

New Staff/Team Member Orientation Sheet for [Name of veterans treatment court program]¹

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

- Received/Read the [name of veterans treatment court program] Policy Manual
- Received/Read [name of veterans treatment court program] Participant Handbook
 - Understand the Phase Structure and Phase Requirements
- Received/Read Revised Judicature Act 236 of 1961 Chapter 12, Veterans Treatment Courts
[http://www.legislature.mi.gov/\(S\(hmyafl31ybwg23vudcpwock\)\)/documents/mcl/pdf/mcl-236-1961-12.pdf](http://www.legislature.mi.gov/(S(hmyafl31ybwg23vudcpwock))/documents/mcl/pdf/mcl-236-1961-12.pdf)
- Reviewed the Following Lessons at Treatment Courts Online www.treatmentcourts.org:
All:
 - Incentives and Sanctions (Adult Drug Court Lessons)
 - Confidential Information in Drug Court (Adult Drug Court Lessons)
 - Cultural Competency (Adult Drug Court Lessons)
 - Procedural Fairness (Adult Drug Court Lessons)
 - Implementing Evidence-Based Practice (Adult Drug Court Lessons)
 - Successful Drug Testing (Adult Drug Court Lessons)
 - Males and Trauma (Veterans Treatment Court Lessons)
 - Veterans Health Administration (Veterans Treatment Court Lessons)
 - Mental Illness, Traumatic Brain Injury, and Substance Abuse (Veterans Treatment Court Lessons)
- Judge:
 - Role of the Judge (Adult Drug Court Lessons)
- Mentor Coordinator:
 - How to Build a Mentoring Program for your Veterans Treatment Court (Veterans Treatment Court Lessons)
- Veterans Justice Outreach Specialist:
 - Role of the VHA Veterans Justice Outreach Specialist (Veterans Treatment Court Lessons)

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.

Defense Attorney:

- Role of the Defense Attorney (Adult Drug Court Lessons)

Coordinator:

- Role of the Coordinator (Adult Drug Court Lessons)
- Maximizing Participant Interactions (Adult Drug Court Lessons)
- Developing a Veterans Treatment Court (Veterans Treatment Court Lessons)
- How to Build a Mentoring Program for your Veterans Treatment Court (Veterans Treatment Court Lessons)

Prosecutor:

- Role of the Prosecutor (Adult Drug Court Lessons)

Supervision Officer:

- Role of the Probation Officer (Adult Drug Court Lessons)
- Maximizing Participant Interactions (Adult Drug Court Lessons)

Reviewed the Following Publications:

- Veterans Treatment Court Standards, Best Standards and Promising Practices
<https://courts.michigan.gov/Administration/SCAO/Resources/Documents/bestpractice/VTC-BPManual.pdf>
- The Ten Key Components of Veterans Treatment Court²
<http://justiceforvets.org/sites/default/files/files/TenKeyComponentsofVeteransTreatmentCourts.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 Justice for Vets, The National Clearinghouse for Veterans Treatment Courts at the National Association of Drug Court Professionals