



## Application for the NHTSA/ NCDC DWI Court Foundational Training

### Overview

The National Highway Traffic Safety Administration (NHTSA), Office of Impaired Driving and Occupant Protection, Impaired Driving Division, is now accepting applications for the 2023 DWI (Driving While Impaired) Court Foundational Training. This is a national training initiative designed to assist communities in developing DWI court programs and 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, communities will be selected to participate in a facilitated planning process. Participating communities 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.

### Cost to Participate

A training team consists of seven to ten (7-10) people representing various professions discussed later in this document. It is recommended the training teams work with their State Highway Safety Office (SHSO) to determine potential funding to cover travel costs associated with required team members' participation in this effort. However, this does not preclude teams from using local or other funding and this should be noted on the application. Travel costs include airfare, lodging, meals, and ground transportation. Communities may also send up to three additional team members beyond the seven who are required to attend; however, these costs will be at the jurisdiction's or funder's expense. Prior permission for the additional persons to attend is required. NHTSA covers the cost of the training room and AV costs, along with faculty and training material costs.

**NOTE:** The SHSO should be aware that the training will usually take place outside of the team's home state. Training programs are held regionally around the country with every effort made to keep each of the teams in or near their region.

### Training Safety Requirements

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

### Type of Training

#### **3½ Day Foundational Training:**

This training is designed for teams that are not currently operating a DWI court, had extensive staff turnover, or never attended an NCDC training. Please see the next page for more detail.

## **FOUNDATIONAL TRAINING (3½ DAYS)**

Team-oriented, comprehensive training is critical to laying the foundation of a DWI court operating under the *10 Guiding Principles of DWI Courts*.

These key issues addressed in the training include the development of:

- Team building
- Target population, eligibility criteria and disqualification criteria
- Court model
- Identification, referral, screening, assessment, and entry process
- Phases, phase duration and phase transition criteria
- Supervision and drug testing protocols for each phase
- Comprehensive treatment continuum of care
- Formation of commencement and termination criteria
- Court responses to client behavior through development of incentives and sanctions
- Long-term sustainability plan that includes traditional and nontraditional funding, community mapping, resource development, evaluation and monitoring

*Although designed for new teams, this training may be open to teams that have an operational DWI court but have not received official (NHTSA/ NCDC) training OR operational DWI court teams that have had significant staff turnover. However, please note this is a planning training for a DWI court and may not benefit all operational DWI courts.*

### **Required Commitment and Participation**

Offering training and technical assistance through NCDC, NHTSA, and the State Highway Safety Offices (SHSOs) demonstrate a commitment to working with local communities to prevent impaired driving, substance misuse, and crime. NHTSA's investment in this training initiative must be met by all approved team members' active participation.

### **Application Process**

To participate in DWI Court Foundational training, each interested jurisdiction must complete the application by **March 31, 2023**, and submit it to their State Highway Safety Office for consideration. Each community must also submit a letter of commitment from the presiding judge. NCDC expects each community/jurisdiction to honor its commitment to attending training.

#### ***Team Composition***

To participate in the DWI court training, each community must identify a DWI court planning team to include the following:

- Judge
- Prosecutor
- Defense Counsel
- Treatment representative
- DWI court Coordinator/Planning Coordinator
- Probation/Supervision
- Law Enforcement

NHTSA and NCDC expect to serve up to 20 communities/jurisdictions through this DWI Court Foundational training process, utilizing four 3 ½ Day Foundational Trainings. Five teams can be accommodated at each training. Once the capacity of 20 teams has been met, a waitlist is initiated. Waitlisted teams are accepted into training when space becomes available.

## Review and Selection Process

Applications are reviewed by NHTSA and NCDC staff. NHTSA and NCDC review the application materials and determines whether a community's needs may be met through participation in DWI court training. Final selections are based on the following:

- The extent of identified need
- Past training experience
- Geographic diversity
- Status of existing community planning efforts
- Availability of alternative training and technical assistance resources to meet training needs
- Completeness of application (e.g., whether required disciplines are identified)

All decisions regarding a jurisdiction's acceptance into DWI court training are final and are at the sole discretion of NHTSA and NCDC. If a community is not selected to participate in this training, a referral to other sponsored training and technical assistance resources may be provided. NHTSA and NCDC generally assign accepted jurisdictions to trainings on a regional basis. Jurisdictions will be notified of their acceptance or denial of DWI court training by **April 07, 2023**. Communities can expect to begin the initial groundwork in the months leading up to their training program. Communities that are unable or unwilling to participate in their assigned training track will forfeit their participation. The vacant slot will be offered to the first community on the waitlist.

## Additional Team Members

Additional team members (e.g., mental health professional, peer recovery support,) may attend the training, as long as they are participating members of the team or have a role in providing services to participants. Communities with a team composition greater than ten must ensure the training space is large enough to accommodate the team and trainers.

## Team Member Roles and Responsibilities

Each participating team member must:

- Attend all training sessions
- Actively participate in all discussions and training breakouts
- Identify an appropriate substitute if the need arises

- Complete all homework assignments and respond to all requests for information from NCDC staff and representatives

The DWI court coordinator on each team must serve as the point of contact for all training activities. This duty will include ensuring all relevant information is disseminated to team members timely, responding to requests for information from NHTSA or NCDC, and coordinating with all SHSOs.

## **For More Information**

For more information on the DWI Court Foundational Training program, go to [www.dwicourts.org](http://www.dwicourts.org), click on the resources tab; or contact Julie Seitz, Project Director, NCDC, at (218) 343-2928.

Mail/Fax Applications to:

Your respective **State Highway Safety Office/Governors' Highway Safety Coordinator**

**Deadline for Application Submission is  
March 31, 2023**

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## Training Dates/Academy Court Observation

- \_\_\_ **May 22-25: Asheville, NC**
- \_\_\_ **July 31 – August 03: Billings, MT**
- \_\_\_ **October 17-20: Fort Collins, CO**
- \_\_\_ **December 04-07: Athens, GA**

Please select two dates that coordinate with the team's ability to attend the training, noting preference or priority dates.

**Jurisdiction Name and State:** \_\_\_\_\_

**Team Point of Contact:** (first) \_\_\_\_\_ (last) \_\_\_\_\_

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

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## Check List

### Court / Jurisdiction

- Team members selected
- Application filled out
- Letter of commitment attached
- Application submitted to SHSO by **March 31, 2023**
  - o Date: \_\_\_\_\_
- Application submitted to NHTSA by **March 31, 2023**
  - o Date: \_\_\_\_\_

## I. Statement of Intent

All interested jurisdictions must respond to the following questions. Please attach your narrative response. NHTSA and NCDC will assess each question's answers and determine the ability of the training to meet your jurisdiction's needs.

1) Describe your target population and describe the nature and scope of alcohol/drug misuse 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 court/case processing system faces and how a DWI court can help resolve these issues. *Narrative response required – attach as a separate document. Be sure to include jurisdiction/state in the narrative.*

3) Has your community previously participated in NHTSA training, the Bureau of Justice Assistance (BJA) Drug Court Planning Initiative (DCPI), or similar training?

Yes. If yes, please list relevant training(s). \_\_\_\_\_

No

4) Indicate your team's experience in drug or DWI court planning and exposure to the drug or DWI court concept.

No experience or exposure.

Limited experience and exposure (e.g., attended annual drug court conferences or read articles).

Moderate experience and exposure (e.g., visited an operational drug or DWI court).

Extensive experience and exposure (e.g., visited an operational drug or DWI court, researched the topic extensively, and are ready to implement a pilot program).

Completed planning and implemented a pilot program or full docket.

5) If you indicated having any experience with the drug or DWI court concept, briefly describe the extent of this exposure. For example, have you identified a steering committee and/or team, held weekly or monthly meetings, or started taking justice-involved individuals? *Narrative response required – attach as a separate document. Be sure to include jurisdiction/state in the narrative.*

6) Which best describes your jurisdiction?

Rural (less than 50,000 people)

Urban

Suburban

Mixed. Please specify: \_\_\_\_\_

## II. Letter of Commitment

Each participating judge must write and submit a letter of commitment that includes the information listed below. This letter should be included with the application or faxed to your State Highway Safety Office.

- An expression of the community's commitment to the development and implementation of your DWI court.
- An expression that the community will seek resources necessary to sustain an operational DWI court that may result from the community's planning efforts.
- The agencies participating in the planning process.
- The expected responsibilities and resources that the participating team member agencies will dedicate once the DWI court is operational.
- A clearly stated commitment that approved team members will attend all required trainings in their entirety.

**III. Team Roster**

**Jurisdiction Name and State:** \_\_\_\_\_

**Team Point of Contact:** (first)\_\_\_\_\_ (last)\_\_\_\_\_

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

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Enter contact information for each member/agency participating on your team:**

**Judge**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_

**Prosecutor**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_

**Defense Counsel**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_

**Treatment**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_

**Probation/Supervision**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_

**DWI/Drug Court Coordinator**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_

**Law Enforcement**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_

**Additional Team Member**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_

**Additional Team Member**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_

**Additional Team Member**

Name \_\_\_\_\_  
Email \_\_\_\_\_  
Organization \_\_\_\_\_



**FOR STATE HIGHWAY SAFETY OFFICES ONLY**

State Highway Safety Office staff will review the applications for their respective state, noting which teams will receive funding from the State Highway Safety Office should they be selected for the training. E-mail the applications by **March 31, 2023** to:

Caroline Cash  
National Highway Traffic Safety Administration  
Impaired Driving Division  
Phone: (202) 366-9712  
Email: [caroline.cash@dot.gov](mailto:caroline.cash@dot.gov)

**State Highway Safety Office Use**

- Application received – Date \_\_\_\_\_
- Approval: (initials) \_\_\_\_\_
- Forwarded to NHTSA by, \_\_\_\_\_ – Date: \_\_\_\_\_