



## 24/7 SOBRIETY PROGRAM

### CHECKLIST

#### **CHECKLIST TO BEGIN A 24/7 SOBRIETY PROGRAM**

The concept behind a 24/7 Sobriety Program is relatively simple: As a bond, condition of release, or sentencing condition, individuals who have been charged or convicted of a DUI or Physical Control go to a testing facility and provide a breath sample twice a day or use a device that continuously monitors for alcohol.

Though the concept itself is simple, there are some practical aspects of the program you may want to consider before you start a 24/7 Sobriety Program in your jurisdiction. This checklist includes many of those considerations and, hopefully, will help you identify others as you begin your program.

#### **Initial Considerations**

- Determine/estimate how many people will be in the program. Knowing the answer to this question will be useful in helping you address other considerations, such as:
  - *How many are charged with 2nd or subsequent DUI or Physical Control in your jurisdiction?*
  - *How many are convicted and sentenced for 2nd or subsequent DUI or Physical Control in your jurisdiction?*
- Review 24/7 Sobriety Program authorizing statutes - RCW 36.28A.300-390
- Contact the WASPC 24/7 Sobriety Program Coordinator
- Review the Participating Agency Agreement that governs the 24/7 Sobriety Program
- Contact one of the existing 24/7 Sobriety Program agencies

#### **Running the Program/Staffing Considerations**

- The sheriff or chief needs to determine whether the sheriff/police department or a separate entity will administer the program.
- Identify the staff members who will be administering the tests and hooking up the remote monitoring units.
- Designate a local program administrator. Ideally, this person will be involved with handling orientations, enrolling participants, and inputting and maintaining information in the data management system.
- Determine whether you can run (or at least begin) the program with existing staff.

#### **Testing Equipment**

- Review the vendor agreements and determine which of the available plans best suits your needs for breath-testing equipment and remote monitoring equipment.
- Determine whether you have enough portable breath testing machines, mouthpieces, and other necessary equipment.
- Determine whether you have enough remote monitoring units.

### **Location: Orientations and Testing Sites**

- Identify testing sites – (jail, sheriff's office, police department, or separate public or private facility).
- Make sure testing sites have the basic requirements, such as Internet access; phone; restrooms; temporary holding facility; space to provide orientation; and testing stations.
- Determine whether there is ample parking for 24/7 participants and employees.
- Determine how many testing sites you will need.
- Identify the morning and evening testing times (testing times need to be approximately 12 hours apart).
- Identify where orientations will take place and whether they will be at the testing site.
- Identify orientation times (participants have to go through orientation before beginning testing).

### **Training**

- Testers need to be trained on how to conduct breath tests and deal with participant violations.
- Staff needs to be trained on using the 24/7 Sobriety Program software (the data management system.)
- Staff needs to be trained on conducting orientations.
- Staff needs to be trained on handling cash and basic accounting.

### **Miscellaneous**

- Determine whether you need written agreements or memorandums of understanding with other entities (e.g., if a private company is handling testing.)
- Reach out to other entities who will be involved in your 24/7 Sobriety Program (courts, detention officers, prosecutors, etc.). Let them know you intend to begin a program and when you plan to start the program. Invite their input.
- Identify possible sources of financial assistance for testing equipment (e.g., DUI task force, grants, etc.)
- Determine the forms of payment that you will accept for testing (i.e., will you take cash or checks; do you plan to make change, use credit or debit cards?)
- Establish a 24/7 Sobriety Program workgroup with other involved agencies (e.g., county attorney, city attorney, city police department, limited court judges and judicial staff, etc.) to ensure that the lines of communication are open and that the program runs smoothly.

For additional information, please contact:

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