



## **Application for the NHTSA/NCDC Two-Day Operational Tune-Up Training for DWI Courts**

### **Overview**

The National Highway Traffic Safety Administration (NHTSA), Impaired Driving Division, is now accepting applications for the DWI (Driving While Impaired) Court Operational Tune-Up Training. The operational tune-up is a national training initiative designed to provide operational DWI courts the opportunity to tune up their operations based on the latest science and best practices related to the DWI/drug court field. This training is conducted in cooperation with the National Center for DWI Courts (NCDC), a division of the National Association of Drug Court Professionals.

Under this initiative, programs will be selected to participate in a facilitated, team-oriented training key to the planning and expansion of a DWI court. Participating programs must identify a team of professionals who will participate in the training. This program was developed as team-oriented training; therefore, individual participation is not permitted.

The training will be conducted live and in-person at the individual jurisdictions. NCDC staff/faculty will travel on-site to provide facilitation to individual teams. Training will be conducted in a multimedia format, including live facilitation and prerecorded plenary sessions.

### **Cost to Participate**

There is no cost to the teams selected.

### **Meeting Space Requirements**

Teams selected for the training must provide:

- Training space with adequate room to accommodate team members and facilitators (e.g., jury or conference room)
- High-speed internet and AV equipment (e.g., projector, audio equipment)

### **Training Safety Requirements**

All attendees will be required to adhere to CDC/state/local safety guidelines as well as NADCP policy.

### **Type of Training**

Operational tune-up training is designed for existing DWI courts. This training will enhance operational DWI court teams through the assessment of current policy and procedures against the established treatment court model, using the latest science and established best practices.

Advanced topic areas will include:

- Participant identification and entry
- Treatment continuum
- Building recovery-oriented systems of care
- Best practice standards
- Advanced responding to behavior

- Addressing disparities
- Team building
- Due process, equal protection, confidentiality, and other legal issues

## **Required Commitment and Participation**

In offering training and technical assistance through NCDC, NHTSA, Administrative Offices of the Courts (AOCs), and State Highway Safety Offices (SHSOs) demonstrate a commitment to working with local communities to prevent and reduce impaired driving and crime while promoting evidence-based assessment and treatment for substance use and behavioral health disorders. NHTSA's investment in this training initiative must be met by the active participation of all approved team members.

## **Application Process**

To participate in operational tune-up training, each interested jurisdiction must complete the application and submit it, along with a letter of commitment from the presiding judge, for consideration and approval by the AOC or SHSO for funding by **Friday, June 3, 2022**. NCDC expects each jurisdiction to honor its commitment to attending the training.

## **Team Composition**

To participate, each jurisdiction must identify and secure the attendance of the full DWI court team, including:

- Judge
- Prosecutor
- Defense counsel
- Treatment representative
- DWI court coordinator
- Probation/supervision
- Law enforcement
- Evaluator

## **Review and Selection Process**

Applications will be reviewed by a panel composed of NHTSA and NCDC staff. The panel will review the application materials and determine whether the jurisdiction's needs can be met through participation in operational tune-up training. Final selection will be based on the following:

- Extent of identified need
- Past training experience
- Geographic diversity
- Availability of alternative training and technical assistance resources to meet training needs
- Completeness of application (e.g., whether required disciplines are identified)
- Recommendation of state agency providing oversight of DWI courts

Jurisdictions will be notified of their acceptance or denial of operational tune-up training via email. All decisions regarding a program's acceptance into DWI Court Operational Tune-up training will be final and at the sole discretion of NHTSA/NCDC. If a program is not selected to participate in this training, a referral to other sponsored training and technical assistance resources may be provided.

## **Additional Team Members**

Programs may send up to eight team members to the training, with two additional attendees at the program's expense. Examples of additional representatives may include such disciplines as court

administration, case management, mental health, community- or faith-based organizations, prevention, and labor/job training.

## **Team Member Roles and Responsibilities**

Each participating team member must:

- Attend all training sessions
- Actively participate in all discussions and training breakouts
- Abide by funder travel policies (if applicable)
- Identify an appropriate substitute if the need arises
- Complete all homework assignments and respond to all requests for information from NCDC staff or representatives

The person representing the DWI court coordinator on each team must also serve as the point of contact for all DWI court activities. This duty includes ensuring all relevant information is disseminated to team members in a timely fashion and responding to requests for information from NHTSA/NCDC.

## **More Information**

For more information on operational tune-up training, visit [dwcourts.org/resources/training/operational-tune-up-training](https://dwcourts.org/resources/training/operational-tune-up-training). You may also contact Julie Seitz, NCDC Project Director, at (218) 343-2928.

(Application form starts on page 4)

# Application for the NHTSA/NCDC DWI Court Operational Tune-up Training

Submit this application to your state treatment court coordinator.

**Application deadline:** June 3, 2022

**Training Dates/Location:** September 8-9, 2022, on-site

**Jurisdiction Name and State:** \_\_\_\_\_  
Team Point of Contact: (first) \_\_\_\_\_ (last) \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Jurisdiction Checklist

- Team members selected
- Application completed
- Letter of commitment attached
- Funding for travel determined
  - State Administrative Office of the Courts (AOC)
  - State Highway Safety Office (SHSO)
  - Other: \_\_\_\_\_
- Application submitted to AOC or SHSO by **June 3, 2022**
  - o Date: \_\_\_\_\_

## **I. Statement of Intent**

All interested programs must respond to the following questions. Please attach your narrative response. The review panel will assess the responses to each question and determine the ability of NHTSA and NCDC to meet your jurisdiction's needs.

- 1) Describe your target population and describe the nature and scope of the substance use problem within that population. *Narrative response required – attach as a separate document. Be sure to include jurisdiction/state in the narrative.*
- 2) Describe the challenges your current DWI court faces. *Narrative response required – attach as a separate document. Be sure to include jurisdiction/state in the narrative.*
- 3) Has your program previously participated in training from NHTSA, the Bureau of Justice Assistance (BJA) Drug Court Planning Initiative (DCPI), or similar training?
  - Yes. If yes, please list relevant training(s): \_\_\_\_\_
  - No
- 4) Which best describes your program?
  - DWI court (i.e., only accepts impaired driving offenses)
  - Adult drug treatment court with DWI track (i.e., dockets are split/held at separate hearings)
  - Veterans treatment court with DWI track (i.e., dockets are split/held at separate hearings)
  - Adult drug treatment court that accepts impaired driving offenses
  - Veterans treatment court that accepts impaired driving offenses
  - Other (please specify): \_\_\_\_\_

5) Which best describes your jurisdiction?

Rural (less than 50,000 people)

Urban

Suburban

Mixed (please specify): \_\_\_\_\_

## II. Letter of Commitment

Each participating judge must submit a letter of commitment that includes the information listed below. This letter should be included with the application.

- An expression of the program's commitment to the improvement of your DWI court
- An expression that the program will seek resources necessary to sustain an operational DWI court that may result from program improvement efforts
- Agencies participating in the training process
- Expected responsibilities and resources the participating agencies will dedicate to these improvements
- A clearly stated commitment that approved team members will attend the entire training
- An indication that the team has read and will abide by the federal and state travel regulations
- If virtual, the team can participate on a virtual platform with adequate bandwidth

## III. Team Roster

Jurisdiction name and state: \_\_\_\_\_

Enter the contact information for each agency participating on your team:

### Judge

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Prosecutor

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Defense Counsel

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Treatment

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Expert in Research or Evaluation

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Court Coordinator

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Law Enforcement

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Probation/Supervision

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Additional team member (to be paid for by the jurisdiction)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

### Additional team member (to be paid for by the jurisdiction)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

**State Administrative Office of the Courts or State Highway Safety Office**

Application received date: \_\_\_\_\_

Approval by (name/initials): \_\_\_\_\_

Forwarded to NCDC by (name): \_\_\_\_\_ on (date): \_\_\_\_\_