

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
February 19, 2019

PRESENT: Commissioners Lauer and Piper, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: Human Services Administrator Bishop, Nursing Home Administrator Labore, Maintenance Supt. Oakes, Alternative Sentencing Director DePalo.

Excused: Commissioner Morris

Commissioner Lauer called the meeting to order at 9:00am and began with the Pledge of Allegiance.

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 12th meeting. Commissioner Piper and Commissioner Lauer both had a couple of edits.

MOTION: Commissioner Piper moved to approve the minutes from the February 12th meeting as amended. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check register 1123.

CA Libby stated that she received information regarding the bids that were sent out for the purchase of 2020 Ford Police Interceptor. She stated that because the bid notice stated that bids would be opened at today's Commissioner meeting they do need to open the bids that were received. There was only one (1) bid received in the proper way. Captain Kelly received a bid by email but the bid letter states that bids need to be mailed in a sealed labeled envelope so this bid would be rejected. Irwin Automotive Group submitted the following two (2) quotes:

Irwin Automotive Group: 3.3 Non-Hybrid V6 - \$35,594.00

3.3 Non-Hybrid V6 - \$32,529.00

Berlin City submitted an email bid that was not in the proper format and therefore was rejected.

MOTION: Commissioner Piper moved to reject the bid due to the decision to not purchase 2020 cruisers at this time. Commissioner Lauer seconded the motion and all were in favor.

January Financial Reports:

CA Libby stated that the Nursing Home continues to do well in revenue in part to the Med A census and the JUA Settlement check that they received in December that they were not anticipating. The bed tax is trending to be over in revenue. She stated that she feels that the Department of Corrections will come in on budget for revenue. She stated that Alternative Sentencing revenue projections were unrealistic and they will not meet their revenue projections. She stated that this upcoming year will be better as they are ready to bill all the insurances. Alternative Sentencing Director DePalo is working on their clinical documentation before she is comfortable billing but they are able to bill at this time.

CA Libby stated that it looks like the Farm will be over expended. She continues to monitor that budget. She noted that she had a phone call from the City Manager of Lebanon who asked if Lebanon voluntarily paid half their tax bill in July and half in December if that would make the county not have to borrow money. CA Libby stated that it would not eliminate having to borrow money but it would help but it would also reduce the amount of money they have to invest in December. She stated that she will look further into this to see if it is something they should pursue.

CA Libby stated that at seven (7) months into the fiscal year they are roughly \$500,000 over revenue and under expended by roughly \$850,000 with an unassigned fund balance of just over \$3 million.

CA Libby discussed the over expended accounts noting that nothing is of concern to her at this time.

CA Libby stated that she wanted to mention an item to the Commissioners for them to think about. She stated that the county had put aside the 60% of proshare payback to the state or roughly \$344,000. The county will end up having to send back only \$172,000 of that. She has discussed this with NHA Labore and her recommendation to the Commissioners will be to put that left over money into the Nursing Home Capital Reserve Account. She feels this will be the best place to put that money as it will help offset capital expenditures that the nursing home has upcoming.

Nursing Home Administrator Labore arrived to request an out of cycle double step increase. NHA Labore stated that he has an RN who has taken on the responsibility of coordination and management of our Wound and Bowel and Bladder program at Grafton County Nursing Home. She began this work in December, 2018 and has proven to be effective at ensuring coordination, proper documentation, education of staff, and follow-up on resident conditions during this time. She has demonstrated a strong interest in taking on the significant responsibilities of this position and also pursuing additional education and certifications in the field of wound and continence management.

NHA Labore stated that he feels the additional responsibilities and detail associated with managing the nursing home's wound and bowel and bladder program that come along with this position warrant an increase in her hourly base rate of pay of two steps on the Grafton County wage scale from her current base rate of pay, which is currently Grade 6, Step 4 (\$27.30). He stated that he is proposing an increase to Grade 6, Step 6 (\$28.96).

The requested two-step increase will cost an additional \$1,328 for the remainder of the fiscal year. He stated that they do not believe there is a direct fiscal impact to the Fiscal Year 2019 nursing budget, because the nurse that was doing this work resigned in October, 2018. That individual was at a base hourly rate of \$31.64 and was budgeted to be in the position for all of FY '19. Also, through six months of the current fiscal year, there is a positive variance of \$9,868.71 in the RN line of the nursing budget.

MOTION: Commissioner Piper moved to approve the request to allow an off-cycle wage increase of two steps for an RN. Commissioner Lauer seconded the motion and all were in favor.

NHA Labore then requested to go into nonpublic session.

MOTION: * 9:26 AM Commissioner Piper moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 9:33 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

COMPLEX

Generator Feasibility Study - Last week I met with Lee Carroll, an electrical engineer, I hired to conduct a feasibility study of the complex’s generators, and I showed him all our generators and automatic transfer switches throughout the complex. I sent him a slew of documents that he requested to support his study to determine if we can better utilize our existing generators by moving loads around and possibly free up one of our newer generators to replace the one supporting the farm and main sewage pump station.

Administration Building Generator - Red Lion fuel totalizer system dead...*troubleshoot to bad circuit card fuse (soldered in). Cut out fuse and soldered in auto style fuse*

Farm/Pump Station Generator - Switch gear room electric heater not working. Troubleshoot to faulty thermostat...replaced existing thermostat with wall mount thermostat, relay and contactor.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

HVAC - Boilers running for short periods even though Biomass system is meeting building demands. Discovered boiler relay that keeps boiler from running when biomass plant is satisfactorily meeting demands, was not working...*replaced relay*

Courtrooms 1 and 2 – Received request to install safety railing at front of seating plateau behind handicap seating areas to prevent people from stepping off 18” drop as if it were a step, which could lead to a fall. *Fabricated, painted and installed new railing systems.*

Exterior Façade - Large 10x13 plate glass window in front of building by bailiff counter cracked 1'...*Granite State Glass quoted a staggering \$21,570 to replace this piece of glass (see attached quote). I've since asked for a lower cost alternative in addition to seeking a quote from Portland Glass*

Sheriff Dept. - Received request to install used base and wall cabinets on North elevation of evidence room in place of existing desk...*completed task*

County Attorney Suite – Moved several offices around to support consolidating staff in main office from other buildings

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen – Dishwasher descaling timer switch failed...*replaced switch*

Kitchen - s/n 607335 blender making unusual noise and leaking...*rebuilt with new bearings and seals*

Kitchen - Waring toaster needs (3) 275 watt elements part # 027201...*ordered replacement elements*

Kitchen – Meadow food warming cart wells not heating up...*Cut out defective section of cord and rewired*

Kitchen – Janitor closet door core pins keep dropping and jamming...*replaced lock core*

Domestic Water – Sprinkler system backflow device 2nd check valve won't pass seal test...*disassembled, cleaned sealing surfaces, reassembled and tested...failed again. Installed new 2nd check valve...passed test*

Domestic Water – Domestic hot water circulation pump leaking at shaft seal...*installed shaft seal rebuild kit and volute gasket*

Resident Main Baths – *Replaced cracked seats on three separate tub units on various floors*

PT Exercise Room - Supervisor requested install of privacy curtain around exercise bed...*installed rails and curtains*

Employee Entrance - Red exit push button for exiting building when wander system is enabled, does not work...*replaced exit switch*

Stretcher – Brakes not holding due to wheels and brakes worn...*replaced wheels and brakes*

Electromechanical Bed - Foot end will not rise...troubleshoot to defective bed controller...*requested warranty replacement part*

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Domestic Water – Chiller makeup water backflow device 2nd check valve won't pass seal test...*disassembled, cleaned sealing surfaces, reassembled and tested...failed again. Installed new 2nd check valve.*

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Laundry – Washer 1 Drain valve slow...*cleared drain valve of lint and pencils*

Kitchen – Dishwasher door tensioner worn out...*replaced tension spring*

Sewage Grinder - Won't run...tripping breaker...pulled assembly and found broken wire. *Repaired and put grinder back in place*

Plumbing – Area C cell toilet not flushing...*installed new flush valve kit*

Plumbing – Area C cell sink cold water won't turn off...*replaced metering valve and adjusted timing*

Plumbing – Area F cell sink faucet not working...*rebuilt pneumatic valve*

Security – Area C cell door lock not working...*replaced relay in electronic security room*

HVAC - Heat pump WHP-D1 circuit cut out on high pressure. *Swapped H1 and D1 pressure sensor...no good. Reinstalled both in original locations. Suspect broken wire. Swapped sensor cables between H1 and D1...fixed issue. Fixed broken one and installed on H1.*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler System – Sprinkler compressor running too much...*tightened stem nuts on two leaky valves*

FARM

Dairy Barn - South section of Barn, West high drive area beams and bracing smashed by sawdust delivery truck. *Groton Timberworks, a local timber framing company, removed damaged 8x8x16 hemlock post and support timbers, repaired existing tie with rough sawn*

hemlock, jack tied beam, placed new hemlock support post and angle brace and installed new steel gussets, bolted and secure all new timbers. PRIMEX is chasing Sawdust Company's insurer to get reimbursement.

Dairy Barn – Milk parlor Hot water wash vat has bad solenoid valve...*replaced solenoid valve*

Dairy Barn – Milk system pipeline washer division valve and solenoid bad...replaced both parts

Dairy Barn – Milk parlor's Rinnai DHW heaters not running correctly. *Troubleshoot to bad main controller that controls all three units. Replaced main controller and also changed a noisy fan on unit 3.*

Dairy Barn – Bathroom sink drain rotted and faucet leaking...installed new drain pipes and installed new faucet assembly when new seals didn't fix original faucet

Pig Barn – Water line and hose bib supporting chicken area has been allowed to drip in that area for long periods and is cause for floor rot in that area. Removed water line and hose bib and installed frost-free hose bib on East elevation of barn between high drive door and man door to keep spillage outdoors.

Equipment - Large JD tractor with cab has worn bucket bushings. Needs old ones cut out and new ones welded in...*completed LH side. Still need to complete RH side.*

Equipment – Plate & frame heat exchanger installed a few years ago is costing more to produce milk than before it was installed (see attached spreadsheet). *Met with Farm Manager and she agreed to discontinue use other than on milk pickup days. We are in the process of engineering a way to reutilize the water that is run through it by watering the cows vs. having it run down the sewer drain*

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Boiler – Messersmith performed annual tuning of biomass boiler to ensure efficiency and to meet NH DES requirements related to air emissions

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Offices – Relocated three offices to support new director's request

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

X500 Snow blower - RH idler pulley on snow blower binding up...replaced idler pulleys and belt due to wear

1-Ton Ford - RH wiper not working...cross over rod from LH wiper fell off at ball joint...reconnected by snapping together

Boom-lift - Blew hydraulic hose to lift piston during operation...United Rentals cut out bad section, installed new end and reserviced hydraulics

OTHER

Backflow Device Inspection/Testing – Chris Blake’s 3-year certification expires 3/31/19. He is one of two in my dept. who is legally certified by the State of NH to perform this work. New England Water Works Association (NEWWA) is the sole entity approved by the State of NH to train and certify backflow device inspectors/testers. Their only class between now and Chris’ expiration date is a class held in Holliston, MA on 3/19/19. The class is a 2-day class that he must attend. Due to the distance Chris will have to spend a night in a local hotel, thus I need approval for the out of state overnight stay.

MOTION: Commissioner Piper moved to approve the out of state and overnight travel request for a Maintenance employee to attend the Backflow Device Inspection/Testing class in Holliston, MA on March 19th. Commissioner Lauer seconded the motion and all were in favor.

Safety Inspector – With Nancy Bishop retiring, I agreed to take over the county’s safety inspection program. I will conduct my first inspections starting at the DOC next week

Scrap Items – We recently upgraded some light fixtures at the courthouse to LED one but the fixtures pulled out are only 6-7 years old and might be worth something. I would like permission to try selling things like this on Craigslist to get a greater salvage cost vs. scrapping them at Stockley’s Scrap Yard. I wanted to get permission before doing so. The Commissioners were in agreement to allow Supt. Oakes to put these items on Craigslist.

Alternative Sentencing Director DePalo arrived and gave the following report:

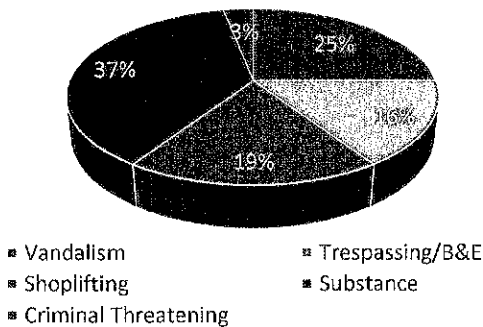
Director’s Report: We’re off to a great start this year. We have gotten approved for non-participating provider billing with Wellsense, Ambetter, NH Healthy Families, Medicare and Medicaid. Once our clinical documentation is up to standard we will begin billing for services. We have put together policies and procedures for billing which I will attach next month for review and approval. We are excited to begin piloting Misdemeanor offenses for diversion in March pending commissioner approval.

Juvenile Restorative Justice

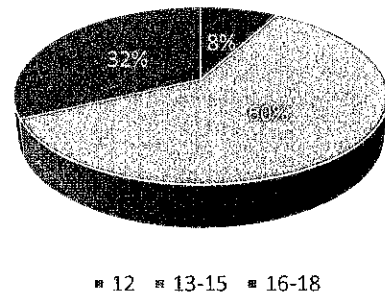
Grafton County Juvenile Restorative Justice Program is to promote community-based alternatives to the formal court process that; promote positive youth development, safer communities, integrates restorative justice practices, intervenes at the earliest possible opportunity and promotes reduction in juvenile crime and recidivism

Program	Active Participants	New Participants	Completed	Victim Involvement
CADY	5	1	0	1 participated in panel
UVC	12	1	1	0
GCJRJ	11	1	0	0
TOTALS	28	7	1	1

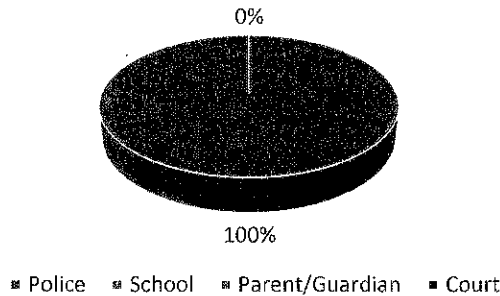
Charges



Ages



Referral Source



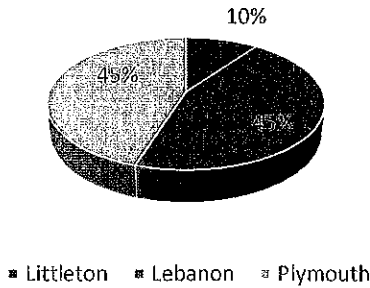
This month panel members participated in a volunteer fair and were able to obtain three more potential panel members, we have also had a returning panel member this month. Currently GCJRJ, CADY and VCD are completing time studies to aide in a better understanding of time spent on Grafton County Juveniles.

Adult Diversion Program

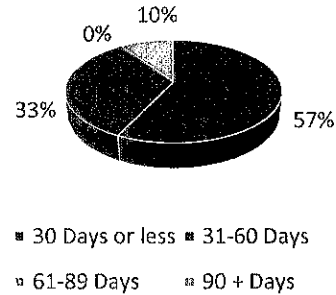
Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.

Active Participants	New Participants	Graduated	Fees	Prospective Participants
24	2	0	\$1005	13

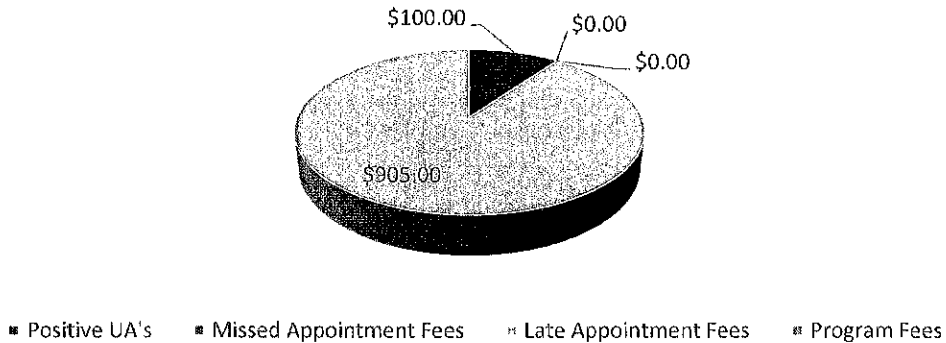
Geographics



Plea to Acceptance



Amount



Adult Diversion is functioning well, we continue to receive referrals into the program since prosecutors and police departments have been reminded about the program and that we are accepting participants. We have completed policies and procedures for the First time Misdemeanor level Adult Diversion program which will employ the same foundational aspects and program as those participating in the Felony Adult Diversion program.

Mental Health Court

Grafton County Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental health illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety

Location	Active Participants	New Participants	Veteran Participants	Prospective Participants	Completed
<i>ASSERT Littleton</i>	7	1	1	2	1
<i>HOH Lebanon</i>	12	2	1	5	0
<i>PMHC</i>	6	0	1	1	1

<i>Plymouth</i>					
TOTALS	25	3	3	8	2

The MHC has been busy setting up different forms of “court” as court time has been decreased in many areas. There is a push for Family Drug court so MHC has been pushed to the side. These decreases in court time prove to be a strain on the staff and participants as there is a lack of the punitive aspect of the program. Pending meeting with Chief Judge King we are hopeful that he will aid in getting more court time for this program which will bring a higher amount of success.

Budget Report

As we approach budgeting for FY20 Alternative Sentencing Programs will be assessing needs around staffing, space and the future of the programs.

Programs

As we are learning more about the needs of the county we continue to come up with programs that would be beneficial to the county and the offenders. Recently we have begun looking at two things that would be beneficial and have the biggest impact on current needs.

Aftercare Program
Substance Free Transitional Housing

Throughout intense conversations with county employees there is a need to support those reintegrating into the community through Probation/Parole, FIRRM and release from jail. We have begun having discussions on how Alternative Sentencing could aide in the support of these populations by increasing access to counseling, group counseling, drug testing, check-ins and case management.

It has been noted through conversation that there is a lack of sober transitional housing in the county. We currently have 3 housing opportunities, each with a different set of guidelines and population focus. In looking at long term needs, a sober transitional housing option in the Haverhill/Littleton area would be a great addition to the county and much needed.

AS Director DePalo then discussed the attached documents regarding a pilot Adult Diversion Misdemeanor Program. She explained that this would be a pilot program where they would take 5-10 participants until May to see how the referrals go and then decide if this is a program where they would need to hire a new case manager in the upcoming budget. She stated that the changes from the felony program are that the felony program is 12-18 months and the misdemeanor program would be 6-12 months. The price for the felony program is \$500 and the price for the misdemeanor would be \$300. The misdemeanor program would be responsible for 50 hours of community service where the felony level is 100. She stated that it is the felony program cut in half. She went on to discuss other details of the program and answer questions from the Commissioners.

MOTION: Commissioner Piper moved to approve the implementation of the pilot Misdemeanor Adult Diversion and approval of the submitted documentation.
Commissioner Lauer seconded the motion and all were in favor.

CA Libby stated that last year as a part of the budget process the Employee Council had asked for an earned time buyback program. They were told that HR Director Clough and she would work with them this year before the budget process to see if there was something they could come up with. She stated that they are in the process of that. She stated that she and HR Director Clough met with members of the employee council last Tuesday. Along with the implementation of a buyback program there would be changes to the way that FMLA is paid. She explained that right now if an employee is out on FMLA for someone other than themselves they use their extended sick time first and then move to their earned time bank. The proposed change would have them be paid out of their earned time banks first and then move to their extended sick leave once the earned time is exhausted. CA Libby noted that if they take FMLA for themselves there is no change in how they are paid. There is some talk going back and forth on a compromise. She stated that the Employee Council will put this to a vote once an agreement is made because there are members of the Employee Council that do not want the buy back or changes made to the FMLA. CA Libby stated that she will keep the Commissioners up to date as they move through the process.

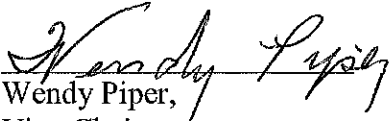
CA Libby stated that there will be a Commissioners Council meeting on March 8th where the election of officers and voting on the budget will take place. Commissioner Lauer and Commissioner Piper stated they would both be in attendance.

Commissioner Issues:

Commissioner Piper stated that she has had a conversation with the new Executive Director of Valley Court Diversion about arranging a visit to the facility and will be going over to have a tour and meet the staff within the next couple of weeks.

10:35 AM With no further business the meeting adjourned.

Respectfully Submitted,


Wendy Piper,
Vice-Chairman



**Grafton County Alternative Sentencing
Adult Diversion Misdemeanor Program**

3801 Dartmouth College Highway
North Haverhill, NH 03774
Phone 603-787-2042 / Fax 603-787-2044

PARTICIPANTS HANDBOOK

Alternative Sentencing Director

Renee DePalo, M.S.
rdepalo@co.grafton.nh.us

Case Manager

Ashley Belyea
abelyea@co.grafton.nh.us

MLADC

David Belanger
dbelanger@co.grafton.nh.us



GRAFTON COUNTY ALTERNATIVE SENTENCING

Adult Diversion Misdemeanor Program

3801 Dartmouth College Highway
North Haverhill, New Hampshire 03774
Phone (603) 787-2042 Fax (603) 787-2044

MISSION STATEMENT

The mission of the Grafton County Adult Diversion Program is to hold eligible first time misdemeanor offenders accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. The program is an alternative to prosecution that offers a defendant a chance to avoid a criminal conviction and other punitive sanctions including fines, probation, and incarceration.

WHAT IS DIVERSION?

The Grafton County Adult Diversion Program is a voluntary program for individuals charged with a misdemeanor criminal offense. Participants who complete the program may avoid prosecution and potential conviction of their charge. The Adult Diversion Program accepts multiple types of criminal offenses, each referral must go through an intake and assessment process prior to being accepted into the program. Once accepted into the program a contract will be developed that will list the specific requirements and obligations for each participant.

Adult Diversion is a 6-12 month program.

The Grafton County Adult Diversion Program accepts most offenses. Exceptions are considered at the discretion of the Grafton County Attorney's Office and the Director of Alternative Sentencing.

SERVICES PROVIDED

Adult Diversion is designed to meet the needs of each referred participant, and look to both prosecutors and defense attorneys when establishing the parameters of a particular resolution.

The program will address need areas such as:

- Housing
- Education
- Employment
- Financial Obligations
- Substance Misuse
- Behavioral Modification
- Community Connections
- Substance Abuse Assessments
- Life Skill Classes

PROGRAM OVERVIEW

REFERRAL PHASE

Referral to the program begins with the prosecutor. It is the prosecutor's decision to offer Adult Diversion to a participant as an alternative to traditional case processing. Once a Post Indictment Plea Proposal has been initiated by the County Attorney's Office, either the defense attorney or the participant will need to submit a contact form to the Alternative Sentencing Administrative Assistant.

INTAKE & ASSESSMENT PHASE

Upon receipt of a program referral and contact form, the Adult Diversion case manager will make contact with the participant to schedule an intake assessment. The intake assessment is designed to gather pertinent information about the participant to assist in the final decision of acceptance into the Grafton County Adult Diversion Program. During this assessment, the program requirements will be discussed, and in addition, they will be expected to sign all required intake paperwork and release forms. The participant will have the opportunity to ask any questions and gain a complete understanding of the rules, requirements, and expectations of the program.

CONTRACT PHASE

When the intake and assessment phase is completed, the Case Manager, the MLADC, and Director will review the evaluation and make a final determination of acceptance into the program. If the participant is found to be eligible the Case Manager will develop a contract that lists the specific requirements and conditions for completion of the program. An acceptance letter and contract will be sent to the participant's defense attorney for review and approval by the attorney and participant, both parties must sign and return a copy to the Adult Diversion Case Manager. Once the signed contract is received, the Case Manager will contact the participant to begin services.

It is the responsibility of the Case Manager to notify the Grafton County Attorney's Office of a participant's acceptance. The Case Manager will forward a copy of the acceptance letter and contract that was sent to defense to the assigned Prosecutor. The Grafton County Attorney's Office will prepare the following forms and will be responsible to forward the paperwork to defense for review with the participant:

- Motion to Place the Case on the Inactive List
- Waiver of Rights
- Stipulation of Facts
- Acknowledgement and Waiver of Rights

The participant's attorney will forward the original signed contract and court paperwork over to the Grafton County Attorney's office.

RELEASE OF INFORMATION

The Grafton County Adult Diversion Program will comply with Federal Confidentiality 42 C.F.R. Part 2, and will not disclose any information regarding a participant without a properly signed release.

- The participant will sign required release forms for all appropriate parties.

- Signed releases are necessary to disclose any information to a participant's parents and all other relatives including spouses.
- A signed release is required to disclose any information to a participant's attorney.
- All signed releases must remain effective until the program is completed.

This confidentiality policy does not apply to any ongoing criminal activity or information that falls under “duty to report” guidelines.

PROGRAM COMPONENTS

Program Fees	\$300
Life Skill Courses	Weekly
Community Service Hours	50
Case Management Meetings	Weekly
Progress Reviews	Monthly
Reflective Essay	One-Page Typed
Drug Testing	If Applicable
Employment	If Applicable
Treatment Services*	If Applicable
Shoplifters Education Course *	If Applicable
Restitution	If Applicable

***Additional Fees May Apply**

Additional components may be added during the contract phase; i.e. such as anger management, obtaining a driver’s license, defensive driving classes, life skill classes and parenting classes.

FEES:

PROGRAM FEES

Misdemeanor Referral: \$300.00

ADDITIONAL FEES

Positive Drug Test \$25.00
 Missed Appointment Fee \$25.00
 Late Appointment Fee (15 minutes) \$15.00
 Shoplifting Education Course Fee \$100.00
 One-time Restitution Processing Fee \$50.00

A completed Financial Affidavit is required in order to be considered for a sliding scale fee.

- It is expected that the participant will pay \$100.00 towards the program fee by their first progress review and a payment plan will be determined for the remainder of the balance.

GENERAL RULES AND REQUIREMENTS

- It is the responsibility of each participant to report any contact with law enforcement to their Case Manager. Based on the information provided, contact to the referral source may be made to inform them of the law enforcement contact.
- The participant is expected to be truthful in all requests for information.
- The participant will attend all scheduled appointments, classes, and all other Diversion related events. Unless it's an emergency, which will require supporting documentation, a participant must provide a five (5) hour notice to avoid a missed appointment fee of \$25.00 per visit.
- The participant will comply with all instructions of the Adult Diversion staff, including class and group facilitators.
- The participant will not engage in any illegal activity.
- The participant will not use any drugs or alcohol while participating in the program and understands that random drug testing is an automatic part of the program.
- The participant will advise their Case Manager of any changes in their phone number(s), residence, employment, medical and/or schooling. In the event that prescribed medications change, the participant will notify the case manager, and will bring a current medication list to the Case Manager.

CASE MANAGEMENT

Participants will have weekly contact with their Case Manager throughout the program. Participants will be required to have weekly in person case management meetings until their progress is deemed appropriate for a step-down of meetings. Case management meetings will focus on each individual participant's goals, including basic life skill needs.

PROGRAM STEP-DOWN

Participants may be eligible for reduced case management meetings if engaged in all aspects of their contract, i.e., consistently complete 8 hours of community service per month, consistently testing negative for substances (if applicable), are not missing scheduled appointments and courses, paying program fees and restitution (if applicable) and are proving to use skills learned throughout their programming.

If participants have been granted step-down and have any positive substance testing, miss appointments, fail to meet community service requirements, miss payments, etc. the participant may be transitioned back to regular case management protocols.

PROGRESS REVIEWS

Each Adult Diversion participant is required to participate in progress reviews. During the review, the participant will receive feedback about their progress in the program and be encouraged to discuss any problems that may be inhibiting them from successful completion. At this time, the case manager and participant will determine the goals, expectations, and will schedule the next review date and time.

INCENTIVES: Incentives can be utilized to reward positive progress, active engagement, and to acknowledge behaviors that go above and beyond standard compliance expectations. Some examples of incentives that could be offered:

- Reduction of community service hours
- Free pass for a Life Skill Course and/or Case Management meeting
- Specialized case management appointments; Lifesize or FaceTime

COMMUNITY SERVICE

A participant is required to perform community service at any non-profit organization(s), religious organization(s), or any municipalities. Exceptions may apply with prior approval.

- **REQUIRED HOURS:** Every participant is required to complete 50 hours of community service according to the following guidelines: The participant will be required to complete 8 hours of community service by each progress review date (monthly) until all 50 hours are complete.
- **PROOF OF COMMUNITY SERVICE HOURS:** Each month a participant must provide proof of community service hours performed by submitting verifiable documentation.

ADDITIONAL PROGRAM COMPONENTS

A participant could be required to complete additional programming which is determined during the contract phase;

- **SHOPLIFTING EDUCATION COURSE:** Approximately a 5 hour online course that teaches offenders about the effects of shoplifting. If a participant is required to take this course there is a \$100 fee.
- **TREATMENT SERVICES:** If a participant has been determined during the intake and assessment phase to have a possible substance misuse issue or any history of substance misuse, they will be required to meet with the staff Licensed Alcohol and Drug Counselor (MLADC) who will determine appropriate treatment needs. If a participant has been determined during the intake and assessment phase to have a possible mental health issue, they will be required to obtain a mental health evaluation. The participant must abide by all treatment recommendations.
- **RESTITUTION:** If a participant owes court-ordered restitution, the participant will be required to pay a one-time \$50 processing fee. Participants will be required to pay a monthly payment of \$50, or more based on income and will remain in the program until restitution is paid in full. The participant will pay their restitution by money order made out directly to whomever it was court ordered to, and the Adult Diversion Case Manager will be responsible to mail out the payment, give a receipt for the payment, and track payments.

In the event that a participant is in non-compliance with restitution payments the following actions will be taken:

- **1st Noncompliance:** A letter will be sent out to the participant, defense attorney and the prosecutor notifying that they have not followed their monthly payment plan towards restitution and will be required to pay their monthly fee owed within 7 days.
 - **2nd Noncompliance:** Case Manager will discuss with Director and Defense Attorney and may result in termination from the program
- **LIFE SKILLS COURSES:** The educational component includes curriculums from “Thinking for Change” and others. These focus on the following:
 - Cognitive self-change
 - Social skills
 - Problem solving skills
 - Housing
 - Transportation
 - Financial management
 - Personal and social relationships
 - Work readiness
 - Self-assessment
 - Exploring careers
 - Nuts and bolts of getting a job
 - Resume writing
 - Completing job applications
 - Interacting with co-workers
 - Taking initiative

EMPLOYMENT

All participants are expected to engage in employment. Exceptions can be made if a participant is unemployed due to a disability, or is a full time student. Documentation will be provided to the Case Manager. Acceptable documentation is as follows:

- Copy of current school classes with school year dated on it
- Copy of disability documentation
- Documentation from a participants' primary care physician excluding them from the ability to work
- Copy of recent paycheck stubs to verify employment

If a participant is unemployed due to lack of job skills, those needs will be identified and will be addressed as part of the program.

DRUG TESTING PROCEDURE

The participant is required to submit to drug testing throughout their participation in the program, if applicable.

- The participant will refrain from the use of any products designed to flush, dilute, or mask their sample.
- The participant will not consume more than 16 ounces of fluids 90 minutes prior to an office appointment to avoid a diluted sample.
- The participant will avoid in excess, foods that contain poppy seeds.
- The participant will be prepared to give a sample each time there is an Adult Diversion appointment.
- The participant will provide a sample upon request. Any refusal to give a sample may result in a non-compliance report and/or possible termination from the program.
- All clean and undiluted samples will be at no cost to the participant- as previously advised any positive/diluted urine samples will be subject to a \$25.00 fee.
- Upon successful submission of six (6) consecutive clean undiluted samples, the participant may be decreased to random testing at any time with a minimum of one sample monthly.
- The participants' last six (6) consecutive samples must be clean and undiluted in order to be considered for program completion.
- In the event a participant is dishonest regarding their substance use, a non-compliance order will be issued.
- If a staff member suspects a sample is diluted or otherwise invalid, they will require that the participant give a second sample.
- All positive samples will be sent to Millennium Labs for further analysis. Any additional expenses incurred by this, will be at the participants expense.

NON-COMPLIANCE:

The program utilizes a series of graduated non-compliances for failure to abide by the rules and requirements. The first non-compliance will result in a written warning. Additional non-compliances will result in any combination of the following:

- Additional community service hours
- Written essays
- Increased case management meetings
- Increased counseling appointments
- Additional life skills courses
- Other options may be determined on a case by case basis up to and including possible termination from the program.

The Case Manager may issue non-compliance(s) for any of the following but not limiting to:

- Dishonesty
- Failing to comply with the rules and requirements

- Failing to follow the case manager and/or MLADC/Mental Health Counselor recommendations
- A positive drug test

Non-compliances will be signed by the Case Manager, Director, and the participant acknowledging they discussed the reason the non-compliance was issued. A copy of the signed non-compliance will be placed in the participants file and a copy will be offered to the participant. If the participant accrues more than 3 non-compliances, copies of each non-compliance will be sent to the participant's attorney and prosecutor, in which a discussion will be had amongst the Case Manager, Director, and Attorney's in regards to the participant's continuance of the program.

GRIEVANCES

At any time if a participant feels they are being treated unfairly, discriminated against, or disagrees with the course of treatment or recommendations made by the Adult Diversion staff, the following protocol must be followed:

- All attempts must be made to reconcile with Adult Diversion staff first, if appropriate.
- If the issue(s) cannot be resolved amongst the Adult Diversion staff and participant, the participant has the right to schedule an appointment with the Program Director.
- After meeting with the Director, if deemed appropriate, mediation between both parties will transpire. In cases where this is not appropriate, the Director will determine the participant's ability to continue in the program and/or provide alternative case management support.

CLOSURE OF REFERRAL

WITHDRAWAL

For any reason if a participant chooses to withdraw from the program the referring agency, the court, and their defense attorney will be notified in writing as to the participant's status.

TERMINATION

In the event that a participant is arrested for any criminal act or accrual of more than three non-compliances, the Case Manager and/or program Director will gather all available information and forward it to the County Attorney's Office. In consultation with the Grafton County Attorney's Office, a determination will be made to the course of action on an individual basis, which could include termination from the program and reactivation of criminal charges.

SUCCESSFUL COMPLETION

All participants will be required to complete a one-page typed reflective essay in order to be eligible for successful completion. The essay will include the following components:

- What led the participant to the Adult Diversion Program
- What the participant learned while in the program and how they will utilize what they learned outside of the program
- What the participant has learned about themselves while in the program
- What does the participants aftercare plan look like once they have successfully completed the Adult Diversion Program

Upon successful completion of all program requirements as outlined in their contract, the Case Manager will notify the Grafton County Attorney Office and the participant's defense attorney. A certificate of completion will be presented at a completion ceremony.

Grafton County Adult Diversion Misdemeanor Program Referral Policies & Procedures

Mission Statement: The mission of the Grafton County Adult Diversion Misdemeanor Program is to hold eligible first time felony offenders accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. The program is an alternative to prosecution that offers a defendant a chance to avoid a criminal conviction and other punitive sanctions including fines, probation, and incarceration.

Eligibility:

Eligible participants must;

1. Have committed the offense(s) within Grafton County
2. Be a first time Misdemeanor offender
3. Be over 18 years of age
4. Offense(s) must be non-violent and non-sexual based
5. Offender must not have previously participated or been terminated from the program

Referral:

Appropriate referral agencies are;

- Prosecution

When referring eligible potential participants you must include the following;

1. Application
2. Plea
3. Discovery

Once the referring agency has all these items together they should be submitted to abelyea@co.grafton.nh.us or faxed to secure fax 603-787-2044

Professional Working Relationships:

Once a referral is received the Grafton County Adult Diversion Misdemeanor Program Case Manager will reach out to the potential participant within 48 hours to schedule an intake/assessment. The program maintains contact with the referring agency throughout the participant's time in the program to include the following information;

1. If new charges are obtained
2. Non-Compliance within the program
3. Changes to address and/or contact information
4. Completion/Termination from the program

Should the program need additional information from the referral agency other contact and communication may be necessary.

Grafton County Adult Diversion Misdemeanor Program Policies & Procedures

Mission Statement: The mission of the Grafton County Adult Diversion Misdemeanor Program is to hold eligible first time misdemeanor offenders accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. The program is an alternative to prosecution that offers a defendant a chance to avoid a criminal conviction and other punitive sanctions including fines, probation, and incarceration.

Purpose: The purpose of the Grafton County Adult Diversion Program is to hold first time misdemeanor offenders accountable while addressing their risky behaviors, mental health and substance abuse issues. The program utilizes evidence-based approaches to aid in the decrease of at-risk behaviors and increase the management of mental health and substance abuse issues. Upon completion this program participants charges may be null processed; meaning they will no longer face prosecution for their crime(s).

Referral & Intake

This program accepts misdemeanor referrals from the following sources;

- Courts/Prosecutors

Once a referral has been received the program staff have 48 hours to contact the potential participant to offer a brief explanation of the program and schedule an intake with the case manager.

The intake assessment is designed to gather pertinent information about the participant to assist in the final decision of acceptance into the Grafton County Adult Diversion Program. During this assessment, the program requirements will be discussed, and in addition, they will be expected to sign all required intake paperwork and release forms. The participant will have the opportunity to ask any questions and gain a complete understanding of the rules, requirements, and expectations of the program.

Assessment sections outlined below;

1. Presenting Problem- Current charges, stressors, etc.
2. Medical Status- Current health issues, if any
3. Mental Health History- Any past/current diagnosis, suicide thoughts/attempts, etc.
4. Family History- Any diagnosed mental health/medical issues in family, childhood, etc.
5. Relationship History- Marriage, children, etc.
6. Developmental History- From childhood to current
7. Social Activities- Hobbies, likes/dislikes
8. Employment History- Past/current
9. Legal History- Past charges and locations

10. Treatment History- Mental health/Medical
11. Substance Use History- To include age of first use to current use

Contract & Acceptance:

When the intake and assessment phase is completed, the Case Manager and Director will review the evaluation and make a final determination of acceptance into the program. If the participant is found to be eligible the Case Manager will develop a contract that lists the specific requirements and conditions for completion of the program, in order to remain in the program the participant must follow the outlined conditions.

An acceptance letter and contract will be sent to the participant's defense attorney for review and approval by the attorney and participant, both parties must sign and return a copy to the Adult Diversion Case Manager. Once the signed contract is received, the Case Manager will contact the participant to begin services.

It is the responsibility of the Case Manager to notify the Grafton County Attorney's Office of a participant's acceptance. The Case Manager will forward a copy of the acceptance letter and contract that was sent to defense to the assigned Prosecutor. The Grafton County Attorney's Office will prepare the following forms and will be responsible to forward the paperwork to defense for review with the participant;

1. Motion to place case on the Inactive List
2. Waiver of Rights
3. Stipulation of Facts
4. Acknowledgement and Waiver of Rights

Releases to be signed include but are not limited to;

- Attorney Release
- Medical/Mental Health Program Release
- Any releases pertinent to successful completion of the program

All signed releases must remain in effect until the program is completed

Program Components & Fees:

The Grafton County Adult Diversion Misdemeanor Program has multiple components to the treatment plan as well as fees associated with participation.

Each new participant will create a treatment plan with their case manager, this treatment plan encompasses recommendations that have been identified during the assessment process, which include;

- Weekly Life Skills Courses
- 50 Community Service Hours
- Weekly Case Management Meetings
- Progress Reviews

- Reflective Essay
- Employment Assistance
- Drug Testing
- Shoplifters Education Courses
- Restitution Assistance

Additional components may be added during the contract phase should it be deemed appropriate.

Fees associated with the program are outlined below;

1. Program Fee: \$300.00
2. Positive Drug Test: \$25.00/ per test
3. Missed Appointment Fee: \$25.00/ per appointment missed
4. Late Appointment Fee: \$15.00
5. Shoplifting Course Fee: \$100.00
6. One-Time Restitution Processing Fee: \$50.00

A completed Financial Affidavit is required to be considered for a sliding scale fee.

Rules & Requirements:

Each participant is required to follow the same general rules and requirements as outlined below;

1. It is the responsibility of each participant to report any contact with law enforcement to their Case Manager. Based on the information provided, contact to the referral source may be made to inform them of the law enforcement contact.
2. The participant is expected to be truthful in all requests for information.
3. The participant will attend all scheduled appointments, classes, and all other Diversion related events. Unless it's an emergency, which will require supporting documentation, a participant must provide a five (5) hour notice to avoid a missed appointment fee of \$25.00 per visit.
4. The participant will comply with all instructions of the Adult Diversion staff, including class and group facilitators.
5. The participant will not engage in any illegal activity.
6. The participant will not use any drugs or alcohol while participating in the program and understands that random drug testing is an automatic part of the program.
7. The participant will advise their Case Manager of any changes in their phone number(s), residence, employment, medical and/or schooling. In the event that prescribed medications change, the participant will notify the case manager, and will bring a current medication list to the Case Manager.
8. I understand I am expected to engage in employment. I understand exceptions can be made if I am unemployed due to a disability, or am a full time student. I understand documentation will be provided to my Case Manager.

Participants required to submit to drug testing throughout their participation in the program must comply with the following rules and requirements;

- The participant will refrain from the use of any products designed to flush, dilute, or mask their sample.
- The participant will not consume more than 16 ounces of fluids 90 minutes prior to an office appointment to avoid a diluted sample.
- The participant will avoid in excess, foods that contain poppy seeds.
- The participant will be prepared to give a sample each time there is an Adult Diversion appointment.
- The participant will provide a sample upon request. Any refusal to give a sample may result in a non-compliance report and/or possible termination from the program.
- All clean and undiluted samples will be at no cost to the participant- as previously advised any positive/diluted urine samples will be subject to a \$25.00 fee.
- Upon successful submission of six (6) consecutive clean undiluted samples, the participant may be decreased to random testing at any time with a minimum of one sample monthly.
- The participants' last six (6) consecutive samples must be clean and undiluted in order to be considered for program completion.
- In the event a participant is dishonest regarding their substance use, a non-compliance order will be issued.
- If a staff member suspects a sample is diluted or otherwise invalid, they will require that the participant give a second sample.
- All positive samples will be sent to Millennium Labs for further analysis. Any additional expenses incurred by this, will be at the participants expense.

Non-Compliance:

The program utilizes a series of graduated non-compliances for failure to abide by the rules and requirements. The first non-compliance will result in a written warning. Additional non-compliances will result in any combination of the following:

- Additional community service hours
- Written essays
- Increased case management meetings
- Increased counseling appointments
- Additional life skills courses
- Other options may be determined on a case by case basis up to and including possible termination from the program.

The Case Manager may issue non-compliance(s) for any of the following but not limiting to:

- Dishonesty
- Failing to comply with the rules and requirements
- Failing to follow the case manager and/or MLADC/Mental Health Counselor recommendations
- A positive drug test

Non-compliances will be signed by the Case Manager, Director, and the participant acknowledging they discussed the reason the non-compliance was issued. A copy of the signed non-compliance will be placed in the participants file and a copy will be offered to the participant. If the participant accrues more than 3 non-compliances, copies of each non-compliance will be sent to the participant's attorney and prosecutor, in which a discussion will be had amongst the Case Manager, Director, and Attorney's in regards to the participant's continuance of the program.

Completion & Termination:

All participants will be required to complete a one-page typed reflective essay in order to be eligible for successful completion. The essay will include the following components:

- What led the participant to the Adult Diversion Program
- What the participant learned while in the program and how they will utilize what they learned outside of the program
- What the participant has learned about themselves while in the program
- What does the participants aftercare plan look like once they have successfully completed the Adult Diversion Program

Upon successful completion of all program requirements as outlined in their contract, the Case Manager will notify the Grafton County Attorney Office and the participant's defense attorney. A certificate of completion will be presented at a completion ceremony.

In the event that a participant is arrested for any criminal act or accrual of more than three non-compliances, the case manager and/or Director will gather all available information and forward it to the County Attorney's office. In consultation with the Grafton County Attorney's office, a determination will be made to the course of action on an individual basis, which could include termination from the program and reactivation of criminal charges.

Information & Data

Records are maintained for seven (7) years after completion or termination from the program. Records remain confidential, secure and are within Health Insurance Portability and Accountability Act (HIPAA) compliance. After seven (7) years all files will be securely shredded and disposed of.

Non-identifying data may be used to formulate data trends and funding reports- including but not limited to;

1. Age
2. Sex
3. Referral Source
4. Offense(s) Committed
5. Income Level
6. Ethnicity
7. Successful/Unsuccessful program completion



**GRAFTON COUNTY ALTERNATIVE SENTENCING
Adult Diversion Misdemeanor Program**

3801 Dartmouth College Highway
North Haverhill, New Hampshire 03774
Phone (603) 787-2042 Fax (603) 787-2044

Grafton County Adult Diversion Program Contract

Participant: _____ DOB: _____

I, _____, hereby enter into the following agreement with the Grafton County Adult Diversion Program.

GENERAL

1. It is my responsibility to report any contact with law enforcement to my Case Manager. I understand based on the information provided, the referral source may be contacted to inform them of the law enforcement contact.
2. I understand I am expected to be truthful in all requests for information.
3. I understand I must attend all scheduled appointments, classes, and all other Diversion related events. Unless it's an emergency, which will require supporting documentation, a participant must provide a five (5) hour notice to avoid a missed appointment fee of \$25.00 per visit.
4. I understand I must comply with all instructions of the Adult Diversion staff, including class and group facilitators.
5. I understand I may not engage in any illegal activity.
6. I understand I must not use any drugs or alcohol while participating in the program and understand that random drug testing is an automatic part of the program.
7. I understand I need to advise my Case Manager of any changes in my phone number(s), residence, employment, medical and/or schooling. In the event that my prescribed medications change, I must notify my case manager and bring a current medication list to my Case Manager.
8. I understand I am expected to engage in employment. I understand exceptions can be made if I am unemployed due to a disability, or am a full time student. I understand documentation will be provided to my Case Manager.

FEES

1. I will pay a program fee of \$300.00 of which \$100.00 must be paid by the first progress review.
2. All payments must be made in the form of cash or money order made payable to "Grafton County".

3. I understand there will be additional fees in the event that any of the following should occur;

Positive Drug Test	\$25.00
Missed Appointment Fee	\$25.00
Late Appointment Fee (15 minutes)	\$10.00
One-time Restitution Processing Fee	\$50.00
Shoplifting Education Course Fee	\$100.00

4. I understand that all financial obligations must be paid in full prior to being considered for program completion.

DRUG TESTING

1. I understand that I am required to submit to drug testing throughout my participation in the program.
2. I understand I will avoid in excess, foods that contain poppy seeds.
3. I understand that I am subject to random drug testing and will provide a sample upon request. I understand that refusal to give a sample will result in a non-compliance and/or possible termination from the program.
4. I understand that all clean and undiluted samples will be at no cost to me and understand, as previously advised, any positive/diluted urine samples will be subject to a \$20.00 fee.
5. I understand upon successful submission of six (6) consecutive clean undiluted samples, I may be decreased to random testing at any time with a minimum of one sample monthly.
6. I will refrain from the use of any products designed to flush, dilute, or mask my sample.
7. I will not consume more than 16 ounces of fluids 90 minutes prior to an office appointment.
8. I will be prepared to give a sample each time I have an Adult Diversion appointment.
9. I understand that if I am dishonest regarding substance use, a non-compliance order will be issued.
10. I understand that if a staff member suspects my sample is diluted or otherwise invalid, I will be required to give a second sample.
11. I understand all positive samples will be sent to Millennium Labs for further analysis and further understand that any additional expenses incurred by this, will be at my expense.
12. I understand that the last six (6) consecutive drug tests must be clean and non-diluted prior to being considered for program completion.

TREATMENT SERVICES

1. I understand that if it has been determined during the intake and assessment phase that there is a possible substance misuse issue or any history of substance misuse, I will be required to meet with the staff Licensed Alcohol and Drug Counselor (MLADC) who will determine my appropriate treatment needs.
2. I understand that if it has been determined during the intake and assessment phase that

there is a possible mental health issue, I will be required to obtain a mental health evaluation.

3. I understand that with any evaluation obtained, I must abide by all treatment recommendations.

LIFE SKILL COURSES

1. I understand I will be required to attend a minimum of 5-10 Life Skill Courses.
2. I understand that if progress is not deemed appropriate, that I could be subject to attend up to a total of 20 Life Skill Courses.

COMMUNITY SERVICE

1. I will perform 50 hours of community service for a non-profit organization(s), religious organization(s), or any municipalities. I understand exceptions may apply with prior approval.
2. I will provide monthly proof of community service hours performed by submitting verifiable documentation to my Case Manager.

NON -COMPLIANCE

1. I understand that I could receive a non-compliance report for failing to meet the requirements of this contract and/or failing to observe the rules of the Adult Diversion Program as outlined in the Participants Handbook.

PROGRESS REVIEWS

1. I understand that I will be required to participate in monthly progress reviews with my Case Manager.

GRIEVANCES

At any time if a participant feels they are being treated unfairly, discriminated against, or disagrees with the course of treatment or recommendations made by the Adult Diversion staff, the following protocol must be followed:

- All attempts must be made to reconcile with Adult Diversion staff first, if appropriate.
- If the issue(s) cannot be resolved amongst the Adult Diversion staff and participant, the participant has the right to schedule an appointment with the Program Director.
- After meeting with the Director, if deemed appropriate, mediation between both parties will transpire. In cases where this is not appropriate, the Director will determine the participant's ability to continue in the program and/or provide alternative case management support.

ACKNOWLEDGMENT

I have read this contract completely and understand the requirements of the program. By signing below, I am indicating that I fully understand each of the contract requirements. I have reviewed this contract with my attorney and have had the opportunity to ask questions of my attorney and Adult Diversion staff. All of my questions have been answered to my satisfaction.

I am knowingly, intelligently and voluntarily entering into this contract and agree to accept the rules of the Grafton County Adult Diversion Program and will put forth a good effort to complete the requirements of this contract.

Date

Client Signature

As counsel for the defendant, I have reviewed this contract with my client. The defendant has had the opportunity to ask questions which I have answered completely. I believe the defendant is fully aware of the rules of the Grafton County Adult Diversion Program and is fully capable of completing the requirements of this contract.

Date

Defense Attorney

As the Director of Alternative Sentencing, I have reviewed this participant's file in its entirety and accept them into the Adult Diversion Program.

Date

Alternative Sentencing Director



GRAFTON COUNTY ALTERNATIVE SENTENCING

Adult Diversion Program

3801 Dartmouth College Highway
North Haverhill, New Hampshire 03774
Phone (603) 787-2042 Fax (603) 787-2044

Grafton County Adult Diversion Program Application

Application Date: _____

Applicant Name: _____ DOB: _____

Address: _____

Number: _____ Email: _____

Defense Attorney: _____ Number: _____

Current Charges: _____

Please Read & Sign

I understand that it is my responsibility to return any calls received by the Case Manager/Clinician attempting to schedule an appointment. Failure to schedule or appear for this appointment could result in my application for the Adult Diversion Program to be denied. I am aware that the Case Manager/Clinician will make a decision as to the level of care that is needed.

Signature of Defendant: _____ Date: _____

Please ensure the following items are attached to the application;

Plea Offer

Discovery

January 2019



GRAFTON COUNTY ALTERNATIVE SENTENCING

Adult Diversion Misdemeanor Program

3801 Dartmouth College Highway
North Haverhill, New Hampshire 03774
Phone (603) 787-2042 Fax (603) 787-2044

Program Acceptance Agreement

During my participation in the program, I, _____, agree:

To complete the following requirements:

1. Pay the \$300 program fee and any other additional fees that may be incurred.
2. Successfully complete any course or additional program components that I am referred to, which may include, but are not limited to any of the following: life skill course, shoplifting course, treatment services, and restitution.
3. Complete a typed one-page reflective essay for final eligibility for successful completion.
4. Complete 50 hours of community service at a local non-profit agency.

To abide by the following rules:

1. It is my responsibility to report any contact with law enforcement to my Case Manager. I understand based on the information provided, the referral source may be contacted to inform them of the law enforcement contact.
2. I understand I am expected to be truthful in all requests for information.
3. I understand I must attend all scheduled appointments, classes, and all other Diversion related events. Unless it's an emergency, which will require supporting documentation, a participant must provide a five (5) hour notice to avoid a missed appointment fee of \$25.00 per visit.
4. I understand I must comply with all instructions of the Adult Diversion staff, including class and group facilitators.
5. I understand I may not engage in any illegal activity.
6. I understand I must not use any drugs or alcohol while participating in the program and understand that random drug testing is an automatic part of the program.
7. I understand I need to advise my Case Manager of any changes in my phone number(s), residence, employment, medical and/or schooling. In the event that my prescribed medications change, I must notify my case manager and bring a current medication list to my Case Manager.
8. I understand I am expected to engage in employment. I understand exceptions can be made if I am unemployed due to a disability, or am a full time student. I understand documentation will be provided to my Case Manager.

I have received, reviewed, understand, and agree to adhere to the Adult Diversion Handbook that was provided to me. I further understand that any violation of those rules could result in disciplinary action or termination from the program. I understand in the event I do not abide by the rules or do not successfully complete all the requirements of the program for any reason, the referring prosecutor will be notified with full disclosure as to the reason for termination. I also understand I have been given the opportunity to review this agreement with my legal team.

Date

Client Signature

Date

Diversion Staff Signature