

New Staff/Team Member Orientation

[Name of drug treatment court program]¹

Welcome to your new role with [name of drug treatment court program]. Please complete the following checklist by to learn about Drug Treatment Courts and how your role on the team can positively change lives.

- Reviewed the [name of drug treatment court program] Policy Manual
- Reviewed the [name of drug treatment court program] Participant Handbook
 - Understand the Phase Structure and Phase Requirements
- Reviewed the Revised Judicature Act 236 of 1961 Chapter 10A, Drug Treatment Courts
[http://www.legislature.mi.gov/\(S\(20ihxlqoqmej0dreisoglh52\)\)/documents/mcl/pdf/mcl-236-1961-10A..pdf](http://www.legislature.mi.gov/(S(20ihxlqoqmej0dreisoglh52))/documents/mcl/pdf/mcl-236-1961-10A..pdf)
- Reviewed the following Adult Drug Court Lessons at Treatment Courts Online
www.treatmentcourts.org:
 - All:
 - Incentives and Sanctions
 - Confidential Information in Drug Court
 - Cultural Competency
 - Procedural Fairness
 - Implementing Evidence-Based Practice
 - Successful Drug Testing
 - Judge:
 - Role of the Judge
 - Defense Attorney:
 - Role of the Defense Attorney
 - Treatment Provider:
 - Role of the Treatment Provider
 - Coordinator:
 - Role of the Coordinator
 - Maximizing Participant Interactions

Date of
hire:Orientation completion date
(within 6 months from hire):

¹ This model document is provided by the State Court Administrative Office (SCAO) as a resource and for informational purposes only to facilitate the operation of problem-solving courts by local units of government and courts in compliance with certification requirements. SCAO's sharing this model document is not intended (and cannot be construed) as legal advice.

Prosecutor:

- Role of the Prosecutor

Supervision Officer:

- Role of the Probation Officer
- Maximizing Participant Interactions

Reviewed the Following Publications:

- Adult Drug Court Standards, Best Standards and Promising Practices
<https://courts.michigan.gov/Administration/SCAO/Resources/Documents/bestpractice/ADC-BPManual.pdf>
- Defining Drug Courts: The Key Components²
<https://www.ncjrs.gov/pdffiles1/bja/205621.pdf>

Attended the Following Trainings:

- SCAO's DCCMIS Training (Held Tri-annually) – for team members entering data
- SCAO's Fundamentals of Problem-Solving Courts (Held in March and October)
- Other:
- Other:

Parts of this document are based on the NDCI New Staff Training Guide available at <https://www.ndci.org/wp-content/uploads/2018/08/NDCI-New-Staff-Training-Guide.pdf>

² U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, 2004