months of probation. Thereafter, UAs will be required at the discretion of the provider unless ordered otherwise by the Court.

**INITIAL REPORT OF CONTACT WITH DUI PROBATIONER**

(This information will be emailed to [DUIMonitor@jocogov.org](mailto:DUIMonitor@jocogov.org))

Providers Name and Agency: \_\_\_\_\_

Defendant's Name: \_\_\_\_\_

Defendant's Case #: \_\_\_\_\_

Date the Defendant Contacted the Agency to notify said agency that the Defendant was on probation and that the Agency was assigned to supervise the Probation: \_\_\_\_\_.

Date of the Defendant's next appointment with the provider: \_\_\_\_\_.

**DUI PROBATION COMPLIANCE**  
**COURT REPORT JOHNSON COUNTY DIVISION M-2**

Probationer's Name: \_\_\_\_\_

COURT CASE NUMBER \_\_\_\_\_

STATUS:  Compliant       Non-Compliant       Final Report/Successful Completion

[Y]  [N]  [NA]

Change of Address: \_\_\_\_\_

Completion of DUI Victim's Panel: \_\_\_\_\_ (Date)

Completion date of the Alcohol and Drug Safety Action Education Program:  
Date Completed \_\_\_\_\_ Provider \_\_\_\_\_

Completion of Treatment: Date \_\_\_\_\_  
Name of Provider: \_\_\_\_\_

Monitor has directed defendant to submit monthly U/As, results negative.

Defendant has submitted satisfactory proof of AA/NA attendance.

Defendant has paid the monitoring fee Amount \$ \_\_\_\_\_

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provider name and Date of report: \_\_\_\_\_

*Below to be completed as part of final report*

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**CERTIFICATION OF MONITOR**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I, \_\_\_\_\_, of lawful age, state: That I am a duly qualified Monitor for the 10th Judicial District Court, Johnson County, Kansas; that I have reviewed this defendant's case file and certify that all monitoring requirements have been successfully met to the best of my knowledge and belief and the case should be closed.

\_\_\_\_\_  
Monitor Signature

07/05/03

## Opting Out

We do not want to encourage anyone to withdraw from monitoring DUI probationers but if you feel for some reason that you should not be monitoring then please let us know.

An agency wishing to **not** be involved in monitoring of the District Court's ADSAP Traffic cases, may submit a request in writing to Judge Trigg ([Linda.Trigg@jocogov.org](mailto:Linda.Trigg@jocogov.org)) If your withdrawal from the supervision program will not jeopardize the program your name as a monitor will be taken off the list. Opting out of monitoring will not remove you from the ADSAP evaluation list nor of your responsibilities for monitoring municipal courts.

At this point in time Judge Trigg assigns the agency who did the ADSAP evaluation as the monitor. In the event that the evaluator is not willing to monitor probations then one of the other providers will be assigned to do the monitoring. Those of you willing to monitor additional probations should also submit that information to Judge Trigg via her email.

**PROVIDER INFORMATION FOR JOHNSON COUNTY PROSECUTIONS**

<http://courts.jocogov.org>

**FOR USE BY CERTIFIED ADSAP PROVIDERS ONLY**

***Diversion Purposes***

District Attorney Diversion Program General Information #: 913-715-3114

Evaluations done for Diversion Applicants should be sent to the Defense Attorney and the District Attorney's Diversion Unit @ 913-715-3040.

***District Court Prosecution Purposes***

**ADSAP Evaluation Reports**

These reports should be sent directly to the District Attorney's Office and the Defense Attorney, who will insure that the Court has a copy for sentencing purposes. Please DO NOT send these directly to the Judge or to the Clerk of the District Court.

**For General Traffic Information**

District Attorney Traffic Division Phone #: 913-715-3038

District Attorney Traffic Division Fax #: 913-715-3060

**DUI PROBATIONS from M-2**

Court Services (Rm 326) email initial contact confirmation to: [DUIMonitor@iocogov.org](mailto:DUIMonitor@iocogov.org)  
DO NOT FAX THESE

Court Services (Rm 326) fax compliance, non-compliance and final reports to 913-715-3343  
DO NOT EMAIL THESE

**PROVIDER MONITOR CONTACT**

(Certification Information and Indigent Client Procedures)

**Betsey Anderson**

18505 W. 119<sup>th</sup> Street, Olathe, KS 66061

Phone: 913-715-7459 or 913-715-7498

Fax: 913-715-7420 or 913-715-7421

Email: [Providermonitor@iocogov.org](mailto:Providermonitor@iocogov.org)

*Revised 11/06*