

Policy Number: 05-001

Lucas County Sheriff's Office
Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

6

SECTION: D.A.R.T.

**DRUG ABUSE RESPONSE TEAM (D.A.R.T.)
OFFICER DAILY OPERATIONS**

I. PURPOSE

It is the policy and the commitment of the Lucas County Sheriff's Office to make Lucas County a safe place to live, work, and raise families. The unit known as D.A.R.T. will work to raise awareness of the dangers associated with opiate and other drug usage in our community by providing education, family support, intervention, and investigative services.

II. OBJECTIVES

A. D.A.R.T. DEPUTIES AND/OR D.A.R.T. PEACE OFFICERS

The Lucas County Sheriff Deputies and Peace Officers assigned to the unit from other law enforcement municipalities within Lucas County, will work under the general supervision of the unit commander. They shall be responsible for the initial intervention, linkage, and monitoring of overdosed clients into community mental health and alcohol and drug services.

B. D.A.R.T. COUNSELORS, D.A.R.T. SOCIAL WORKERS, AND D.A.R.T. ADVOCATES

The Counselors/Advocates assigned to the unit, working under the general supervision of the unit commander, shall be responsible for the facilitation of family growth during the process of recovery by educating families and the community about the disease of addiction.

III. LANGUAGE

1. The term "Officer" within this policy shall mean all Ohio Peace Officers assigned to D.A.R.T. in the role of a D.A.R.T. Officer.
2. The term "Counselor" within this policy shall mean all licensed and non-licensed personnel who are operating in the role of the D.A.R.T. Counselor and/or D.A.R.T. Advocate.

3. The term “client” and “subject” within this policy shall be interchangeable with the same meaning.

IV. PROCEDURES

In accordance with this policy, the D.A.R.T. Officers and Counselors will work together for the benefit of the client to help place the client into Alcohol and Other Drug (AOD) Services by completing the steps below.

A. CLIENT FILES AND DOCUMENTATION

1. D.A.R.T. members are required to safeguard the information in the clients’ record against loss, defacement, tampering, or use by unauthorized persons.
 - a. Records will be stored in a “double locked” manner (e.g., in a locked filing cabinet located within a locked office). If records must be transported, maintain the “double locked” and safeguarding requirement (e.g., transported in a locked box in a locked vehicle trunk and not left in an unattended vehicle).
 - b. Electronic Records (ER) must be stored in a password-protected computer located within a locked room.
 - c. In regards to the subject’s case information, all first contact information will be inputted into the system within 48 hours and all preceding encounters will be inputted into the system within 72 hours.

B. INITIAL CONTACT/CLIENT REFERRALS

1. All client referrals are treated on a no-obligation basis. We welcome the opportunity to meet with anyone who may benefit from our services with no obligation to proceed any further than the initial meeting.
2. We maintain strict confidentiality except where required by law. We will not discuss our client’s medical, mental, or criminal history but we will work to maintain their privacy unless required by law and/or where they have signed a release of information.
3. Upon receiving a referral from the Unit Commander, designee, or dispatch, the D.A.R.T. officer will begin the process of a client engagement by:
 - a. Enter the subject’s information into the D.A.R.T. system as a new client;
 - b. Complete a General Offense Report in the D.A.R.T. system porthole;

- c. Warrant Checks: For overdose dispatches to local hospitals, a warrant check would be completed by the responding law enforcement agency at the scene of the overdose. For self-referrals, family referrals, and court referrals, the D.A.R.T. officer will always conduct a warrant check.
4. The officer will meet the client at the dispatched location (hospital, home, jail, community, location, etc.) completing the following:
 - a. The officer will explain to the client and family the mission and the key components of services provided by D.A.R.T.
 - b. Should the client agree to participate in the services provided by D.A.R.T., the officer will document the appropriate information into the D.A.R.T. reporting system.
 - c. Should the client be unable or decline D.A.R.T. services, the client and family members will be provided with the D.A.R.T. brochure, a business card, as well as information on area Alcohol and Other Drug (AOD) treatment services.
 - d. If a client refuses at the hospital; the appropriate information will still be inputted into the Cordata system (new inbound referral and a case note). The officer will not close out the case file upon the refusal, and an attempt for an additional follow-up will be conducted within 72 hours.

C. LINKING THE SUBJECT TO AOD SERVICES

1. The officer will coordinate the linkage of the subject to treatment services for the purpose of an assessment, detoxification, treatment and/or recovery housing.
 - a. D.A.R.T. members will remain updated on and will respect the current admission policies and procedures of community agencies when making a referral or assisting with placement for a subject.
 - b. Should the subject need transportation to the assessment, detoxification and/or treatment facility, a D.A.R.T. member can accommodate this need with proper notification and based on the available staffing levels.
 - c. The D.A.R.T. member will utilize local AOD agencies to complete AOD and mental health assessments and may assist the subject with contacting the agency for the purpose of scheduling the appointments.

D. MONITORING THE CLIENT WHILE IN SERVICES

1. The members of D.A.R.T. will maintain complete and accurate documentation for all interactions with a client and/or on matters related to the client utilizing the Cordata System and/or other Internal Reporting Systems (IRS).
 - a. The members of the team shall be equally responsible to utilize “best practices” by maintaining documentation on all contacts with clients to include but not limited to: updating contact information, intakes, formal and informal follow-ups and case closures.
 - b. The members of the team will remain updated on the use of Cordata reporting system.
 - c. A complete client file will contain: G.O. Report, Contact Information for the client, Follow-ups, and Case Notes.
 - d. A uniformed report appearance is required when completing a General Offense (G.O.) and/or Supplemental report. For example, when generating the initial crime report one will state, *“On 03/21/2022 at approximately 1300 hours, I was dispatched to an overdose at Toledo Hospital regarding a subject identified as John A. Doe.”*
 - e. Officers are required to check “report wise” for rejected reports and make the needed corrections.
2. The members of the D.A.R.T. will attempt to maintain contact with clients for as long as necessary. Every client is unique and no established time period is required.
 - a. The officer will monitor the documentation and maintain contact with their assigned D.A.R.T. clients throughout the client’s treatment.
 - b. The officer shall attempt to complete follow-up services with the clients assigned to their caseload throughout the month and update the clients file as needed.
 - c. Case closures are recommended when the D.A.R.T. member has been unable to make contact with a client after three attempts over a two-month period of time. These attempts should be in the form of calls as well as attempted home visits and will be well documented in the Cordata system. Case Closures recommendations are provided to the unit commander who, after a case review, will take the needed action.

E. CLIENTS AND COURT MATTERS

1. It is the responsibility of a private attorney or public defender to counsel, and advocate for any defendant; to render effective representation within a court setting during an arraignment or ongoing court matter, not the D.A.R.T. officer. The responsibilities of the D.A.R.T. members in regards to clients and court matters are as follows:
 - a. Issues that arise pertaining to warrants will be immediately addressed with the unit commander. L.E.A.D.S. information will not be disseminated to anyone for any reason.
 - b. D.A.R.T. Officers are strictly prohibited from interceding with any victim driven cases, violent offenses, and felony criminal matters regarding their client.
 - c. D.A.R.T. Officers are permitted to transport clients to and from court appearances, but will not partake in this part of the criminal justice process unless it has been reviewed and approved by the Unit Commander.
 - d. In certain circumstances, D.A.R.T. Officers are permitted to personally address a Judge or Magistrate during a court proceeding with their client. While the role of the D.A.R.T. Officer is to provide linkage, support, and education to a client, members of D.A.R.T. are also advocates of treatment. D.A.R.T. prefers that client's take accountability for their alleged actions, although treatment can be a better alternative rather than incarceration for clients under certain circumstances. These circumstances will be carefully reviewed by the Unit Commander before any member of D.A.R.T. will personally address a Judge or Magistrate.
 - e. Any court or their employee request information or action taken in regards to any D.A.R.T. client, will be referred to the Unit Commander first.

F. COMMUNITY EDUCATION

1. The members of D.A.R.T. will work to improve drug education in our community by using the prevention and harm minimization approaches.
 - a. D.A.R.T. members serve at the discretion of the Sheriff and/or his representative and will present a professional appearance (dressing in business casual and/or khaki pants and D.A.R.T. polo) and display professional mannerisms at all times.
 - b. D.A.R.T. members may be requested to participate in community coalitions, representing the Lucas County Sheriff's Office and D.A.R.T.
 - c. Requests for community presentations shall be forwarded to the Unit Commander for consideration and can include community forums, block

watch meetings, conferences, schools, fairs, fundraisers, and/or anything else which is at the discretion of the Sheriff or his representative.

- d. All media appearances and material will be approved by the Unit Commander and the Sheriff prior to dissemination.