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POLICY MEMORANDUM

Adult Treatment Court Referral Process (Effective March 1, 2018)

1. This office is in full support of the Washington County Adult Treatment Court Program. Our goal is to ensure full utilization of the valuable resources aligned under this program as part of the broader effort to combat the opiate epidemic in central Vermont.
2. It is critical to identify prospective participants early in their experience with the criminal justice system. Ideally, cases will be referred for Adult Treatment Court screening prior to the first calendar call or status conference. A collaborative approach to identifying these cases is encouraged.
3. Any prosecutor may recommend a case for referral. The attached referral processing form will be utilized to ensure intra-office staffing and coordination with interested parties is completed prior to the office formally taking a position. Final approval is reserved to the State's Attorney, with a decision made after processing is complete.
4. It is the responsibility of the assigned attorney to ensure staffing and coordination is completed in a timely manner. The office representative to treatment court will initiate staffing and coordination of any defense referrals received. The assigned attorney should be prepared to address disposition of ineligible offenses and shall prepare a proposed offer prior to staffing the referral.
5. Victim input is critical to the process. The assigned victim advocate shall contact any victims in the case and ensure any restitution paperwork is prepared prior to presentation to the State's Attorney for an approval.

APPROVED February 27, 2018